



# THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

705 EAST TIMBER DRIVE • RHINELANDER, WI 54501-0897

TELEPHONE: 715-369-2215

FAX: 715-369-2214

## **MINUTES of the** **HUMAN SERVICES BOARD**

Regular Board Meeting     Special Board Meeting     Committee Meeting

Type of Committee:            System Review Subcommittee

Date and Time of Meeting:    Thursday, November 5, 2020 at 2:00 PM

Person Taking Minutes:       Melissa Gauthier

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

Members Present:            Ted Cushing (via phone), Ron Kressin, Bob Thome (via phone), Alan VanRaalte, Cheri Collins, Nancy Tauer, Maggie Peterson (via phone)

Members Excused:            None

Members Absent:             None

Staff Present:                Donna Shimeck, Keith Haselton, Angela Paddock, Melissa Gauthier

Others Present:                None

I.    **MEETING CONVENED**

The meeting convened at 2:00 P.M. by Chair Peterson, and it was noted that the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

II.   **APPROVAL OF MINUTES FROM SEPTEMBER 9, 2020**

Motion by Tauer, second by VanRaalte to:

**APPROVE THE MINUTES AS PRESENTED FROM SEPTEMBER 9, 2020.**

All ayes, motion carried.

III. **WORKPLAN UPDATE**

Shimeck presented the committee with an update to the work plan. She reported that Goal A, outplacement of staff, is making progress and did submit applications for the branch locations. Virtual site visits are scheduled for Vilas on 11/17/20 and Forest on 11/11/20. Roberta Marcus met with Vilas County Jail Administrator, Bill

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Weiss, on 11/5/20 to discuss scheduling follow-up appointments for inmates exiting the jail. In Forest County, Rachel Kuester met with Jody Jensen, Director of Social Services to discuss what HSC's role will be with case management and possibly AODA and Mental Health services as well. Shimeck also noted that the DHS 75 Substance Use Disorder Policy and Procedures manual has been completed.

Haselton reported the original intent of Goal E was to identify statement for the focus group and forward to external stakeholders to determine what agency information to present. Systems Review Subcommittee later decided to first consider what types of information the board and committees are currently receiving. Hence, the data collection survey was sent to the board members of The Human Service Center to determine what information is most important to internal and external stake holders. A goal statement is being developed.

**IV. DATA COLLECTION SURVEY UPDATE**

Haselton reported that the surveys were sent to all the board members and all responses were received, except for one. Haselton stated input from some Board members recommended Committees meet less frequently on a bi-monthly or quarterly schedule. Haselton stated that Feest has concerns that the reduction could be viewed by outsiders as inadequate oversight. After discussing financial impact and meeting frequency:

Motion was made by Cushing and seconded by Thome to:

**DIRECT EACH SUB-COMMITTEE TO DETERMINE HOW FREQUENTLY THEY NEED TO MEET AND FORWARD RECOMMENDATIONS TO ADMINISTRATION.**

All ayes; motion carried.

**V. NEXT MEETING DATES**

Monday, November 30th, 2020 at 3:00 PM

**V. ADJOURNMENT**

There being no further business, Motion by Tauer, second by Collins to **ADJOURN THE MEETING.**

All ayes, motion carried.

Meeting adjourned at 2:30 P.M.

Respectfully submitted,

Melissa Gauthier  
Administrative Assistant

APPROVED