

HUMAN SERVICES DEPARTMENT MEETING MINUTES

January Board Meeting

January 25, 2018

Present: Holly Stratton, Jim Dunkel, Diane Stanley, Ed Kelley, Gary Steber, Susan Theer, Sherry Johnson, Dawn Hirn, Jeanette Bomberg Others: Jen Steber, Rebecca Kelley, Janet Nanninga

Sherry Johnson called the meeting to order at 5:30p.m. Roll Call noted all members present.

Motion by S.Theer, seconded by H.Stratton, the Board unanimously approved the agenda as posted.

Motion by J.Bomberg, seconded by S.Theer, the minutes of the October 30, 2017 meeting were unanimously approved.

Motion by G.Steber, seconded by H.Stratton, the November 2017-January 2018 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:

Review and Approve the Updated Position Description for Parent Educator: Motion by G.Steber, seconded by J.Bomberg, the Board voted unanimously to approve the updated position description and recommended to Personnel for approval.

Review and Approve the Updated Position Description for Supervised Visit Worker: Motion by S.Theer, seconded by H.Stratton, the Board voted unanimously to approve the updated position description with the addition of "or child" under the second to last bullet point under Essential Functions and recommended to Personnel for approval.

Approval to recruit and hire additional Parent Educator(s) and Supervised Visit Worker(s) as a Casual Human Services Employee: The Department currently employs one Parent Educator and one Supervised Visit worker (currently the same person for both). Due to the increased need and the requirement to provide reasonable efforts to families, J.Steber requested the ability to increase the pool of Parent Educators and Supervised Visit workers. The hiring of additional staff will not have an adverse effect on the HSD budget. Motion by J.Bomberg, seconded by G. Steber, the Board voted unanimously to hire additional Parent Educators and Supervised Visit Workers and recommended to Personnel for approval.

Florence County Birth to 3 Program-Physical Therapy Services: J.Steber informed the Board that the current Physical Therapist, Deb Rossato, has resigned from the Program after 15+years. Motion by E.Kelley seconded by S.Theer, the Board voted unanimously for J.Steber to contract with a new Physical Therapist.

Temporary Increase in Hours for Economic Support Specialist(s): Due to one-time increased Enhanced Medicaid Funding, the Northern Income Maintenance Consortium (NIMC) voted to hire five additional staff. Four staff were hired in various Counties leaving one FTE unfilled. Current NIMC staff were polled to determine interest in increasing hours through December 2018. Colleen Moller and Kay Pestor expressed interest. Motion by J.Bomberg, seconded by G.Steber, the Board voted unanimously to authorize the temporary increase in hours (up to 40hours) for Colleen Moller and Kay Pestor through December 31, 2018 and recommended to Personnel for approval. The additional hours will be fully funded through the Enhanced Medicaid Dollars (no County levy).

Corporation Counsel for Human Services Matters: Motion by G.Steber, seconded by J.Bomberg, the Board voted unanimously to approve Douglas Drexler and Henry McRoberts as Corporation Counsel for Human Services matters and recommended to Personnel for approval.

Update on Purchase of Service Contract Activity: J.Steber provided a written report summarizing 2017 activity.

Child and Family and Long-Term Support Update: R.Kelley provided a written report summarizing 2017 Child and Family activity. J.Nanninga provided a verbal report noting 2017 Community Services activity. J.Steber provided a written Alternate Care report noting 14 children in out of home placement (13 in Kinship Care placements, and 1 in Foster Care).

Director's Update:

- Motion by J.Bomberg, seconded by D.Stanley, the Board voted unanimously to approve the February-April staff trainings as presented.
- Mental Health and AODA Services Providers: J.Steber noted discussion being held with potential providers.
- CST Update: J.Steber provided a written Enrollment Status Report (4 active cases).

Board Member Concerns/Future Agenda Items: None

Adjourn: Motion by G.Steber, seconded by E.Kelley, the meeting was adjourned.

NEXT MEETING: THURSDAY, March 8, 2018 at 5:30pm

ACRONYMS: CST—Coordinated Services Team, AODA—Alcohol and Other Drug Abuse,