



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, October 18, 2017, 6:00 P.M.**

Recorder*: Judy Citro, Human Resource, Facilities & 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: Jenny Henkel, Dick Johns, Bill Korrer, Harland Lee, Paul Millan, Maggie Peterson, Charles Rayala, Tom Rudolph, Paul E. Spencer, Jr., Ken Storms, Alan VanRaalte

MEMBERS EXCUSED: Dave Campbell, Ted Cushing, Dave Hintz, Ronald Kressin, Nancy Tauer

MEMBERS ABSENT: None

STAFF PRESENT: Judy Citro, Tamara Feest, Lynn Probst, Donna Shimeck

OTHERS PRESENT: Su Borem, Jane Hendricks, Mary Patterson-Delap

I. MEETING CONVENED

The meeting of The Human Services Board was called to order by Chairman Peterson at 6:00 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 Rudolph, seconded by Tauer to:

APPROVE THE MINUTES OF THE MEETING OF SEPTEMBER 20, 2017.

All ayes; motion carried.

III. REPORT OF THE PERSONNEL COMMITTEE

Lee reported on the meeting of 10/13/17. Minutes had been distributed. Payout of management compensated absences had been reviewed. The committee agreed that this liability needed to be paid at this time to allow for a more realistic reserve determination for 2018 and going forward. This item was to be placed on the Finance Committee.

IV. REPORT OF THE FINANCE COMMITTEE

Peterson reported on the meeting held just prior to this Board meeting. The Schenck 2017 engagement letter had been presented.

Motion by Milan, seconded by VanRaalte to:

ACCEPT THE 2017 SCHENCK ENGAGEMENT LETTER IN THE AMOUNT OF \$15,600.00.

All ayes; motion carried.

The CCOP risk reserve was discussed including reserve parameters; State input on how to establish current risk reserve; setting up an account, and managing the risk reserve tool. Oneida County has passed a resolution regarding the 2018 CCOP risk reserve allocation and Forest and Vilas Counties would be presenting like resolutions at upcoming October County Board meetings.

The compensated absences policy/procedure for management was reviewed. A motion regarding payout had been approved at the September meeting of the Board, pending confirmation from the auditor. The confirmation had been received, in writing, noting that the 2017 policy needed to be in place prior to payout and that payout funds not be taken from grant sources. Feest noted that the original payout amount had been increased due to the fact that the initial calculation had been based on carrying over current annual vacation allowance vacation allowance plus one week. The new policy would allow carryover of only one week of current year vacation into the following year. The new payout amount could be up to \$87,506.00. The Finance Committee had reaffirmed the 2017 payout and policy of one week carryover for 2018 and forwarded this to the Board for approval.

Motion by Lee, seconded by Millan to:

REAFFIRM APPROVAL OF THE 2017 COMPENSATED ABSENCES POLICY FOR 2017 AT THE NEW AMOUNT.

All ayes; motion carried.

V. CHAIR'S RESPONSE TO CORRESPONDENCE DATED SEPTEMBER 6, 2017

Peterson addressed concerns outlined in a letter sent to Board members dated September 6, 2017 including strategic planning that had been done with Board members in the past in anticipation of Family Care with one area of study being to minimize budget/staffing impact of this transition; issues in hiring and retention and associated

difficulties; the compensated absences issue brought to attention of the agency by the auditor and then the resolution that was approved by the auditor; and her participation in correspondence that is presented under her signature. She reiterated her confidence in the Director and management team.

VI. NEXT MEETING DATES

- A. Board: Wednesday, November 15, 2017, 6:00 P.M.
- B. Audit: Thursday, October 19, 2017, 2:00 P.M.
- C. Behavioral Health: Monday, November 13, 2017, 3:00 P.M.
- D. Building & Grounds: None Scheduled
- E. Developmental Disabilities: Wednesday, November 8, 2017, 3:00 P.M.
- F. Finance: Wednesday, November 15, 2017, 5:00 or 5:30 P.M.
- G. Personnel: None Scheduled
- H. Policy: None Scheduled

VII. ADJOURNMENT

There being no further business, motion by VanRaalte seconded by Rudolph to:
ADJOURN THE MEETING.
All ayes; motion carried.

Meeting adjourned at 6:19 P.M.

Judy Citro
Human Resource, Facilities & Operations Manager