



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: Thursday, September 12, 2019 at 5:00 PM

Person Taking Minutes: Jessica Kaul

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

Members Present: Dave Hintz, Bill Korrer, David Campbell, Ronald Kressin

Members Excused: Alan VanRaalte,

Members Absent: Maggie Peterson, Tom Tallier

Staff Present: Tamara Feest, Keith Haselton, Angela Paddock

Others Present: None

I. MEETING CONVENED

The meeting convened at 5:00 P.M. by Chairman Korrer 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. APPROVE PREVIOUS MEETING MINUTES

Motion by Hintz, second by Kressin to:

APPROVE THE MINUTES AS PRESENTED FROM AUGUST 15, 2019.

All ayes, motion carried.

III. DISCUSS & APPROVE DEVELOPMENTAL DISABILITY JOB DESCRIPTION

A. Early Head Start Home Visitor: Action Item

Feest updated the committee on the Early Head Start Home Visitor Position.

Position was moved through Personnel.

Motion by Kressin, second by Campbell to:

MOVE TO ACCEPT AND FORWARD TO BOARD THE EARLY HEAD START HOME VISITOR POSITION AS PRESENTED.

All ayes, motion carried.

IV. DISCUSS & APPROVE BEHAVIORAL HEALTH JOB DESCRIPTION

Korrer and Feest discussed the five Behavioral Health jobs as proposed. Korrer noted that all the jobs had been moved through Personnel for Finance's consideration. All positions are budgeted for in the 2020 budget.

A. CCS Mental Health Professional: Action Item

MOTION BY KRESSIN, SECOND BY HINTZ TO APPROVE THE CCS MENTAL HEALTH PROFESSIONAL POSITION AS PRESENTED.

All ayes, motion carried.

B. PT Rehabilitation Specialist: Action Item

MOTION BY CAMPBELL, SECOND BY KRESSIN TO APPROVE THE PT REHABILITATION SPECIALIST POSITION AS PRESENTED.

All ayes, motion carried.

C. Behavioral Health Department Secretary: Action Item

MOTION BY HINTZ, SECOND BY KRESSIN TO APPROVE THE BEHAVIORAL HEALTH SECRETARY POSITION AS PRESENTED.

All ayes, motion carried.

D. Women's Grant Therapist: Action Item

MOTION BY HINTZ, SECOND BY KRESSIN TO APPROVE THE WOMEN'S GRANT THERAPIST POSITION AS PRESENTED.

All ayes, motion carried.

E. Women's Grant Service Facilitator: Action Item

MOTION BY KRESSIN, SECOND BY CAMPBELL TO APPROVE THE WOMEN'S GRANT SERVICE FACILITATOR POSITION AS PRESENTED.

All ayes, motion carried.

V. UPDATE OF THE PERSONNEL COMMITTEE

A. Volunteer Time Off Policy: Action Item

Paddock discussed with the committee the Volunteer Time Off policy as drafted. She noted that the volunteering hours would need to be completed with a 501(c)(3). Committee discussed the details of the policy and what it would entail. Motion by Kressin, second by Korrer to:

ADOPT THE PROPOSED VOLUNTEER TIME OFF POLICY AS PRESENTED.

Aye: Kressin, Korrer

No: Campbell, Hintz

Motion failed on tie vote.

B. Position Reclassification

Paddock updated the committee about her research into reclassifying three existing positions. Using data from Oneida County and other statewide entities, she compared job titles and descriptions and felt these three positions in particular were no longer adequately classified due to changing responsibilities

and a more technical role as superusers of our new electronic health records system. She discussed each position, its current grade, and the proposed new reclassification.

1. Accounting Technician: Action Item

Paddock informed the committee that this roll is currently a Grade 7. New classification being suggested is a Grade 9. Motion by Campbell, second by Kressin to:

RECLASSIFY ACCOUNTING TECHNICIAN POSITION FROM A GRADE 7 TO A GRADE 9.

All ayes, motion carried.

2. Billing Specialist: Action Item

Paddock informed the committee that this roll is currently a Grade 7. New classification being suggested is a Grade 8. Motion by Kressin, second by Hintz to:

RECLASSIFY BILLING SPECIAL POSITION FROM A GRADE 7 TO A GRADE 8.

All ayes, motion carried.

3. Behavioral Health Administrator: Action Item

Paddock informed the committee that this roll is currently a Grade 15. Paddock suggested a new classification at Grade 15.5. Motion by Kressin, second by Campbell to:

RECLASSIFY BEHAVIORAL HEALTH POSITIONS FROM A GRADE 15 TO A GRADE 15.5.

All ayes, motion carried.

VI. UPDATE OF THE BUILDINGS & GROUNDS COMMITTEE

A. Keyless Entry Purchase: Action Item

Paddock provided the committee with an update to the keyless entry purchase. She noted that initially, the Board had accepted a quote from Heartland, but when Heartland came to the facility their new estimate was much higher than anticipated. Additional quotes from Nauncka and PerMar were presented to the committee. Paddock noted that Buildings & Grounds Committee had recommended the leased equipment option from PerMar. Committee discussed each quote and the benefits of owning the system versus leasing. Motion by Hintz, second by Kressin to:

APPROVE AND FORWARD TO BOARD THE QUOTE FROM PERMAR, WITH THE RECOMMENDATION TO PURCHASE THE EQUIPMENT, IN THE AMOUNT OF \$7980.00.

Aye: Campbell, Hintz, Kressin

No: Korrer

Motion carried.

B. KOINONIA Ceiling Repair: Action Item

Paddock explained to the committee the damage that the drywall ceiling at KOINONIA sustained due to a leak during last winter's snowfall. She noted that she had acquired two quotes for the drywall repair. She noted that the Buildings & Grounds committee reviewed both quotes and forwarded to Finance the quote from Theilman Home Improvements. Motion by Hintz, second by Kressin to:

ACCEPT BID FROM THEILMAN HOME IMPROVEMENTS, LLC IN THE AMOUNT OF \$1890.00 FOR REPAIR TO KOINONIA CEILING.

All ayes, motion carried.

C. KOINONIA Oven Purchase

1. Oven Purchase: Action Item

Korrer and Paddock explained to the committee the issue with the new larger oven. The hood over the new oven is now too narrow, making it a code violation. Cost to replace hood and vent is high. Paddock conveyed that the best option might be to replace the new, wider oven with a 4' wide unit that will fit under the existing hood. She discussed the two quotes she received. A new oven would cost \$3200.00, but Now Equipment would grant a \$2500.00 credit for taking the existing oven, bringing the total to \$700.00. Motion by Hintz, second by Campbell to:

ACCEPT BID FROM NOW EQUIPMENT, LLC FOR A NEW OVEN IN THE AMOUNT OF \$3200.00 LESS A CREDIT OF \$2500.00, FOR A TOTAL COST OF \$700.00.

All ayes, motion carried.

2. Upgrade to Fire Suppression System: Action Item

Paddock explained to the committee the need to update the current fire suppression system in the oven hood at KOINONIA. The current system had been "grandfathered" in, but by replacing the oven, the fire suppression system now also needs replacing in order to bring the unit up to UL300 code. Paddock presented a quote from Ahern. Motion by Hintz, second by Kressin to:

ACCEPT AHERN FIRE SUPPRESSION SYSTEM REPLACEMENT BID IN THE AMOUNT OF \$1675.00.

All ayes, motion carried.

VII. 2020 COUNTY MEETING BUDGET HEARING UPDATE

Haselton updated the committee about getting HSC's annual report on the Forest, Vilas, and Oneida county budget hearing agendas. The committee discussed the best ways to distribute the report to board/committee members in advance of the budget hearings. Hintz suggested the report first be sent to the county admin committees.

A. Forest County

Committee agreed to mail copies of the annual report to Forest County board members.

B. Oneida County

Copies of report can be sent to Oneida County clerk for distribution to board members.

C. Vilas County

Committee agreed to mail copies of the budget report to Forest County board members.

VIII. NEXT MEETING DATE

To be scheduled at September 18th board meeting

IX. ADJOURNMENT

Motion by Campbell, second by Hintz to:

ADJOURN THE MEETING.

Meeting adjourned at 6:00 P.M.

Respectfully submitted,

Jessica Kaul
Administrative Assistant

APPROVED