



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, April 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: Bill Korrer, Paul Millan, Alan VanRaalte, Maggie Peterson(via phone)

Members Excused: Ted Cushing

Members Absent: None

Staff Present: Tamara Feest, Angela Paddock, Melissa Gauthier

Others Present: Bruce Decorah

I. MEETING CONVENED

The meeting convened at 4:03 P.M. by Chair Korrer 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 MARCH 11, 2021

Motion by VanRaalte, second by Millan to:

APPROVE THE MINUTES AS PRESENTED FROM MARCH 11, 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 3/5/21 to 4/8/21. The committee reviewed the expenditures.

Motion by VanRaalte, seconded by Millan to:

APPROVE THE 3/5/21 to 4/8/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$698,756.20.

All ayes, motion carried.

IV. KOINONIA STOVE: ACTION ITEM

Paddock presented the committee an update on the stove at Koinonia. Paddock reported that Mr. Decorah from Koinonia is still reporting issues with the stove. Mr. Decorah reported that despite having called the technician from Now Equipment out several times the stove does not always operate properly. Mr. Decorah voiced concern that they have 25 residents plus staff that they must feed 3 meals a day. Mr. Decorah asked the committee to consider researching other stoves for purchase in case this stove continues to have more issues.

Motion by VanRaalte, second by Millan to:

AUTHORIZE STAFF TO SPEND UP TO \$15,000 FROM BUILDING FUND TO BUY A NEW STOVE FOR KOINONIA IF CURRENT STOVE NEEDS TO BE REPLACED AND FORWARD TO BOARD FOR APPROVAL.

All ayes, motion carried.

V. IT UPDATE: DISCUSSION ITEM

Paddock reported that HSC's current IT Specialist submitted her notice of resignation with her last day being May 5, 2021. Paddock reported that because of this notice, she has been researching other options for IT services. Paddock reported 3RT is a company HSC has worked with for some projects and they can offer network, phone system, server, and pc support for a \$74,000 annual cost, which comes in below budget. Paddock reported 3RT will also provide a help desk that HSC employees can contact directly for IT support.

VI. SERVER EQUIPMENT PURCHASE: ACTION ITEM

Feest reported to the committee that Tyler Technologies, the new accounting software, is requiring dedicated 3 TB of storage on HSC server for optimal use. Feest presented a quote from 3RT for 3 Dell 960 GB storage drives.

Motion by Millan, second by VanRaalte to:

AUTHORIZE SPENDING \$5,321.55 TO PURCHASE THE DELL HARDDRIVES AND FORWARD TO BOARD FOR APPROVAL.

All ayes, motion carried.

VII. FINANCIAL UPDATE

Feest 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. Feest noted that HSC is currently projecting a 2020 surplus of about \$584,000 but expects the final numbers will be higher once DHS has released the CLTS reconciliation results in late April or early May. Feest also reported that

so far in 2021, there is about a \$149,000 deficit but it is too early in the year to have an accurate projection.

VIII. CLOSED SESSION

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

Roll call vote:

Aye: Peterson, VanRaalte, Millan, Korrer

No:

Adjourned into closed session at 4:46 P.M.

IX. 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 Millan, second by VanRaalte to:
RETURN TO OPEN SESSION.

All ayes, Returned to Open Session at 5:03 P.M.

No action taken during closed session.

X. NEXT MEETING DATE

May 13, 2021 at 4:00 PM

XI. ADJOURNMENT

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

MEETING ADJOURNED AT 5:05 P.M.

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier
Administrative Assistant

APPROVED