



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, February 19, 2020, 6:00 P.M.**

Recorder*: Jessica Kaul, Administrative Assistant

*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, Dave Hintz, Dick Johns, Bill Korrer, Ron Kressin, Maggie Peterson, Charles Rayala, Tom Rudolph, Paul Spencer, Jr., Ken Storms, Nancy Tauer, Alan Van Raalte, Jeannie Weyers, Tom Tallier

MEMBERS EXCUSED: Harland Lee

MEMBERS ABSENT: none

STAFF PRESENT: Keith Haselton, Donna Shimeck, Kelly VonOepen, Jessica Kaul

OTHERS PRESENT: None

I. MEETING CONVENED

The meeting of The Human Services Board was called to order by Chair Korrer at 6:04 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 Spencer, seconded by VanRaalte to:

APPROVE THE MINUTES OF THE MEETING OF JANUARY 15, 2020

All ayes; motion carried.

III. DIRECTOR'S UPDATES

A. Medicaid Crisis Intervention Funding: Haselton provided an update regarding the Crisis Intervention Funding. He noted that the increase in funding will help to offset some of our crisis expenditures and will be helpful to our agency.

- B. Women's Grant Update: Haselton reported that although we were awarded the Women's Grant, we do not yet know all the details of the award, including the total monetary amount awarded. We have started interviewing and hiring for the positions that will be needed to facilitate the program.
- C. B-3 Innovation in Social-Emotional Development Grant: Haselton updated the Board on the Social-Emotional Development Grant, noting that we did submit our grant application. He gave a brief overview of what we requested in our application, which included training materials for staff. The grant awards will be announced at the end of March 2020.

IV. REPORT OF THE TRI-COUNTY SYSTEM REVIEW SUB-COMMITTEE –
1/20/2020, 2/6/2020, 2/17/2020

Peterson reported on the meetings of the System Review Sub-Committee. She provided the Board with a workplan that was developed based on Pat Cork's report. She noted that the sub-committee created the workplan after determining what they believed to be the top six goals as laid out in the report. The sub-committee is working first on goals A, B, and C.

Cushing reported that Goal B from the workplan lays out a plan to change the structure of the committees and reduce the number of HSC Board members from 16 to 14. He noted his desire to combine several of the standing committees to save money and streamline processes. He reported that he would like to have Goal B finished by April elections, at which point the members could be assigned/reassigned as needed. Cushing also noted that Oneida County -- and potentially Forest and Vilas -- would need to pass a resolution in order to "ok" the change in board member numbers.

The Board discussed the current structure of committees and listened to Cushing's recommendations for combining committees with the goal of streamlining the current structure.

Peterson reported on Goal C from the workplan, which is to create a dispute resolution policy. She noted that the sub-committee had reviewed example dispute resolution policies and a draft is being created for our use.

V. REPORT OF THE BUILDINGS & GROUNDS COMMITTEE – 2/6/2020

Cushing gave a brief overview of the Buildings and Grounds committee meeting, held on February 6, 2020. Minutes were provided to all Board members. Cushing noted that all the action items from the meeting moved onto Finance committee.

VI. REPORT OF THE DEVELOPMENTAL DISABILITY COMMITTEE – 2/12/2020

Campbell reported on the Developmental Disability committee meeting, held on February 12, 2020. Minutes were provided to the Board.

VII. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE – 2/13/2020

Kressin reported on the meeting of the Behavioral Health committee, held on February 13, 2020. Minutes were distributed.

VIII. REPORT OF THE FINANCE COMMITTEE –2/19/2020

A. Oneida County Lease Discussion: Action Item

(At Board Chair's discretion, Items VIII A and B were discussed following the Director's Updates.) Korrer gave the Board an update regarding the HSC building lease with Oneida County. He noted that Oneida County's name is on the title as the owner of the building at 705 E Timber Dr. Motion by Cushing, second by VanRaalte to:

ALLOW THE HUMAN SERVICE CENTER AND ONEIDA COUNTY TO FINISH LEASE NEGOTIATIONS FOR THE HSC BUILDING AND HAVE ALL NECESSARY PARTIES SIGN ONCE FINALIZED.

Aye: Campbell, Cushing, Johns, Korrer, Kressin, Peterson, Rayala, Rudolph, Spencer, Jr., Storms, Tauer, VanRaalte, Weyers, Tallier

Abstained: Hintz

B. KOINONIA/Options Counseling Lease Discussion: Action Item

Korrer provided the Board with an overview of the requests from Options Counseling Services (OCS) regarding their lease on the Koinonia facility with HSC. He provided the Board with a handout outlining both the changes that OCS requested initially, and the terms as agreed upon. Korrer noted that the monthly rental amount will remain at \$14,000. It was agreed that half of their initial \$14,000 security deposit will be released back to OCS. There were other changes to which party bears responsibility for liability insurance and maintenance costs. Motion by VanRaalte, second by Spencer to:

APPROVE KOINONIA/OPTIONS COUNSELING LEASE AS PRESENTED.

All ayes, motion carried.

C. Water Control System Quote: Action Item

Korrer presented the Board with a quote received from Sure-Dry Basement Systems that would essentially channel any water that comes into the basement and move it into a sump pump system and re-route it away from the building. The quote was forwarded from and recommended for approval by Finance. Motion by Cushing, second by Rudolph to:

ACCEPT BASEMENT WATERPROOFING QUOTE FROM SURE-DRY BASEMENT SYSTEMS IN THE AMOUNT OF \$5017.41.

All ayes, motion carried.

D. Basement Refinishing & Additional Offices Quote: Action Item

Korrer presented a quote from J. Shaltis Construction for drywall repair and basement refinishing. The quote was forwarded from and recommended for approval by Finance. Motion by Spencer, second by Storms to:

ACCEPT BASEMENT REFINISHING QUOTE FROM J. SHALTIS CONSTRUCTION IN THE AMOUNT OF \$9,893.00.

All ayes, motion carried.

E. Roof Ice Dam Removal & Prevention: Action Item

Korrer presented two quotes for ice dam removal and roof shoveling. He first presented a quote from Oneida Roof & Chimney which was forwarded to Finance from Buildings and Grounds. Oneida quoted \$300/hr for ice dam removal. There was no total to their bid because they were unsure how long the removal would take.

Korrer also reported on a second bid that was received from Snow Owl. The bid totaled \$5,300.00 (or less, based on time), for shoveling and steaming. The Finance Committee recommended accepting the bid from Snow Owl. Motion by Tauer, second by Cushing to:

ACCEPT SNOW AND ICE DAM REMOVAL QUOTE FROM SNOW OWL IN THE AMOUNT OF \$5,300.00.

All ayes, motion carried.

F. Almost Home Again/Gilman Phoenix Excess Profit: Action Item

Korrer reported that an audit revealed that one of our contracted providers, Almost Home Again/Gilman Phoenix House (AHA) has been found to have actual profits that exceed DHS allowable profit thresholds in the amount of \$4,749.00 in 2018. He noted that AHA also had excess profit in 2016, at which time they requested, and the Board approved, a monthly repayment plan.

AHA has requested to tack the new balance onto the existing payment plan, thereby extending the length of time it would take for them to repay. The Finance committee had recommended that instead of “tacking” the amount onto the end of the current payment plan and extending the term, HSC instead ask AHA to increase the monthly payment amount in order to pay off the balance in the same amount of time. This would mean they pay an additional \$132/mo on top of the current monthly payment of \$550. Motion by Spencer, second by Hintz to:

ACCEPT A PAYMENT PLAN FROM ALMOST HOME AGAIN OF \$132 PER MONTH (ADDED TO CURRENT MONTHLY PAYMENT OF \$550) TO COVER THE EXCESS PROFIT PAID IN 2018.

All ayes, motion carried.

Haselton provided the Board with a 2019 Financial Overview. A handout was provided to the Board. He reported that we finished the year with an approximate surplus of \$230,160 despite a deficit having been approved. He gave a brief overview of how we ended up with a surplus and noted various factors that contributed to it, including a downward trend in involuntary hospitalizations and a NetSmart waiver of license fees and configuration charges. He noted that these are preliminary estimates, and that various year end items such as CCOP and CLTS reconciliation and year end pension entries are yet to be determined. He discussed the Statement of Activities and Statement of Net Position.

IX. NEXT MEETING DATES

Board: Wednesday, March 18, 2020 at 6:00 P.M.

The Human Service Board
Meeting: February 19, 2020

Behavioral Health: Thursday, March 12, 2020 at 3:00 P.M.

Building & Grounds: On Hold

Developmental Disabilities: Wednesday, March 11, 2020 at 3:00 P.M.

Finance: Thursday, March 12, 2020 at 5:00 PM

Personnel: On Hold

Policy: On Hold

System Review: Tuesday, March 10, 2020 at 3:00 PM, and Monday, March 23, 2020 at 4:00 PM.

X. ADJOURNMENT

There being no further business, motion by Tallier seconded by Rudolph to:

ADJOURN THE MEETING.

All ayes; motion carried.

Meeting adjourned at 7:21 P.M.

Respectfully submitted,
Jessica Kaul
Administrative Assistant