

MENOMINEE COUNTY HUMAN SERVICES BOARD
November 15, 2017
REGULAR BOARD MEETING MINUTES

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

OTHERS PRESENT: Barbra Nelson Ex. Director, Becky Arrowood Financial Manager, Lee Stoehr Financial Director and Heather Ondik, 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:** Handouts provided by J. Lowey. Handouts included: a Tribal Action Plan and two handouts to be discussed under personnel.
- C. MINUTES – October 16, 2017 (Special meeting), October 18, 2017 (Regular meeting):**
 (provided in packet) reviewed and approved.
MOTION: L. Pecore moved to approve the 10/16/17 and 10/18/17 minutes. Seconded by T. Brooks. All in favor. Motion carried.
- D. FINANCIAL:**
- 1. Fiscal Report – Funding & Expense:** (provided in packet) L. Stoehr noted that he worked with B. Arrowood and reviewed as well as confirmed the totals reported. He feels the figures are very accurate to what is on the books. J. Lowey stated he likes the annotations and the updates to the formatting.
MOTION: B. Moses moved to accept the Expense report. Seconded by R. Edler. All in favor. Motion carried.
 - 2. Contracts:** (provided in packet) Review of the contract for Northwest Passage was provided. Questions addressed.
MOTION: T. Brooks moved to approve the contracts for Northwest Passage LTD. Seconded by L. Pecore. All in favor. Motion carried.
 - 3. Vouchers** (provided in packet) Vouchers were reviewed, approved and signed.
MOTION: L. Pecore moved to approve the vouchers numbered 145-168 in the amount of \$459,735.21. Seconded by R. Edler. All in favor. Motion carried.
 - 4. Financial Report – updates:** B. Arrowood noted the fiscal unit is issuing letters to vendors advising all bills must be received by January 31st as the Federal government has changed their closing date from March 31st to February 15th. HSD Board advised perhaps a call or follow up to confirm vendors received the notice. Discussion held.
 - 5. 2018 Budget – updates/status:** (provided in packet) The budget was reviewed and approved.
MOTION: L. Pecore moved to accept the 2018 Budget. Seconded by R. Edler. All in favor. Motion carried.
- E. AGENCY REPORTS /PROGRAMS**
- 1. Director/Progress Reports:** (provided in packet) B. Nelson will provide a written list of the clerical & fiscal job roles that will be adjusting the 1st of the year. Due to staff shortage, unable to take voluntary case management. J. Lowey questioned how many non-native persons HSD serves. B. Nelson reported approximately 10 across all programs. Questions addressed.
MOTION: B. Moses moved to accept the Directors Progress Report. Seconded by T. Brooks. All in favor. Motion carried.
 - 2. Software/IT projects update** (provided in packet) An overview of software projects was provided by B. Nelson. L. Stoehr will follow up with K. Onesti regarding the status of the QuickBooks software. Informational.
 - 3. Long Term Care Tribal Waiver services-update:** B. Nelson reported a meeting with the Tribe and HSD will be held tomorrow (11/16/17) to primarily contracts that need to be in place. The CIP IB clients are the only ones left to be transferred. Appears the transfer is on track. Discussion held.

4. **Transit – New View trips for waiver clients:** B. Nelson noted that HSD currently has a contract with Menominee transit but the costs need to be renegotiated for 2018 as HSD will no longer be servicing the waiver clients. B. Nelson reported that the Tribe is aware they will need to setup a contract with Menominee transit for this service for the waiver clients.

F. CORRESPONDENCE / BOARD INFO

1. **Letter to Board member:** Letter provided in packet.
MOTION: T. Brooks moved to bring this information to the County board to remove C. Irving due to lack of attendance. Seconded by L. Pecore. All in favor. Motion carried.
2. **Message Correspondence re: services.** Handout provided in packet. Recognition of work with the Student Health Center. J. Lowey questioned how B. Nelson addresses recognition of compliments and such. B. Nelson noted she goes face-to-face or reply via email sharing with all staff and thanking the staff for their work.
3. **Training/Correspondence:** Handout provided in packet. WCHSA Conference information was reviewed. HSD Board members unable to attend due to conflict with conference dates.
4. **HSD Board Travel Authorizations:** None.
5. **ADRC minutes (10/16/17)** (provided in packet) Informational. ADRC resource booklet offered/provided to HSD Board members.
6. **Fostering Futures Newsletters (Nov)** (provided in packet) Informational.
7. **“Protective Factors Parent Co-Presenter”** (provided in packet) Informational.
8. **Public Health Meeting – 10/16/17 minutes** (provided in packet) Informational.

G. PERSONNEL REPORT

1. **Resignation – Adult Services/LTC Case Worker:** (provided in packet) Sandra Jesko has accepted a position with Tribal Aging.
2. **Retirement – Adult Service/LTC Case Worker:** (provided in packet) Karen Welter has amended her retirement date from December 28, 2017 to December 1, 2017 as will be going to the Tribe on a part time basis.
MOTION: B. Moses moved to accept the letter of resignation from S. Jesko and the letter of retirement from K. Welter. Seconded by R. Edler. All in favor. Motion carried.
3. **Position updates, vacancies and/or resignations:** Handouts provided at meeting. Recent additional resignations received from P. Anderson-Behavioral Health Case Worker, Rachel Kielblock-Behavioral Health Program Manager, and Fischer MD Consulting Services. B. Nelson noted that Jeremy Weso believes there has been a common denominator within the dynamics of the Behavioral Health unit. B. Nelson reported that she first received R. Kielblock’s resignation via email after work hours and within two hours later received another email from Don Fischer of Fischer MD Consulting Services that they will not be renewing their contract for 2018. Further discussion ensued. B. Nelson noted she is looking at all options. J. Lowey questioned the comment regarding the condition of the work environment which B. Nelson noted accountability is an ongoing agenda item within management meetings. L. Pecore stated an action plan needs to be implemented. A request for a copy of the HSD Organizational chart with employee names and titles noted. B. Nelson noted due to changes taking place, she would like to move forward with the Support Operations Managers assuming WHEAP, daycare, and additional clerical changes coming from fiscal. In addition B. Nelson reported she would like to move forward with revisions to the current Long Term Care Manager to look at conducting additional duties within the Behavioral Health Unit. The HSD Board would like to review both of the job descriptions at the next regular meeting. Acceptance to post current vacancies was noted from the HSD Board. Discussion held.
MOTION: B. Moses moved to approve the resignations as presented. Seconded by T. Brooks. All in favor. Motion carried.

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

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

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

MOTION: L. Pecore moved to return to open session. Seconded by R. Edler. All in favor. Motion carried.

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

MOTION: B. Moses moved to authorize HSD Board Chair to meet with the Administrative Coordinator to formalize the agreed upon discussion from closed session. Seconded by L. Pecore. All in favor. Motion approved.

J. NEW BUSINESS:

- 1. Future Presentation:** Position revisions/organizational chart revision and listing for fiscal and clerical function revisions.
- 2. Items, if any, to be schedule for next meeting:** Open session regarding Children and Services correspondence in Dec or Jan.

MOTION: B. Moses moved to setup a special meeting for November 27th at 5:00 p.m. and also for HSD Board members that will not get their packet in time, to receive it via email along with a hard copy at the time of the meeting. Seconded by R. Edler. All in favor. Motion approved.

Packet content and Agenda will be supplied for either J. Lowey or J. Weso.

K. ADJOURNMENT: Meeting adjourned at 7:00 p.m.

MOTION: B. Moses moved to adjourn meeting. Seconded by L. Pecore. All in favor. Motion approved.