



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: Finance Committee

Date and Time of Meeting: Wednesday, February 15, 2017 at 5:30 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, Bill Korrer, Ronald Kressin, Paul Millan,
Maggie Peterson, Alan VanRaalte

Members Excused: None

Staff Present: Tamara Feest, Lynn Probst, Kelly Von Oepen

Others Present: Lon Voils

I. MEETING CONVENED

The meeting was convened at 5:30 P.M. by Chairman Peterson 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 AGENDA OF CURRENT MEETING

Motion by Millan, seconded by Van Raalte to:

APPROVE THE AGENDA.

All ayes, motion carried.

III. APPROVE PREVIOUS MEETING MINUTES

Motion by VanRaalte, seconded by Kressin to:

APPROVE THE MINUTES FROM JANUARY 18, 2017 AS PRESENTED.

All ayes, motion carried.

IV. COMMUNICATIONS AND REPORTS

Probst announced a meeting with Schenck is scheduled for Monday, February 20, 2017 regarding the development of the policies and procedures for the Uniform Grant Guidance.

V. DISCUSS/APPROVE

A. Adult DD Waiting List Discussion: Action Item

Feest discussed the consumer waiting list for the Development Disabilities Department and advantages of removing consumers from the list prior to Family Care implementation. Feest discussed staff caseload capacity as a concern. Feest reported the approximate cost to be \$240,000.00 with 60/40 waiver/county funding and a resulting \$96,000.00 deficit that was not budgeted for. Discussion occurred on utilizing funds from the reserve. Motion by VanRaalte, seconded by Campbell to:

APPROVE AND FORWARD TO BOARD TO TAKE UP TO \$96,000.00 OUT OF THE RESERVE FOR THE PURPOSE OF TAKING PEOPLE OFF OF THE WAITING LIST AT THE DISCRETION OF THE EXECUTIVE DIRECTOR, AS CAPACITY PERMITS.

All ayes, motion carried.

B. Garage Repair: Action Item

Feest discussed the motion from the Building and Grounds Committee for acceptance of the quote from Dun-rite Exteriors for the garage repair and new overhead door. Motion by Korrer, seconded by VanRaalte to:

APPROVE AND FORWARD TO BOARD TO ACCEPT THE QUOTE FOR \$5,412.00 FOR THE GARAGE REPAIR, WHICH INCLUDES A NEW OVERHEAD DOOR.

All ayes, motion carried.

C. HVAC System Project Completion: Action Item

Feest discussed the final phase of the HVAC system project proposal from Mechanical, Inc. It was the recommendation of the Building and Grounds Committee to complete the final phase of the project, including the replacement of all VAV's, rather than a few at a time, at a cost not to exceed \$10,000.00. If the cost were to exceed \$10,000.00, the Building and Grounds Committee would perform an additional review. Motion by Korrer, seconded by VanRaalte to:

RECOMMEND TO BOARD THAT \$10,000.00 BE ALLOCATED FOR REPAIR OF THE HVAC HANDLERS.

All ayes, motion carried.

Feest discussed entering into a maintenance plan with Mechanical, Inc. for the purpose of maintaining all units in Spring and Fall, with an annual cost of \$4,100.00. Feest stated it was the recommendation of the Building and Grounds Committee to enter into such agreement on a yearly basis. Motion by Millan, seconded by Kressin to:

ACCEPT AND FORWARD TO BOARD THE MAINTENANCE PLAN WITH MECHANICAL, INC. FOR \$4,100.00.

All ayes, motion carried.

D. WMHI Expense for Chapter 48 Case: Action Item

Feest provided history and expense information on a Chapter 48 case in Oneida County, and determination of responsibility for payment of services provided under Chapter 51 and Chapter 48. Feest informed the Finance Committee that in August 2016 she offered to pay for one-half of the balance if Oneida County Department of Social Services would pay the remaining half. Feest's proposition was denied. Feest discussed the possibility of seeking an arrangement with Oneida County for reimbursement of part of the expense in the event Social Services were to return money to the county. Motion by Millan, seconded by Korrer to:

EXPLORE A MEETING WITH THE HUMAN SERVICE CENTER FINANCE AND ONEIDA COUNTY FINANCE.

All ayes, motion carried.

VI. NEXT MEETING DATE

Wednesday, March 15, 2017 at 5:30 P.M.

VII. ADJOURNMENT

Motion by Korrer, seconded by Millan to:

ADJOURN THE MEETING.

All ayes, motion carried.

Meeting adjourned at 6:06 P.M.

Respectfully submitted,

Michelle Bellile
Administrative Assistant