



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: Administration Committee

Date and Time of Meeting: Thursday, June 10, 2021 at 4:00 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, left at 4:50 P.M.), Bill Korrer, Paul Millan, Maggie Peterson, Alan VanRaalte

Members Excused:

Members Absent: None

Staff Present: Keith Haselton, Angela Paddock, Melissa Gauthier

Others Present:

I. MEETING CONVENED

The meeting convened at 4:00 P.M. by Chair Korrer and it was noted that a quorum was present, and the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

II. APPROVAL OF MINUTES FROM MAY 13, 2021

Motion by Millan, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM MAY 13, 2021.

All ayes, motion carried.

III. REVIEW AND CONSIDERATION OF INVOICES OF THE HUMAN SERVICE CENTER: ACTION ITEM

The committee was provided with a check run summary and a detailed report of checks from 5/7/21 to 6/3/21. The committee reviewed the expenditures.

Motion by VanRaalte, seconded by Cushing to:

APPROVE THE 5/7/21 to 6/3/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$537,231.68.

All ayes, motion carried.

IV. FINANCIAL UPDATE

Haselton provided the committee with a financial update. The members were given a handout that outlined the Statement of Net Position and Statement of Activities by program. Haselton noted that through April 2021, HSC is reporting a surplus of \$312,000. Haselton also reported that an update in the EHR system along with improved billing practices, should bring an increase in revenues for the CCS and CRS programs and a decrease in denials for billable services overall.

V. 2020 AUDIT: DISCUSSION ITEM

Haselton reported that the auditors were at HSC about 3 weeks ago to review the 2020 financials. Haselton reported due to a smaller audit team on site, CLA is still reviewing the information and the exit interview has not taken place yet. The committee will be updated once the exit interview has taken place.

VI. 2020 SURPLUS: ACTION ITEM

Haselton reported to the committee that HSC management has come up with recommendations for use of the \$711,818 2020 surplus. Haselton reported that HSC management recommend refunding the counties \$371,818.22 of the surplus and identified the building fund and IT funds as the primary areas to focus on for the remaining \$340,000. The committee discussed the options presented.

Motion by Cushing, second by Peterson to:

RETURN \$371,818.22 TO THE PARTNER COUNTIES ON A PRO-RATED BASIS AND RETAIN \$340,000 FOR CAPITAL IMPROVEMENTS AND FORWARD TO BOARD FOR APPROVAL.

All ayes, motion carried.

VII. 2022 BUDGET – COST OF LIVING ADJUSTMENT: ACTION ITEM

Paddock reported to the committee that 2022 budgeting prep has started and cost of living adjustment will be part of that process. Paddock reported she uses the CPI-W index as guidance for trends in the cost-of-living adjustment increases and the CPI-W is indicating a 3.1% COLA increase. Paddock recommended a 3% increase to keep HSC's pay scale viable. The committee discussed the information presented.

Motion by VanRaalte, second by Cushing to:

AUTHORIZE HSC STAFF TO PREPARE 3% AND 3.5% COST OF LIVING ADJUSTMENT FOR COMPARISON REASONS FOR BUDGET IMPACT AND FORWARD TO BOARD FOR APPROVAL.

All ayes, motion carried.

VIII. LIMITED TERM EMPLOYEE – BILLING SPECIALIST: ACTION ITEM

Haselton reported to the committee that Netsmart presented HSC a report based upon concerns HSC discussed with Netsmart. The report helped to identify billing issues that included not having proper benefit assignments for clients. Haselton reported the fix for the issue will be very labor intensive and will require additional manpower. Haselton reported that depending on the final fix that Netsmart presents, the process of correcting the issue will take between 3-6 months.

Haselton presented to the board options and cost comparisons of hiring a limited term employee or contracting with an employment agency to fill the position.

Motion by Millan, second by VanRaalte to:

AUTHORIZE HSC TO HIRE A LIMITED TERM BILLING SPECIALIST EMPLOYEE FOR A MAXIMUM 6 MONTH EMPLOYMENT PERIOD TO SORT THROUGH BILLING ISSUES AND FORWARD TO BOARD FOR APPROVAL.

All ayes, motion carried.

IX. SCHOOL MENTAL HEALTH COUNSELING: ACTION ITEM

Peterson advised the committee that she works for the school district in a role that is directly impacted by the position that will be discussed and voted on in this action item.

Haselton reported that Options Counseling Service has contracted and placed a mental health counselor in the Rhinelander School District for several years.

Options Counseling Services has decided to shut down non-core operations, including this service. Haselton reported the School District of Rhinelander approached HSC about employing a full-time mental health therapist, that would work exclusively across School District of Rhinelander buildings. Haselton reported that this position would be budget neutral as services are billable to Medicaid and commercial insurance. Haselton requested the committee allow HSC to pursue determining the feasibility of providing this service to the Rhinelander School District for the 2021-22 school year.

Motion by VanRaalte, second by Millan to:

ALLOW HSC PROCEED WITH DETERMINING FEASIBILITY OF PROVIDING THIS SERVICE AND IF FEASIBLE, MOVE FORWARD WITH IMPLEMENTATION TO MAKE A CONTRACT AND HIRE AN INDIVIDUAL TO PROVIDE MENTAL HEALTH COUNSELING SERVICES WITH ALL SCHOOL DISTRICTS.

Korrer - aye

Millan – aye

Peterson – abstain

VanRaalte – aye

Motion carried.

X. CLOSED SESSION

A. THE COMMITTEE MAY CONSIDER A MOTION TO CONVENE INTO CLOSED SESSION PURSUANT TO:

1. Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Section 19.85(1)(f) for the purpose of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion by VanRaalte, second by Millan to:

CONVENE INTO CLOSED SESSION.

Roll call vote:

Aye: VanRaalte, Peterson, Korrer, Millan

No:

Convened into closed session at 5:08 P.M.

XI. RETURN TO OPEN SESSION

A. THE COMMITTEE WILL RETURN TO OPEN SESSION AND MAY RATIFY ANY ACTION TAKEN OR DISCUSSED IN THE CLOSED SESSION.

Motion by VanRaalte, second by Millan to:

RETURN TO OPEN SESSION.

All ayes, Returned to Open Session at 5:23 P.M.

No action taken during closed session.

XII. NEXT MEETING DATE

July 15, 2021 at 4:00 PM

XIII. ADJOURNMENT

There being no further business, Korrer made a motion to adjourn the meeting.

MEETING ADJOURNED AT 5:24 P.M.

All ayes, motion carried.

Melissa Gauthier
Administrative Assistant