

MENOMINEE COUNTY HUMAN SERVICES BOARD

January 21, 2015

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochick, Faye Dodge, Beverly Muehlius, Susan Cook, Liz Arnold, William Waubanascum Jr. and Chyrl Irving. **Absent:** none.

OTHERS PRESENT: Barbara 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:** None.
- C. MINUTES – December 17, 2014:** (provided in packet) the minutes were reviewed and approved.
MOTION: C. Irving moved to approve the 12/17/14 minutes. Seconded by S. Cook. All in favor. Motion carried.
- D. FINANCIAL**
1. **FES –Funding Expense Report (FES)** provided in packet. Report overview provided by the Operations Administrator. Discussion held.
MOTION: S. Cook moved to accept the FES Reports. Seconded C. Irving. All in favor. Motion carried.
 1. **Contracts:** Handouts provided in packet. The contracts were reviewed and approved.
MOTION: C. Irving moved to approve the contracts. Seconded W. Waubanascum Jr. All in favor. Motion carried.
 Transit Contract: Handouts provided in packet. The contracts were reviewed and approved. A 3% increase was noted and an additional day for transportation to New View will be provided.
MOTION: C. Irving moved to approve the contracts. Seconded W. Waubanascum Jr. All in favor. Motion carried.
 Elder Abuse Contract (provided in packet): The contract was reviewed and approved. The dollar amount stayed the same as last year's figure.
MOTION: C. Irving moved to approve the contracts. Seconded L. Arnold. All in favor. Motion carried.
 2. **Vouchers –** Documents reviewed, approved and signed (Summary page provided in packet / detail pages available at the meeting).
MOTION: C. Irving moved to approve vouchers. Seconded by W. Waubanascum Jr. All in favor. Motion carried.
 3. **Personal Care/Supportive Home Care Fiscal Svcs:** We are in initial stages of working with Kerber & Rose regarding processing payroll for workers in the Personal Care and Supportive Home Care programs. This will be a transition from EMS. Kerber & Rose came in at a 1/3 of the cost and will offer more options such as direct deposit and bi-weekly payroll. Switch over is planned for April 1st.
 4. **Budget Amendments** (provided at meeting): Document reviewed and approved.
MOTION: C. Irving moved to approve vouchers. Seconded by W. Waubanascum Jr. All in favor. Motion carried.
- E. AGENCY REPORTS**
1. **Director / Progress Reports** (provided in packet): Limited resources for inpatient hospitalizations was discussed.
MOTION: C. Irving moved to accept the Director/ Progress Reports. Seconded by L. Arnold. All in favor. Motion carried.
 2. **AODA Youth Education Group** (material provided in packet): Discussion on the procedure was given
 3. **Family Care Enrollment Schedule** (chart provided in packet): Discussion held regarding options counseling in October and enrollment rollout in November

4. **Portable Heater Procedure:** (provided in packet): Discussion on the procedure and that the program was awarded 10 heaters and to date there still remain 10 available heaters for emergencies.

F. CORRESPONDENCE/BOARD INFO

1. **Training announcements & Correspondence - none**
2. **ADRC minutes (12/8/14):** (provided in packet) Informational.
3. **ADRC Newsletter (vol. 14):** (provided in packet) Informational.
4. **ADRC 2013 & 2014 data:** (provided in packet) Informational.
5. **Board of Health Meeting (none)**
6. **County/Tribal Planning Committee (no approved mins)**
7. **Fostering Futures Core Team Meeting minutes (12/16/14)** (provided in packet): Informational.
8. **Fostering Futures Core Team Newsletter (Jan.):** (provided in packet) Informational.

G. PERSONNEL REPORT:

1. **Retirement date change letter:** Letter provided in packet. G. Komp requested to change his retirement date to assist the unit during an unexpected Supervisor shortage in the Behavioral Unit.
MOTION: C. Irving moved to approve the request of Gary Komp to change his retirement date from January 12 to January 16th 2015. Seconded by F. Dodge. All in favor. Motion carried.
2. **Family Services Case Manager:** The Director and the interview panel recommend hiring Breana Pickard for the Family Services Case Manager position.
MOTION: L. Arnold moved to approve the hiring of Breana Pickard for the Family Services Case Manager position. Seconded by F. Dodge. All in favor. Motion approved.
3. **CST position:** The Director and the interview panel recommend the hiring of Alex Summers for the CST (Coordinated Service Team) Project/Service Coordinator Part-time position.
MOTION: F. Dodge moved to approve the hiring of Alex Summers for the CST (Coordinated Service Team) Project/Service Coordinator position. Seconded by S. Cook. All in favor. Motion approved.
4. **Clinical Case Manager Position:** The Director requested approval to move forward with the recruiting and interview process. Applicants just interviewed for the Family Services position will be notified of this position if they would like to apply for this position.
MOTION: S. Cook moved to approve moving forward with the recruiting and interview process for the Clinical Case Manager position. Seconded by W. Waubanscum Jr. All in favor. Motion approved.
5. **SLU – LTC Supervisor position:** No qualified applicants at this time. This position will be reassessed and other options considered.
6. **Clinical Supervisor:** The Director will be looking at options for this position.
7. **Coordinator ILP/DC/AC & Service Specialist:** This position is being reviewed. Once reviewed, the revised job description will go to the Adm. Coordinator and then will be brought to HSD Board for approval.
8. **Position updates and/or resignations:** none.

H. NEW BUSINESS

1. **Future Program Presentations:**
PC/SHC contract update, HSD Board vacancies & revisit 2014 hold on some services that was implemented due to budget deficit.
2. **Items, if any, to be scheduled for next meeting:** None.

L. ADJOURNMENT: Meeting adjourned at 6: 15 p.m.

MOTION: W. Waubanscum Jr. moved to adjourn meeting. Seconded by L. Arnold. All in favor. Motion carried.