

HUMAN SERVICES DEPARTMENT MEETING MINUTES

Board Meeting Minutes

April 28, 2016

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

Holly Stratton called the meeting to order at 4:00p.m. Roll Call noted members present with Sherry Johnson being excused.

New staff members Kay Pestor and Cindy Donahue were welcomed.

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

The Board recognized and remembered Jackie Halada for her service to County government both through employment and serving as a Board member. A moment of silence was held in honor of Jackie.

Motion by S.Theer, seconded by G.Steber, the minutes of the January 28, 2016 meeting were unanimously approved. Motion by S.Theer, seconded by G. Steber, the minutes of the February 9, 2016 meeting were unanimously approved. Motion by S.Theer, seconded by E.Kelley, the minutes of the February 22, 2016 meeting were unanimously approved.

Motion by G.Steber, seconded by E.Kelley, the Feb/Mar/Apr 2016 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:

Staffing Update Long Term Support Social Worker: Cindy Donahue was introduced as the new Long Term Support Social Worker.

Staffing Update Economic Support Specialist: Kay Pestor was introduced as the new Economic Support Specialist.

Board Member Recruitment/Community at Large: A Community At Large member is needed for the HSD Board and Housing Committee. Advertisements will be done and applications will be reviewed at the next meeting.

2015 Audit Results/Preliminary: Motion by J.Bomberg, seconded by G.Steber, the Board voted unanimously to recommend to Audit and Budget the retention of 2015 surplus funds in the HSD Fund Balance for the purposes of out-of-home placements and hospitalizations.

Audit Requirements: Motion by J.Bomberg, seconded by D.Hirn, the Board voted unanimously to recommend to Audit and Budget that work begin with Schenck (County Audit Firm) to develop required policy and procedures to adhere to Uniform Grant Guidance requirements. J.Steber will also partner with County Financial Manager during this process.

AB724 Language: J.Steber reviewed AB724 and the legal opinion received from Davis and Kuelthau. A copy of the opinion will be filed with the Administrative Coordinator.

Employment Residency: J.Steber shared information re: Employment Residency of other WI Counties which border other States (MI, WI, IL). J.Bomberg referenced Administrative Policy language.

Fair Housing Proclamation: Motion by G.Steber, seconded by S.Theer, the Board unanimously approved and recommended the Proclamation be sent to County Board for approval.

OLD BUSINESS:

Emergency Detention Grant: J.Steber noted the Department will be working with Marinette County Health and Human Services for supervision of Emergency Mental Health contacts. The new requirement is effective July 1, 2016. No additional costs will be incurred for CY2016.

Family Care Update: No update.

Alternate Care Update—A written report was reviewed by the Board. One Secure Detention placement is pending residential approval/placement.

Update on Purchase of Service Contract Activity: A written report was reviewed by the Board.

Child and Family and Long Term Support Update: R. Kelley updated the Board on the potential Residential placement. A MN facility may be used if approved. Duration of the placement could be three-twelve months. J.Nanninga gave an update on QA reviews conducting and scheduled.

Director's Update:

- Motion by S.Theer, seconded by G.Steber, the Board voted unanimously to approve the April-June staff trainings as presented.
- J.Steber recognized the following staff and Department efforts:
 - Colleen Moller, Economic Support Specialist, was selected for her Outstanding Case Comments by the Northern Income Maintenance Consortium (NIMC). The NIMC serves 12 Counties. Colleen was selected out of all staff employed by the 12 Counties.
 - Kristina Williams for her efforts in billing Medical Assistance for multiple programs.
 - Child and Family Team was recognized by the Department of Children and Families in reaching 100% of face-to-face contacts with out of home placements. The state-wide average is 97.43% with a benchmark of 95%.
 - The diligent work of Breanna Thompson, CST Coordinator, to secure Beanie Leffler at the Statewide Children Come First Conference. Beanie will share her story and hold a book signing for her "Never Give Up" children's book. Beanie's story is also found on the CST website: <http://www.wicollaborative.org/testimonials.html>
 - Long Term Support Team: Successful quality assurance program reviews.
- J.Steber also noted that Dr. Charlene Greene will be a participating provider in the Children's Psychology Consultation program.
- Keeping It Real—The event will target 8th grade students and their family. The event will focus on drugs/alcohol and the consequences of decisions. The event will be held at the Resource Center on Thursday, May 19th from 1p.m.-3p.m. There is no cost to attend and lunch will be provided to all participants.
- CCS Services—J.Steber noted a meeting held with Marinette County Health and Human Services and Department of Health Services to explore the expansion of CCS in Florence County. Ongoing discussions will be held with updates shared at future meetings.

Board Member Concerns/Future Agenda Items: None

Adjourn: Motion by P.Dooley, seconded by D.Hirn, the meeting was adjourned.

Next Meeting: **THURSDAY, June 16, 2016 at 5:30p.m.**

ACRONYMS:

AB—Assembly Bill

CY—Calendar Year

CST—Coordinated Services Team

CCS—Comprehensive Community Services