

JACKSON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

BOARD MEETING MINUTES

February 19th, 2020 - 11:00 am

Jackson County Department of Health and Human Services

Members Present: Chair Ron Carney, Grady Gutknecht, Thomas Clark; Michelle Greendeer-Rave, Roger Stevens, Terri Boardman, Lori Chown, Michelle Forsting

Members Excused Absent: Curtis Redbird

Staff Present: Christine Hovell, Angie Shafer, Jessica Andre, Cindy Altman, Jackie McDonell, Laurie Goetzka, Ellen Moldenhauer

Staff Absent:

Guests Present:

Call to Order

Carney called the meeting to order at 11:04 am.

Enter closed session

Carney made a motion to go into closed session. Stevens seconded.

Carney made a motion to go into open session. Gutknecht seconded. Motion carried unanimously.

Approve Minutes of the December 18th, 2019 meeting

Clark made a motion to approve the minutes of the January 15th, 2020 meeting, seconded by Chown.

Motion carried unanimously.

Public Comments

None

Introduction of New DHHS Staff

Jeff Bernamann, Becca Schiefer, Carly Keller, and the board members introduced themselves.

Jackson County Youth Risk Behavior Survey 2019

Moldenhauer presented a PowerPoint.

Approval of Interim Children and Families Manager Resolution

After discussion, a motion was made by Stevens to approve the Interim Children and Families Manager Resolution. Seconded by Chown. Motion carried unanimously.

Approval to Fill AP/AR Specialist Position

Cary Keller is moving into this position. After discussion, a motion was made by Boardman to approve the filling of the AP/AR Specialist Position. Seconded by Stevens. Motion carried unanimously.

Approval to Hire BH Fiscal Specialist Position

After discussion, a motion was made by Boardman to approve the Hire of a BH Fiscal Specialist Position. Seconded by Stevens. Motion carried unanimously.

Approval to Hire Behavioral Health Therapist

After discussion, a motion was made by Gutknecht to approve the Hire of a Behavioral Health Therapist. Seconded by Forsting. Motion carried unanimously.

Approval to Hire Behavioral Health Program Aide

After discussion, a motion was made by Gutknecht to approve the Hire of a Behavioral Health Program Aide. Seconded by Forsting. Motion carried unanimously.

Approval to Hire Children and Families Manager

After discussion, a motion was made by Chown to approve the Hire of a Children and Families Manager. Seconded by Boardman. Motion carried unanimously.

Request Approval of Updated Policy and Procedures:

5.04.03 JR-CS Account

Altman stated there were title changes and the revisions were made. After discussion, a motion was made by Gutknecht to approve the update of 5.04.03 JR-CS Account Policy and Procedures. Seconded by Chown. Motion carried unanimously.

5.07.02 Wal-Mart Charge

Altman stated there were title changes and the revisions were made. After discussion, a motion was made by Gutknecht to approve the update of 5.07.02 Wal-Mart Charge Policy and Procedures. Seconded by Chown. Motion carried unanimously.

5.08.02 Agency Credit Card

Altman stated there were title changes and the revisions were made. After discussion, a motion was made by Gutknecht to approve the update of 5.08.02 Agency Credit Card Policy and Procedures. Seconded by Chown. Motion carried unanimously.

Approval of 5.09.01 Service Authorization Policy and Procedure

After discussion, a motion was made by Forsting to approve the 5.09.01 Service Authorization Policy and Procedure. Seconded by Clark. Motion carried unanimously.

Approval of 9.12.01 Naloxone Policy and Procedure

After discussion, a motion was made by Clark to approve 9.12.01 Naloxone Policy and Procedure. Seconded by Boardman. Motion carried unanimously.

Behavioral Health Update

Andre handed out and went over documents. The BH program aide accepted the open CCS position, before moving into the position she will then train the new program aide. We will be recruiting for open positions.

Business Services Update

Altman presented and answered questions regarding the January schedule of vouchers and highlighted key aspects of the report. After discussion, a motion was made by Stevens to approve the January schedule of vouchers as presented, seconded by Gutknecht.

Altman presented and answered questions regarding the January Fiscal Report. After discussion, a motion was made by Clark to approve the January-December Fiscal Report and as presented, seconded by Boardmann. Motion carried unanimously. Greendeer-Rave abstained.

Altman presented and answered questions regarding the Institutional Billing Report

Altman presented and answered questions regarding the 2019 Fiscal Report

Directors Report

Open House Update: May 15th DHHS, Wazee, and the Shelter will be doing an open house; more to come.

Maintenance Update: facilities management will be asking a .5 position added to help Joyce

Schedule Next Meeting Date and Time

The next scheduled DHHS Board meeting will be on **March 18th, 2020 at 11:00** am at the Jackson County Department of Health and Human Services Black River Conference Room located at 421 County Road R in Black River Falls.

Adjournment

Chown made a motion to adjourn, seconded by Boardman. The meeting was unanimously adjourned at 12:59 PM.

Respectfully submitted,
Brooke Studebaker