



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: System Review Subcommittee

Date and Time of Meeting: Monday, February 17, 2020 at 4:00 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 Campbell, Ronald Kressin, Alan VanRaalte, Maggie Peterson, Nancy Tauer, Ted Cushing, Paul Spencer, Jr.

Members Excused:

Members Absent:

Staff Present: Tamara Feest, Donna Shimeck, Keith Haselton, Jessica Kaul

Others Present: None

I. MEETING CONVENED

The meeting convened at 4:00 P.M. by Chair Peterson, 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. APPROVAL OF MINUTES FROM FEBRUARY 6, 2020

Motion by Cushing, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM FEBRUARY 6, 2020.

All ayes, motion carried.

III. STRUCTURE OF HSC BOARD/COMMITTEES

Cushing presented his research into changing board and committee structure and reducing number of Board members (Goal "B" in the Workplan handout). He reported that he learned that our board cannot be fewer than 14 members and if we did reduce the Board from 16 to 14, the two reductions would be from Oneida County.

He recommended combining committees as follows: Buildings & Grounds to be combined with Finance. Personnel to be combined with Policy.

Committee discussed the next steps to enacting Cushing's Goal B recommendations. The committee agreed that HSC staff first need to complete the Goal worksheet that indicates fiscal impacts and timelines.

Then, in order to change the number of Board members, the plan would need to be presented to the HSC full Board. If the HSC Board recommends the changes, members could suggest resolutions to take to their respective county boards. If the counties pass resolutions to allow for the reduction in number of Board members, eventually HSC would need to update Board Bylaws to reflect the changes.

As for combining or changing the structure of our committees, it was noted that these changes could be made without county board resolutions. However, any structure changes would need to go through HSC's full Board and applicable bylaw changes would need to be made.

The committee noted that Goal B should be re-written in the workplan to reflect that it really has two main goals; one, changing the structure and two, changing the number of Board members.

Feest will work with HSC staff to revise wording of Goal B and break down into two separate goals/steps for presentation to Wednesday's full Board. Ultimately, the timeline is to have the two steps fully realized by April elections, meaning they will need to be ready for full Board to take action in March.

IV. DISPUTE RESOLUTION DOCUMENTS

Feest presented two examples of Dispute Resolution Policies (part of Workplan Goal C) that she'd found, one from North Central Health Care (NCHC) and one from Lion's Club International. The committee reviewed the two examples and agreed that they included useful language that could be adapted to fit our needs. The ultimate goal would be to write Dispute Resolution Policies that could be used by HSC and all three partner counties.

The committee discussed more details of what the policy should look like and agreed that it needed to be very defined and include a point of contact and a step-by-step process. The committee concluded that there will need to be two separate policies written; one that deals specifically with client grievances coming from the counties, and one that can be used department to department in the case of conflicts. Eventually, these will ideally become part of the Joint Agreement.

The committee noted that Goal C of the Workplan will need to be updated to reflect that there are two policies to be written.

V. WORKPLAN DEVELOPMENT

The Committee received an updated Recommendation Priorities and Workplan handout which identified six (6) measurable goals and related tasks/activities. The priorities will remain Goals A, B, and C as all three remain in progress. The remaining workplan goals D, E, and F will be fleshed out and have timelines determined after the committee makes additional headway on the first three.

The committee determined that the full Board should receive copies of the draft Workplan at the February 19th, 2020 Board meeting.

VI. NEXT MEETING DATES

March 10th, 2020 at 3:00 PM

March 23rd, 2020 at 4:00 PM

VII. ADJOURNMENT

There being no further business, Chair Peterson

ADJOURNED THE MEETING.

Meeting adjourned at 5:00 P.M.

Respectfully submitted,

Jessica Kaul
Administrative Assistant