



# 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 17, 2021, 4:00 P.M.**

Recorder\*: Angela Paddock, Human Resource and 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:** Ted Cushing, Bill Korrer, Ron Kressin, Harland Lee (video), Paul Millan, Maggie Peterson, Ken Storms, Nancy Tauer (phone), Bob Thome, Jr. (video), Holly Tomlanovich (phone, left @ 5:15 P.M.), Alan VanRaalte

**MEMBERS EXCUSED:** Cheri Collins, Jennifer Dornfeld, Cindy Gretzinger

**MEMBERS ABSENT:** none

**STAFF PRESENT:** Tamara Feest, Keith Haselton, Angela Paddock, Donna Shimeck

**OTHERS PRESENT:** Sarah Diedrick-Kasdorf, Daniel Roth, Phillip Freeburg, Andy Phillips

I. **MEETING CONVENED**

The meeting of The Human Services Board was called to order by Chair Korrer at 4:00 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 Cushing, seconded by VanRaalte to:

**APPROVE THE MINUTES OF THE MEETING OF JANUARY 20, 2021.**

All ayes: motion carried.

- III. BOARD TRAINING PRESENTATION: ETHICS AND CONFLICTS OF INTEREST BY PHILIP FREEBURG, UW-MADISON DIVISION OF EXTENSION  
Mr. Freeburg, J.D. presented an ethics training to the Human Services Board. Key objectives discussed in the training were the code of ethics for local government officials defined in Wis. Stat. §19.52 and Wis. Stat. § 19.42 and how conflicting interests can affect and/or produce financial interest.
- IV. DIRECTOR'S REPORT
- A. Vacancies and Recruitment: Feest provided an update on current vacancies and recruitment efforts. The Payroll Specialist and DD Secretary started on Monday and interviews are continuing to be scheduled for the MH Technician and CCS Service Facilitator positions when qualified applicants are received.
- B. COVID-19 Related Updates: A staggered schedule has been developed for staff to return to work starting Monday, March 1, 2021. The agency will also be open for foot traffic Monday through Friday. The focus will be on face-to-face visits with identified clients while keeping everyone's safety in the forefront. The agency will continue to use telehealth as an option for seeing clients.
- C. Committee Meeting Schedules: Board members received a handout with the dates and times for the 2021 monthly committee meetings. The agendas will continue to include a link for video/phone access.
- D. Women's Grant Application Review: Feest explained they received feedback from the Dept. of Health Services on the Women's Grant Application. Although the agency was not selected, HSC scored 73 out of 100 and was the 2<sup>nd</sup> highest in the county category.
- E. KOINONIA Sub-lease: After the Oneida County lease was finalized, Feest directed the agency attorney to draft the Koinonia lease. The three-year sub-lease with Options Counseling was signed and effective as of January 1, 2021.
- V. REPORT OF THE SYSTEMS REVIEW COMMITTEE – 2/2/2021
- A. Review Conflict Resolution Protocol: Feest clarified that she had a meeting with the three Social Services Directors, and they came to a consensus on the conflict resolution protocol. The final draft will be sent to the Social Services Directors who will forward to their respective county board chairs for signature if no final changes are required.
- B. Wrap-Up Report – Action Item: Feest presented her Wrap-up Report detailing the progress and accomplishments of the System Review Committee. She would like to provide this final report to all the stakeholders that were involved in the project since the beginning.  
Motion by Cushing, seconded by Millan to:  
**ACCEPT THE FINAL REPORT OF THE SYSTEMS REVIEW COMMITTEE AS PRESENTED.**  
All ayes: motion carried.
- VI. REPORT OF THE OPERATIONS COMMITTEE – 2/10/2021

- A. Employee Handbook Updates: Feest discussed the Employee Handbook update that was approved by the Operations Committee to include a 30-day notice for employees who submit their official notice of retirement to the Wisconsin Retirement System.
  - B. Salary Administration: Feest explained the Operations Committee approved a policy and procedure for the salary administration of non-management employees.
  - C. COVID Sick Leave: The Operations Committee also approved a policy to offer a sick leave bank to employees affected by COVID-19 as recommended by the attorneys at vonBriesen.
- VII. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE – 2/10/2021  
Chair Korrer announced the minutes were provided to board members and there were no questions after his announcement.
- VIII. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE – 2/11/2021  
Chair Korrer announced the minutes were provided to board members. Feest added the agency has been tracking the crisis calls related to COVID-19 since May 2020. As of January 2021, just under 6% have been related to COVID-19. Kressin also mentioned two presentations were provided by the agency intern and Kirsten Carlson, BH Clinical Coordinator and both were very informative.
- IX. REPORT OF THE ADMINISTRATION COMMITTEE – 2/11/2021
- A. 2020 Year-to-Date Financial Update: Haselton explained that as of February 8<sup>th</sup>, the 2020 budget surplus is \$189,841. There are still a couple of large receipts that need to be posted. The biggest impact to the 2020 budget was the reduction in hospitalizations and detentions. Haselton added the agency was in a strong fiscal position at the end of the year.
  - B. Management Salary – Action Item: Feest presented the Management Salary Administration Policy & Procedure that was approved and forwarded to the Board by the Administration Committee. This will allow Feest to be able to recognize managers individually at the time of their annual evaluation by awarding a one-step or two-step pay increase based on performance.  
Motion by VanRaalte, seconded by Cushing to:  
**APPROVE THE MANAGEMENT SALARY ADMINISTRATION POLICY AND PROCEDURE AS PRESENTED.**  
All ayes: motion carried.
  - C. Accounting Software – Action Item: Chair Korrer explained that staff had researched six different accounting software and are recommending Tyler Technologies which can be locally hosted. Administration Committee approved the purchase of the accounting software with Tyler Technologies and moved to forward to full board for consideration. Haselton explained the 10-year expense of \$245,100 would be capitalized and depreciated over five years.  
Motion by VanRaalte, seconded by Kressin to:

**APPROVE THE ACCOUNTING SOFTWARE PURCHASE WITH TYLER TECHNOLOGIES IN THE AMOUNT OF \$245,100.00.**

All ayes: motion carried.

X. NEXT MEETING DATES

- A. Administration: Thursday, March 11, 2021 at 4:00 P.M.
- B. Board: Wednesday, March 17, 2021 at 4:00 P.M.
- C. Behavioral Health: Thursday, March 11, 2021 at 3:00 P.M.
- D. Developmental Disabilities: Wednesday, March 10, 2021 at 3:00 P.M.
- E. Operations: On hold

XI. ADJOURNMENT

There being no further business, motion by Cushing seconded by VanRaalte to:

**ADJOURN THE MEETING.**

All ayes: motion carried.

Meeting adjourned at 5:34 P.M.

Angela Paddock  
Human Resources and Operations Manager