

**MARINETTE COUNTY GROUP HOME ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, July 19, 2012**  
**Anthony House**  
**900 Wells Street**  
**Marinette, WI 54143**

**1. Call Meeting to order**

President, Dennis Dick called the meeting to order at 12:00pm

**2. Approve/amend agenda items**

**MOTION** (Seefeldt/Aftanas) to approve the agenda. Motion carried, No Negative Vote

**3. Approve last minutes from April 26, 2012**

**MOTION:** Seefeldt asked to correct minutes to reflect that the phone number and address list will be included in this month's minutes, rather than April's. Otherwise,

**MOTION** (Seefeldt/Dieck) to approve the minutes from April 26, 2012. Motion carried. No Negative Vote

**4. Public Comment:** Judge Morrison attended the meeting and commented on his visit to Lincoln Hills with Bonnie Latimer (Crossroads Manager), Romie Blystone (Crossroads Worker) and Tonya Werner (DHS Child and Family Social Worker). He was very impressed with Crossroads and the work they do. After seeing Lincoln Hills and finding out that it is \$225/day-\$80,000 a year, he thinks we should continue to improve the program in order to keep all kids possible at Crossroads which is only \$117/day.

**5. Approve financial/insurance report/fund balance:** Paul Aftanas gave financial report. Crossroads is \$17,064.11 over budget year to date. Pam Losinski explained that this is due to paying the Audit Settlement with DHS for 2011, which was \$23,033.00. Discussion about seeing if the association could have this excused, due to the annual savings the county incurs when utilizing our facilities. This savings could be put towards improving staff wages and insurance for group home employees. Pam will figure out the savings Anthony House provides to the county versus sending people in crisis to Nicolet or Aspirus Hospital.

Pam Losinski gave the insurance report. It was recently discovered that Marinette Insurance took the wrong vehicle off the auto insurance policy. They took the Crossroads van off rather than the 2000 Dodge Van that was sold. This has been rectified.

Pam Losinski presented the Philadelphia Insurance Policy that addresses the Board's Liability. Connie asked whether the legal representation is covered by the insurance company and Judge Morrison replied that it usually is, but that it would be worth double checking. Pam will explore this further and get back to the board with the answer.

Fund balance was discussed. **MOTION** (Dennis/Doug) to approve financial, insurance and fund balance reports)

(Dieck/Erdmann) to approve the budget. Motion carried, No Negative Vote.

**6. Manager Reports:**

**Anthony House: Presented by Joe Reines**

- Thank you Board Members for your representation at our annual Anniversary party that was held the end of May. We had a good representation from the county staff as well.
- Occupancy Rate was 44% for April, 18% for May and 67% for June
- With all staff being in agreement we changed the shift schedule to 6am to 2 pm, 2pm to 10pm and 10pm to 6am., and this seems to be working well.

- The State was here during our last Board Meeting and found our water to be too hot. We have worked on adjusting our water temperatures to meet state requirements. Dick did some plumbing adjustments on the downstairs bathroom to help with this.
- We have changed our staff time sheets and created a bi monthly synopsis form that saves time when compiling the payroll.
- We continue to work on reducing the amount of high sodium foods purchased and creating healthier menus for the house.
- We received information on a year round Gazebo for the yard. Will closely watch the price so we can get it during season close outs
- The original agreement we had with the county for the 5<sup>th</sup> Crisis bed is that they would pay for 4.5 beds monthly. For any day that the 5<sup>th</sup> bed was filled they would also pay the day rate. Now they will only pay the day rate starting on the 16<sup>th</sup> day the bed is used in a given month.

**Crossroads: Presented by Bonnie Latimer**

- Occupancy: April- 77%, May-75%, and June-67%
- Over the past few months we had 3 staff resign (Mark, Jessica and Nicole) and we have hired 3 new replacements, Theresa Swearingen, Samantha Rocque and Wynald Williamson.
- The summer has been keeping us busy with mowing and weeding the garden. All of the residents have been extremely helpful.
- There have been two instances of residents putting holes in walls, one was repaired and the other will be fixed soon. Both residents (who are not with us anymore) will be required to pay for damages. We had to replace a pantry door due to a hole being punched into it and that resident is almost paid off.
- All mowers have been cleaned and are in great working condition.
- Recently had water fixtures outside replaced, one was stripped the other has been broken for years. The plumber also repaired the water softener that was not working correctly. He suggests getting a reverse osmosis filter system for our water which will remove the orange color and odor from the water. This would save us approximately \$70 a month in water we purchase for drinking. Cost would be around \$150-\$300 depending on style and requires replacing a filter once a year.
- We are currently full and it appears that we will be full for a while. We are trying to watch the food budget closely as we have been running really close if not over a couple times. With 8 residents that are mainly boys we will probably be over again this month as well. With all 8 attending school in the fall we are hoping to get families to assist in purchasing school supplies and clothing.

- **School items wish list:** Any school supplies, backpacks.

Boys clothing:

Pants sizes-32X30/32, 42X30, 28X30/32

Shirts-All sizes up to XXL

Hoodies-Zip up

Girls clothing:

Pants size-11

Shirts-large-XL

Hoodies

- In April we had a resident come in with MRSA and Impetigo. A couple weeks into May two staff became ill. One was being treated for MRSA/staph infection in her face. A week after that another staff came down with Impetigo. Neither staff member has insurance. Claims were submitted to workman's comp for the impetigo and the MRSA is still waiting for necessary paperwork (which may be too late).
  - Judge Morrison came out to the group home to get information on our facility. He invited us along to tour Lincoln Hills/Copper Lake Schools. Bonnie and Romy went with the judge as well as the group home social worker. It was very informative and we were grateful he invited us to go with him. **MOTION** (Noffke/Hanson) to approve Manager Reports
- 7. Now Registered with the State of Wisconsin as Marinette County Group Home Assn. Inc.**  
No action
  - 8. The State's request to use Anthony House for DD clients waiting to get in the hospital for evaluations.** Robin Elsner has been made aware of this. No action
  - 9. Comprehensive Community Services for Persons with Mental Disorders and Substance Abuse**  
This is a new program that we will be involved in with Marinette County Health and Human Services. It is designed to serve consumers across the life span who have substance abuse and/or mental health diagnoses. It is a psychosocial rehabilitation service that is recovery focused and consumer centered. Recovery plans are individualized to the consumer, and services can be provided where they are needed most. In terms of intensity, CCS provides more services that our crisis residents currently get but less than CSP. It is Medicaid reimbursable. There will be some documentation and initial training requirements for the targeted staff involved in the program. No action
  - 10. Policy Review: Infection Control** Postponed till next meeting.
  - 11. Salary Study for Crossroads:** Study revealed that we are within the low of the salary range for non- profit group homes in Wisconsin. The staff have agreed to pursue health insurance over salary increase. The Board agreed to have Pam will get quotes and bring back to the board. MOTION (Dieck/Seefeldt) to approve plan. Motion carried. No negative vote.
  - 12. Growth Plan for Marinette County Group Home Assn.**
    - Anthony House Expansion: Bay Area Homes, Best Built, floor plans
    - House: Floor Plan, work needed.

Committee Reviewed (on file) On hold for one month. No motion taken
  - 13. Bi-Laws revamping: discussion/action** New Bi-Laws reviewed. MOTION (Seefeldt/Dieck) to approve Bi-laws. Motion carried. No negative vote.
  - 14. Paul Aftanas as treasurer issue:** Due to Paul credentials with the Stephenson Bank, it has been brought to his attention that it is a conflict of interest for him to be able to sign checks. Therefore, he will be taken off of the account as a signer and only Dennis Dieck and Pam Losinski will sign the Associations' checks. MOTION (Seefeldt/Erdmann). Motion carried. No negative vote.

15. **Schedule next meeting date:** Finance Committee Meeting on August 9 at 12:00pm at Anthony House. Full Board Meeting on August 16 at 12:00pm at Anthony House.

16. **Adjournment:** (Dieck/Erdmann) at 1:24pm. Motion carried. No negative vote

**Note:** Agenda items may not be considered & acted upon in the order listed.

**Board of Directors:**

Dennis Dieck, President (present)  
Doug Erdmann, Vice President (present)  
Brent Nerat, Secretary (excused)  
Paul Aftanas, Treasurer (present)  
James Hansen (present)  
Bev Noffke (present)  
Rick Thill (excused)

**County Board Rep:**

Connie Seefeldt (present)

**Advisory Board:**

Kent Hoffmann (excused)

**Student Rep:**

Vacant

**Anthony House Manager:**

Joe Reines (present)

**Crossroads Manager:**

Bonnie Latimer (present)

**Group Home Administrator:**

Pam Losinski (present)

**Finance:**

Kristi Yates (excused)