



# 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, May 13, 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, Alan VanRaalte, Ted Cushing

Members Excused:             Maggie Peterson, Paul Millan

Members Absent:                None

Staff Present:                  Tamara Feest, Keith Haselton, Melissa Gauthier

Others Present:

### **I. MEETING CONVENED**

The meeting convened at 4:00 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 APRIL 15, 2021**

Motion by Cushing, second by VanRaalte to:

**APPROVE THE MINUTES AS PRESENTED FROM APRIL 15, 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 4/9/21 to 5/6/21. The committee reviewed the expenditures.

Motion by VanRaalte, seconded by Cushing to:

**APPROVE THE 4/9/21 to 5/6/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$564,242.86.**

SERVING FOREST - ONEIDA - AND VILAS COUNTIES

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All ayes, motion carried.

**IV. VENDING MACHINE FUNDS: ACTION ITEM**

Haselton reported that HSC has a Coca Cola vending machine in the front hallway. At one time HSC would receive revenue sharing checks from Coca Cola, although the last payment was in 2015. There is currently \$1,100 in the vending machine account. Haselton requested the committee to consider allowing HSC to put that money into the employee sunshine fund that helps to recognize employees that are retiring or someone that has a loss in their family, as the revenues in the account were funded by employee purchases.

Motion by Cushing, second by VanRaalte to:

**AUTHORIZE STAFF TO TRANSFER THE \$1100 VENDING MACHINE FUNDS INTO THE EMPLOYEE SUNSHINE FUND.**

All ayes, motion carried.

**V. 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 HSC is currently reporting a surplus of \$686,000, although this is expected to increase upon receiving a couple final reconciliations from DHS. Haselton reported that auditors will be coming next week to review the financials. Haselton also reported that so far in 2021, there is about a \$210,000 surplus including revenues received since the financial update was printed.

**VI. PROJECTED 2020 SURPLUS PLANNING: DISCUSSION ITEM**

Haselton reported that as a result of the substantial 2020 surplus, HSC's unrestricted fund will be sizable. Haselton reported that HSC staff has begun discussions on what to do with the surplus and will come back to the committee next month with exact dollar amounts and recommendations on how to manage the surplus.

**VII. BOARD RESTRICTED FUND POLICY: DISCUSSION ITEM**

Haselton requested guidance from the committee regarding utilization of restricted funds such as the building fund or IT fund. After much discussion, it was decided that the committee is not in favor of a specific policy and would prefer staff to bring forth specific requests to move funds from the board restricted funds. Committee preference is that use of board restricted funds is generally for large one-time expenditures, while smaller recurring expenditures, would not.

**VIII. POSITION CHANGE STATUS**

**A. SPEECH LANGUAGE PATHOLOGIST: ACTION ITEM**

Feest reported that HSC's part-time Speech Language Pathologist gave notice and will be leaving the end of June. Feest reported currently in Birth to 3, there is a full-time and a part-time Speech Language Pathologist. Feest reported that she is concerned about recruitment for this position as only part-time. Feest reported that the number of enrolled children in Birth to 3 is low but expects that number to increase as people are more comfortable having in-home visits. Feest reported that with the expected increase in case load plus the amount of travel that takes place, it may be easier to fill the position as full-time.

Motion by VanRaalte, second by Cushing to:

**AUTHORIZE THE EXECUTIVE DIRECTOR TO PURSUE A FULL-TIME CANDIDATE FOR THE SPEECH LANGUAGE PATHOLOGIST POSITION.**

All ayes, motion carried.

**IX. 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 Cushing to:

**ADJOURN INTO CLOSED SESSION.**

Roll call vote:

Aye: VanRaalte, Cushing, Korrer

No:

Adjourned into closed session at 4:36 P.M.

**X. 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 Cushing, second by VanRaalte to:

**RETURN TO OPEN SESSION.**

All ayes, Returned to Open Session at 4:46 P.M.

No action taken during closed session.

**XI. NEXT MEETING DATE**

June 10, 2021 at 4:00 PM

**XII. ADJOURNMENT**

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

**MEETING ADJOURNED AT 4:46 P.M.**

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier  
Administrative Assistant

APPROVED