

MENOMINEE COUNTY HUMAN SERVICES BOARD

June 21, 2017

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Terrance Brooks, Elizabeth Moses, Laure Pecore, and James Lowey.

Absent: Faye Dodge, Chyrl Irving, and Rebecca Edler.

OTHERS PRESENT: Barb Nelson, Director; Becky Arrowood, Fiscal Manager, L. Stoehr, Financial Director, Julie Kaquatosh, CST Coordinator and Heather Ondik, Recorder.

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

B. COMMUNITY INPUT: None.

C. MINUTES – April 19, 2017: (provided in packet) reviewed and approved.

MOTION: T. Brooks moved to approve the 4/19/17 minutes. Seconded by L. Pecore. All in favor. Motion carried.

D. PRESENTATION

- 1. CST – Coordinated Service Team Initiative (Rachel/Julie):** Handouts provided at meeting. J. Kaquatosh provided an overview of the CST program. As noted in the handout, the program is a strength-based and family centered approach program designed for youth that have not been successful in traditional services. The CST Coordinator will meet with the family and assist in creating a team consisting of individual, family, school, and community, which is selected by the individual and family. The CST Coordinator then facilitates the team meetings which are initially held once every one to four weeks as needed. The family has to be in two systems of care to qualify and participation is voluntary. There are two CST Coordinators in the community. One located at the Student Health Center, and one located at Menominee County Human Services. R. Kielblock noted there is a CST committee and they are currently in need of community members to serve on the committee. Questions addressed. Discussion held. Informational.

E. FINANCIAL

- 1. Fiscal Report – Funding & Expense:** (provided in packet) Review of the funding & expense report was provided by B. Arrowood. Discussion held. Questions addressed.

MOTION: E. Moses moved to approve the financial report. Seconded by T. Brooks. All in favor. Motion carried.

- 2. Contracts:** (provided in packet) Review of the May and June 2017 contracts was provided. Discussion held. Questions addressed.

MOTION: T. Brooks moved to approve the contracts as presented for May and June 2017. Seconded by L. Pecore. All in favor. Motion carried.

- 3. Vouchers:** Vouchers provided in packet. Questions addressed, reviewed, approved and signed.

MOTION: L. Pecore moved to approve the vouchers numbered 057-064, 065-072, 073-080, and 081-088. Seconded by T. Brooks. All in favor. Motion carried.

- 4. Financial - updates:** B. Arrowood noted audits should be wrapping up within the next month. L. Stoehr reported he is working on a new format for the funding & expense report that would be built through the financial software. Caseloads would like to be noted on the new report, if feasible. B. Nelson noted that some may have smaller caseloads but that they are higher involvement cases. L. Stoehr is hoping that trends will become clearer as data accumulates in the system. Questions addressed. Discussion held.

- 5. Vehicle Purchase – 2014 Ford Transit:** A recommendation was made after researching vehicles to fit the need of the agency to purchase a 2014 Ford Transit in the amount of \$16,000.00

MOTION: E. Moses made a motion to approve the purchase of the 2014 Ford Transit in the amount of \$16,000.00 from Bergstrom Automotive. Seconded by T. Brooks. All in favor. Motion carried.

F. AGENCY REPORTS

- 1. Software/IT projects/update/discussion on projects:** Handout provided in packet. An overview of the handout and the status of projects were given by the Director. The recommendation that was

made by auditors regarding the purchase of QuickBooks software for the Representative Payee program once the DRI system is no longer available was discussed and reviewed.

MOTION: E. Moses made a motion to spell out exactly what HSD needs QuickBooks to do and then have HSD forward it to Kristi Onesti stating that the HSD Board approved it and she needs to get the information and costs together and she can work with Lee if she has any questions. Seconded by L. Pecore. All in favor. Motion carried.

2. **Director/Progress Reports:** Report provided in packet. Questions addressed. Discussion held.
MOTION: T. Brooks moved to accept the Director/Progress reports. Seconded by L. Pecore. All in favor. Motion carried.
3. **Long Term Care Tribal Waiver services:** Handout provided at meeting. B. Nelson reported a meeting was held on June 1st where the Tribe noted they plan to take over Long Term Care Tribal Waiver services on October 1st of this year. An overview of areas that have to be addressed prior to the transfer was provided. It was noted that there is currently a contract with the Tribe until December 31, 2017. A recommendation for B. Nelson to share concerns with J. Weso so he can convey them to J. Wilber. Discussion held.

G. CLOSED SESSION

1. **WIS. STATUTE 19.85 (1)(c) Evaluation and 19.85 (1) (c) Compensation and Evaluation**

MOTION: E. Moses moved to go into closed session. Seconded by L. Pecore. All in favor. Motion carried.

Roll Call: Terrance Brooks, Elizabeth Moses, Laure Pecore, and James Lowey. **Absent:** Faye Dodge, Chyrl Irving, and Rebecca Edler.

H. RETURN TO OPEN SESSION: In accordance with Wis. Stats. 19.85 (2) in order to conduct further business - convened RECORD ANY MOTIONS FORM CLOSED SESSION. None.

MOTION: E. Moses moved to return to open session. Seconded by T. Brooks. All in favor. Motion carried.

Roll Call: Terrance Brooks, Elizabeth Moses, Laure Pecore, and James Lowey. **Absent:** Faye Dodge, Chyrl Irving, and Rebecca Edler.

I. CORRESPONDENCE/BOARD INFO

1. **HSD By-Law Review:** Handout provided in packet. Reviewed and shall remain as presented.
2. **Training/Correspondence:**
 - a. Article (WCA): "CALL TO ORDER" – discussion. Handout provided in packet. Informational.
 - b. Letter from Leah M. Rouse, Ph. D., Psychologist: Handout in packet. Informational.
3. **HSD Board Travel Authorizations:** None.
4. **ADRC minutes (4/10/17):** Handout in packet. Informational.
5. **ADRC minutes (5/8/17):** Handout in packet. Informational.
6. **Fostering Futures Newsletters (May):** Handout in packet. Informational.
7. **Fostering Futures Newsletters (June):** Handout in packet. Informational.
8. **Community Engagement (CEW) 5-9/17 Minutes:** Handout provided in packet. Informational.
9. **Emergency Management Committee (EMC) minutes:** Handout in packet. Informational.
10. **Public Health Meeting:** Handout provided in packet. Informational.
11. **Public Health 2016 Annual Report:** J. Lowey noted that they received 16 candidates for the Public Health vacancy and is hoping to have the position filled by July.

J. PERSONNEL REPORT

1. **Resignation Letter:** Handout provided in packet. A resignation letter was received from A. South Support Worker II. Her last day was 4/28/17.
MOTION: T. Brooks moved to accept the resignation letter from A. South. Seconded by L. Pecore. All in favor. Motion carried.
2. **Support Worker II approval to hire:** A recommendation to hire Ramona Kazynski for the Support Worker II vacancy was presented to the HSD Board. Discussion held.
MOTION: L. Pecore moved to approve the hire of Ramona Kazynski for the Support Worker II vacancy. Seconded by T. Brooks. All in favor. Motion carried.

3. Family Services Case Worker approval to hire: A recommendation to hire Catherine Oshkosh for the Family Services Case Worker vacancy was presented to the HSD Board. Discussion held.

MOTION: E. Moses moved to approve the hire of Catherine Oshkosh for the Family Services Case Worker vacancy. Seconded by T. Brooks. All in favor. Motion carried.

4. 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.

5. Other Position updates and/or resignations: B. Nelson noted there is a Mental Health vacancy and well as a Supervisor vacancy created when S. Golding assumed the Children and Family Program Manager position. The job descriptions for these positions are being worked on and reviewed.

K. NEW BUSINESS

1. Future Presentations: Topics to choose from – Critical Incident Debriefing, COMPASS (Risk and Needs Assessment System for Youth), or follow-up on the Personal Care Independent Assessments. The HSD Board would like a presentation on Critical Incident Debriefing in July and perhaps Personal Care update in August.

2. Items, if any, to be scheduled for next meeting: Long Term Care transition update, Software/IT list, and a closed session regarding fiscal structure.

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

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