



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, April 17, 2019, 6:00 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: Dave Campbell, Ted Cushing, Jenny Henkel, Dick Johns, Bill Korrer, Harland Lee, Maggie Peterson, Charles Rayala, Tom Rudolph, Paul E. Spencer, Jr., Ken Storms, Nancy Tauer, Alan VanRaalte

MEMBERS EXCUSED: Dave Hintz, Ron Kressin, Tom Tallier

MEMBERS ABSENT: none

STAFF PRESENT: Angela Paddock, Tamara Feest

OTHERS PRESENT: Mary Rideout, Karl Tauer

I. MEETING CONVENED

The meeting of The Human Services Board was called to order by Chair Korrer 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 Tauer, seconded by VanRaalte to:

APPROVE THE MINUTES OF THE MEETING OF MARCH 20, 2019.

All ayes; motion carried.

III. DIRECTOR'S UPDATES

- A. Netsmart Update: Feest explained that although the agency went live with Netsmart on March 1st, there have been numerous billing issues that need resolution.
- B. WCA Day: Chair Korrer and HSC staff met with legislators to discuss support for Mental Health services and Children's Long-Term Care in the Governor's budget.
- C. Update: Options Counseling Services Contract and Lease: No update to report.
- D. State Department Complaints Update: Feest discussed two complaints that were filed with the Wisconsin Department of Safety and Professional Services and the Wisconsin Department of Agriculture, Trade and Consumer Protection.

IV. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE – 4/10/19

Lee reported on the meeting of April 10, 2019. Minutes had been distributed and there were no questions following his report.

V. REPORT OF THE FINANCE COMMITTEE – 4/15/19

- A. Employee Assistance Program: Action Item – Paddock discussed numerous benefits an EAP offers employees and household members. The workers' compensation premium came in lower than budgeted for 2019 and could be used to offset the cost. The Finance Committee approved and forwarded to the Board, at the recommendation of the Personnel Committee, to approve the Aspirus Employee Assistance Program quote.

Motion by Spencer Jr., seconded by Cushing to:

ACCEPT THE QUOTE FROM ASPIRUS FOR AN EMPLOYEE ASSISTANCE PROGRAM IN THE AMOUNT OF \$3,500.00.

All ayes; motion carried.

- B. Employee Day of Service: Action Item – The Finance Committee directed administration to draft a policy and procedure on Volunteer Time Off and revisit once more research is completed. No action taken.
- C. Keyless Entry: Action Item – Paddock discussed safety recommendations from the Oneida County Sheriff's Department including installing keyless entry to 4 exterior and 2 interior doors. The Finance Committee approved and forwarded to the Board, at the recommendation of the Buildings and Grounds Committee, to approve the quote from Heartland to install the proximity card readers and system.

Motion by Spencer Jr., seconded by Tauer to:

ACCEPT THE QUOTE FROM HEARTLAND TO INSTALL KEYLESS ENTRY SYSTEM IN THE AMOUNT OF \$5,110.00.

All ayes; motion carried.

- D. Security Cameras: Action Item – Chair Korrer discussed concerns with cost and priority of installing the two (2) security cameras. Discussion occurred on obtaining quotes on the other security enhancements including the ballistic wall and bulletproof film for the front reception.

Motion by Tauer, seconded by Spencer, Jr. to:

LAYOVER SECURITY CAMERA INSTALL UNTIL QUOTES FOR THE BALLISTIC WALL AND BULLETPROOF FILM SECURITY ENHANCEMENTS CAN BE REVIEWED AND PRIORITIZED.

All ayes; motion carried.

E. KOINONIA Building Repairs: Action Item

1. Commercial Oven Replacement: Action Item – Chair Korrer noted shipping charges have been added to original quote to include delivery to the lower level kitchen at Koinonia. An extended warranty has also been added per request of tenant at Koinonia. Discussion occurred on likelihood the elevator can be used to transport oven to lower level. The Finance Committee approved and forwarded to the Board, at the recommendation of the Buildings and Grounds Committee, to approve the quote for a commercial oven for Koinonia.

Motion by Tauer, seconded by Lee to:

ACCEPT THE QUOTE FOR A 60” 6-BURNER GAS RANGE WITH RAISED GRIDDLE AND BROILER IN THE AMOUNT \$4,163.84.

All ayes; motion carried.

2. Main Entrance Sidewalk Repair: Action Item - The Finance Committee approved and forwarded to the Board, at the recommendation of the Buildings and Grounds Committee, to approve the quote for the main entrance sidewalk repair.

Motion by Cushing, seconded by Rudolph to:

ACCEPT THE QUOTE FOR SAMZ CONCRETE LLC. IN THE AMOUNT OF \$6,222.00 TO REPLACE AND INSTALL NEW SIDEWALKS AND CURBING AT THE FRONT ENTRANCE OF KOINONIA.

All ayes; motion carried.

F. Budget and Fiscal Strategy Development: Action Item

1. Quality Improvement Work Plan Proposal from Mr. Patrick Cork: Action Item – Feest discussed the rework of the original proposal to include two (2) separate reports. One would focus on the regional system improvement plan and the second would be specific to The Human Service Center and would produce an internal agency improvement plan. The rework also expands on the number of participant stakeholders Mr. Patrick Cork would be speaking to.

Motion by Cushing, seconded by Spencer, Jr. to:

ADOPT WORK PLAN PROPOSAL AS PRESENTED AND APPROVED BY MR. PATRICK CORK IN THE AMOUNT OF \$21,240.00.

Discussion occurred on the broader, more in-depth proposal. Funding for the proposal would come from the reserve.

All ayes; motion carried.

VI. NEXT MEETING DATES

- A. Board: Wednesday, May 15, 2019 at 6:00 P.M.
- B. Audit: Thursday, April 18, 2019 at 2:00 P.M.
- C. Behavioral Health: Friday, May 10, 2019 at 1:00 P.M.
- D. Building & Grounds: On Hold
- E. Developmental Disabilities: Wednesday, May 8, 2019 at 3:00 P.M.
- F. Finance: Monday, May 13, 2019 at 5:00 P.M.
- G. Personnel: On Hold
- H. Policy: On Hold

IX. ADJOURNMENT

The Human Service Board
Meeting: April 17, 2019

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

Meeting adjourned at 7:06 P.M.

Respectfully submitted,

Angela Paddock
Human Resource and Operations Manager

APPROVED