

MENOMINEE COUNTY HUMAN SERVICES BOARD

Jan. 20th 2016

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochick, Terrance Brooks, James Lowey, Faye Dodge, and Susan Cook. **Absent:** William Waubanascum Jr. (excused) and Chyrl Irving (excused).

OTHERS PRESENT: Jeremy Weso, Barb Nelson, Lois Krizan, and Heather Ondik, Recorder.

- A. CALL TO ORDER & ROLL CALL:** Meeting called to order by Chairman Tony Waupochick at 5:04 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** An extensive discussion was held regarding the financial operations of HSD and the County with upcoming resignations and retirements. Memos were distributed by the Administrative Coordinator – Jeremy Weso. J. Weso read the letter on the subject of: Restructuring finance operations. T. Waupochick asked J. Weso to attend the next HSD Board meeting to discuss the letter on the subject of attracting and retaining employees. It will be an agenda item noted as improvements for employees.
MOTION: J. Lowey moved to modify the agenda to move the closed session to be discussed next and to include J. Weso in the discussions. Seconded by S. Cook. All in favor. Motion carried.
- C. CLOSED SESSION**
- 1. WIS. STATUTE 19.85 (1)(c) Compensation & Evaluation and 19.85 (1)(f) Personnel Matters**
MOTION: S. Cook moved to go into a closed session. Seconded by J. Lowey. All in favor. Motion carried.
ROLL CALL: Roll call taken. Board Members present: Tony Waupochick, Terrance Brooks, James Lowey, Faye Dodge, and Susan Cook. **Absent:** William Waubanascum Jr. and Chyrl Irving excused.
- D. OPEN SESSION– convened**
 Return to open session in accordance with Wis. Stats 19.85 (2) in order to conduct further business.
MOTION: S. Cook moved to return to open session to conduct further business. Seconded by T. Brooks. All in favor. Motion carried.
ROLL CALL: Roll call taken. Board Members present: Tony Waupochick, Terrance Brooks, James Lowey, Faye Dodge, and Susan Cook. **Absent:** William Waubanascum Jr. (excused) and Chyrl Irving (excused).
RECORD ANY MOTIONS FROM CLOSED SESSION
MOTION: J. Lowey moved to promote Heather Ondik to the new position of Support Operations Manager at a new rate of \$22.08 an hour and to pick up additional duties for financial responsibilities as well as long term care support financial and non-financial duties. Seconded by T. Brooks. All in favor. Motion carried.
MOTION: J. Lowey moved if necessary we contract with Lois Krizan for period up to three months to assist in maintaining financial oversight and develop reports as necessary at the rate of \$30.00 per hour. Seconded by S. Cook. All in favor. Motion carried.
MOTION: T. Brooks moved to return to the regular agenda. Seconded by F. Dodge. All in favor. Motion carried.
- E. MINUTES – Dec. 16, 2015:** (provided in packet) reviewed and approved. Correction noted that Susan Cook was excused.
MOTION: S. Cook moved to approve the 12/16/15 minutes. Seconded by F. Dodge. All in favor. Motion carried.
- F. FINANCIAL**
- 1. FES–Funding Expense Report (FES) provided in packet. Overview provided by the Operations Administrator. Discussion held.**
MOTION: S. Cook moved to accept the FES Reports. Seconded J. Lowey. All in favor. Motion carried.
- 2. Contracts: none.**
- 3. Budget Modifications:** Handouts provided. Modifications were discussed and questions addressed.
MOTION: J. Lowey moved to accept the budget modifications as presented. Modification MCHS 2016-02 and MCHS 2015-08. Seconded F. Dodge. All in favor. Motion carried.

4. **Vouchers**—Approved and signed (Summary provided in packet /detail pages available at the meeting). Discussion held & questions addressed.
MOTION: J. Lowey moved to approve the vouchers numbered 173-180 in the amount of \$138,224.06. Seconded by T. Brooks. All in favor. Motion carried.
MOTION: J. Lowey moved to approve the vouchers numbered 181-188 in the amount of \$225,597.16. Seconded by S. Cook. All in favor. Motion carried.
5. **Vehicle** – The Director reported tire troubles on one of the agency vans. The tire came off in transit twice now. Shawano Auto Sales stated it is common issue on this type of van and suggested bringing the vehicle in every 100 miles to have lug nuts torqued. J. Lowey recommended bringing the vehicle in weekly to have the tires checked. B. Nelson will report back on the vehicles status at next month’s HSD Board meeting. Discussion held.

G. AGENCY REPORTS

1. **Director/Progress Reports:** (in packet) the reports were reviewed and approved. Questions addressed
MOTION: J. Lowey moved to accept the Director/ Progress Reports. Seconded by F. Dodge. All in favor. Motion carried.
2. **Supportive Home Care** –The Tribe is going to be implementing their Supportive Home Care by the end of this month. They will be paying their Supportive Home Care workers more than what we currently pay. The Tribe will be paying workers \$9.86 per hour and HSD currently pays \$7.86 per hour. The majority of the cost would be covered under the waivers. Salary would not increase until the Tribe is up and running. Discussion held.
MOTION: J. Lowey moved to accept the proposal to raise the salary rate to the rate of \$9.86 per hour for the persons involved in the Tribal waiver program. Seconded by F. Dodge. All in favor. Motion carried.

H. CORRESPONDENCE/BOARD INFO

1. **ADRC minutes (12/14/15):** Informational.
2. **ADRC Newsletter (Vol. 18 Jan – March 2016):** Informational.
3. **Training & Correspondence – “Evaluating Your County Departments”:** Informational.
4. **Fostering Futures Minutes (12/1/15):** Informational.
5. **Fostering Futures Newsletter (January):** Informational.
6. **Public Health:** Handout provided to B. Nelson from J. Lowey for her review. Informational.

I. PERSONNEL REPORT

1. **Retirement – Fiscal Assistant:** The Director received a letter of retirement from Barbara Lyons.
MOTION: T. Brooks moved to accept the retirement of Barbra Lyons. Seconded by F. Dodge. All in favor. Motion carried.
2. **Resignation –Office Administrator:** The Director received a letter of resignation from Lois Krizan.
MOTION: J. Lowey moved to table this agenda item until after the special board meeting with Personnel and Finance on 1/28/16. Seconded by S. Cook. All in favor. Motion carried.
3. **Fiscal and Support positions-** this topic no longer needs discussion at this time.
4. **Fiscal Services – Contract-** this topic was determined by motion following the earlier closed session.
5. **Family Services Caseworker – 2 vacancies:** five applicants expressed interest. Two were not complete so only three will be screened. Screening to occur this month, pending Jeremy Weso’s availability.
6. **LTC position – update:** The Director noted two applicants expressed interest. The Director is also hoping to get screening in this month, pending Jeremy Weso’s availability.
7. **Other Position updates and/or resignations:** None.

J. NEW BUSINESS

1. **Special Meeting date:** Personnel & Finance Joint HSD Meeting will be held on 1/28/16. Discussion held.
2. **Future Presentations:** Either Alternative Response and/or Agency Crisis Debriefing in April.
3. **Items, if any, to be scheduled for next meeting:** J. Lowey suggested if the Director could report to HSD at the next regular board meeting what changes the Director would like to make and job descriptions..

L. ADJOURNMENT: Meeting adjourned at 8:00 p.m.

- MOTION: F. Dodge moved to adjourn meeting. Seconded by S. Cook. All in favor. Motion carried.**