

**MENOMINEE COUNTY HUMAN SERVICES BOARD**

**March 24<sup>th</sup>, 2020**

**REGULAR BOARD MEETING MINUTES**

**BOARD MEMBERS PRESENT VIA CONFERENCE CALL:** Laure Pecore, James Lowey, Menomin Hawpetoss, Rebecca Edler, Faye Dodge, Misty Wayka, and Randal Chevalier.

**BOARD MEMBERS ABSENT VIA CONFERENCE CALL:** None

**OTHERS PRESENT:** Shannon Wilber; Executive Director, Becky Arrowood; Fiscal Manager, Lisa Tuozzo; Family Services Manager, and Lee Stoehr; Financial Director.

- A. CALL TO ORDER & ROLL CALL:** Meeting called to order by Chairperson L. Pecore at 5:06 p.m. and roll call taken, quorum present.
- B. MOTION TO DEVIATE FROM AGENDA IF NECESSARY:** **Motion by J. Lowey to deviate from agenda if necessary. Seconded by R. Edler. 7 in favor. Motion carried.**
- C. COMMUNITY INPUT:** None
- D. MINUTES – February 19<sup>th</sup>, 2020 & March 3<sup>rd</sup>, 2020** (provided in packet): - reviewed and approved.  
**Motion: J. Lowey moved to approve the minutes of February 19<sup>th</sup>, 2020 & March 3<sup>rd</sup>, 2020. Seconded by M. Wayka. 7 in favor. Motion carried. (1-absention for March 3<sup>rd</sup>, 2020 minutes)**
- E. FINANCIAL:**
- 1. Fiscal Report – Funding & Expense** (provided in packet): – Discussion and questions addressed.  
**Motion: M. Hawpetoss moved to approve the Fiscal Report. Seconded by M. Wayka. 7 in favor. Motion carried.**
  - 2. Vouchers** (provided in packet): Vouchers were reviewed, approved and signed. **Motion: M. Wayka moved to approve vouchers #217-224 in the amount of \$1019.00 & vouchers #017-024 in the amount of \$30,597.11 & vouchers #033-040 in the amount of \$82,529.59. Seconded by M. Hawpetoss. 7 in favor. Motion carried.**
- F. AGENCY REPORTS:**
- 1. Primary Report** – Discussion and questions answered. There were a number of statistical reports that were late this month because of activities and efforts that they were doing for programming in terms of the COVID-19 plan that we were implementing and those reports will be included in the next month report.
    - a) COVID-19 Department Plan:** - Discussion and questions answered. This has been changed almost daily. We have been in close communication with Jeremy Weso, as he is the link to the County Board, so we have been monitoring closely with him as well as Shawano/Menominee County Public Health Department. S. Wilber reported that we do have appropriate postings on doors as to directions in contacting agency personnel. We are working on a limited work time, 20-hours, and we do have our on-call staff that are still required to respond to any emergencies along with tribal police. We do have some staff that are planning on working from home and we do have staff that are going to be on-site as well. As for face-to-face contacts, we are doing prescreening phone calls to the home to check to see if they or anybody in the household is sick or having any sort of symptoms. The only ones that we have that are actually fully equip with the gowns and the masks and the protective gloves are the on-call works. There is a supply in the on-call bag if that is what they need.
    - b) Additional Duties Justification:** (On hold until Closed Session)
- MOTION TO DEVIATE FROM AGENDA AND GO TO ITEMS I AND J AND RETURN BACK TO ITEM G. AFTER THOSE TWO ARE COMPLETE:** **Motion: J. Lowey moved to approve moving the Closed Session to the end of the Agenda. Seconded by R. Edler. 7 in favor. Motion carried.**
- I. CORRESPONDENCE/BOARD INFO:**
- 1. ADRC minutes February 10<sup>th</sup>, 2020**-(provided in packet): Informational

2. **March 2020 Community Newsletter-** (provided in packet): Informational

**J. NEW BUSINESS:**

1. **Future Presentations:** On hold for now.
2. **Items, if any, to be scheduled for next meeting:** Appoint a Vice Chairperson.

**G. CLOSED SESSION: WIS. STATUTE 19.85 (1) (c) – Considering employment, promotion, compensation.**

**1. Personnel Report:**

A. Position updates, employment consideration, compensation, vacancies and/or resignations

**Motion: No motion made to go into closed session.**

**Roll Call:** J. Lowey, L. Pecore, M. Wayka, F. Dodge, R. Edler, R. Chevalier, and M. Hawpetoss.

**H. OPEN SESSION-convended RECORD ANY MOTIONS FROM CLOSED SESSION:**

**Motion by M. Hawpetoss to come out of closed session. Seconded by F. Dodge. 7 in favor.**

**Motion carried.**

**MOTION: F. Dodge moved to have the employees identified as doing extra duties to receive bonuses divided into 2-payments (2-pay periods) over the next 30-days, to exclude S. Wilber from that and to have the board review that at a later time. Seconded by M. Wayka. 7 in favor. Motion carried.**

**K. ADJOURNMENT:** Meeting adjourned at \_\_\_\_\_ p.m.

*Recorder: S. Wilber*