



# 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, July 15, 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, Bill Korrer, Paul Millan, Maggie Peterson,

Members Excused:            Alan VanRaalte

Members Absent:              None

Staff Present:                 Keith Haselton, Tamara Feest, Melissa Gauthier

Others Present:

### **I. MEETING CONVENED**

The meeting convened at 4:02 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 JUNE 10, 2021**

Motion by Cushing, second by Peterson to:

**APPROVE THE MINUTES AS PRESENTED FROM JUNE 10, 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 6/4/21 to 7/9/21. The committee reviewed the expenditures.

Motion by Cushing, seconded by Millan to:

**APPROVE THE 6/4/21 to 7/9/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$584,292.24.**

SERVING FOREST - ONEIDA - AND VILAS COUNTIES

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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 May 2021, HSC is reporting a surplus of \$389,000. Haselton also reported that hospitalizations are still up about 11.5% over 2020 and long-term care costs at Trempealeau are up 46% due to higher needs of the clients placed there.

**V. 2022 BUDGET – COST OF LIVING ADJUSTMENT: ACTION ITEM**

Haselton reported to the committee that at June's Administration Committee, Paddock presented the committee an analysis of 2022 cost-of-living increases of 3% and 3.5% as requested by the Committee in June. Haselton reported the difference between the two, including fringe benefits, would be about \$14,905. Motion by Cushing, second by Millan to:

**APPROVE THE 3.5% COST OF LIVING ADJUSTMENT FOR 2022.**

All ayes, motion carried.

**VI. ADDITIONAL CLTS SUPPORT & SERVICE COORDINATOR POSITION: ACTION ITEM**

Feest reported that in July's Developmental Disabilities Committee meeting, the committee approved and forwarded to Administration Committee, a motion to hire an additional CLTS Support & Service Coordinator. Feest reported that there has been a steady increase of children being enrolled in CLTS, with 24 enrolled since August with no discharges. Feest reported that each CLTS Support & Service Coordinator currently is working with a caseload of 35-40 clients and continuing to enroll children into this program will not be possible without additional staff. Feest reported that an additional CLTS Support & Service Coordinator will help to redistribute the caseload from the other Coordinators to continue to allow enrolling children released from the state waitlist. Feest also reported that the position will take about 6 months to train and after training the position will be a break even from a budget standpoint due to case management revenues generated by the position.

Motion by Millan, second by Cushing to:

**AUTHORIZE HSC TO HIRE ADDITIONAL CLTS SUPPORT & SERVICE COORDINATOR.**

All ayes, motion carried.

**VII. 2020 SURPLUS: ACTION ITEM**

Haselton reported to the committee that since June's Administration Committee meeting, the original 2020 surplus of \$711,818.22 has been revised to \$751,828.22, of which \$380,010 remains following June's motion to return a portion of the surplus to the Counties. Haselton reported that HSC management

recommend transferring \$275,000 to the IT Fund and \$105,010 to the Building Fund for future capital projects.

Motion by Cushing, second by Millan to:

**TRANSFER THE REMAINING SURPLUS DOLLARS OF \$380,010 AND DIVIDE BETWEEN THE IT FUND (\$275,000) AND BUILDING FUND (\$105,010) AS RECOMMENDED.**

All ayes, motion carried.

**VIII. REFUND CHECK PRESENTATION**

Chair Korrer advised the committee that there has been some concern about how the 2020 surplus refunds should be presented to the county boards. The committee discussed appropriate ways to present the refunds in an oversized check and schedule for August County Board meetings.

**IX. CLOSED SESSION**

The Committee did not adjourn into closed session.

**X. NEXT MEETING DATE**

August 12, 2021 at 4:00 PM

**XI. ADJOURNMENT**

There being no further business, Millan made a motion to adjourn the meeting, second by Cushing.

**MEETING ADJOURNED AT 4:42 P.M.**

All ayes, motion carried.

Melissa Gauthier  
Administrative Assistant