

MENOMINEE COUNTY HUMAN SERVICES BOARD

July 19, 2017

BOARD MEETING MINUTES

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

OTHERS PRESENT: Barb Nelson, Director; Becky Arrowood, Fiscal Manager, Casey Arrowood, Adult Services Supervisor 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:** J. Lowey attended the Joint Health Board meeting this past Monday in Shawano and it was noted that in Shawano chlamydia then followed by Anaplasmosis as the second highest in outbreaks in Shawano area.
- C. MINUTES – June 21, 2017:** (provided in packet) reviewed and approved.
MOTION: T. Brooks moved to approve the 6/21/17 minutes. Seconded by L. Pecore. All in favor. Motion carried.
- D. PRESENTATION**
- 1. Agency Crisis Debriefing:** Handouts provided in packet. Casey Arrowood, MCHSD's Agency Point Person for the program provided an overview of the procedure. The program is designed to help staff recover after a serious incident. Crisis diffusion is intended to assist staff in making the transition from that state of high arousal associated with a critical incident to a more normal state and to bring the experience of the incident to a conclusion and allow for the opportunity to express immediate concerns. Whereas crisis debriefing is a formal and confidential process provided by a trained facilitator in a group setting to mitigate the impact of a critical incident and to accelerate the recovery process for the staff members involved. The primary focus is on the current stress reactions experienced by human service professionals rather than on the details of the case. Both diffusion and debriefing are completely confidential and no records or notes are made. HSD currently has 5 staff trained to be debriefers. There is a quarterly survey issued from the Behavior Health Training Partnership only to ask how many sessions if any, were held in the last quarter. C. Arrowood also noted that external debriefings are offered is needed. The HSD Director would have to approve such requests. 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. B. Arrowood noted that crisis billing has generated over \$58,000 in revenue thus far. Also HSD received \$184,000 in high cost pool funding for last year. They are currently working on being able to bill Medicare/Medicaid. Discussion held. Questions addressed.
MOTION: L. Pecore moved to approve the financial report. Seconded by R. Edler. All in favor. Motion carried.
 - 2. Contracts:** (provided in packet) Review of the June 2017 contract was provided.
MOTION: T. Brooks moved to approve the contract for Rita's place as presented for June 2017. Seconded by E. Moses. 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 089-096. Seconded by F. Dodge. All in favor. Motion carried.
 - 4. Financial - updates:** Updates provided earlier under agenda item E.1. In addition, B. Arrowood is working with Lee Stoehr fixing some kinks in the funding & expense report. She feels it is 80% of the way there.
 - 5. Vehicle Purchase – 2006 Crown Vic Repair:** B. Nelson reported that HSD received a 2006 crown Victoria car from the county that was a former police vehicle. The vehicle had broken down and was inspected at the Menominee Highway Department. Pat Robins checked the vehicle over and approximated repairs needs exceeding \$1,000. They also took the vehicle to American Car Care Center in Shawano and they confirmed that approximate costs of repairs. The vehicle is not worth the

substantial repairs. A recommendation to scrap the vehicle was made. J. Lowey noted the County's disposal policy would have to be followed and he would get back to B. Nelson on that.

MOTION: L. Pecore made a motion to dispose of the 2006 Crown Victoria within the guideline of the County policy. Seconded by E. Moses. All in favor. Motion carried.

F. AGENCY REPORTS

- 1. Long Term Care Tribal Waiver services:** Handout provided in packet. B. Nelson advised that a letter was drafted and sent to the Tribal Chairmen regarding the need for a transition plan. There has been no information received back yet at this time. C. Arrowood is meeting with the Tribe to address transition concerns. B. Nelson reported that at the Tribal/Planning Committee meeting held yesterday, A. Westphal noted it may not be October 1st but possibly year end pending staffing and the completion of the building. Discussion held.
- 2. Software/IT projects/update/discussion on projects:** B. Nelson noted no significant changes have been made at this time. B. Nelson met with Kristi Onesti and discussed to proceed with the purchase of QuickBooks. K. Onesti requested a meeting which was held with L. Stoehr, B. Arrowood, and B. Nelson. QuickBooks isn't put in place yet but there is more answers from IT than they had before. J. Lowey requested a copy of the IT projects monthly even if no changes have been made.
- 3. Director/Progress Reports:** Report provided in packet. Questions addressed. Discussion held.
MOTION: L. Pecore moved to accept the Director/Progress reports. Seconded by T. Brooks. All in favor. Motion carried.

G. CLOSED SESSION

- 1. WIS. STATUTE 19.85 (1)(b)(f) and (c) Personnel matters, employment**

MOTION: T. Brooks moved to go into closed session. Seconded by F. Dodge. All in favor. Motion carried.

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

- #### **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 L. Pecore. All in favor. Motion carried.

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

I. CORRESPONDENCE/BOARD INFO

- 1. Training/Correspondence:** None.
- 2. HSD Board Travel Authorizations:** None.
- 3. ADRC minutes (6/12/17):** Handout in packet. Informational.
- 4. Fostering Futures Minutes (6/20/17):** Handout in packet. Informational.
- 5. Fostering Futures Newsletters (July):** Handout in packet. Informational.
- 6. Fostering Futures Community Events:** Handout in packet. Informational.
- 7. Public Health Meeting- (6/19/17) minutes:** Handout provided in packet. Informational.

J. PERSONNEL REPORT

- 1. WHEAP/DAY Care Coord. Position**

Job Description and Promotion to fill WHEAP/DAY CARE position

B. Nelson made a recommendation for the conditional promotion of T. Miller at \$14.00 per hour.

MOTION: E. Moses moved to approve the conditional promotion of T. Miller at \$14.00 per hour. Seconded by R. Edler. All in favor. Motion carried.

- 2. Other Position updates and/or resignations:** None.

K. NEW BUSINESS

- 1. Annual Public Participation:** B. Nelson noted HSD is required to hold an annual public participation meeting which is normally held in August from 5p to 5:15p and then hold the regular HSD Board meeting afterwards. J. Lowey accepted B. Nelson's recommendation to hold the annual public participation meeting on the 3rd Wednesday of August from 5p to 5:15p with the HSD Board meeting to follow right. B. Nelson will also send this info to the community engagement group.

2. Future Presentations: Topics to choose from –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 the follow-up of Personal Care Independent Assessments in August.

3. Items, if any, to be scheduled for next meeting: Closed session follow up.

L. ADJOURNMENT: Meeting adjourned at 6:05 p.m.

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