

MENOMINEE COUNTY HUMAN SERVICES BOARD

May 18th 2016

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochick, Terrance Brooks, Faye Dodge, William Waubanascum Jr., and James Lowey. **Absent:** Sophie Teller (excused) and Chyrl Irving.

OTHERS PRESENT: Barb Nelson, Director; Lee Stoehr, Financial Director; Rachel Kielblock, Behavioral Health Services Program Manager; and Heather Ondik, Recorder.

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

B. COMMUNITY INPUT: J. Lowey reported the Public Health Department contract is currently in process of being looked at and renewed. Shawano County has reopened the contract and is looking at renegotiating some areas. J. Lowey will follow up on this topic under the Public Health agenda item next month and supply any correspondence. J. Lowey will be talking to Jeremy Weso regarding a meeting. Discussion held. Questions addressed.

C. HSD New Board Members: B. Nelson welcomed back F. Dodge as a HSD Board member. S. Teller has also been appointed as a new HSD Board Member however won't be able to attend meetings until in July as she is in courses until then working on her Master's degree.

D. MINUTES – 4/20/16: (provided in packet) reviewed and approved.

MOTION: J. Lowey moved to approve the 4/20/16 minutes. Seconded by T. Brooks. All in favor. Motion carried.

E. FINANCIAL

1. FES: (none) B. Nelson is exploring a new way to report the financial information. Perhaps through the new LOGOS software system. The report she is referring to would also show percentages the HSD Board had asked for in the past. J. Lowey would like to review the report in advance to see what it entails. L. Stoehr uses the reporting system to provide content to the Personnel and Finance Committee. It is called the budget performance report. B. Nelson will continue to review this report to see if it will meet the needs and requirements to replace the former FES report.

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

MOTION: J. Lowey moved to approve the contracts for Cognitive Concepts, Northwest Passage, and Cerebral Palsy adult services in the amount of \$385,000.00. Seconded F. Dodge. All in favor. Motion carried.

3. Vouchers– Questions addressed, reviewed, approved and signed.

MOTION: J. Lowey moved to approve the vouchers numbered 052-059 in the amount of \$238,953.44. Seconded by T. Brooks. All in favor. Motion carried.

4. Billing – Pre-Paid Card: R. Kielblock researched prepaid loadable credit cards that could allow the agency to set up billing emergency services through medicare. R. Kielblock contacted Associated Bank and CoVantage Credit Union. Both offer prepaid, one time use, loadable credit cards for a one-time fee of \$2.50. The fee that would have to be paid to set up this service to do our crisis billing is \$500.00 annually. The agency would have to pay this cost annually but the recoup of billable services for the last 12 months is roughly \$30,000.00 to \$40,000.00. L. Stoehr noted concerns about the card fitting within the scope of the credit card policy that was passed last fall. B. Nelson reported all cards are kept in the safe and it would only be used to set up this billing process. L. Stoehr stated a procedure should be in place on how it's going to be used and accounted for. Discussion held. This will be an agenda item for next month.

A motion was made by J. Lowey to purchase the prepaid credit card loadable up to \$1,000.00. Seconded by F. Dodge, but was withdrawn until further research is conducted regarding the County credit card policy.

5. Contract – fiscal: B. Nelson noted the contract with L. Krizan has ended. No bills were ever received. Informational.

6. **Status on CY2015 reconciliations & Audit:** B. Nelson reported the State hasn't gotten back on in regards to any of the undated adjustments. The Admin. Claim cost report was submitted. An Auditor is set to come back to the agency this Friday. The State is requesting a 942 expense report and a HSRR revenue report for 2015. B. Nelson is working on this report. 2016 processing and reconciliations are also taking place. A policy has been discussed and is in-process for the HSRS reporting.

F. PERSONNEL REPORT

1. **Certified Substance Counselor/Assistant Manager:** R. Kielblock reported that after reviewing the position, an Assistant Manager is not needed. R. Kielblock would prefer to hire another Substance Counselor for youth instead. This position could be put on rotation to go to the Student Health Center and serve On-Call for the agency. The salary would be less than a manager and it would be a full time revenue position. The HSD Board would like to see a position description created for such a position be brought back next month for review and discussion.
2. **Support Worker II:** B. Nelson noted receiving 11 applicants and will be setting up screening with the Administrative Coordinator.
3. **Fiscal Manager Job Description:** B. Nelson noted receiving 2 applicants so far. The posting closes this Friday and then screening will be setup with the Administrative Coordinator.
4. **Service Specialist:** This position will be posted this week.
5. **Other Position updates and/or resignations:** None.

G. AGENCY REPORTS

1. **Director/Progress Reports:** (packet) reports were reviewed, questions addressed and approved.
MOTION: J. Lowey moved to accept the Director/ Progress Reports. Seconded by F. Dodge. All in favor. Motion carried.
2. **Follow up letter to Individual:** Handout provided in packet. B. Nelson reported no response has been received following the letter.
3. **Participation in a mtg. re: community substance abuse:** No date has been set at this time. B. Nelson will let the HSD Board know once something is set up.

H. CORRESPONDENCE/BOARD INFO

1. **Training:** none.
2. **HSD Board Travel Authorizations:** none.
3. **ADRC minutes (4/11/16):** Handout provided in packet. Informational.
4. **Fostering Futures Newsletter (May):** Handout provided in packet. Informational.
5. **Office of Youth Service Newsletter:** Handout provided in packet. Informational.
6. **Public Health:** None. Information was provided under community input.

I. NEW BUSINESS

1. **Parameter for Community Input:** Discussion held regarding setting a timeframe for individuals to be allotted during community input.
MOTION: W. Waubanascum Jr. moved to approve a 15 minute allotment under community input per individual. Seconded by F. Dodge. All in favor. Motion carried.
2. **Attracting and Retaining Employees:** Due to overwhelming fiscal obligations, this is pending but will continue to be an agenda item.
3. **Future Presentations:** An HSD Board member requested more information on the Student Health Center and how a potential new Substance Abuse Counselor would interact there and with the youth overall.
4. **Items, if any, to be scheduled for next meeting:** Update on Public Health contract under Public Health agenda item. J. Lowey will bring any notes and recommendations. Procedure on prepaid credit card. Substance Abuse Counselor position tentative job description.

L. ADJOURNMENT: Meeting adjourned at 5:48 p.m.

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