

MENOMINEE COUNTY HUMAN SERVICES BOARD

May 20, 2015

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochick, Faye Dodge, Susan Cook, James Lowey and William Waubanasum Jr. (late). Absent: Chyrl Irving (excused). Vacancy.

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 5:00 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** None.
- C. WELCOME OF NEW BOARD APPOINTMENTS:** James Lowey was introduced and welcomed as a new HSD Board member.
- D. MINUTES – April 15, 2015:** (provided in packet) the minutes were reviewed and approved.
MOTION: J. Lowey moved to approve the 4/15/15 minutes. Seconded by S. Cook. All in favor. 1 abstention, Motion carried.
- E. FINANCIAL**
- 1. FES –Funding Expense Report (FES)** provided in packet. Report overview provided by the Operations Administrator. Discussion held. Questions addressed.
MOTION: S. Cook moved to accept the FES Reports. Seconded F. Dodge. All in favor. Motion carried.
 - 2. Contracts:** None.
 - 3. Vouchers –** Documents reviewed, approved and signed (Summary page provided in packet / detail pages available at the meeting).
MOTION: J. Lowey moved to approve vouchers. Seconded by F. Dodge. All in favor. Motion carried.
 - 4. Personal Care/Supportive Home Care Fiscal Svcs:** L. Krizan reported Kerber-Rose hope to take over at the beginning of the next quarter on July 1st. EMS Business Solutions did submit all needed content to Kerber-Rose. Overview of the transition process was provided by the Operations Administrator.
- F. AGENCY REPORTS**
- 1. Director / Progress Reports** (provided in packet): The reports were reviewed and approved. Questions addressed and discussion held regarding detox. It was also noted that since meetings were held regarding court issues, hearings have improved 100%.
MOTION: S. Cook moved to accept the Director/ Progress Reports. Seconded by J. Lowey. All in favor. Motion carried.
- G. CORRESPONDENCE/BOARD INFO**
- 1. Training announcements & Correspondence –** None.
 - 2. Board Listing:** The HSD Board vacancy was posted and no letters of interest have been received at this time. The vacancy will be reposted next month.
 - 3. HSD Board Composition:** The Board agreed to appoint the annual office positions next month.
 - 4. Annual Report 2014:** Informational.
 - 5. Agency Personnel Listing:** An updated list will be provided quarterly.
 - 6. Agency Organizational Chart:** Informational.
 - 7. ADRC minutes (4/13/15):** (provided in packet) Informational.
 - 8. Fostering Futures Newsletter (May):** (provided in packet) Informational.
- H. CLOSED SESSION**
- 1. WIS. STATUE 19.85 (1) (f) Personnel Matters – employment**
MOTION: J. Lowey moved to go into closed session. Seconded by F. Dodge. All in favor. Motion carried.
ROLL CALL: Roll call taken. Board Members present: Faye Dodge, Tony Waupochick, James Lowey and Susan Cook. Absent Chyrl Irving William Waubanasum Jr. (excused).

I. OPEN SESSION– convened

Return to open session in accordance with Wis. Stats 19.85 (2) in order to conduct further business.

MOTION: F. Dodge moved to return to open session to conduct further business. Seconded by S. Cook. All in favor. Motion carried.

ROLL CALL: Roll call taken. Board Members present: Faye Dodge, Tony Waupochick, James Lowey and Susan Cook. Absent Chyrl Irving William Waubanasum Jr. (excused).

1. RECORD AMY MOTIONS FROM CLOSED:

MOTION: S. Cook moved to approve the termination action of said individual discussed in closed session. Seconded by J. Lowey. All in favor. Motion carried.

J. PERSONNEL REPORT:

- 1. Clinical Case Manager positions (2) – approval to hire:** The Director, per the interview panel, made the recommendation to hire Ellen Matson and Charissa Rozmarynoski for the Clinical Case Manager vacancies.

MOTION: J. Lowey moved to approve the hiring of Ellen Matson and Charissa Rozmarynoski for the Clinical Case Manager positions. Seconded by F. Dodge. All in favor. Motion carried.

2. CST/MH Technician position appointment:

- A. Job description:** Handouts provided at meeting. The Director noted meeting with J. Weso.

- B. CST/MH Technician Position appointment:** The Director noted the additional duties included in the CST/MH Technician Service Specialist position added to the current Service Specialist position currently held by Julie Kaquatosh.

MOTION: F. Dodge moved to approve the additional duties added to the current Service Specialist position currently held by Julie Kaquatosh, and the title changed to CST/MH Technician Service Specialist, and compensation for the increase in duties. Seconded by J. Lowey. All in favor. Motion carried.

3. Service Coordinator ILP and Alternate Care: This is repeated down below

- A. Job Description:** Handouts provided. The Director provided an overview of the position description and the revisions as Day Care was no longer needed in the position. The position revisions were approved by the Adm. Coordinator.

- B. Service Coordinator ILP and Alternate Care Position appointment:** The Director noted the transfer of Steve Summers to the Service Coordinator ILP and Alternate Care position.

MOTION: J. Lowey moved to approve the job description and the transfer of Steve Summers to that position. Seconded by F. Dodge. All in favor. Motion carried.

- 4. Service Specialist – job description and posting:** The Director reported on the revisions of the position description, which basically was clean up and no significant changes. The position revisions were approved by the Adm. Coordinator. The position will be posted.

MOTION: J. Lowey moved to approve the job description and posting of the Service Specialist. Seconded by S. Cook. All in favor. Motion carried.

- 5. Position updates and/or resignations:** Two applicants have been received for the Long Term Care Case Manager vacancy. Hopefully a recommendation will be brought to the HSD Board next month.

William Waubanasum Jr. arrived at 5:30pm

K. NEW BUSINESS

- 1. Future Program Presentations:** Next month Family Care/Waivers. H. Ondik will bring brochures for the HSD Board members next month regarding programs.
- 2. Items, if any, to be scheduled for next meeting:** none.

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

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