

MENOMINEE COUNTY HUMAN SERVICES BOARD

Sept. 21, 2016

BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Tony Waupochnik, Terrance Brooks, Faye Dodge, William Waubanascum Jr., James Lowey, and Sophie Teller. **Absent:** Chyrl Irving(excuse).

OTHERS PRESENT: Barb Nelson, Director; Becky Arrowood, Fiscal Manager; and Heather Ondik, Recorder.

A. CALL TO ORDER & ROLL CALL: Meeting called to order by Chairman Tony Waupochnik at 5:03 p.m. and roll call taken, quorum present.

B. COMMUNITY INPUT: Introduction & welcome of new HSD staff provided.

C. MINUTES – Aug. 17, 2016 Public Hearing and Aug. 17, 2016: (provided in packet) reviewed and approved.

MOTION: J. Lowey moved to approve the 8/17/16 Public Hearing and 8/17/16 Regular HSD meeting minutes. Seconded by W. Waubanascum Jr. All in favor. Motion carried.

D. FINANCIAL

1. Fiscal Report – Funding & Expense: B. Nelson provided an overview of the report. A summary of areas of concern was provided. The Director noted there is still a lot of cleanup needed of inaccurate figures but efforts are moving forward. Questions and Answers addressed. Discussion held. A Board member commended the Director on her efforts and progress on the fiscal report.

MOTION: J. Lowey moved to accept the financial report. Seconded by T. Brooks. All in favor. Motion carried.

2. Contracts: None.

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

MOTION: J. Lowey moved to approve the vouchers numbered 107-130. Seconded by W. Waubanascum Jr. All in favor. Motion carried.

4. 2017 Budget & Budget Processing and County Budget Application: The Director gave a presentation on the budget making process. Clarification was provided on the linkage between various forms and how projections are composed. Handouts of the 2017 Budget were provided in the packet. The summary expenditure sheets were reviewed and discussed. Explanation was provided by the Director. The second page of the summary shows where revenue is coming from. A breakdown of revenues was given. A discussion took place regarding the County & town budget application. Questions regarding high cost areas were discussed. It was noted that the public health costs are a separate item from the budget. Also discussed was the grant management funding request. The total being requested is \$28,375.00. Some areas that funds are being requested for under grant management are: PCs, scanner, chairs, and vehicle(s). Discussion held. Questions addressed.

MOTION: T. Brooks moved to recommend this 2017 budget to be sent to the County for their review. Seconded by F. Dodge. All in favor. Motion approved.

E. PERSONNEL REPORT

1. Certified Substance Counselor: The recommendation made to the HSD Board is to hire Elizabeth Kelley for the position.

MOTION: J. Lowey moved to approve the hiring of Elizabeth Kelley. Seconded by F. Dodge. All in favor. Motion carried.

2. Family Services Social Worker: The recommendation made to the HSD Board is to hire Rachel Fernandez for the position.

MOTION: J. Lowey moved to approve the Rachel Fernandez. Seconded by S. Teller. All in favor. Motion carried.

3. Other Position updates and/or resignations: None.

F. AGENCY REPORTS

1. **Director/Progress Reports:** (packet) reports were reviewed, questions addressed and approved. Discussion held regarding Family Services barriers. B. Nelson indicated that arrangements are being made for area administration to provide insight in regards to the barriers between Family Services and the Behavioral Unit. In addition a conflict resolution facilitator has also being reached out to. The Tribal Court constraints for 17 year olds still continue. Discussion held.

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

G. CORRESPONDENCE/BOARD INFO

1. **Training/Correspondence:** None.
2. **HSD Board Travel Authorizations:** None.
3. **ADRC minutes (8/8/16):** Handout provided in packet. Informational.
4. **Fostering Futures Newsletters (August):** Handout provided in packet. Informational.
5. **Public Health Meeting (8/15/16):** Handout provided in packet. Informational.

H. NEW BUSINESS

1. **Future Presentations:** Crisis Debriefing.
2. **Attracting and Retaining Employees:** The policy and employee handbook workgroup is working on benefit changes to be approved by the Personnel & Finance Committee and the County Board.
3. **Items, if any, to be scheduled for next meeting:** Position evaluation in a closed session during the next regular meeting.

L. ADJOURNMENT: Meeting adjourned at 6:30 p.m.

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