

MENOMINEE COUNTY HUMAN SERVICES BOARD

April 20th 2016

BOARD MEETING MINUTES

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

OTHERS PRESENT: Barb Nelson, Director; Lee Stoehr, Financial Director; Ludene Balke, Family Services Program Manager; and Heather Ondik, Recorder.

A. CALL TO ORDER & ROLL CALL: Meeting called to order by Chairman Tony Waupochnik at 5:00 p.m. and roll call taken, quorum present.

B. COMMUNITY INPUT: Welcome Lee Stoehr as the County's new Financial Director.

C. MINUTES – 3/16/16: (provided in packet) reviewed and approved.

MOTION: W. Waubanasum Jr. moved to approve the 3/16/16 minutes. Seconded by T. Brooks. All in favor. 1 abstention (J. Lowey). Motion carried.

D. CLOSED SESSION

1. WIS. STATUTE 19.85 (1) (f) Personnel Matters

MOTION: J. Lowey moved to go into a closed session. Seconded by T. Brooks. All in favor. Motion carried.

ROLL CALL: Roll call taken. Board Members present: Tony Waupochnik, Faye Dodge, William Waubanasum Jr. James Lowey, Chyrl Irving, and Terrance Brooks. **Absent:** Susan Cook.

E. OPEN SESSION– convened **RECORD ANY MOTIONS FROM CLOSED SESSION**

MOTION: J. Lowey moved to return to open session to conduct further business. Seconded by W. Waubanasum Jr. All in favor. Motion carried.

ROLL CALL: Roll call taken. Board Members present: Tony Waupochnik, Faye Dodge, William Waubanasum Jr. James Lowey, Chyrl Irving, and Terrance Brooks. **Absent:** Susan Cook.

F. **PRESENTAION: Alternative Response & Alternative Response Kick-Off Event**

Handouts provided at meeting and in packet. An overview of Alternative Response was provided by L. Balke. The program is an alternative to the traditional investigations in child welfare for accepted reports of abuse or neglect. Many communities nationwide are using the Alternative Response as a way to enhance their child welfare system to avoid creating adversarial relationships with families and increase their voluntary engagement in services. There is an Alternative Response Kick-Off Event being held on May 19th from 10am until 3pm in the Culture Building at the College of the Menominee Nation. Lunch will be provided. RSVP by Tuesday May 3rd to L. Balke or Carol Corn. Questions Addressed. Discussion held.

G. FINANCIAL

1. FES: (none) Due to other financial crisis' and with auditors here, the FES has not been fully completed. The Director and Lead Accountant is working on the FES report or looking at an alternative report that could be generated from our LOGOS financial software. An extensive discussion took place regarding the status of the fiscal unit, processes, and the status of the 2015 reconciliations. L. Stoehr noted some primary areas of focus going forward that will be addressed is having a monthly reconciliation on all reports, open channels of communication, the process of transactions recorded, and due dates/deadlines.

2. Contracts: Contract provided in packet. The contracts were reviewed and approved.

MOTION: C. Irving moved to approve the contracts. Seconded W. Waubanasum Jr. All in favor. Motion carried.

3. Vouchers–Approved and signed

4. MOTION: W. Waubanasum Jr. moved to approve the vouchers. Seconded byJ. Lowey. All in favor. Motion carried.

H. AGENCY REPORTS

1. **Director/Progress Reports:** (packet) reports were reviewed and approved. L. Balke reported that in the last Tribal/County Planning Committee Meeting, the group wanted to convey to the HSD Board about the high volumes being seen of substance abuse. The abuse is really being seen in infants at birth, young parents and teens. The Planning Committee is asking the HSD Board to consider being involved with the school and tribe and to all participate in a meeting together. Per the request of the HSD Board, this will be an agenda item for next month's meeting along with any updated information to be supplied. Another area of question addressed was the clinical barrier noted regarding a constraint in being able to bill in a certain area due to the need of a credit card as a check or a purchase order is not acceptable. L. Stoehr will assist in looking into this matter.

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

I. CORRESPONDENCE/BOARD INFO

1. **Training:** none.
2. **HSD Board Travel Authorizations:** none.
3. **Board Vacancy - update:** The Director reported that F. Doge has been accepted to continue for a 3 year term and S. Teller who has also been accepted to serve a 3 year term.
4. **ADRC minutes (3/14/16):** Handout provided in packet. Informational.
5. **ADRC Newsletter (April):** Handout provided in packet. Informational.
6. **Fostering Futures Minutes (3/15/16):** Handout provided in packet. Informational.
7. **Fostering Futures Newsletter (April):** Handout provided in packet. Informational.
8. **Office of Youth Service Newsletter:** Handout provided in packet. Informational.
9. **Public Health:** None.

J. PERSONNEL REPORT

1. **Support Worker II:** After screening there were two applicants scheduled for interviews however both withdrew. The position will be reposted.
2. **Fiscal Manager Job Description:** The revised job description was provided in the packet for review.
MOTION: J. Lowey moved to approve the Fiscal Manager Job description. Seconded by T. Brooks. All in favor. Motion carried.
3. **Accountant:** The interview panel recommended the transfer of Alex Summers to the Accountant position. Questions addressed. Discussion held.
MOTION: F. Dodge moved to accept the hiring of Alex Summers as the Accountant contingent upon him completing his courses for his associate's degree within 1 year as well as take any additional classes or training that may become available to stay current on practices. Seconded by J. Lowey. All in favor. Motion carried.
4. **Certified Substance Counselor/Assistant Manager:** A. Zimmer has retired. The position is being assessed. Consideration is being looked at for contracting back with A. Zimmer to do assessments, especially IDPs for short term timeframe. This will be an agenda item for next month.
5. **Other Position updates and/or resignations:** As a result of Alex Summers being approved for Accountant position, we will be posting his prior position Service Specialist. It was noted that the contract with Krizan should be an agenda item next month.

K. NEW BUSINESS

1. **Attracting and Retaining Employees:** Due to overwhelming fiscal obligations, this is pending.
2. **Future Presentations:** On hold or if an area is identified then bring forward.
3. **Items, if any, to be scheduled for next meeting:** Parameter for community input, Substance abuse/possible meeting with school and Tribe, Certified Substance Abuse Counselor position status, L. Krizan contract, Fiscal Manager update-if any, and status on reconciliation project.

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

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