

MENOMINEE COUNTY HUMAN SERVICES BOARD

April 19, 2017

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Terrance Brooks, Faye Dodge, Chyrl Irving, Rebecca Edler, Beth Moses, Laure Pecore, and James Lowey. **Absent:** none.

OTHERS PRESENT: Barb Nelson, Director; Becky Arrowood, Fiscal Manager, R. Nicole McNeel RN- Personal Care Nurse and Heather Ondik, Recorder.

- A. CALL TO ORDER & ROLL CALL:** Meeting called to order by Secretary C. Irving at 4:58 p.m. and roll call taken, quorum present.
- B. WELCOMING OF ANY NEW MEMBERS:** B. Nelson welcomed Laure Pecore and Beth Moses to the HSD Board. Introductions were provided.

MOTION: J. Lowey made a motion to amend the Agenda and move H1 Election of officers for HSD Board to discuss next. Seconded by T. Brooks. All in favor. Motion carried.

H. CORRESPONDENCE /BOARD INFO

1. Election of officers for HSD Board.

MOTION: B. Moses moved to elect James Lowey for Chair. Seconded by F. Dodge. B. Moses moved to close nominations for Chair. Seconded by F. Dodge. All in favor. Motion carried.

MOTION: L. Pecore moved to elect Beth Moses for Vice-Chair. Seconded by C. Irving. C. Irving moved to close nominations for Vice-Chair. Seconded by T. Brooks. All in favor. Motion carried.

MOTION: B. Moses moved to elect Chyrl Irving for Secretary. Seconded by F. Dodge. B. Moses moved to close nominations for Chair. Seconded by T. Brooks. All in favor. Motion carried.

C. COMMUNITY INPUT: None.

D. MINUTES – March 15, 2017: (provided in packet) reviewed and approved.

MOTION: T. Brooks moved to approve the 3/15/17 minutes. Seconded by C. Irving. 5 in favor, 2 abstentions (L. Pecore & B. Moses). Motion carried.

E. PRESENTATION

- 1. Personal Care – Independent Assessments:** Handouts provided at meeting. Personal Care Registered Nurse R. Nicole McNeel provided an overview of the Personal Care program with primary emphasis on the changing process of independent assessments. On average, this program serves approximately 30-38 clients. The Forward Health system is implementing a new assessment and prior authorization process that will remove the county employed RN from this portion of the process and a 3rd party (Liberty Healthcare Cooperation) will conduct these assessments and request the prior authorizations for services. This will be taking effect for currently clients as of July 1st of this year and effective immediately for all new clients wishing to receive personal care services. Discussion held. Questions addressed. B. Nelson noted she believes many will be reaching to the county filing complaints that we're not helping or assisting them but we can't as the State will now be conducting this portion of the process. R. Nicole McNeel noted she is informing and reminding existing clients of the upcoming change but fears many will slip through the cracks and be dropped off the program. R. Nicole McNeel will be attending training for this transition in May. Informational.

F. FINANCIAL

- 1. Fiscal Report – Funding & Expense:** (provided in packet) Review of the 2016 year end and 2/28/17 reports was provided by B. Arrowood. J. Lowey congratulated the Fiscal Department on their hard work with the year-end report. Discussion held. Questions addressed.
MOTION: C. Irving moved to approve the financial reports for both 12/31/16 & 2/28/17. Seconded by B. Moses. All in favor. Motion carried.
- 2. Contracts:** (provided in packet) Review of the contracts was provided. Discussion held. Questions addressed.
MOTION: B. Moses moved to approve the contracts as presented. Seconded by T. Brooks. All in favor. Motion carried.
- 3. Vouchers:** Vouchers provided in packet. Questions addressed, reviewed, approved and signed.

MOTION: C. Irving moved to approve the vouchers numbered 33-56 in the amount of \$564,046.05. Seconded by F. Dodge. All in favor. Motion carried.

- 4. Financial - updates:** Handout provided by B. Nelson. The handout proposed language for a motion with respect to fiscal reports and processes. A request for a motion to be made by the HSD Board to support a possible motion was discussed. B. Nelson also noted that auditors are currently here and things are looking good.

MOTION: C. Irving moved to accept that Menominee County Human Service Board, in order to have a system in place to know how tasks are to be performed so as to ensure stability and efficient, is requesting that fiscal procedures be written and flow charts established indicating steps and backup for all financial functions as they relate to Human Service operations and that these procedures be shared with the Human Service Board and Director on a quarterly basis and that all procedures are completed by January 2018. Seconded by R. Edler. All in favor. Motion carried.

G. AGENCY REPORTS

- 1. Director/Progress Reports:** Report provided in packet. Questions addressed.

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

H. CORRESPONDENCE/BOARD INFO

- 2. HSD By-Law Review:** Handout provided in packet.

MOTION: T. Brooks moved to table this agenda item to all the HSD Board to review and bring back on the agenda next month. Seconded by F. Dodge. All in favor. Motion carried.

- 3. HSD Meeting Dates:** The HSD Board members all agreed the 3rd Wednesday of each month will be good to continue with.
- 4. Acronyms for Board use:** Handout provided in packet. Informational.
- 5. Training/Correspondence:** Handout provided at meeting from B. Nelson of the Menominee County & Town of Menominee 2016 Annual Report. Informational.
- 6. HSD Board Travel Authorizations:** None.
- 7. ADRC minutes (3/13/17):** Handout in packet. Informational.
- 8. Fostering Futures Newsletters (April):** Handout in packet. Informational.
- 9. Community Engagement Minutes (3/21/17):** Handout provided in packet. Informational.
- 10. Fostering Futures MOU:** B. Nelson reported that L. Arnold will replace T. Waupochick on this Board. Discussion held.
- 11. Public Health Meeting:** The minutes from March have not yet been received. B. Nelson noted that the Shawano-Menominee Public Health received national credit award. J. Lowey reported in lieu of the award, that a celebration will be held on May 4th. It was also noted that J. Bodden, the current Director of the Shawano-Menominee Public Health has accepted a position elsewhere and has submitted her resignation.

I. PERSONNEL REPORT

- 1. Family Services Case Worker:** The position is posted and no applicants have been received as of yet.
- 2. Family Services Program Manager:** B. Nelson reported that she will be promoting Susan Golding from Family Services Program Supervisor to Family Services Program Manager with a started hour rate of \$25.00. Discussion held.
- 3. Other Position updates and/or resignations:** B. Nelson noted an upcoming resignation will be on next month's agenda in the Support Unit.

J. OLD BUSINESS:

- 1. Software/IT projects:** Handout provided in packet. An overview of the handout and the status of projects was given by the Director.

K. NEW BUSINESS

- 1. Infrastructure – reorg update:** The Director noted there is no estimated timeframe on this agenda item and it will be an ongoing item until completion.
- 2. Future Presentations:** Coordinated Services Team in May.
- 3. Items, if any, to be scheduled for next meeting:** The HSD By-Laws.

L. ADJOURNMENT: Meeting adjourned at 6:47 p.m.

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