

FLORENCE COUNTY HUMAN SERVICES DEPARTMENT

January 5, 2022

BOARD MEETING MINUTES

Present: Sherry Johnson, Susan Theer, Ed Kelley, Tom Jonet, Cinde Nichols, Charles Kellstrom, Jim Dunkel
Excused: Vicki Antonini, Gary Steber
Others: Jen Steber, Rebecca Kelley, Janet Nanninga

Roll: S. Johnson called the meeting to order at 5:00p.m. Roll Call noted members present and G.Steber and V.Antonini being excused.

Agenda: Motion by J.Dunkel, seconded by S.Theer, the agenda was approved unanimously.

Welcome: The Board welcomed Brooklyn Massey to the Human Services team. Brooklyn started December 6th and serves as an Economic Support Specialist.

Minutes: Motion by T.Jonet, seconded by C.Kellstrom, the minutes of the November 3, 2021 and December 9, 2021 meetings were approved unanimously.

Financial Reports:

December 2021 Expenses: Motion by E.Kelley, seconded by C.Kellstrom, the Board voted unanimously to approve the December 2021 expenditures. 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.

Unit Reports:

Child and Family Unit Report: R.Kelley provided an update related to:

- Youth Assessment and Screening Instrument (YASI): A new tool which will be used for all youth justice referrals. The tool will measure risk of re-offense and building upon youth and family strengths.
- An in-service between Law Enforcement and HSD was held to discuss agency related practice models.

Community Services Unit Report:

J.Nanninga provided a verbal year-in-review related to Community Services program numbers.

Fiscal Agent Contract Services, LKiChoice: J.Steber provided history of fiscal agent services and current information related to Children's Long Term Support (CLTS) fiscal agent service requirements. LKiChoice is a Fiscal Agent organization who has agreed to serve Florence County. Costs of the service are paid through the CLTS program (no County budget impact). Motion by E.Kelley, seconded by S.Theer, the Board voted unanimously to enter into a Purchase of Service agreement with LKi Choice effective January 1, 2022 through December 31, 2022.

Northern Income Maintenance Consortium (NIMC):

- Consortium Update:
 - Brooklyn is participating in New Worker training modules.
 - Training of the new call center operating software is being conducted with all NIMC staff.
 - Continued discussions surrounding State level operations change to accommodate workforce demand (retention).

Wisconsin Home Energy Assistance Program Administration (WHEAP):

- Energy Services, Inc. has agreed to rent space in Human Services to administer the WHEAP program. Customers have been satisfied with the program transition.

Directors Report:

Resignation: Motion by E.Kelley, seconded by S.Theer, the Board voted unanimously to accept the Director's resignation, with regret, effective February 2, 2022.

Replacement Process: Motion by C.Nichols, seconded by C.Kellstrom, the Board voted unanimously to recommend to Personnel the separation of the Director/Financial Manager position into two positions and eliminate the Accounting Assistant position (currently vacant). Upon approval from Personnel, J.Steber will provide position descriptions to Personnel and Investment HR (Human Resources) for review and pay grade assignments. J.Steber noted further discussion is being had with DHS and DCF related to contract requirements and the naming of an on-site contact person.

Board Member Comments for Future Agenda Items: Director and Financial Manager replacement process.

Adjourn: Motion by S.Theer, seconded by C.Nichols, the Board adjourned.

Next Meeting: To Be Determined