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**Florence County Human Services Meeting Minutes**  
**Thursday, March 24, 2022-5pm**  
**Upstairs Conference Room**

**Present:** Sherry Johnson, Vicki Antonini, Susan Theer, Ed Kelley, Jim Dunkel, Cinde Nichols, Tom Jonet, and Charles Kellstrom

**Excused:** Gary Steber

**Others:** Janet Nanninga, Rebecca Kelley, and Ann Price

**Roll:** Call to order by Sherry Johnson at 5:00PM. Roll Call noted members present with Gary Steber being excused.

**Agenda:** Motion by Theer and supported by Dunkel to approve the agenda as posted, unanimously approved.

**Minutes:** Motion by Kelley and supported by Antonini to approve meeting minutes from January 5, 2022 and March 3, 2022. Minutes were unanimously approved.

**Financial Manager Update:** The interview committee provided update on candidate recently interviewed and recommends that candidate number one be recommended for approval by personnel. Motion by Antonini and supported by Kelley to present at personnel with full board approval, unanimously approved.

**Reports:**

**a. Financial Reports –**

- i. CLA will be billing the original contract amount of \$6,000 during the week of March 28, 2022 for services. The amount above the original contract rate was \$2272.00 (additional 15 hours). Per the independent accountant's report there is still another 10-17 hours (@\$150/hr) above and beyond that amount that will be required to finish 2021-year end reports completely.
- ii. Additional time in excess of the 10-17 hours to process monthly claims, implement long-term improvements, and provide training to new financial manager is highly recommended by CLA. Action: Approval for an additional 20 hours (\$3000) of independent accountant work above the original contracted amount of \$8272.00 (\$6,000.00 + \$2272.00), approved to complete 2021 financials and implement project with virtual training with any hours above 20 hours to be brought to Audit and Budget for approval. Motion by Theer and supported by Nichols, unanimously approved.
- iii. February and partial March expenditures, motion by Kelley and supported by Antonini, unanimously approved.



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**b. Unit Reports –**

- i. Child & Family Unit Discussion:
  - i. Unit has been relatively slow and uneventful.
  - ii. Any current cases open have been going well
  - iii. CFU social workers will be attending a training in Wausau for Carey Guides & BITS.
- ii. Community Services Unit Discussion:
  - i. There have been some new cases.
  - ii. Minimal responses with life line program
- iii. Northern Income Maintenance Consortium Discussion:
  - i. Both new IM workers are excelling in their training
  - ii. Director continues to receive reports that they are doing very well with their training thus far.
- iv. Housing and WI Home Energy Assistance Program (WHEAP) Discussion:
  - i. Energy Assistance staff from Wausau in-house for two days in February.
  - ii. Energy Assistance staff unable to come to Florence week of 3/21-3/25 due to inclement weather.
  - iii. Energy Assistance is planning on staffing Florence 2-days per week with staff from Vilas, but they are still working out the logistics.

**Directors Report:**

- a. Updated job descriptions and wage scale were shared with board members.
- b. Provide feedback on updated job descriptions and wage study per InvestmentHR (company contracted by Florence County), Heidi Johnson's, review. Action to approve updated job descriptions with increase in pay for all department social work positions. Motion by Theer and supported by Kelley to adopt new job descriptions and present to the next Personnel Meeting, unanimously approved.
- c. Discussion to change department practice of utilizing county-wide payroll voucher and county time card and move away from past practice. No action needed.

**Board Member Comments for Future Agenda Items:** None at this time.

**Adjourn:** Motion by Theer and supported by Dunkel. Board adjourned.

**Next Meeting: Thursday, May 26, 2022 at 5:00PM**