

MARINETTE COUNTY GROUP HOME ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
December 3, 2014 at 5:00pm
Crossroads
N2981 Schacht Rd
Peshtigo WI 54157

1. **Call Meeting to order:** President Connie Seefeldt called the meeting to order at 5:39 pm. Present were Connie Seefeldt, Bev Noffke, Doug Erdmann, Paul Aftanas, Zac Albrecht, and Russ Bauer. Excused was Matt Evancheck. Absent was Kim Barlament.
2. **Approve/amend agenda items: MOTION** (Albrecht, Bauer) to approve the agenda. Motion carried. No negative vote.
3. **Approve last minutes from October 2, 2014: MOTION** (Aftanas, Bauer) to approve the minutes. Motion carried. No negative vote.
4. **Public Comment:** Connie Seefeldt thanked the Crossroads Employees for hosting the meeting. All other Board Members agreed.
5. **Approve financial/insurance report:** Discussed using any extra funds at year end to purchase needed equipment for the homes. **MOTION** (Albrecht, Bauer) to approve the financial/insurance report. Motion carried. No negative vote.

6. **Manager Reports:**

Anthony House: Presented by Joe Reines

- The Occupancy Rate for October 229 days of utilization or 92%.
The Occupancy Rate for November 124 days of utilization or 52%.
- We have begun using our revamped Admission Paper Work that we worked on with the County for the last couple of months and with input from our State Licensing Supervisor.
- We have had issues with how residents are treated when taken to the ER. So we are going to make an effort to have a staff person attend all visits. If we have to call a staff in to do this, we will HHS for those hours.
- The staff and residents put up Christmas Trees and decorated for the Christmas season.
- Yesterday we had our House Wallet with credit card, tax information, and gift cards inside, stolen from the check-out counter at Angeli's. Thanks to their security cameras and our Police Department; we had everything returned to us this morning. Thank you Doug.

Crossroads Report: Presented by Bonnie Latimer

- **Bed Usage-** October was at 72% and November was at 58%.
- **Residents-**Have 4 long term residents. One female will be 18 the end of this month, but has been granted an exception by the state to stay in placement. New state policy allows 18 year olds in placement to stay there if they want to and are attending school full time, they can leave the placement and if they decide they want to go back we are to accept them. The other female will be 18 in March of next year.
- **Personnel-**Have hired 1 new staff, Jessica Laessig. We are in the process of hiring 2 more this week. Long time staff Sarah K has moved down to 2 days a month and Ron W has quit.
- **Household-**Purchased a new washer and dryer, tv antennae was damaged during hailstorm and purchased 2 new mattresses for the house, one due to damage by resident and the other replacing the old vinyl one. The brine tank for water softener is also being replaced, cracked on bottom.
- **Vehicles-**Van is over 130,000 miles, still running good but starting to rust on bottom of doors. Car had new tires put on and some repair work done.

7. **Policy Review:** Medication Administration Process Policy, Medication Error Policy, Controlled Substance Policy, Medication Disposal Policy, Pain Management Policy where all reviewed. **MOTION** (Albrecht, Aftanas) to approve the policies presented. Motion carried. No negative vote.
8. **License Renewal:** The Anthony House License has been renewed for another two years. AODA and Corrections have been added to the license. The State has been very supportive in helping us accomplish this. Information only.
9. **Growth Plan for Marinette County Group Home Assn':** Further discussion on the development of a Adult Family Home for the remaining four permanent residents. Information only.
10. **Flu Shots for Employees:** All employees were offered flu shots through the Health Department at the cost of \$25 per employee. The Association paid for them. Most of the employees participated in this and were appreciative of this benefit. Information only.
11. **Schedule next meeting date:** 12/22/14 at 12:00 pm.
12. **Adjournment:** **MOTION** (Noffke, Aftanas) to adjourn at 6:35pm.

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

Board of Directors:	Connie Seefeldt, President Bev Noffke, Vice President Doug Erdmann, Secretary Paul Aftanas, Treasurer Matt Evancheck Kim Barlament Zac Albrecht
County Board Rep:	Russ Bauer
Student Rep:	Vacant
Anthony House Manager:	Joe Reines
Crossroads Manager:	Bonnie Latimer
Group Home Administrator:	Pam Losinski
Finance:	Kristi Yates

*Approved
12-22-14*