

**MENOMINEE COUNTY HUMAN SERVICES BOARD**  
**October 18, 2017**  
**REGULAR BOARD MEETING MINUTES**

**BOARD MEMBERS PRESENT:** James Lowey, Elizabeth Moses, Rebecca Edler, Faye Dodge, Laurie Pecore and Terrance Brooks. Absent: Chyrl Irving.

**OTHERS PRESENT:** Barbra Nelson Ex. Director, Tom Hoffman Lead Accountant, Lee Stoehr Financial Director and Angela Gueths, Recorder.

- A. CALL TO ORDER & ROLL CALL:** Roll call taken, quorum present. Meeting called to order by Chairman, J. Lowey at 5:03 p.m.
- B. COMMUNITY INPUT:** J. Lowey requested that we send a letter to a board member regarding their intent on continuing as a board member.
- C. MINUTES – September 20, 2017:** (provided in packet) reviewed and approved.  
**MOTION: L. Pecore moved to approve the 9/20/17 minutes. Seconded by T. Brooks. All in favor. Motion carried.**
- D. FINANCIAL:**
- 1. Fiscal Report – Funding & Expense:** (provided in packet) A request to adjust the structure of the report for easier reference. Questions addressed regarding revenues and costs for WHEAP as well as Adult Protective Services were provided. Discussions held.  
**MOTION: B. Moses moved to accept the Expense report. Seconded by F. Dodge. All in favor. Motion carried.**
  - 2. Contracts:** (provided in packet) Review of the two amendment contracts provided was given.  
**MOTION: T. Brooks moved to approve the amendments to the contracts for Joe Nevsimal and Genuine Hearts LLC. Seconded by F. Dodge. All in favor. Motion carried.**  
**ADRC of the Wolf River Consortium contract:** (provided in packet) Questions addressed. Discussion held.  
**MOTION: L. Pecore moved to accept the ADRC of the Wolf River Consortium contract and have the County Chair and Human Services Director sign. Seconded by T. Brooks. All in favor. Motion carried.**
  - 3. Vouchers** (provided in packet) Vouchers were reviewed, approved and signed. Questions addressed regarding lawn mowing costs. Discussion held.  
**MOTION: B. Moses moved to approve the vouchers numbered 113-120 in the amount of \$132,682.97 and vouchers numbered 137-144 in the amount of \$285,759.76. Seconded by R. Edler. All in favor. Motion carried.**
  - 4. Financial Report – updates:** T. Hoffman noted as of August 31<sup>st</sup> HSD net income is \$361,000.00 and YTD losses is just under \$135,000.00. Additional revenue is expected even into the early part of 2018. Informational.
  - 5. 2018 Budget – updates/status:** B. Nelson reported the budgets are still on going. The budget will be on the Agenda for P&F for October 26<sup>th</sup>. At the last P & F meeting, the Board did look at not filling the vacancy in the Support Unit. Both L. Stoehr and B. Nelson are looking at other positions as well. Any savings will be applied to out of home care costs. Discussion held.
- E. AGENCY REPORTS /PROGRAMS**
- 1. Director/Progress Reports:** (provided in packet) A request to use bookmarks when scanning the HSD Board packets. B. Nelson provided an update on the CST project. Currently looking at sub-contracting it with the school, if the school wishes to provide the program. Discussion held.  
**MOTION: T. Brooks moved to accept the Directors Progress Report. Seconded by L. Pecore. All in favor. Motion carried.**
  - 2. Software/IT projects update** (provided in packet) B. Nelson was pleased to announce that billing via the TCM software system is very close. Representative Payee setup still needs to be structured but is in process.
  - 3. Long Term Care Tribal Waiver services-update:** Handout provided by J. Lowey.

**Letter to Tribal Chair re: Long Term Care Agreement** (provided in packet) B. Nelson noted both Casey and herself will be meeting with Susan Waukau next week on the transfer process. J. Lowey also noted the Tribe is also looking at taking over children's care by the end of 2018.

#### F. CORRESPONDENCE / BOARD INFO

1. **Training/Correspondence:** Handouts provided at meeting. Informational.  
**Effectively Living & Working Within Indigenous Communities:** (provided in packet).
2. **HSD Board Travel Authorizations:** None.
3. **ADRC minutes (9/18/17)** (provided in packet) Informational.
4. **Fostering Futures Newsletters (Oct)** (provided in packet) Informational.
5. **Public Health Meeting – 9/1/17 minutes** (provided in packet) Informational.

#### G. PERSONNEL REPORT

J. Lowey noted he would like to have the HSD Board review and approve any new positions prior to posting. B. Nelson noted it was a decision made by Personnel & Finance Board some time ago to allow positions to be posted once vacant. B. Moses noted a motion would need to come from Personnel & Finance to change the process. **MOTION: L. Pecore moved to request Personnel & Finance to look at requiring HSD Board approval prior to posting any positions. Seconded by R. Edler. All in favor. Motion carried.**

1. **Resignation – Family Services Case Worker KH and Posting** (provided in packet): Katherine Haen was here less than 1 year. She will be going to Shawano County and making \$2.00 more per hour. J. Lowey noted perhaps a cafeteria plan with respect to health insurance could be visited. He will talk with Lona. B. Moses noted County action would be needed. A proposal would need to be brought to the Board. Discussion held.
2. **Resignation:** Elizabeth Kelley was here almost 1 year and accepted a position with Oneida. Additional resignation of Ellen Matson was received. She also accepted a position with Oneida.  
**MOTION: B. Moses moved to accept all the letters of resignation. Seconded by T. Brooks. All in favor. Motion carried.**
3. **Position updates, vacancies and/or resignations:** None.

#### H. CLOSED SESSION WIS. STATUTE 19.85 (1) (b) (f) and (c) Personnel matters, employment **MOTION: E. Moses moved to go into closed session. Seconded by L. Pecore. All in favor. Motion carried.**

Roll Call: Terrance Brooks, Elizabeth Moses, Laure Pecore, James Lowey, Faye Dodge and Rebecca Edler. Absent: Chyrl Irving.

#### I. OPEN SESSION – convened RECORD ANY MOTIONS FROM CLOSED SESSION

**MOTION: T. Brooks moved to return to open session. Seconded by L. Pecore. All in favor. Motion carried.**

Roll Call: Terrance Brooks, Elizabeth Moses, Laure Pecore, James Lowey, Faye Dodge, and Rebecca Edler. Absent: Chyrl Irving.

*Both B. Moses and R. Edler left the meeting*

J. Lowey noted that the HSD Board was unable to review all information submitted and will have to be addressed next month.

#### J. NEW BUSINESS:

1. **Future Presentation**  
COMPASS (Risk and Needs Assessment System for Youth) & Youth Services
2. **Items, if any, to be schedule for next meeting:** Discuss in close session recent letter received and address personnel matters and employment. Child Protective Service Manager & staff may attend.

#### K. ADJOURNMENT: Meeting adjourned at 6:45p.m.

**MOTION: L. Pecore moved to adjourn meeting. Seconded by F. Dodge. All in favor. Motion approved.**