



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

705 EAST TIMBER DRIVE • RHINELANDER, WI 54501-0897

TELEPHONE: 715-369-2215

FAX: 715-369-2214

MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Finance Committee

Date and Time of Meeting: Wednesday, June 20, 2018 at 5:15 P.M.

Person Taking Minutes: Judy Citro

**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, Dave Hintz, Ronald Kressin, Maggie Peterson, Tom Tallier, Alan VanRaalte

Members Excused: Bill Korrer

Members Absent: None

Staff Present: Judy Citro, Tamara Feest, Keith Haselton, Donna Shimeck

Others Present: None

I. MEETING CONVENED

The meeting was convened at 5:15 P.M. by Chairman Peterson 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, seconded by Kressin to:

APPROVE THE MINUTES AS PRESENTED FROM MAY 16, 2018.

All ayes, motion carried.

III. 2017 YEAR END PROJECTION: DISCUSSION

Haselton provided an updated 2017 year-end projection. Reporting indicates a surplus; however, the GASB pension liability has yet to be determined or accounted for.

IV. 2017 AUDIT UPDATE: DISCUSSION

Haselton discussed the recent audit. Several recommendations were given

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during the exit interview. Recommendations covered Medicaid cost reporting tracking, policies for Uniform Grant Guidance, and monthly adjustments to overhead allocations. A date for the formal audit presentation is yet to be determined.

V. 2018 INCOME AND EXPENSE UPDATE: DISCUSSION

Haselton distributed an Income and Expense report for January – April 2018. The report contained graphs showing hospitalization expenses (down); Trempealeau expenses (up as those clients step down or are diverted from hospitalization); and the final graph showing that it is projected that by the end of year 2018 the hospitalization/Trempealeau costs will equal the county contributions, leaving no funding for the remainder of the agency's programs. Ways to mitigate 2018 projected deficit were discussed.

VI. 2019 BUDGET INITIATION GUIDELINES: ACTION ITEM

Feest noted that the Board had previously approved taking the projected budget shortfall for 2018 (\$840,005 that was also Board approved) from the reserve fund. A Statement of Net Position/Reserve Account Analysis distributed revealed that if that same shortfall occurred in 2019 and 2020, the agency could possibly suffer cash flow issues by the end of 2019 and the projected unrestricted reserve balance would fall below the auditor's suggested 10% of budget by the end of 2020. A Statement of Activities by Program was distributed showing actual Jan-Apr 2018 surplus/deficit by program and showing a \$768,187 projected deficit of the \$804,000 Board approved for 2018. Feest discussed the various county budget deadlines and including a 1% increase to the wage scale. Discussion occurred on moving meeting dates later in the month. Motion by VanRaalte, seconded by Kressin to:

INCLUDE A 1% ADJUSTMENT TO THE WAGE GRID.

All ayes, motion carried.

Motion by VanRaalte, seconded by Kressin to:

CREATE THE 2019 BUDGET WITH REALISTIC PROJECTIONS.

All ayes, motion carried.

VII. NEXT MEETING DATE

Set at Board

IX. ADJOURNMENT

Motion by VanRaalte, seconded by Hintz to:

ADJOURN THE MEETING.

All ayes, motion carried.

Meeting adjourned at 6:06 P.M.

Respectfully submitted,

Judy Citro HR, Facilities and Operations Manager