



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, January 13, 2022 at 4:15 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(via Teams), Bill Korrer, Paul Millan (via Teams), Maggie Peterson(joined 4:24 PM via Teams), Alan VanRaalte

Members Excused:

Members Absent: None

Staff Present: Tamara Feest, Keith Haselton

Others Present:

I. MEETING CONVENED

The meeting convened at 4:15 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 DECEMBER 9, 2021

Motion by Cushing, second by Millan to:

APPROVE THE MINUTES AS PRESENTED FROM DECEMBER 9, 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 12/1/21 to 12/31/21. Haselton provided the committee a thorough overview of the check run summary produced from the new accounting software, InCode.

Motion by VanRaalte, seconded by Cushing to:
APPROVE THE 12/1/21 TO 12/31/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$673,176.68.

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 November 2021, HSC is reporting a surplus of approximately \$209,000. Haselton reported that this number does not reflect WIMCR or supplemental grants that have been awarded to HSC.

V. 2021-2025 AUDIT PROPOSALS: ACTION ITEM

Haselton reported that he sent out proposals to 6 audit firms and 5 of the firms responded. The Committee received copies of the proposals from the 5 firms and discussed which firm to move forward with.

Motion by Cushing, second by VanRaalte to:

MOVE FORWARD WITH SIKICH, LLP FOR AUDIT YEARS 2021-2025 FOR TOTAL OF \$79,650.

All ayes, motion carried.

VI. 2022 RATE APPROVAL: ACTION ITEM

Haselton reported that since the last Administration Committee, Medicaid announced rate increases on about 5 procedure codes. The Committee reviewed the 2022 rates.

Motion by VanRaalte, second by Millan to:

APPROVE THE 2022 REVISED RATES AS PRESENTED AND FORWARD TO BOARD FOR APPROVAL.

All ayes, motion carried.

VII. INCODE IMPLEMENTATION: DISCUSSION ITEM

Haselton updated the committee on the implementation of the new accounting software. The go live date was December 6, 2021 and although there have been some challenges, everything is running as it should. Haselton also reported that there are still some consulting and training time that will be utilized over the next couple months.

VIII. KOINONIA INSURANCE: DISCUSSION ITEM

Haselton reported to the committee that the Oneida County clerk responded to Haselton's inquiry about getting the Koinonia building appraised for proper insurance coverage on December 21, 2021. The clerk informed Haselton that Oneida County will be appraising all of their buildings to reevaluate the insured values of the properties.

IX. PROVIDER INVESTIGATION OUTCOME: DISCUSSION ITEM

Feest reported to the committee that although there was an article in The Northwoods River News about the case, HSC has not heard from the OIG. The court left the case open for a year so restitution could be adjusted. Haselton reported that the maximum amount HSC would be responsible for is less than \$9,000.

X. NEXT MEETING DATE

February 10, 2022 at 4:15 PM

XI. ADJOURNMENT

There being no further business, Korrer adjourned the meeting.

MEETING ADJOURNED AT 5:03 P.M.

All ayes, motion carried.

Melissa Gauthier
Administrative Assistant

APPROVED