

**MENOMINEE COUNTY HUMAN SERVICES BOARD**  
**March 24<sup>th</sup> , 2021**  
**REGULAR BOARD MEETING MINUTES**

**BOARD MEMBERS PRESENT VIA ZOOM:** Keith Tourtillott, Rebecca Edler, James Lowey, Randal Chevalier and Eva Johnson (5:20 pm).

**BOARD MEMBERS ABSENT VIA ZOOM:** Menomin Hawpetoss and Faye Dodge

**OTHERS PRESENT VIA ZOOM:** Shannon Wilber; Executive Director, Sam Reid; Clinical Supervisor, Liz Malchow; Intervention Services Supervisor, Lisa Tuozzo; Family Protection & Engagement Manager, Lee Stoehr; Financial Director, Terrence Bouressa; Corp. Counsel; and K. Lindner; recorder.

**MOTION: J. Lowey moved to approve K. Tourtillott to take the position of acting Chair for the Menominee County HSD Board meeting. Seconded by R. Edler. 4 in favor. 3 absent. Motion carried.**

**CALL TO ORDER & ROLL CALL:** Meeting called to order by Acting Chairperson K. Tourtillott at 5:10 p.m. and roll call taken, quorum present.

**A. MOTION TO DEVIATE FROM AGENDA IF NECESSARY:**

**B. COMMUNITY INPUT:** R. Chevalier questioned if the HSD board will be going to in-person meetings soon. K. Tourtillott reported that the Chair of the County is working to go to face-to-face meetings starting in April. The number of people that can attend is questionable at this time.

Employee input regarding D. Lacefield: Acting Chair K. Tourtillott reported that the risk of any illnesses to other employees is not a factor in the decision that was made. Employees are safe in regards to those concerns. R. Edler questioned as to why F. Dodge stepped down as Chairperson. It is believed that her work schedule might have played a factor in that decision.

**C. MINUTES:**

**1. Approval of February 17th, 2021 HSD Regular Board Meeting Minutes - (provided in packet):**  
**Motion: J. Lowey moved to approve the Regular Board Meeting Minutes of February 17th, 2021. Seconded by R. Edler. 4 in favor. 3 absent. Motion carried.**

**D. CLOSED SESSION: WIS. STATUTE 19.85 (1) (g) –** Conferring with legal counsel with respect to litigation the County is involved with. **Motion: J. Lowey moved to go in to Closed Session. Seconded by R. Chevalier. 4 in favor. 3 absent. Motion carried.**

Roll Call: R. Edler, J. Lowey, R. Chevalier, and K. Tourtillott,  
Absent: M. Hawpetoss, E. Johnson, and F. Dodge.

**E. OPEN SESSION-Record any motions from closed session.**

**Motion: J. Lowey moved to approve that management continue collecting the information data requested consistent with open records law and that the information and the communication be sent to County Board for consideration and recommendation and that the agreement be revisited. Seconded by R. Chevalier. 5 in favor (E. Johnson arrived 5:20 pm). 2 absent. Motion carried.**

**F. FINANCIAL:**

- 1. Fiscal Report – Funding & Expense - (provided in packet): - Discussion and questions addressed. Motion: J. Lowey moved to accept the Fiscal Report as provided. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.** HSD board expressed their condolences in the passing of B. Arrowood, Financial Manager. Flowers and a card will be donated by the attending board members.
- 2. Vouchers for 2020 (201-208) \$52,272.69 (provided in packet): - Discussion and questions addressed. Motion: J. Lowey moved to approve the Vouchers for 2020. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**
- 3. Vouchers for 2021 (009-016) \$25,729.08 (provided in packet): - Discussion and questions addressed. Motion: J. Lowey moved to approve the Vouchers for 2021. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**

4. **Vouchers for 2021 (025-032) \$48,572.11** (provided in packet): - Discussion and questions addressed. **Motion: J. Lowey moved to approve the Vouchers for 2021. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**
5. **Vouchers for 2021 (033-040) \$106,447.06** (provided in packet): - Discussion and questions addressed. **Motion: J. Lowey moved to approve the Vouchers for 2021. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**
6. **Credit Card Log - \$316.48** (provided in packet): - Discussion and questions addressed. **Motion: J. Lowey moved to approve Credit Card Log in the amount of \$316.48. Seconded by R. Edler. 5 in favor. 2 absent. Motion carried.**
7. **Budget modifications 1-5** (provided in packet with backup documentation provided): - Discussion and questions addressed. **Motion: J. Lowey moved to approve the Budget modifications 1-5. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**
8. **FY2021 HSD Budget Increase \$5,000 NCVRW CAP Grant:** (Included in the Budget modifications)
9. **FY2020 HSD Budget Increase \$24,650.00, Youth Aids Emergency Funds:** L. Stoehr informed the HSD Board that if there are any new monies/funding that wasn't included in the 2021 allocation, those will have to be forwarded to the Personnel & Finance and onto the full Board for approval. **Motion: E. Johnson moved to approve FY2020 HSD Budget increase in the amount of \$24,650.00 for Youth Aids Emergency Fund. Seconded by J. Lowey. 5 in favor. 2 absent. Motion carried.**

**G. AGENCY REPORTS:**

1. **Primary Report** (provided in packet): - Discussion and questions answered.
  - a) **Human Services Day at the Capital** – This will be via zoom. HSD Board will check calendars to see if they can be available.
2. **Mental Health/Substance Abuse Policy:** **Motion: J. Lowey moved to approve the Mental Health/Substance Abuse Policy & the Adult Protection Services Policy and to review the necessity of approving similar policies in the future at the next Board meeting. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**
3. **Adult Protective Services Policy:** **Motion: J. Lowey moved to approve the Mental Health/Substance Abuse Policy & the Adult Protection Services Policy and to review the necessity of approving similar policies in the future at the next Board meeting. Seconded by E. Johnson. 5 in favor. 2 absent. Motion carried.**
4. **FEAR Group** (informational): - Discussion and questions answered. S. Reid gave presentation on the FEAR Group and future outings.
5. **Family Protection and Engagement:** - Discussion and questions answered. L. Tuozzo presented updated information.

**H. CORRESPONDENCE/BOARD INFO:**

1. ADRC minutes: February 8<sup>th</sup>, 2021 (Informational only)
2. Community Newsletter (Informational only)

**I. NEW BUSINESS:**

1. Future Presentations:
  - a) Fiscal reports.
  - b) Board approval for policy changes.
2. Items, if any, to be scheduled for next meeting.

**J. ADJOURNMENT:** Meeting adjourned at 6:45 p.m.

*Recorder: K. Lindner*