

MENOMINEE COUNTY HUMAN SERVICES BOARD

Sept. 16th, 2015

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochick, Faye Dodge, Chyrl Irving, William Waubanasum Jr. **Absent:** James Lowey (Excused) Terrance Brooks (Excused) and Susan Cook.

OTHERS PRESENT: Barb Nelson, Lois Krizan, R. Nicole McNeel Personal Care RN, and Heather Ondik, Recorder.

- A. CALL TO ORDER & ROLL CALL:** Meeting called to order by Chairman Tony Waupochick at 5:04 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** none.
- C. MINUTES – Aug. 19, 2015:** (provided in packet) reviewed, corrections noted and approved.
MOTION: W. Waubanasum Jr. moved to approve the 8/19/15 minutes with noted corrections. **Seconded by C. Irving. All in favor. Motion carried.**
- D. CLOSED SESSION**
- 1. WIS. STATUE 19.85 (1) (F) Personnel matters.**
MOTION: C. Irving moved to go into a closed session. W. Waubanasum Jr. **Seconded. All in favor. Motion carried.**
ROLL CALL: Roll call taken. Board Members present: Tony Waupochick, Faye Dodge, William Waubanasum Jr., and Chyrl Irving. **Absent:** James Lowey (Excused), Terrance Brooks (Excused), and Susan Cook.
- E. OPEN SESSION– convened**
 Return to open session in accordance with Wis. Stats 19.85 (2) in order to conduct further business.
MOTION: W. Waubanasum Jr. moved to return to open session to conduct further business. **Seconded by C. Irving. All in favor. Motion carried.**
ROLL CALL: Roll call taken. Board Members present: Tony Waupochick, Faye Dodge, William Waubanasum Jr., and Chyrl Irving. **Absent:** James Lowey (Excused), Terrance Brooks (Excused), and Susan Cook.
- 1. RECORD AMY MOTIONS FROM CLOSED:**
MOTION: F. Dodge moved to have a letter created stating from the HSD Board’s review of the information on the complaint filed regarding Personal Care matters, that the Personal Care worker will be notified that the Personal Care worker program is not able to compensate for the hours as sited in the complaint. The Board will recommend that the Personal Care worker receive the amount of \$500.00 due to the complexity of the situation and problems with communication. The Board is recommending changes be made on communication between the Personal Care RN, the clients of the program, and their Personal Care workers. That is a motion on the letter. C. Irving **Seconded. All in favor. Motion carried.**
MOTION: F. Dodge moved that after the review of the complaint and all the documents, the Board found there were concerns with communications between the Personal Care RN and the Personal Care worker. HSD Board recommends changes be made on the nurse supervisory visit form that clarifies that failure to comply with nurse supervisory visit Wisconsin state regulation, will result in Personal Care worker not being paid. The HSD Board recommends the client receive a certified letter indicating when the Personal Care worker has not met the state regulation for supervisory visit and clarify that the Personal Care worker will not be paid. The HSD Board also recommends that the Personal Care RN notify the Personal Care worker in writing that a nurse supervisory visit is due and when; that it’s directly with the Personal Care worker not through other Personal Care workers that are involved with the client. C. Irving **Seconded. All in favor. Motion carried.**
 C. Irving also requested when changes are made to the papers that the HSD Board see those changes at a future meeting as well as any forms that are going to be used for notifying of anything.
- F. PRESENTATION-Personal Care:**

MOTION: C. Irving moved to table this presentation to the next regular meeting. W. Waubanascum Jr. Seconded. All in favor. Motion carried.

G. FINANCIAL

1. **FES** –Funding Expense Report (FES) provided in packet. Overview provided by the Operations Administrator. Discussion held. Questions addressed.

MOTION: C. Irving moved to accept the FES Reports. Seconded F. Dodge. All in favor. Motion carried.

2. **Contracts:** Contracts provided in packet. Review provided by the Operations Administrator.

MOTION: C. Irving moved to approve the contracts. Seconded F. Dodge. All in favor. Motion carried.

3. **Budget Modifications:** Provided in packet. Overview provided by the Operations Administrator. Discussion held. Questions addressed.

MOTION: F. Dodge moved to approve the budget modifications as presented. Seconded C. Irving. All in favor. Motion carried.

4. **Vouchers** –Approved and signed (Summary provided in packet /detail pages available at the meeting).

MOTION: C. Irving moved to approve the vouchers dated 8/13/15 and 8/27/15. Seconded by F. Dodge. All in favor. Motion carried.

5. **Personal Care Fiscal/budget:** Handout provided at meeting. Overview of the financial concerns and options/possibilities for the future of the program was provided by the Operations Administrator. Questions addressed. Discussion held. L. Krizan will bring a couple scenarios if they can't get to work out as status quo to the upcoming budget meeting.

6. **Restricted 3rd party requests – review:** The 3rd party requests were reviewed and discussion held.

MOTION: C. Irving moved to leave the restrictions for third party requests as is until further notice. Seconded by W. Waubanascum Jr. All in favor. Motion carried.

H. AGENCY REPORTS

1. **WHEAP policy** (provided in packet) the policy was reviewed and approved.

MOTION: C. Irving moved to approve the WHEAP policy. Seconded by F. Dodge. All in favor. Motion carried.

2. **Director / Progress Reports** (provided in packet) the reports were reviewed and approved.

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

I. CORRESPONDENCE/BOARD INFO

1. **Training announcements & Correspondence** – None.
2. **ADRC minutes (8/10/15):** Informational.
3. **Fostering Futures Newsletter (Sept.):** Informational.
4. **Public Health – report, if any, from HSD Board member:** none.

J. PERSONNEL REPORT:

1. **Resignation: provided in packet.**The Director received a letter of resignation from Raymond Creapeau-Long Term Care Case Worker.

MOTION: W. Waubanascum Jr. moved to accept the resignation of Raymond Creapeau. Seconded by F. Dodge. All in favor. Motion carried.

2. **Position updates and/or resignations:** The Long Term Care position will be posted.

K. NEW BUSINESS

1. **Future Program Presentations:** Personal Care and Behavioral Health presentations in October.
2. **Items, if any, to be scheduled for next meeting:** A Consensus from Board members was reached to change the Special Board meeting from September 23rd to October 14th.

L. ADJOURNMENT: Meeting adjourned at 8:50 p.m.

MOTION: F. Dodge moved to adjourn meeting. Seconded by W. Waubanascum Jr. All in favor. Motion carried.