



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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MINUTES OF THE HUMAN SERVICE BOARD OF FOREST, ONEIDA AND VILAS COUNTIES

Date and Time of Meeting: **Wednesday, December 16, 2020, 4:00 P.M.**

Recorder*: Angela Paddock, Human Resource and Operations Manager

*Minutes reflect the recorder's notations of actions taken and are subject to approval by the appropriate Committee and/or Board.

MEMBERS PRESENT: Cheri Collins, Ted Cushing, Jennifer Dornfeld, Bill Korrer, Ron Kressin, Harland Lee, Paul Millan, Maggie Peterson (phone 4:49 P.M.), Ken Storms, Nancy Tauer, Bob Thome, Jr. (phone), Holly Tomlanovich, Alan VanRaalte

MEMBERS EXCUSED: Cindy Gretzinger

MEMBERS ABSENT: none

STAFF PRESENT: Tamara Feest, Keith Haselton, Angela Paddock, Hugo Vargas

OTHERS PRESENT: none

I. **MEETING CONVENED**

The meeting of The Human Services Board was called to order by Chair Korrer at 4:00 P.M. It was noted that the agenda had been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meetings Law.

II. **APPROVAL OF THE MINUTES**

Motion by Tauer, seconded by Millan to:

APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 18, 2020.

All ayes: motion carried.

III. **DIRECTOR'S REPORT**

- A. Vacancies and Recruitment: In addition to providing an update on current vacancies and recruitment efforts, Feest introduced Hugo Vargas, the new Behavioral Health Deputy Administrator.
 - B. MA Residential SUD Benefit: Feest explained that Medicaid payment for Substance Use Treatment will begin in February 2021; it is hopeful this will open opportunities for clients as well as reduce agency expenditures.
 - C. Rotary Club Presentation: Feest was contacted by previous board member, Dr. Tom Rudolph to present at area Rotary Club; this great outreach opportunity was held last Monday.
 - D. Chapter 980 Committee: WI Human Services Boards are required by state statute to locate residences for sexually violent offenders leaving treatment centers. Feest discussed recent Forest County offender that placement was secured and approved by the court.
 - E. CAP Team Application: Feest submitted her application for appointment to the WI County Ambassador Program.
 - F. Building Updates: Feest recognized Scott Peitsch, Facilities Technician, on his cleaning and organization efforts since March 2020 when COVID-19 forced most staff to work from home.
 - G. Telehealth Grant: Feest discussed the telehealth grant award the agency received that potentially could provide equipment for virtual meetings. Feest is hoping that by March 2021 the agency will have virtual capabilities for Board and Committee meetings, not just by phone.
- IV. REPORT OF THE SYSTEMS REVIEW COMMITTEE – 12/14/2020
Kressin reported on the meeting of December 14, 2020. Minutes had been distributed and there were no questions following his report.
- V. REPORT OF THE OPERATIONS COMMITTEE – 12/9/2020
- A. Anti-Bullying Policy & Procedure: Action Item – Lee presented the Anti-Bullying Policy & Procedure that was forwarded to the Board for consideration.
Motion by Lee, seconded by Tauer to:
ACCEPT ANTI-BULLYING POLICY & PROCEDURE AS PRESENTED SUBJECT TO COUNSEL REVIEW.
All ayes: motion carried.
 - B. Executive Director Wage Review: Action Item – Lee explained many agency accomplishments were reported to the Operations Committee during the Executive Director’s annual review. Based on Feest’s outstanding performance, committee is forwarding a three-step wage increase (from level 11 to 14) for Board consideration.
Motion by Lee, seconded by VanRaalte to:
APPROVE WAGE INCREASE FOR THE EXECUTIVE DIRECTOR AS PRESENTED EFFECTIVE 9/4/2020.
All ayes: motion carried.
 - C. Bylaws Article IV, Section D, Remuneration Revision: Action Item – Lee discussed the language added to the bylaws for clarification on when per

diems would be received by board members; if a meeting is not called to order due to no quorum, inclement weather, or technology issues board members would only receive mileage. If a meeting is called to order and later must be cancelled, board members would receive the per diem in addition to mileage.

Motion by Lee, seconded by VanRaalte to:

**APPROVE CHANGES TO BYLAWS ARTICLE IV, SECTION D,
REMUNERATION REVISION AS PRESENTED.**

All ayes: motion carried.

VI. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE – 12/9/2020
Lee reported on the meeting of December 9, 2020. Minutes had been distributed and there were no questions following his report.

VII. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE – 12/10/2020
Kressin reported on the meeting of December 10, 2020. Minutes had been distributed and there were no questions following his report.

VIII. REPORT OF THE ADMINISTRATION COMMITTEE – 12/10/2020
A. 2020 Year-to-Date Financial Update: Haselton explained the agency is in a good fiscal position overall. Through October 2020 actuals, there currently is a substantial surplus due to CARES Act funding, WIMCR payment and low hospitalizations.
B. 2021 Rate Approval: Action Item – Haselton presented the agency service rates for 2021 which included 2 reduced rates for CLTS Support & Service Coordination and Emergency Services Crisis Intervention. The rates were approved and forwarded to the board for consideration by the Administration Committee.

Motion by Cushing, seconded by VanRaalte to:

APPROVE THE 2021 SERVICE RATES AS PRESENTED.

All ayes: motion carried.

VIII. NEXT MEETING DATES
A. Administration: Thursday, January 14, 2021 at 4:00 P.M.
B. Board: Wednesday, January 20, 2021 at 4:00 P.M.
C. Behavioral Health: Thursday, January 14, 2021 at 3:00 P.M.
D. Developmental Disabilities: Wednesday, January 13, 2021 at 3:00 P.M.
E. Operations: On Hold
F. Systems Review: Tuesday, January 12, 2021 at 3:00 P.M.

IX. ADJOURNMENT
There being no further business, motion by Lee seconded by Cushing to:
ADJOURN THE MEETING.
All ayes: motion carried.

Meeting adjourned at 4:52 P.M.

The Human Service Board
Meeting: December 16, 2020

Angela Paddock
Human Resources and Operations Manager

APPROVED