



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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MINUTES of the **HUMAN SERVICES BOARD**

☐ Regular Board Meeting ☐ Special Board Meeting ☒ Committee Meeting

Type of Committee: Finance Committee

Date and Time of Meeting: Wednesday, June 21, 2017 at 5:00 P.M.

Person Taking Minutes: Michelle Bellile

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

Members Present: Dave Campbell, Dave Hintz, Ronald Kressin, Paul Millan,

Members Excused: Bill Korrer, Maggie Peterson, Alan VanRaalte

Staff Present: Judy Citro, Tamara Feest, Lynn Probst, Donna Shimeck,
Kelly VonOepen

Others Present: None

I. MEETING CONVENED

The meeting was convened at 5:10 P.M. by Vice Chairman Millan and it was noted that posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by Campbell, seconded by Kressin to:

APPROVE THE MINUTES FROM MAY 17, 2017 AS PRINTED.

All ayes, motion carried.

III. COMMUNICATIONS

A. State Hospital Report Update:

Feest distributed a report detailing the comparison of number of admissions, length of stay and actual expenses. The report covered the first quarter and spanned from 2014 to 2017. Feest noted a 76% increase in total days from 2016 to 2017 and a 69% increase in actual expenses from 2016 to 2017. Probst noted that through April of 2017, actual expenses are \$246K over budget. If that trend were to continue, the estimated deficit is \$740K.

B. Donation Update:

Probst provided an update on the donation given to the agency from a previous client's estate. The estate has been closed and an additional check in the amount of \$1321.07 has been given to the agency. Currently, there are no plans on usage of the funds.

C. 2016 Unaudited Year-End Update:

The 2016 audit is not yet finished. Additional changes may still be forthcoming. Due to application of the Uniform Grant Guidance, assets purchased in 2016 with grant funds will now be capitalized and depreciated even though all funds were received and expensed in 2016. This will create a 2016 year revenue in excess of \$300,000.00 which will contribute to the overall surplus/deficit.

IV. SCHENCK ENGAGEMENT LETTER: ACTION ITEM

Probst discussed an engagement letter for services from Schenck for the 2016 audit. Discussion occurred on the late arrival of the letter as the audit was in process. Probst to discuss appropriate time frame for quote and approval with Schenck for future engagement letters. Services fee increased by \$200.00 over last year. Motion by Kressin, seconded by Hintz to:

ACCEPT AND FORWARD TO FULL BOARD ENGAGEMENT LETTER FROM SCHENCK FOR AUDIT SERVICES FEE IN THE AMOUNT OF \$15,300.00.

All ayes, motion carried.

V. CHILDREN'S COMMUNITY OPTIONS PROGRAM LEAD AGENCY: ACTION ITEM

Feest discussed the motion passed at the Developmental Disabilities Committee meeting to designate The Human Service Center as the agency to administer the Children's Community Options Program. Feest provided background on the creation of the Children's Community Options Program. Feest explained that both Oneida County and Vilas County Department of Social Services have expressed interest in becoming the designated agency for their respective county. Feest explained how the Children's Community Options Program funds are managed and the shared risk for the three counties as the dollars are used for all qualifying residents to reduce waiting list potential. Feest sought a similar motion as passed in the Developmental Disabilities Committee meeting. Motion by Campbell, seconded by Kressin to:

APPROVE AND FORWARD TO BOARD THAT A RESOLUTION BE DRAFTED TO RECOMMEND THE HUMAN SERVICE CENTER BECOME THE DESIGNATED AGENCY OF THE CHILDREN'S COMMUNITY OPTIONS PROGRAM.

All ayes, motion passed.

VI. FAMILY CARE CONTRIBUTION AND IMPACT ON THE HUMAN SERVICE CENTER'S COUNTY ALLOCATIONS: ACTION ITEM

Feest distributed a handout detailing Family Care payments due over the next

five years and county allocation percentages. Feest proposed utilizing the percentage concept to begin talks with the counties for payment solutions. Discussion occurred. No action taken. Feest and Probst to initiate conversations with the County Financial Directors.

VII. 2018 BUDGET INITIATION GUIDELINES: ACTION ITEM

Probst discussed the development of the 2018 budget. In 2017, the agency was instructed to produce a realistic budget. Feest inquired on the feasibility of building a 2% cost of living increase into the new budget. Motion by Campbell, seconded by Kressin to:

DEVELOP A REALISTIC BUDGET AND ADD A 2% INCREASE FOR COST OF LIVING.

All ayes, motion carried.

VIII. ADJOURNMENT

Motion by Hintz, seconded by Campbell to:

ADJOURN THE MEETING.

All ayes, motion carried.

Meeting adjourned at 5:59 P.M.

Respectfully submitted,

Michelle Bellile
Administrative Assistant