

MENOMINEE COUNTY HUMAN SERVICES BOARD

Aug. 16, 2017

BOARD MEETING MINUTES

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

OTHERS PRESENT: Barb Nelson, Director; Lee Stoehr (Fiscal Director); Becky Arrowood, Fiscal Manager, R. Nicole McNeel, Personal Care Registered Nurse 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 – July 19, 2017: (provided in packet) reviewed and approved.

MOTION: T. Brooks moved to approve the 7/19/17 minutes. Seconded by L. Pecore. All in favor. Motion carried.

D. PRESENTATION

- 1. Personal Care-Independent Assessments:** Handouts provided in packet. R. Nicole McNeel reported that on July 1st the State began conducting Independent Assessments instead the designated county agency worker. However, by the end of July, the State discontinued this practice and reverted the task of Independent Assessments back to the designated county agency workers as no fraud was found. There was a \$19 million dollar grant that was awarded to the state and within that short period of time, almost \$4 million was spent. Currently, there is a petition circulating to have the remaining grant funds dispersed to the county's designated staff. The HSD Board expressed delight with this information. 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. She noted some areas look low, but they are waiting for some anticipated revenues in those areas. The accountant continues to work on setting up Medicare/Medicaid billing. An additional handout was provided at the meeting by L. Stoehr. In his handout, he restructured the entire account number structure. The new report will allow for specific information to be plucked eventually from the New World system. The report right now is constructed manually, but L. Stoehr anticipates building the report via New World hopefully by the beginning of the New Year. Overview of the report was provided. Discussion held. It is the HSD Board request to move forward with the newly structured report in color with headers on all pages created by L. Stoehr and review monthly in lieu of the previous report that was provided.

MOTION: T. Brooks moved to approve the financial reports. Seconded by R. Edler. All in favor. Motion carried.

- 2. Contracts:** None.

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

MOTION: T. Brooks moved to approve the vouchers numbered 097-104 and 105-112 in the amount of \$476,465.44. Seconded by E. Moses. All in favor. Motion carried.

- 4. Financial - updates:** Previously discussed under agenda item E1. L. Stoehr added that he believes revenues will be seen quicker by going to an accrual based system. He feels this system should work well for the county. Informational.

- 5. Vehicle Purchase – 2006 Crown Vic Disposal:** It was reported that currently there is nothing in the county's policy regarding vehicle disposal but L. Stoehr has created a policy and it will be reviewed by the P&F Board on 8/22/17. It will then become a part of the accounting manual. E. Moses advised to check any ordinances to make sure no rescinds would be needed. B. Arrowood suggested noting up to a certain dollar amount within the new policy would be helpful also. B. Nelson noted that when speaking with J. Weso, that the highway and Sherriff's office have different processes from one another for disposal. Discussion held. The HSD gave B. Nelson the authorization to move forward once the policy is put into effect.

- 6. MH High Cost Funding:** B. Nelson noted the funding request for the MH High Cost grant has been submitted. The max that can be requested is \$250,000.00 and that's what B. Nelson requested but it is

not guaranteed the full amount will be received. Last year Shawano County took a portion of the grant dollars and we did not receive the full \$250,000.00 requested. The amount granted should be known sometime in November.

F. AGENCY REPORTS

- 1. Long Term Care Tribal Waiver services-update:** B. Nelson has met with S. Waukau in which S. Waukau confirmed receiving a letter requesting more transition detail form the HSD Chairmen. S. Waukau created a draft. B. Nelson believes it's not well developed and didn't see a developed timeline. B. Nelson did provide input on the draft to S. Waukau. S. Waukau sent the draft to A. Westphal for review. Dawn is meeting with Casey our Adult Services Supervisor on the transiting pieces. The Tribe is working on advising the current clients of the upcoming change. There are still many things to address prior to the transition. Discussion held.
- 2. Software/IT projects/update/discussion on projects:** Handout provided in packet. B. Nelson provided an overview of the updated software handout. Discussion held on all areas. Review of projects line-by-line. Questions addressed.
- 3. Director/Progress Reports:** Report provided in packet. Questions addressed. Discussion held.
MOTION: L. Pecore moved to accept the Director/Progress reports. Seconded by R. Edler. All in favor. Motion carried.

F. Dodge excused at 6:45 p.m.

G. CLOSED SESSION

- 1. WIS. STATUTE 19.85 (1)(b)(f) and (c) Personnel matters, employment**
MOTION: L. Pecore moved to go into closed session. Seconded by R. Edler. All in favor. Motion carried.

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

- #### **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, James Lowey, Faye Dodge, and Rebecca Edler. **Absent:** Chyrl Irving (excused).

I. CORRESPONDENCE/BOARD INFO

- 1. Training/Correspondence:** None.
- 2. HSD Board Travel Authorizations:** None.
- 3. ADRC minutes (7/10/17):** Handout in packet. Informational.
- 4. Fostering Futures Newsletters (August):** Handout in packet. Informational.
- 5. Fostering Futures Community Events:** Handout in packet. Informational.
- 6. Public Health Meeting- (none as of date) minutes:** None.

J. PERSONNEL REPORT

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

K. NEW BUSINESS

- 1. 2017-2018 WHEAP Policy/Procedure:** Handout provided in packet. The 2017-2018 WHEAP policy and procedures were reviewed and approved.

MOTION: L. Pecore moved to approve the 2017-2018 WHEAP Policy and Procedure as presented. Seconded by E. Moses. All in favor. Motion carried.

- 2. Future Presentations:** Topics to choose from –COMPASS (Risk and Needs Assessment System for Youth) & Youth Services.

- 3. Items, if any, to be scheduled for next meeting:** None.

L. ADJOURNMENT: Meeting adjourned at 7:20 p.m.

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