



# 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, June 13, 2019 at 3:30 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, Maggie Peterson, Alan VanRaalte, David Campbell, Ronald Kressin, Tom Tallier

Members Excused: None

Members Absent: None

Staff Present: Tamara Feest, Keith Haselton, Jessica Kaul

Others Present: None

### **I. MEETING CONVENED**

The meeting was convened at 3:30 P.M. by Chairman Korrer 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 VanRaalte, second by Campbell to:

**APPROVE THE MINUTES AS PRESENTED FROM APRIL 15, 2019.**

All ayes, motion carried.

### **III. TRI-COUNTY SYSTEM REVIEW PROJECT UPDATE**

Feest updated the board about the tri-county review project being conducted by Mr. Patrick Cork. Cork is currently conducting stakeholder interviews. He is also meeting bi-weekly with Feest to give updates. He expects to be done with interviews by the end of July.

**IV. TRI-COUNTY WOMEN'S OUREACH PROGRAM UPDATE**

**A. Tri-County Women's Grant Transition: Action Item**

Feest discussed the Tri-County Women's Outreach Program grant. HSC has received this grant for many years and contracts the services to Ascension. Feest informed the committee that Ascension plans to terminate the contract at the end of 2019.

Feest expressed concern about how quickly we can transition these services in-house in the event that Ascension decides to terminate their contract sooner than the end of the year. Feest requested that the committee make a motion to allow her to react quickly to contract changes in an effort to minimize impact on the women being served through the Tri-County Outreach Program, should the Ascension contract end suddenly.

Behavioral Health Committee forwarded a motion:

**AUTHORIZE THE EXECUTIVE DIRECTOR AND ESSENTIAL STAFF TO REACT EXPEDITIOUSLY AND UNILATERALLY TO ASCENSION'S COMMITMENT IN ORDER TO MINIMIZE IMPACT ON PROGRAM PARTICIPANTS WHILE BRINGING THE TRI-COUNTY WOMEN'S OUTREACH PROGRAM IN-HOUSE AS NEEDED.**

Motion by VanRaalte, second by Kressin to:

**ACCEPT THIS MOTION.**

All ayes, motion carried.

**V. 2018 AUDIT REVIEW UPDATE**

Haselton updated the committee on the results of the four-day 2018 financial audit. One minor adjustment needed to be made to financials following the audit. The audit was otherwise satisfactory. HSC is now waiting on the final report.

**VI. 2018 YEAR-END UNAUDITED FINANCIAL UPDATE**

Haselton briefed the committee on the unaudited financials for 2018. Ultimately, the agency ended with a \$53,000 surplus due in part to additional CLTS funding and GASB 68 pension adjustments.

Haselton discussed with the committee the Statement of Net Position as of December 31<sup>st</sup>, 2018 and the Reserve Account Analysis.

**VII. 2019 FINANCIAL UPDATE**

Haselton discussed the 2019 Statement of Activities by Program (as of 4/30/2019). He mentioned the impact of involuntary placements and the foster care funding increase, and he noted an expected uptick in CLTS due to upcoming state rate setting.

**VIII. HSC/ONEIDA COUNTY LEASE: ACTION ITEM**

Feest reported on the current lease arrangement between HSC and Oneida County. Feest noted that defining specifically what maintenance, repairs, and general upkeep of the property means would be helpful. Feest also mentioned that, while Oneida County holds the property title, clarifying ownership would be beneficial for future determination surrounding leases.

Hintz noted that the lease structure is a complicated issue. He suggested that HSC should obtain legal counsel and meet with Oneida County.

Feest asked for guidance from the board. The committee discussed the current rent, insurance, and other encumbrances, and Haselton suggested we work with the "status quo" to give time for due diligence before any other steps are taken. Korrer echoed that idea and noted it would give Oneida County time to "chart a course" before any changes are made to the existing agreement.

Motion by Korrer, second by Kressin to:

**CONTINUE NEGOTIATING LEASE AGREEMENT BETWEEN THE HUMAN SERVICE CENTER AND ONEIDA COUNTY AS WAS DISCUSSED PREVIOUSLY.**

All ayes, motion carried.

**IX. NEXT MEETING DATE**

Thursday July 11, 2019 at 3:30 P.M.

**X. ADJOURNMENT**

Motion by Peterson, second by VanRaalte to:

**ADJOURN THE MEETING.**

All ayes, motion carried.

Meeting adjourned at 4:44 P.M.

Respectfully submitted,

Jessica Kaul  
Administrative Assistant