

FLORENCE COUNTY HUMAN SERVICES DEPARTMENT

November 3, 2021

BOARD MEETING MINUTES

Present: Sherry Johnson, Susan Theer, Ed Kelley, Vicki Antonini, Gary Steber, Tom Jonet, Cinde Nichols, Charles Kellstrom

Absent: Jim Dunkel

Others: Jen Steber, Rebecca Kelley

Roll: S. Johnson called the meeting to order at 5:00p.m. Roll Call noted members present and J.Dunkel excused.

Agenda: Motion by S.Theer, seconded by G.Steber, the agenda was approved unanimously.

Minutes: Motion by G.Steber, seconded by S.Theer, the minutes of the August 12, 2021, September 1, 2021 and October 5, 2021 meetings were approved unanimously.

Appoint Board Members: Motion by G.Steber, seconded by V.Antonini, the Board voted unanimously to appoint J.Dunkel, E.Kelley, and C.Nichols for a term January 2022-December 2024 and recommend to County Board for approval.

Account Assistant Resignation: Motion by E.Kelley, seconded by V.Antonini the Board voted unanimously to accept, with regret, the resignation of the Accounting Assistant effective November 26, 2021.

Recruit and Replace the Accounting Assistant: Motion by G.Steber, seconded by S.Theer, the Board unanimously approved the replacement process and recommended to Personnel for final approval.

Updated Position Description: Motion by G.Steber, seconded by C.Kellstrom, the Board voted unanimously to accept the updated Accounting Assistant position description and recommended to Personnel for final approval.

Financial Reports:

August-October 2021 Expenses: Motion by S.Theer, seconded by V.Antonini, the Board voted unanimously to approve the August-October 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.

County Finance System: J.Steber provided an update on the County Finance System review.

Unit Reports:

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

- Families First: Department of Children and Families initiative to keep families together by providing specialized services to ensure efforts are made to meet the needs of the entire family in the child welfare system.
- 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.

Community Services Unit Report: J.Steber provided an update related to:

- Intoxicated Driver Program (IDP)—Site Review: Department of Quality Assurance was onsite to review the Intoxicated Driver Program policies and procedures. The Department was re-certified.
- Intoxicated Driver Program Fee: J.Steber noted the IDP fees have not changed since program inception. J.Steber requested a rate increase from \$225/assessment to \$250/assessment starting January 1, 2022. In

addition, an amendment fee of \$50/amendment was requested as an add-on fee. Motion by E.Kelley, seconded by V.Antonini, the Board voted unanimously to increase and add the fees as recommend.

Northern Income Maintenance Consortium (NIMC):

- Economic Support Specialist: Brooklyn Massey has been hired with a start date of December 1, 2021.
- Consortium Update: New operating software for all NIMC staff will occur in December. NIMC is not able to accommodate flex schedules for staff due to coverage. Additional discussion will occur at the State level related to operations change so these requests can be accommodated (worker retention).

Wisconsin Home Energy Assistance Program Administration (WHEAP):

- Contract Activity: J.Steber provided a written YTD activity report prepared by K.Williams, WHEAP Coordinator.
- 2021-2022 WHEAP Contract: Motion by G.Steber, seconded by T.Jonet, the Board voted to contract with Energy Services Inc. (ESI) to administer the remaining WHEAP contract due to staff vacancy and program demand. Ayes (7), Nay (1-C.Nichols).

Directors Report: None

Adjourn to Closed Session: Motion by G.Steber, seconded by S.Theer, the Board voted to adjourn to closed session pursuant to Wis State Stat. §§ 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the meeting is to discuss the Accounting Assistant position and organizational model. All ayes (8).

Adjourn Closed Session: Motion by G.Steber, seconded by S.Theer, the Board voted to adjourn closed session and reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session. All ayes (8).

Motion by S.Theer, seconded by V.Antonini, the Board voted unanimously to allow the Director discretion to provide work from home as an option for staff noting mechanisms available to track and monitor work performance and forward the recommendation to Personnel for approval.

Board Member Comments for Future Agenda Items: None

Adjourn: Motion V.Antonini, seconded by E.Kelley, the Board adjourned.

Next Meeting: Thursday, January 27, 2022 at 5:00pm.