

**MENOMINEE COUNTY HUMAN SERVICES BOARD**

**March 18<sup>th</sup>, 2015**

**BOARD MEETING MINUTES**

**BOARD MEMBERS PRESENT:** Tony Waupochick, Faye Dodge, Beverly Muehlius, and William Waubanasum Jr. **Absent:** Susan Cook, Liz Arnold (excused) and Chyrl Irving (excused).

**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 5:03 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** None.
- C. MINUTES – February 18, 2015:** (provided in packet) the minutes were reviewed and approved.  
**MOTION: W. Waubanasum Jr. moved to approve the 2/18/15 minutes. Seconded by F. Dodge. 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. Questions addressed.  
**MOTION: W. Waubanasum Jr. moved to accept the FES Reports. Seconded F. Dodge. All in favor. Motion carried.**
  2. **Contracts:** Handouts provided in packet. The contracts were reviewed and approved.  
**MOTION: W. Waubanasum Jr. moved to approve the contracts. Seconded B. Muehlius. All in favor. Motion carried.**
  3. **Vouchers –** Documents reviewed, approved and signed (Summary page provided in packet / detail pages available at the meeting). Questions addressed and discussion held regarding CBRF payment processes.  
**MOTION: B. Muehlius moved to approve vouchers. Seconded by W. Waubanasum Jr. All in favor. Motion carried.**
  4. **Personal Care/Supportive Home Care Fiscal Svcs:** L. Krizan reported the process has begun in switching providers for Personal Care and Supportive Home Care payroll. Kerber-Rose is currently setting up their database. First checks hopefully can be cut by Kerber in April. It will be May before bi-monthly payroll can begin, due to Personal & Finance meeting being at the end of the month in April. There not be sufficient time to get the check cut to Kerber-Rose to begin direct deposit any sooner than May. L. Krizan is hoping to get meetings setup with all the workers. At those meetings, options will be offered for the workers to have direct deposit, load-&-go cards, etc.
  5. **Budget Amendment:** Handouts provided at meeting. L. Krizan noted one amendment was in reference to the scanner that needed to be replaced for medical records scanning. The second amendment was a result of receiving more funds from the Federal government for crisis costs.  
**MOTION: W. Waubanasum Jr. moved to approve the budget amendments MCHS01 and MCHS02. Seconded by F. Dodge. All in favor. Motion carried.**
- E. AGENCY REPORTS**
1. **Director / Progress Reports** (provided in packet): The reports were reviewed and approved. Questions addressed and discussion held regarding detox admittance concerns.  
**MOTION: W. Waubanasum Jr. moved to accept the Director/ Progress Reports. Seconded by F. Dodge. All in favor. Motion carried.**
  2. **Long Term Care Coalition** (provided in packet): The Director reported the Governor's Budget will affect the ADRC's, current Family Care, and MCO's. Other Counties have been sending letters to their Senator or Assemblyman. Others have also been developing a county resolution separate to give to their Legislature. The HSD Board agreed a letter would be good to send. Discussion held.
  3. **Presentation – 90 day Action Plans & progress:** The Director reported the 90 day plans are working very well. Staff like that they can see their accomplishments in a short turn around. The process has an end. The Director is very pleased and has thanked them for the great job they are doing. Discussion held.
    - a) **Protective Payee 90 day action plan:** (provided in packet). Discussion.

b) **Agency Debriefing 90 day action plan:** (provided in packet). Discussion.

c) **Billing Rates 90 day action plan:** (provided in packet). Discussion.

**4. Trauma Informed Care (TIC) Strategic Plan & 90 day Action Plan**

a) **TIC Strategic Plan:** (provided in packet). The Director reported on the Agency's logic model. The Director along with Management put the model together with Cori McFarlane, Area Administrator, facilitating the planning session.

b) **TIC 90 Day Action Plan:** (provided in packet). Handout shows steps/activities and who is responsible. Discussion centered on developing and rolling out training to staff.

**F. CORRESPONDENCE/BOARD INFO**

1. **Training announcements** –Handout provided at meeting. There is a Financial Management Conference being held in Eau Claire on May 6<sup>th</sup> through the 8<sup>th</sup>. Any HSD Board members are able to attend.
2. **HSD Board vacancy posting:** The Director noted that the vacancies are posted. The deadline is April 17<sup>th</sup> to submit a letter of interest. Informational.
3. **ADRC minutes (2/9/15):** (provided in packet) Informational.
4. **Fostering Futures Newsletter (March):** (provided in packet) Informational.

**G. PERSONNEL REPORT:**

1. **Resignation (CST position):** The Director received a letter of resignation from Alex Summers.  
**MOTION: F. Dodge moved to accept the resignation of Alex Summers. Seconded by B. Muehlius. All in favor. Motion carried.**
2. **Clinical Case Manager Positions (2) – hiring (1):** The Director recommended the hiring of Sara Meindl. The other vacancy will be reposted.  
**MOTION: B. Muehlius moved to approve the hiring of Sara Meindl for the Clinical Case Manager position. Seconded by W. Waubanascum Jr. All in favor. Motion carried.**
3. **SLU-LTC Supervisor position:** We have 3 applicants and will be screening tomorrow with County Administrator.
4. **CST Position:** We have 2 applicants. Screening will take place tomorrow with County Administrator.
5. **Coordinator ILP/DC/AC & Service Specialist:** Position is pending a review of duties.
6. **Position updates and/or resignations:** none.

**H. NEW BUSINESS**

1. **Future Program Presentations:** No presentation, due to the number of items for discussion next month.
2. **Items, if any, to be scheduled for next meeting:** Revisit the substance abuse restriction, Director's quarterly report on goals, Acknowledge HSD Board members before term ends

**L. ADJOURNMENT: Meeting adjourned at 6:00 p.m.**

**MOTION: W. Waubanascum Jr. moved to adjourn meeting. Seconded by F. Dodge. All in favor. Motion carried.**