

# **Clark County Community Services Board Meeting Minutes**

Meeting held Friday, February 9, 2018 at 9:30 AM at the Clark County Rehabilitation & Living Center.

The meeting was called to order at 9:30 AM by Frieda Rollins.

Present Members: Frieda Rollins, Arlene Kodl, Scott Jalling, Gary Leichtman, Fred Schindler, Roy Tyznik, Dianne Mattes, Tony Ring

Absent Members: Bonnie Matkovich

Others Present: Jane Schmitz, Sue Voigt, Joe Meyer, Joan Jalling, Ed Rusch

A motion to approve the agenda was made by Dianne Mattes, seconded by Tony Ring, all yes, motion carried.

The minutes of the January 12<sup>th</sup> meeting were approved on a motion made by Roy Tyznik, seconded by Tony Ring, all yes, motion carried.

The January vouchers were reviewed and approved on a motion by Tony Ring, seconded by Dianne Mattes, all yes, motion carried.

The report of the Rehabilitation & Living Center Sub-Committee meeting of January 12<sup>th</sup> was received and filed.

Sue Voigt provided an updated report on the December 2017 budget.

Joe Meyer provided an updated report on the December 2017 budget.

Sue Voigt reported on the January 2018 budget.

Joe Meyer reported on the January 2018 budget.

Sue Voigt reported on January inpatient days.

Joe Meyer discussed the Program Assistant job description with the Committee. Clarification was made that this position will be the back-up to the Office Manager position.

Motion to accept the Program Assistants essential functions and update the minimum training to reflect similar to that of the Office Manager and forward to Personnel Committee was made by Arlene Kodl, seconded by Dianne Mattes, all yes, motion carried.

Sue Voigt, Joe Meyer and Jane Schmitz reported on new hires, wage rate changes, and transfers within their respective departments. Interviewing continues for the Behavioral Services Manager position and the Birth to 3 position. Applications are being accepted for the Program Assistant position within Community Services and ADS departments.

Sue Voigt reviewed with the committee the monthly credit card expenses.

The March meeting of the Community Services Board is scheduled for Friday, March 9, 2018 at the Clark County Rehabilitation and Living Center in the classroom beginning at 9:30 AM.

Motion to adjourn at 10:40 AM was made by Tony Ring, seconded by Roy Tyznik, all yes, motion carried.