

MENOMINEE COUNTY HUMAN SERVICES BOARD

Dec. 21, 2016

BOARD MEETING MINUTES

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

OTHERS PRESENT: Barb Nelson, Director; Karen Welter, Adult Protective Services Case Worker; Casey Arrowood, Adult Services Program Supervisor; R. Nicole McNeel, Personal Care Registered Nurse; 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 – Nov. 16, 2016: (provided in packet) reviewed and approved.

MOTION: T. Brooks moved to approve the 11/16/16 minutes. Seconded by F. Dodge. All in favor. Motion carried.

D. CLOSED SESSION

1. WIS. STATUTE 19.85 (1)(c) Evaluation and 19.85 (1) (f) Personnel Matters

MOTION: C. Irving moved to go into closed session. Seconded by F. Dodge. All in favor. Motion carried.

Roll Call: Tony Waupochick, Terrance Brooks, Faye Dodge, and Chyrl Irving. **Absent:** James Lowey (excused), William Waubanascum Jr. and vacant.

E. RETURN TO OPEN SESSION: In accordance with Wis. Stats. 19.85 (2) in order to conduct further business.

MOTION: Chyrl Irving moved to return to open session. Seconded by T. Brooks. All in favor. Motion carried.

Roll Call: Tony Waupochick, Terrance Brooks, Faye Dodge, and Chyrl Irving. **Absent:** James Lowey (excused), William Waubanascum Jr. and vacant.

F. OPEN SESSION - convened RECORD ANY MOTIONS FORM CLOSED SESSION:

MOTION: C. Irving moved to uphold the decision to support the agency's decision to terminate said worker per closed session. Seconded by F. Dodge. All in favor. Motion carried.

G. FINANCIAL

1. Fiscal Report – Funding & Expense: B. Nelson provided an overview of the report. Questions and Answers addressed. Correction noted in a header line of a percentage reflected. Discussion held.

MOTION: T. Brooks moved to approve the financial report. Seconded by F. Dodge. All in favor. Motion carried.

2. Contracts: None.

3. Vouchers: Vouchers provided in packet. Questions addressed, reviewed, approved and signed.

MOTION: C. Irving moved to approve the vouchers numbered 155-178. Seconded by T. Brooks. All in favor. Motion carried.

4. Financial - updates: B. Nelson noted that this will be a new agenda item to allow any discussions regarding fiscal information. B. Arrowood noted that sub account numbers will be changing. B. Arrowood will provide a progress report on next month including the status of the account numbers. Discussion held.

H. AGENCY REPORTS

1. Director/Progress Reports: (in packet) reports were reviewed, questions addressed and approved.

MOTION: C. Irving moved to accept the Director/ Progress Reports. Seconded by T. Brooks. All in favor. Motion carried.

I. CORRESPONDENCE/BOARD INFO

1. Training/Correspondence:

Letter – Handout provided in packet. A letter was received thanking the Home Energy Assistance unit for their help from a community member.

New Emergency Notification System - Handout provided in packet. Informational.

2. HSD Board vacancy – The recent HSD Board vacancy has been posted. Informational.

3. **HSD Board Travel Authorizations:** None.
4. **ADRC minutes (11/14/16):** Handout in packet. Informational.
5. **Fostering Futures Newsletters (Dec.):** Handout in packet. Informational.
6. **Fostering Futures – Trauma Informed Efforts:** Handout provided in packet. Informational.
7. **Community Engagement Workgroup Meeting (11/2):** Handout provided in packet. Informational.
8. **Public Health Meeting (10/21/16 & 11/21/16):** Handout in packet. Informational.

J. PERSONNEL REPORT

1. **Family Services Social Worker:** The Director noted the position is posted with a deadline until fulfilled noted.
2. **Retirement Letter:** A retirement letter was received from Ludene Balke-Smits, Children & Family Program Manager. Questions addressed. Discussion held.
MOTION: F. Dodge moved to approve the resignation of Ludene Balke-Smits, Children & Family Program Manager. Seconded by T. Brooks. 3 in favor. 1 opposed. Motion carried.
3. **Other Position updates and/or resignations:** None.

K. NEW BUSINESS

1. **Succession Planning:** Handout provided in packet. T. Waupochick noted this topic could be a goal for the upcoming year. He feels it would be good to have a basic idea of duties and processes when taking on a new role. Discussion held. The Board requesting this is an agenda item brought back in March.
2. **Chapter 51, 55, & 54 Agreement:** Handout provided in packet.
MOTION: T. Brooks moved to table reviewing Chapter 51, 55, & 54 Agreement until next month. Seconded by F. Dodge. All in favor. Motion carried.
3. **Children’s Agreement:** Handout provided in packet.
MOTION: T. Brooks moved to table reviewing the Children’s Agreement until next month. Seconded by F. Dodge. All in favor. Motion carried.
4. **Future Presentations:** None.
5. **Items, if any, to be scheduled for next meeting:** Chapter 51, 55, & 54 Agreement and Children’s Agreement.

L. ADJOURNMENT: Meeting adjourned at 6:45 p.m.

MOTION: F. Dodge moved to adjourn meeting. Seconded by T. Brooks. All in favor. Motion carried.