

**MENOMINEE COUNTY HUMAN SERVICES BOARD**

**Feb 17<sup>th</sup> 2016**

**BOARD MEETING MINUTES**

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

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

- A. CALL TO ORDER & ROLL CALL:** Meeting called to order by Chairman Tony Waupochnik at 5:03 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** None.
- C. MINUTES – Jan. 20 2016 & Jan. 28 2016:** (provided in packet) reviewed and approved.  
**MOTION: J. Lowey moved to approve the 1/20/16 minutes. Seconded by S. Cook. All in favor. Motion carried.**  
**MOTION: J. Lowey moved to approve the 1/28/16 minutes. Seconded by T. Brooks. All in favor. Motion carried.**
- D. PRESENTATION/REPORT- Attracting and retaining employees (Adm. Coordinator):** Handout provided in packet. Additional hand provided at the meeting from the Administrative Coordinator. An extensive discussion was held regarding attracting and retaining employees as well as possible options to provide incentives. Statistics were provided and reviewed of overall reasons why staff leave companies. J. Weso still feels pay is an issue across the Menominee County landscape. The Director believes flexing, telecommuting, and compensation time are popular options expressed. W. Waubanasum Jr. suggested offering an incentive if staff don't take the county's insurance. The Director noted on-call is a big factor. H. Ondik suggested adding information about benefits to job postings. S. Cook suggested offering daycare options. In addition, she suggested cookouts to build relationships amongst employees as well as letters of appreciation. A discussion took place about the need for the Board of Supervisors to review the options presented and not just Personnel & Finance. J. Weso believes a motion from the HSD Board will help when going to Personnel & Finance. This topic will continue to be on the HSD Board agenda. Director suggests that staff input using a survey, may be helpful.
- E. PERSONNEL REPORT**
- 1. Resignation – Office Administrator:** Resignation Letter from Lois Krizan provided in packet.  
**MOTION: J. Lowey moved to approve the resignation letter from Lois Krizan. Seconded by F. Dodge. All in favor. Motion carried.**
  - 2. Retirement – Certified Clinical Substance Abuse Counselor/Manager Assistant:** Retirement Letter from Amy Zimmer provided in packet. **MOTION: S. Cook moved to approve the retirement letter from Amy Zimmer. Seconded by W. Waubanasum Jr. All in favor. Motion carried.**
  - 3. Family Services Caseworker – 2 vacancies; hiring:** The Director made recommendations to hire Matthew Machnik and Chrisstara Cornelius with Jessica Chappell as an alternate if needed.  
**MOTION: J. Lowey moved to approve the hiring of Chrisstara Cornelius and Matthew Machnik with Jessica Chappell as an alternate if needed. Seconded by T. Brooks. All in favor. Motion carried.**
  - 4. LTC position – update:** The Director noted receiving three applicants and anticipates screening soon.
  - 5. Job Descriptions & Posting: (1) Accountant job description; (2) Fiscal Operations Manager; Support Operations Manager**  
 Handouts provided in packet and at the meeting. A detailed discussion took place. F. Dodge noted to fill the positions and look at restructuring and making revisions afterwards to speed up getting staff obtained. J. Weso noted that job duties should be looked at to centralize fiscal tasks as well. J. Weso, T. Brooks and S. Cook all agreed the descriptions provide too much information that may overwhelm applicants. Questions addressed. The Director will review the descriptions and see where tasks maybe consolidated or eliminated.  
**MOTION: F. Dodge moved to approve the posting of these positions and allow B. Nelson to make necessary changes as needed to the job descriptions. Seconded by J. Lowey. All in favor. Motion carried.**

6. **Lead Accountant Fiscal Operations (revisions to JD):** Handout provided in packet. The revisions to the job description was reviewed, questions addressed and approved.  
**MOTION: S. Cook moved to approve the Lead Accountant Fiscal Operations job description revisions. Seconded by F. Dodge. All in favor. Motion carried.**
7. **Position updates and/or resignations:** None at this time.

## F. FINANCIAL

**[I don't know if you used a different format from here on compared to above as the #'s are not lining up]**

1. **FES—Funding Expense Report (FES)** provided in packet. The FES report was reviewed, questions addressed. J. Lowey suggested revisiting the contract with the Tribe as costs have gone up.  
**MOTION: J. Lowey moved to accept the FES Reports. Seconded S. Cook. All in favor. Motion carried.**
2. **Contracts:** Contract provided in packet. The contracts were reviewed and approved.  
**MOTION: J. Lowey moved to approve the contracts in attachment number 2b for Children's Service Society in the amount of \$13,094.47 and REM Wisconsin in the amount of \$961,860.01. Seconded F. Dodge. All in favor. Motion carried.**  
**Fiscal Service Contract:** The Director advised that the contract is in place for Lois to be contracted for the next three months at the approved rate.
3. **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 004-011 in the amount of \$60,012.53. Seconded by W. Waubanascum Jr. All in favor. Motion carried.**  
**MOTION: J. Lowey moved to approve the vouchers numbered 190-197 in the amount of \$195,849.28. Seconded by T. Brooks. All in favor. Motion carried.**
4. **Vehicle –** The Director reported the van with the tire problem went every Friday to be checked and no problems found. J. Lowey informed the Director that she could change the schedule. The Director will continue to have it checked for a while yet. F. Dodge suggested trading the vehicle in when able. Informational.

## G. AGENCY REPORTS

1. **Director/Progress Reports:** (in packet) the reports were reviewed and approved. Questions addressed  
**MOTION: S. Cook moved to accept the Director/ Progress Reports. Seconded by W. Waubanascum Jr. All in favor. Motion carried.**

## H. CORRESPONDENCE/BOARD INFO

1. **Board terms:** Handout provided in packet. Informational.
2. **ADRC minutes (1/11/16):** Handout provided in packet. Informational.
3. **Community Engagement Workgroup Mtg. 1/13/16:** Handout provided in packet. Informational.  
**Comm. Engagement – Areas of Growth and Positives:** Handouts provided in packet. Informational.
4. **Fostering Futures Newsletter (February):** Handout provided in packet. Informational.
5. **Public Health:** None.

## I. NEW BUSINESS

1. **Evaluation/Emergency Procedure (Fire or Smoke and Tornado):** Handouts provided in packet. The Director provided an overview of the procedure. Discussion held. Informational.
2. **Future Presentations:** Retention, Agency Debriefing and Alternative Response in April and May.
3. **Items, if any, to be scheduled for next meeting:** J. Lowey noted he will not be able to attend the next meeting.

## L. ADJOURNMENT: Meeting adjourned at 7:00 p.m.

- MOTION: W. Waubanascum Jr. moved to adjourn meeting. Seconded by S. Cook. All in favor. Motion carried.**