

MENOMINEE COUNTY HUMAN SERVICES BOARD

Sept 20th, 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; Lee Stoehr (Fiscal Director); Becky Arrowood, Fiscal Manager, and Angela Gueths, Recorder.

- A. CALL TO ORDER & ROLL CALL:** Meeting called to order by J. Lowey at 5:03 p.m. and roll call taken, quorum present.
- B. COMMUNITY INPUT:** J. Lowey noted that the Shawano-Menominee Public Health Department recently hired a new person. Brief overview of services offered provide by J. Lowey. F. Dodge provided clarification on her interaction with the Shawano-Menominee Public Health Department and that she works closely with them often. Discussion held.
- C. MINUTES – Aug. 16, 2017:** (provided in packet) Reviewed and approved.
MOTION: T. Brooks moved to accept the 8/16/17 minutes. Seconded by L. Pecore. All in favor. Motion carried.
- D. FINANCIAL**
- 1. Fiscal Report – Funding & Expense:** (provided in packet) Percentages and clarification on figures provided. Year-to-year comparisons discussed. Supportive Home Care costs and Tribe transition discussed. The HSD Board recommended both B. Nelson and B. Arrowood meet and review the fiscal report together monthly prior to the HSD Board meeting. The HSD Board requested that the Unit Program Manager include in presentations what the programs consist of, qualifications, how people are supported by this program, how costs are broken down, etc. Discussion held.
MOTION: E. Moses moved to accept the financial reports. Seconded by T. Brooks. All in favor. Motion carried.
 - 2. Contracts:** (provided in packet). Reviewed, approved and questions addressed. The HSD Board requested to view the actual contract or a summary of what the contract entails prior to signing them.
MOTION: F. Dodge moved to approve the contract in the amount of \$52,000.00. Seconded by T. Brooks. All in favor. Motion carried.
 - 3. Vouchers:** Vouchers provided in packet. Questions addressed, reviewed, approved and signed. Voucher packet labeled 105-112 corrected to 113-120 could not be approved as it needs to go back to personnel and finance with the correct voucher number.
MOTION: E. Moses moved to approve the vouchers numbered 121-128 and vouchers 129-136. Seconded by L. Pecore. All in favor. Motion carried.
 - 4. Financial - updates:** None.
 - 5. Vehicle Purchase – 2006 Crown Vic Disposal:** T. Brooks reported that the Keshena High School is in need of vehicles for the auto repair class. The HSD Chairmen will sign for the approval of the vehicle to be donated to the school.
 - 6. MH High Cost Funding:** B. Nelson reported the agency will be receiving the full \$250,000.00 of the mental health cost funding. The funds come from Tribal gaming. Discussion held.
 - 7. 2018 Budget – date for reviewing/approval:** HSD Board needs to review the 2018 budget. The HSD Board concurred to hold a special meeting on Oct. 16th at 5:00p.m. to review the 2018 budget.
- E. AGENCY REPORTS**
- 1. Long Term Care Tribal Waiver services-update:** B. Nelson noted the transition to the Tribe is in process and all should be transferred by the end of the year. Tribal Aging agreed to pay \$25.00 per file of client records. They did hire one of the County’s current employees however they don’t have any room at their facility as construction is not complete. HSD has agreed to continue to house the worker here until the construction is completed. It was also noted that the Tribe does have a waiting list for services at this time. Questions addressed. B. Nelson recommended a letter to be drafted and sent to the Tribe stating the HSD agency will not go beyond the end date of 12/31/17 to provide services. J. Lowey will draft a letter, sign and submit to Tribal Chairmen Besaw.

MOTION: E. Moses moved to allow the HSD Chair be authorized to send a letter to the Tribe stating that the cutoff date for Long Term Care Tribal Waiver Service programs will be Dec. 31st and the County won't be budgeting for it in 2018 . Seconded by R. Edler. All in favor. Motion carried.

- 2. Director/Progress Reports:** Report provided in packet. Questions addressed. Discussion held regarding Wisacwis access to the mental health unit. B. Nelson advised that the mental health referral process is scheduled to be worked on.

MOTION: T. Brooks moved to accept the Director/Progress reports. Seconded by L .Pecore. All in favor. Motion carried.

- 3. Coordinated Service Team (CST) Program:** B. Nelson provided an overview of the program. It is a voluntary service. HSD is in the 2nd year of offering CST services and have only had few families. Other entities struggle to get participation locally also. The Tribal School District has expressed interest since the Tribe took their CST funding. B. Nelson recommends discontinuing the program unless something can be worked out with the Tribal School district and contracting with them. E. Moses noted if the Tribe can come up with the match funding dollars that would be fine but the County will not use their match funding. Discussion held.

MOTION: E. Moses moved to discontinue the Coordinated Service Team Program but would pick it back up if it were totally funded by the School District. Seconded by L .Pecore. All in favor. Motion carried.

- 4. Software/IT projects update:** (Provided in packet). Informational.

F. CORRESPONDENCE/BOARD INFO

- 1. Training/Correspondence:** None.
- 2. HSD Board Travel Authorizations:** None.

Due to Agenda differences between what was posted and what was mailed to the HSD Board Members differing, it was recommend to amend the agenda.

MOTION: E. Moses moved to amend the agenda and move on. Seconded by L .Pecore. All in favor. Motion carried.

G. PERSONNEL REPORT

- 1. Other Position updates and/or resignations:** Support Service Specialist has a vacancy as a result of promoting T. Miller to WHEAP Coordinator position. There is also a mental health vacancy and supervisor position available.

H. CLOSED SESSION

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

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, James Lowey, Faye Dodge and Rebecca Edler. **Absent:** Chyrl Irving.

- 1. 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.

J. NEW BUSINESS

- 1.Upcoming Presentations:** COMPASS (Risk and Needs Assessment System for Youth) & Youth Services and HSD Director Evaluation.
- 2. Items, if any, to be scheduled for next meeting:** None.

- K. ADJOURNMENT: Meeting adjourned at 6:55 p.m.**

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