

MENOMINEE COUNTY HUMAN SERVICES BOARD

July 20, 2016

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochick, Terrance Brooks, Faye Dodge, William Waubanasum Jr., James Lowey, Sophie Teller, and Chyrl Irving. **Absent:** none.

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 5:01 p.m. and roll call taken, quorum present.

B. COMMUNITY INPUT: T. Waupochick welcomed S. Teller to the HSD Board. S. Teller provided an overview of her background. B. Nelson noted the loss the last two years of the children's high cost dollars as it has been granted to Vilas and Ho-Chunk. Our lobbyist Joe Strohl has been advocating on this for us and requesting the process be changed. After attending a recent meeting, he recently sent a notice that the Directors are recommending that the State change the process to once per year deadline for applications for funds and if the funds are in short supply they will be prorated. Rob Hermes from the State agreed to make the changes and will have the changes ready for the next meeting in September. They basically went with our recommendation except they are going to go on the State's fiscal calendar. Informational.

C. MINUTES – 5/18/16: (provided in packet) reviewed and approved.

MOTION: J. Lowey moved to approve the 5/18/16 minutes. Seconded by C. Irving. All in favor. Motion carried.

D. FINANCIAL

1. Fiscal Report (Sent in June packet): This is the first report option. B. Nelson reported it is lengthy and could be cumbersome. She revised the report and is noted under the next Agenda item.

2. Fiscal Report: Handout in packet. B. Nelson provided an overview of the report structure. A Board member noted this new report is better than the former FES report. L. Stoehr advised of potential report building options within the financial system. Discussion held regarding report alterations and structure. Questions and Answers addressed.

MOTION: J. Lowey moved to accept the new shorten financial report budget performance report as of 6-7-2016. Seconded T. Brooks. All in favor. Motion carried.

MOTION: T. Brooks moved to approve the expense/fiscal report. Seconded F. Dodge. All in favor. Motion carried.

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

MOTION: J. Lowey moved to approve the contract for Oconto County New View in the amount of \$125,000.00. Seconded F. Dodge. All in favor. Motion carried.

4. Vouchers (June packet: 044-051; 060-066; 067-073): Vouchers provided in June packet. Questions addressed, reviewed, approved and signed.

MOTION: J. Lowey moved to approve the vouchers numbered 044-051 in the amount of \$175,751.92, vouchers numbered 060-066 in the amount of \$63,125.78, vouchers numbered 067-073 in the amount of \$139,406.15. Seconded by T. Brooks. All in favor. Motion carried.

5. Vouchers (075-082; 083-090): Vouchers provided in packet. Questions addressed, reviewed, approved and signed.

MOTION: J. Lowey moved to approve the vouchers numbered 075-082 in the amount of \$66,766.05, vouchers numbered 083-090 in the amount of \$115,042.10. Seconded by T. Brooks. All in favor. Motion carried.

6. Pre-Paid Card policy: Handout provided in June packet. A review of the protocol/policy was given. B. Nelson noted this is a one-time purchase and the card will be issued for the exact amount needed. Discussion held.

MOTION: F. Dodge moved to approve the prepaid card policy. Seconded by W. Waubanasum Jr. All in favor. Motion carried.

MOTION: F. Dodge moved to approve the purchase of a prepaid loadable credit card that will allow the Agency to setup emergency services billing through Medicare in the amount of \$560.00. Seconded by J. Lowery. All in favor. Motion carried.

7. **Status on CY15 reconciliations, audit & State rpts.:** B. Nelson reported that 2015 reconciliations are completed and she is seeing reports coming back from the State to sign off on. She reported receiving the \$77,000.00 payment from the Tribe that was included in 2015 reconciliations. B. Nelson noted she and the fiscal department is currently working on WIMCR reports that are due Aug. 31st.
8. **Vehicles- bids/Grant Management purchase: Handout provided at meeting.** H. Ondik provided an overview of potential options for vehicle purchases and trade in options. The three vehicles being traded in are: 2011 Dodge van, 2006 Chrysler van, and 2007 Chevrolet cobalt. The recommendation to the Board was to purchase a 2011 Chevrolet Malibu from Buss Chevrolet and a 2014 Dodge Journey from Bergstrom of Appleton.

MOTION: J. Lowery moved to accept the grant management purchase of the option 1 presented in the amount of \$18,388.00 including the trade in of the three vehicles noted. Seconded by T. Brooks. All in favor. Motion carried.

E. PERSONNEL REPORT

1. **Student Health Center/Substance Abuse Counselor:** R. Kielblock provided an overview of the Certified Substance Counselor job description. The position would aid in filling treatment gaps for youth in the community. The position would also serve on rotation at the Student Health Center as well as serve on the call day and night time rotation within the Agency. The position could also aid in intensive outpatient services that the Agency is certified to provide. R. Kielblock noted seeing youth coming through emergency services and would like to see additional services offered for them. Discussion held.

2. **Certified Substance Counselor/Assistant Manager JD:** Handout provided in June packet. B. Nelson complemented R. Kielblock on the well written description.

MOTION: T. Brooks moved to approve the Certified Substance Abuse Counselor job description. Seconded by F. Dodge. All in favor. Motion carried.

3. **Support Worker II:** B. Nelson requested that due to the length between interviewing and having the next Board meeting she would like to make a recommendation of first choice and if they don't accept to be able to go to 2nd and 3rd choices. Recommendation would be for the hiring of Lindsey Gatz, or second choice Elizabeth Teller for the Support Worker II position.

MOTION: W. Waubanascum Jr. moved to approve the hiring of Lindsey Gatz, or second choice Elizabeth Teller for the Support Worker II position. Seconded by J. Lowey. All in favor. Motion carried.

4. **Fiscal Manager:** Interviewed two applicants and the recommendation is to hire Becky Arrowood or second choice of Brea Bystol-Carroll.

MOTION: J. Lowey moved to approve the hiring of Becky Arrowood, or second choice Brea Bystol-Carroll for the Fiscal Manager position. Seconded by T. Brooks. All in favor. Motion carried.

5. **Service Specialist:** Interviewed two applicants and the recommendation is to hire Rachel Fernandez or second choice of Cameo Lawe.

MOTION: J. Lowey moved to approve the hiring of Rachel Fernandez or second choice Cameo Lawe the Service Specialist position. Seconded by F. Dodge. All in favor. Motion carried.

6. **Family Services Social Worker:** Interviewed two applicants and the recommendation is to hire Stephanie Bowman or second choice of Emily Schultz.

MOTION: J. Lowey moved to approve the hiring of Stephanie Bowman or second choice Emily Schultz the Family Services Social Worker position. Seconded by F. Dodge. All in favor. Motion carried.

7. **Other Position updates and/or resignations:** Certified Substance Abuse Counselor will go out for posting. L. Stoehr suggested noting minimum hourly rate of job postings. HSD Board recommended introductions to new hirers.

F. AGENCY REPORTS

1. **Director/Progress Reports:** (packet) reports were reviewed, questions addressed and approved. Discussion held regarding 17 year olds creating crimes and conflict with court process/jail conflict. Discussion held. The potential for phone poll vote to be done in the case of an emergency. However, it was noted that phone polls have not been viewed as appropriate since the community would not be able to provide input. Discussion held.

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

2. **Child Protective Service Assessments-Brochure: Brochure provided in packet.**

G. CORRESPONDENCE/BOARD INFO

1. **Training - WCA:** Handout provided in June packet. Informational.
2. **HSD Board Travel Authorizations:** none.
3. **ADRC minutes (5/9/16 & 6/13/16):** Handout provided in packet. Informational.
4. **ADRC Newsletter:** Handout provided in packet. Informational.
5. **Fostering Futures Newsletter (June & July):** Handout provided in packet. Informational.
6. **Fostering Futures Minutes (6/21/16):** Handout provided in packet. Informational.
7. **Fostering Futures July 19 meeting – update:** Handout provided at meeting. Overview of PowerPoint handout provided by B. Nelson.
8. **DOC-Bureau of Youth Services Newsletter:** Handout provided in June packet. Discussion held regarding the concern of Brown County no longer taking anyone from outside of Brown County. Concerns noted.
9. **Public Health – contract & information:** Handout provided in June packet. Informational.
10. **Public Health meeting – 6/28/16 (outcome):** B. Nelson reported of a meeting taking place on 6/28/16. At the meeting on the 28th discussion was held on roles, scope of services and responsibilities that need to be changed and looked at the budget. If the changes are made, it looks like the contract cost may go down. Jamie Bodden will create a contract draft and present to the group. Informational.

H. NEW BUSINESS

1. **Future Presentations:** Next month will be the annual public participation meeting from 5:00-5:15p.m.
2. **Attracting and Retaining Employees:** to be continued on the agenda
3. **Items, if any, to be scheduled for next meeting:** None.

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

MOTION: W. Waubanasum Jr. moved to adjourn meeting. Seconded by J. Lowey. All in favor. Motion carried.