

## HUMAN SERVICES DEPARTMENT MEETING MINUTES

### Board Meeting Minutes

January 28, 2015

Present: Ed Kelley, Sherry Johnson, Pat Dooley, Susan Theer, Jeanette Bomberg, Holly Stratton, Gary Steber  
Excused: Dawn Hirn, Jackie Halada Others: Jen Steber, Rebecca Kelley, Janet Nanninga, Allysa Kerscher

S. Johnson called the meeting to order at 5:45p.m. Roll Call noted those members present. J.Halada and D.Hirn were excused.

Motion by E.Kelley, seconded by G.Steber, the Board unanimously approved the agenda as posted.

Motion by Bomberg, seconded by Stratton, the minutes of the October 29, 2014 and November 11, 2014 meetings were unanimously approved.

Motion by G.Steber, seconded by J.Bomberg, the November-December 2014 and January 2015 expenditures were approved unanimously. It is understood that client identifying information is blacked out to protect client confidentiality and that staff approval for all expenditures is present before payments are made.

#### NEW BUSINESS:

Staff Update: J.Steber noted that Breanna Thompson was hired as the WHEAP/Housing Coordinator effective December 1, 2014 making her a full-time employee with HSD (having two positions CST Coordinator—20hrs/wk and WHEAP/Housing Coordinator—16hrs/wk). Allysa Kerscher was present and introduced herself to the Board. Allysa was hired November 10, 2014 as a Long Term Support Social Worker.

Staff Performance Evaluation Tool: J.Steber shared a draft version of the HSD staff evaluation tool. Motion by Bomberg, seconded by G.Steber the Board voted unanimously to recommend the tool to the Personnel Committee for consideration.

MOU-Review of Initial Determination of Child Abuse and/or Neglect: Motion by E.Kelley, seconded by Stratton, the Board voted unanimously to approve the MOU between Florence, Forest, and Vilas Counties which was a result of DSP Memo 2014-07. The MOU was reviewed and approved by Corporation Counsel.

Florence County Crisis Debriefing Team: R.Kelley explained the Crisis Debriefing concept and noted that her and Deputy Chrisman are part of a Northeastern Regional network of Crisis Debriefing individuals. It was noted that Florence County could request additional/alternate team members from the Regional Network if necessary.

MAPC Program and Participant Referrals: Motion by Bomberg, seconded by Stratton, the Board voted unanimously to approve the maintenance of the current MAPC caseload—i.e. if one person exits the program, another individual can replace.

#### OLD BUSINESS:

Alternate Care Update—A written report was reviewed by the Board. The Department has one current residential placement.

**Update on Purchase of Service Contract Activity:** The Department had numerous contacts since the last meeting but all resulted in diversions. J.Steber explained diversions and diversion data the Department tracks.

**Child and Family and Long Term Support Update:** J.Nanninga updated the Board on program activity and progress A.Kerscher is making with programs and clients. R.Kelley updated the Board on program activity. J.Steber noted R.Kelley will be part of a State-wide workgroup to review and update the Child Welfare Practice Model.

**Director's Update:**

- Noted the HSD Office would be closed on February 6<sup>th</sup> until 3:30 to accommodate staff training. Emergencies would be directed to cell phones and the Sheriff Office.
- Letter of Support for NEWCAP services was not submitted until a meeting can be held with NEWCAP Director.
- Duty to Report discussion was held re: Emergency Management. Personnel will review this item.

**All Staff Training Approvals January-March 2015 (In-State):** Motion by Bomberg, seconded by Stratton, the Board voted unanimously to approve the in-state trainings submitted for HSD Staff for the months of January 2015-March 2015.

**Closed Session Pursuant to Wisconsin Statute 19.85 (1)(e):** Motion by G.Steber, seconded by Stratton, the Board voted to convene to closed session. All Ayes.

**Reconvene to Open Session and take action on matters discussed in Closed Session:** Motion by G.Steber, seconded by Stratton, the Board voted to reconvene to Open Session. All Ayes.

Motion by Bomberg, seconded by Theer, the Board voted unanimously to cancel the AODA service contract with Great Lakes Recovery Centers, Iron Mountain. It was noted that service contracts exist with ADAPT Clinic in Niagara and Koller Behavioral Health in Crandon.

**Board Member Concerns/Future Agenda Items:** Stratton requested an update on the Social Host Ordinance. This will be addressed as part of the CHIP-AODA workgroup and the Sheriff's Department.

**Adjourn:** Motion by Theer, seconded by Bomberg, the meeting was adjourned.

Next Meeting: March 25, 2015 at 5:45pm

**Acronyms:**

CHIP: Community Health Improvement Plan  
AODA: Alcohol and Other Drug Abuse  
WHEAP: Wisconsin Home Energy Assistance Program  
CST: Coordinated Services Team  
HSD: Human Services Department  
MAPC: Medical Assistance Personal Care  
MOU: Memorandum of Understanding  
DSP: Division of Safety and Permanence