



**Juneau County  
Department of Human Services  
Board Minutes  
December 5, 2023  
8:30 am**

Members: James Ryczek, Chair, John McGinley, Vice Chair/Secretary,  
Richard Kilmer, Judy Kennedy, Julie Quist, Carl Wildes, Betty Kryka

The Juneau County Human Services Board Meeting was called to order at 8:36 am by Vice Chairperson John McGinley in the Juneau County Board Room. It is noted the meeting had been posted in accordance with the law.

Roll Call: Members Present: John McGinley, Richard Kilmer, Judy Kennedy, Carl Wildes, Betty Kryka; Absent: James Ryczek, Julie Quist; Also present: Dawn Buchholz, Mary Jo Onsager, Alison Brown

Acknowledgment of compliance with the Open Meetings Law.

**Approval of Agenda**

Motion to approve agenda made by Judy Kennedy, seconded by Richard Kilmer. Motion carried.

**Approval of Minutes**

Motion to approve October 31, 2023 minutes made by Betty Kryka, seconded by Richard Kilmer. Motion carried.

**Clerical Presentation**

Alison Brown, Administrative Support Specialist, and unit present. Along with the Admin Support Specialist, the unit has two Receptionists and two Intake/Record Clerks. The unit highlights a few of their job duties, varying from scheduling appointments, registering staff for conferences, maintaining client charts and uploading client documentation to our electronic record systems for all DHS programs. While each worker has their specific responsibilities, they are all cross-trained to make sure work is done quickly and efficiently.

**Motion and approval of Human Services 2024 Billing Rates**

Updated rates to be posted to website and 2<sup>nd</sup> floor lobby ViewSonic. Motion to approve 2024 Billing Rates made by Judy Kennedy, seconded by Betty Kryka. Motion carried.

**Discussion and possible motion/approval of ongoing public participation process-  
December 11<sup>th</sup> Executive Committee Meeting**

Draft card passed around, discussion regarding process at other counties/committees. Would like to stay consistent for all committees. Dawn to take to draft to Executive.

**Motion and approval to fill Human Services position(s)**

Intake/Records Clerk. Motion to fill open position made by Judy Kennedy, seconded by Richard Kilmer. Motion carried.

**Human Services Board report outs (if any)**

CCS/CST Regional Meeting in January

**Director report outs (if any)**

Holiday cards to be signed by committee members to be given to staff. One Employee Satisfaction Survey result was asked to have more staff recognition from the county board.

**Items for Future Meeting(s)**

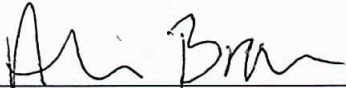
- Child Support Presentation

The next Human Services Board meeting will be held Tuesday, January 2, 2024 at 8:30 am in the Juneau County Services Building, Room 209. Meeting adjourned at 9:39 am.

Respectfully Submitted,



John McGinley, Vice Chair/Secretary



Alison Brown, Recorder