



# THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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## MINUTES OF THE HUMAN SERVICE BOARD OF FOREST, ONEIDA AND VILAS COUNTIES

Date and Time of Meeting: **Wednesday, March 20, 2019, 6:00 P.M.**

Recorder\*: Angela Paddock, Human Resource and Operations Manager

\*Minutes reflect the recorder's notations of actions taken and are subject to approval by the appropriate Committee and/or Board.

**MEMBERS PRESENT:** Dave Campbell, Ted Cushing, Jenny Henkel, Dave Hintz, Dick Johns, Bill Korrer, Ron Kressin, Harland Lee, Charles Rayala, Paul E. Spencer, Jr., Ken Storms, Tom Tallier, Alan VanRaalte

**MEMBERS EXCUSED:** Maggie Peterson, Tom Rudolph, Nancy Tauer

**MEMBERS ABSENT:** none

**STAFF PRESENT:** Angela Beauchaine, Tamara Feest, Keith Haselton, Chuck Lechmaier, Donna Shimeck, Kelly Von Oepen

**OTHERS PRESENT:** Kate Gardner, Sharon VanRaalte

### I. MEETING CONVENED

The meeting of The Human Services Board was called to order by Chair Korrer at 6:00 P.M. It was noted that the agenda had been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meetings Law.

### II. APPROVAL OF THE MINUTES

Motion by Cushing, seconded by VanRaalte to:

**APPROVE THE MINUTES OF THE MEETING OF JANUARY 16, 2019.**

All ayes; motion carried.

III. DIRECTOR'S UPDATES

- A. Vacancies and Recruitment: Feest distributed most current agency organizational chart and discussed recent hires and remaining position vacancies.
- B. Netsmart Update: System build was completed the end of February with a "soft" Go-Live on March 1, 2019. Feest acknowledged Ms. Michelle Bellile, internal project manager, and thanked her for her hard work on the implementation.
- C. WCA Day: To be held Tuesday, April 2, 2019 and will be attended by Feest and staff. Board is welcomed to attend.
- D. Options Counseling Services Contract and Lease: Action Item  
Options Counseling Services has informed The Human Service Center that their license will be reduced to 16 beds and will service clients in CCS. Discussion occurred on the availability of crisis beds and Options' request to pay for 365-day bed hold. No formal action was taken.

IV. 2018 YEAR-END PROJECTION: DISCUSSION

Haselton discussed the 2018 Year-End Projection, noting preliminary results indicate the \$219,317 projected deficit will be substantially less than originally budgeted for. The GASB 68 Pension Adjustment will be finalized once the audit is completed and the CLTS administrative allowance should be received late April/early May. Haselton distributed a handout on Involuntary Placements Per Month to illustrate the uncertainty and fluctuations in placements and costs. Spencer, Jr. congratulated staff on the savings due to their crisis diversion efforts.

V. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE – 2/13/19 & 3/13/19

Campbell reported on the meeting of February 13, 2019. Lee reported on the meeting of March 13, 2019. Minutes had been distributed and there were no questions following their reports.

VI. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE – 2/14/19 & 3/14/19

Kressin reported on the meetings of February 14, 2019 and March 14, 2019. Minutes had been distributed and there were no questions following his report.

VII. REPORT OF THE FINANCE COMMITTEE – 2/14/19 & 3/12/19

- A. Board Approval of the TMG Recommendations Section: General Agency/Management: Action Item – Chair Korrer opened discussion on 10-year old TMG study and what areas management should focus on. Discussion occurred utilizing the TMG study as a basis for a new study that would include more relevant and current issues.  
Motion by Hintz, seconded by Spencer, Jr. to:  
**MOVE ON FROM THE TMG STUDY AND THE PRIORITIZATION OF THE RECOMMENDATIONS.**  
All ayes; motion carried.
- B. TMG Recommendations Section: AODA/KOINONIA, MH: Information Distribution and Discussion – off table.

- C. Updates: County Position re: HSC: Discussion/Action Item – Discussion occurred on respective counties commitment to The Human Service Center and current structure in place. No formal action was taken.
- D. KOINONIA Rental Cost Center: Action Item – Haselton distributed 2019 Koinonia Rental – Cost Center Recommendation and the 2019 Expense Budget – Proposed Revision 3/20/2019 handouts. He explained the advantages of creating a new cost center for Koinonia. Current practice includes allocating rental proceeds among agency programs. Any remaining funds at the end of the year would be moved to the general Building Fund at the Board's approval or kept in the Rental Cost Center earmarked for KOINONIA repairs and maintenance.

Motion by Cushing, seconded by Henkel to:

**CREATE THE KOINONIA RENTAL COST CENTER ACCOUNT AS PRESENTED AND RECOMMENDED FROM THE FINANCE COMMITTEE.**

All ayes; motion carried.

- E. Quality Improvement Work Plan Proposal for Mr. Patrick Cork: Action Item – Discussion occurred on proposal dated 2/28/19 and the need to approach it from a broader point of view and include one-on-one interviews with all applicable stakeholders. HSC would be the purchaser and the expense would need to be encumbered.

Motion by Cushing, seconded by Hintz to:

**REQUEST REVISED PROPOSAL FROM MR. PATRICK CORK TO INCLUDE BROADER SCOPE.**

All ayes; motion carried.

#### VIII. NEXT MEETING DATES

- A. Board: Wednesday, April 17, 2019 at 6:00 P.M.
- B. Audit: Thursday, March 21, 2019 at 2:00 P.M.
- C. Behavioral Health: Thursday, April 11, 2019 at 1:00 P.M.
- D. Building & Grounds: Tuesday, March 26, 2019 at 2:00 P.M.
- E. Developmental Disabilities: Wednesday, April 10, 2019 at 3:00 P.M.
- F. Finance: Monday, April 15, 2019 at 4:00 P.M.
- G. Personnel: Wednesday, March 27, 2019 at 1:00 P.M.
- H. Policy: On Hold

#### IX. ADJOURNMENT

There being no further business, motion by Henkel seconded by Hintz to:

**ADJOURN THE MEETING.**

All ayes; motion carried.

Meeting adjourned at 7:25 P.M.

Respectfully submitted,

Angela Paddock  
Human Resource and Operations Manager