



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, April 18, 2018, 6:00 P.M.**

Recorder*: Judy Citro, Human Resource, Facilities & 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, Ron Kressin, Harland Lee, Maggie Peterson, Charles Rayala, Tom Rudolph, Paul E. Spencer, Jr., Ken Storms, Nancy Tauer, Alan VanRaalte

MEMBERS EXCUSED: Bill Korrer

MEMBERS ABSENT: None

STAFF PRESENT: Judy Citro, Tamara Feest, Keith Haselton, Chuck Lechmaier

OTHERS PRESENT: Ron Henkel, Dorothy Rudolph, Karl Tauer

I. MEETING CONVENED

The meeting of The Human Services Board was called to order by Chairman Peterson 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 Tauer, seconded by Rayala to:

APPROVE THE MINUTES OF THE MEETING OF MARCH 21, 2018.

All ayes; motion carried.

III. DIRECTOR'S UPDATE

A. Board Vacancy: In contact with Forest County Clerk regarding replacement member for Paul Millan.

B. Vacancies/Recruitment: Recruiting for HR, Facilities & Operations Manager; have interviewed four candidates; and will be making an offer this week. Behavioral Health RN position is temporarily being filled by two LTE's (who worked with the agency in the past). We will be reviewing the needs in this position before we hire a permanent employee. The part-time Birth to 3 Physical Therapist has given her notice and we continue to recruit for an Occupational and PT Physical Therapist. A Behavioral Health Service Facilitator has been hired to begin 4/30/18 and there is still one Facilitator position open. That position may be changed up to accommodate some personal care workers or mental health techs instead of hiring another Service Facilitator.

C. Chapter 980 Update: We are currently seeking placement for another individual—our third in less than a year. Distributed a response from Sen. Tom Tiffany to the letter sent on behalf of the HSC/Board. Wait continues for clarification on statutory changes.

D. Dementia Grant Update: The three county SS Departments grant was approved for dementia clients in the crisis system and how clients are handled between Chapters 51/55 was discussed. Feest will continue to meet with Oneida County SS Director on partnering on these cases.

E. DHS Learning Collaborative: HSC has been identified as one of the counties (though numbers are a bit disproportionate considering we are a three county agency) that falls in the top 25% of counties using WHMI for stays of less than three days. We have been invited to join a learning collaborative, with other counties in that group, with the goal to reduce the number of these short stays. HSC did a presentation for the group and many participants complimented our Emergency Services Program.

IV. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE

Lee reported on the meeting of 4/11/18. Minutes had been distributed and there were no questions.

V. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE

Rayala reported on the meeting of 4/12/18 noting the informative presentation they received on the CCS Program. There were no questions following his report.

VI. REPORT OF THE FINANCE COMMITTEE

Peterson reported on the meeting held prior to Board. Updates on CCOP/CLTS and risk reserve, with plan to spend excess funding by targeting the wait list, were presented. The requested rent analysis has been completed with a reduction in cost per square foot. The effect of this reduction on our rate setting revenue, and how to move forward when the loan is paid in full, will be put on the May agenda.

Return of overpayment to Community Mental Health and Almost Home Again was discussed. March/April payment to CMH is being withheld until total amount due is recovered (\$25,000) and Almost Home again has signed an agreement to pay back \$550.00 per month until \$37,000 is repaid.

The audit waiver threshold has been raised from \$75,000 to \$100,000; however, this amount is cumulative for all Federal/state/county contracts held by individual providers. Haselton is working on a letter to forward to providers notifying them of this change and new language will be placed in all 2019 contracts.

Banking counteroffers were received by Haselton since the last meeting where it had been decided to use CoVantage Credit Unit and Peoples State Bank for the agency accounts currently with BMO Harris Bank. The best interest rates offered, for both accounts, was offered by Peoples State Bank.

Motion by Cushing, seconded by Spencer to:

MOVE BOTH AGENCY ACCOUNTS TO PEOPLES STATE BANK.

All ayes; motion carried.

VIII. NEXT MEETING DATES

- A. Board: Wednesday, May 16, 2018, 6:00 P.M.
- B. Audit: Thursday, April 19, 2018, 2:00 P.M.
- C. Behavioral Health: Thursday, May 10, 2018, 3:00 P.M.
- D. Building & Grounds: None Scheduled
- E. Developmental Disabilities: Wednesday, May 9, 2018, 3:00 P.M.
- F. Finance: Wednesday, May 16, 2018, 5:30 P.M.
- G. Personnel: None Scheduled
- H. Policy: None Scheduled

VII. ADJOURNMENT

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

ADJOURN THE MEETING.

All ayes; motion carried.

Meeting adjourned at 6:30 P.M.

Judy Citro
Human Resource, Facilities & Operations Manager