

**GREEN COUNTY  
HUMAN SERVICES BOARD MINUTES  
September 13, 2022**

**Members Present:** Mike Furgal, Russ Torkelson, Todd Larson, David Bristow, Linda Boll, Anita Huffman and Sandy Horn. Will Oemichen attended via Zoom.

**Members Excused:** Sarah Endicott

**Non-Members Present:** Daniel Williams, Hailey Laws, Delores Merrick and Lisa Bergum.

1. **Call to Order:** Furgal called the meeting to order at 2:00 p.m.
2. **Approval of August 16, 2022, HSB minutes:** Motion by Huffman, seconded by Horn to approve the minutes as written for the August 16 meeting. Motion carried with a unanimous vote.
3. **Public Comments (limited to 3 minutes each):** No public comments.
4. **Committee Reports:**
  - a. **Audit Committee – August & September 2022 ---Action**  
Torkelson reported on the August meeting. Motion by Torkelson, seconded by Huffman to approve the August audit minutes. Motion carried with a unanimous vote. Furgal reported on the September meeting. Motion by Furgal, seconded by Horn to approve the September audit minutes. Motion carried with a unanimous vote.
  - b. **Aging & Disability Advisory Committee --- Information**  
Furgal reported on the meeting.
  - c. **Regional ADRC Governing Board --- Information**  
Torkelson reported on the meeting.
  - d. **SWCAP Board of Directors --- Information**  
Furgal reported on the meeting.
  - e. **Marsh Country Health Alliance Report ---Information**  
Furgal reported on the meeting.
5. **Discussion and Possible Action Employee Performance Review Process:** HR Director Delores Merrick presented information about the 360 Evaluation tool used for Department Head performance reviews. She said it provides valuable feedback not only from others within the agency, but also includes other agency and community members the employee has direct contact with. She said the data analysis it provides is also very helpful. Discussion about using this tool for the HS Director's review followed. Motion by Larson, seconded by Torkelson to use the Human Resources Department 360 Evaluation for the HS Director performance review moving forward. Motion carried with a unanimous vote.
6. **Approval of 2022 Revised Budget & 2023 Budget:** Laws and Williams reported on the revised 2022 and 2023 budgets. Members received handouts detailing budget amounts and any specific items impacting those budgets. Motion by Larson, seconded by Horn to approve the revised 2022 budget and the 2023 budget and forward for final approval. Motion carried with a unanimous vote. Larson stated that he appreciated the presentation that was done for the budget, but asked that the budget be received prior to the day it is to

be approved. Williams and Laws explained that due to the County's timeline and the constraints the Departments are under that it may not be a possibility.

7. **Approval of Training Requests**: Motion by Boll, seconded by Torkelson to approve the training requests. Motion carried with a unanimous vote. A question was asked about the need to approve these trainings at this meeting. Williams stated this is the approval process per County Code.
8. **Director's Report---Information**: Williams reported. Items included a slight uptick in agency Covid cases and personnel changes.
9. **Establish Representatives for October Human Services Audit**: No representatives for the October HS audit could be established at this time due to the October deadline not being known.
10. **Committee Raised Topics -Items may only be discussed and any item requiring action must be placed on a further committee agenda**: There were no committee raised topics.
11. **Establish Next Meeting Date & Time**: The next meeting will be Tuesday, October 18, 2022, at 2:00 p.m.
12. **Adjourn**: Motion by Oemichen, seconded by Bristow to adjourn the meeting. Motion carried with a unanimous vote.

Minutes submitted by:  
Lisa Bergum  
Account Clerk