

MENOMINEE COUNTY HUMAN SERVICES BOARD

April 15th, 2015

BOARD MEETING MINUTES

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

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 5:01 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** None.
- C. MINUTES – March 18, 2015:** (provided in packet) the minutes were reviewed and approved.
MOTION: L. Arnold moved to approve the 3/18/15 minutes. Seconded by C. Irving. 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: C. Irving moved to accept the FES Reports. Seconded S. Cook. All in favor. Motion carried.
 2. **Contracts:** Handouts provided in packet. The contracts were reviewed and approved.
MOTION: C. Irving moved to approve the contracts. Seconded L. Arnold. All in favor. Motion carried.
 3. **Vouchers –** Documents reviewed, approved and signed (Summary page provided in packet / detail pages available at the meeting).
MOTION: S. Cook moved to approve vouchers. Seconded by C. Irving. All in favor. Motion carried.
 4. **Personal Care/Supportive Home Care Fiscal Svcs:** L. Krizan reported Kerber-Rose were unable to obtain all needed content from our current provider in time to begin processing payroll in April. EMS processed them for this additional month. It is anticipated Kerber-Rose will begin processing as of May 1st. L. Krizan will call Kerber-Rose to confirm they are set.
 5. **Restricted Inpatient Placements:** Handouts provided in packet & at meeting. The Director reported that no pregnant or youth requested services in the first quarter of this year. The Agency did have one third party conducted under the Tribal Courts where the Agency was not officially part of. The individual was then court ordered. The individual was sent home the next day from the facility. However the cost was \$5100.00 that the Agency was required to pay. Overview of current costs for AODA placements, Mental Health costs, and Protective Placements- dual diagnosed was provided by the Operations Administrator. Discussion held.
MOTION: C. Irving moved to approve to continue with the restricted AODA inpatient placements and revisit it in June after consulting with Corp. Counsel. 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 diversion center use.
MOTION: S. Cook moved to accept the Director/ Progress Reports. Seconded by C. Irving. All in favor. Motion carried.
 2. **ADRC and Family Care** (provided in packet): The Director provided an overview of the resolution letter created in support of Wisconsin's current Long Term Care system of Family Care Managed Care organizations, IRIS and the Aging Disability Resource Centers.
MOTION: C. Irving moved to approve to send the resolution letter to the County Board for their approval. Seconded by F. Dodge. All in favor. Motion carried.

3. **CST (Coordinated Services Team) Initiative:** Handouts provided in packet. The Interagency Partnership Agreement, Confidentiality Agreement, and Policies & Procedures were reviewed and discussed. A correction was noted on the Interagency Partnership Agreement. The correction was made on page 3 under the fourth bullet.

MOTION: L. Arnold moved to approve Interagency Agreement, Confidentiality Agreement, and Policies and Procedures with correction as noted. Seconded by C. Irving. All in favor. Motion carried.

4. **Billing/Rates/ Fees**

- a) **Late Cancellations and Missed Appointments:** (provided in packet). The Director provided clarification of the new process for late cancellations and missed appointments. Clients who miss 3 scheduled appointments in a 6 month period without contacting the Appointment Clerk to cancel 24 hours prior to the appointment time will not be permitted to schedule for a period of 6 months. Any appointment already scheduled will be cancelled until the period of 6 months has expired. In addition, clients missing an appointment without providing 24 hour notice to cancel will not be permitted to reschedule the appointment within a one week period of the missed appointments. No refunds will be issued for failure to appear for IDP appointments. Discussion held. Questions addressed.

MOTION: S. Cook moved to approve the late cancellation and missed appointment policy. Seconded by C. Irving. All in favor. Motion carried.

- b) **Billing Policy/Fees:** (provided in packet). The amount charged for each fee stayed the same. The policy on missed appointments was altered to match the new late cancellation and missed appointment policies.

MOTION: C. Irving moved to approve the billing policy and fees. Seconded by F. Dodge. All in favor. Motion carried.

F. **CORRESPONDENCE/BOARD INFO**

1. **Acknowledgement of Board members with terms expiring.** The Director thanked both Chyrl Irving and Beverly Muehlius for their terms with the Board. A brief break was taken and cake was provided.
2. **Training announcements** –Handout provided at meeting. Wisconsin Counties Association Seminar on April 20th on Emergency Management for Counties. Handout provide in packet regarding the WCHSA Spring Conference being held May 13-15. Board members are welcome to either seminar.
3. **ADRC minutes (2/9/15):** (provided in packet) Informational.
4. **Fostering Futures Minutes (3/17/15):** (provided in packet) Informational.
5. **Fostering Futures Newsletter (April) & Article:** (provided in packet) Informational.

G. **PERSONNEL REPORT:**

1. **Resignation (Family Services position):** The Director received a letter of resignation from Teresa Juga. An in depth discussion took place regarding occurrences at the Tribal Courts. It will be an agenda item at the next Tribal/County Planning Committee meeting. The Board believes the first step should be to take the issues to the County Board so they are aware and may provide options. The Board expressed their disappointment for her reason leaving. The two board members who opposed the motion requested it be noted that they feel another Agency should not be a factor to force a worker to want to resign.
MOTION: S. Cook moved to accept the resignation of Teresa Juga. Seconded by F. Dodge. 4 for, 2 opposed and 1 absent. Motion carried.
2. **SLU-LTC Supervisor position:** The Director recommended the hiring of Casey Arrowood. Casey currently works within the SLU-LTC unit.
MOTION: L. Arnold moved to approve the hiring of Casey Arrowood for the SLU-LTC Supervisor position. Seconded by C. Irving. All in favor. Motion carried.
3. **CST Position updated:** The Director report 2 applicants were received. One did not show for the interview and the other had no insurance. The Director is looking at the possibility of merging these duties with another position to create a full time position. Currently, the CST position is part time.
4. **Clinical Case Manager positions-update:** Two applications have been received and dates are being gathered to set up a screening time with Jeremy Weso.

5. **Coordinator ILP/DC/AC & Service Specialist update:** A meeting was set but had to be canceled. L. Krizan is working on some fiscal data to also see what can perhaps be done with the position.
6. **Position updates and/or resignations:** none.
7. **Quarterly review on goals:** (provided in packet). B. Nelson reviewed the goals and discussed current progress. C. Irving commended B. Nelson on her write up on her goals and keeping us updated.
MOTION: C. Irving moved to accept the report on the Directors goals. Seconded by L. Arnold. All in favor. Motion carried.

H. NEW BUSINESS

1. **Future Program Presentations:** none.
2. **Items, if any, to be scheduled for next meeting:** The court situation will be a regular agenda item to see if any progress is made per the Board's request.

L. ADJOURNMENT: Meeting adjourned at 7:15 p.m.

MOTION: S. Cook moved to adjourn meeting. Seconded by C. Irving. All in favor. Motion carried.