



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, September 16, 2020, 6:00 P.M.**

Recorder*: Jessica Kaul, Administrative Assistant

*Minutes reflect the recorder's notations of actions taken and are subject to approval by the appropriate Committee and/or Board.

MEMBERS PRESENT: Cheri Collins, Ted Cushing, Cindy Gretzinger, Dick Johns, Bill Korrer, Harland Lee, Paul Millan, Maggie Peterson, Tom Rudolph, Ken Storms, Nancy Tauer, Bob Thome, Jr., Alan VanRaalte

MEMBERS EXCUSED: Ron Kressin, Holly Tomlanovich

MEMBERS ABSENT: none

STAFF PRESENT: Tamara Feest, Donna Shimeck, Chuck Lechmaier, Kelly VonOepen, Keith Haselton (via phone), Jessica Kaul

OTHERS PRESENT: Dave Hintz

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 Rudolph, seconded by Millan to:

APPROVE THE MINUTES OF THE MEETING OF AUGUST 19, 2020.

All ayes; motion carried.

III. RECOGNITION OF DEPARTING BOARD MEMBERS: DICK JOHNS AND TOM RUDOLPH

Chair Korrer recognized the two outgoing HSC Board members, Dick Johns and Tom Rudolph. He provided some background about the history of the Board and their involvement in it, noting that their service was both vitally important and greatly appreciated. Oneida County Board Chair Dave Hintz was on hand and spoke to Rudolph and Johns. Hintz shared stories, thanked them both, and discussed the importance of their contributions to the Board and the agency.

Feest was present to recognize both Board members. She presented a certificate of recognition to Dr. Rudolph and thanked him for his commitment, insight, and guidance, especially as it related to Behavioral Health programs. Rudolph spoke and thanked HSC for the opportunity to serve and noted he has developed a great appreciation for the need for the services HSC provides.

Feest presented Johns with a plaque and a framed 1976 news article about him, both to be hung in the lobby to honor his 56 years on the Board. She explained that, in many ways, he is the “founding father” of HSC. She provided additional background about his instrumental role in the formation of the agency and thanked him for his commitment and dedication. Johns spoke about his experience as a Board member and thanked HSC for the opportunity to be a part of the Board.

IV. INTRODUCTION OF INCOMING BOARD MEMBER, HOLLY TOMLANOVICH
Tomlanovich was excused from the meeting due to a prior commitment. Item held over.

V. NEW COMMITTEE ASSIGNMENTS: ACTION ITEM

Korrer distributed a handout that indicated the committee assignments for the new committee structure. He discussed the new structure as outlined in the Bylaws and reported how he decided on the assignments. Motion by Lee, second by Cushing to:
APPROVE NEW COMMITTEE ASSIGNMENTS THROUGH 2022 AS PROPOSED.

All ayes; motion carried.

VI. DIRECTOR’S REPORT

- A. Vacancies and Recruitment: Feest provided a vacancies and recruitment update. She reported that HSC has hired both a CCS Service Facilitator and a CSP Service Facilitator. She also noted that we have filled the Recovery Coach position. HSC is advertising for two part time mental health technician positions currently, and an intern from Nicolet College is starting in the CSP program. Feest also reported that the Behavioral Health Deputy Administrator, Chuck Lechmaier, has put in his resignation and she praised his hard work and contribution to the agency. She noted that a part time Early Head Start Home Visitor position remains open, and we will begin advertising for it soon.

- B. County Board Presentations: Feest recapped the presentations that she and Korrer provided to each of the three full County Boards in August. She noted that she felt that they were well-received, and she looks forward to future opportunities to present.
- C. Program Audits: CLTS and CCS: Feest reported on the CLTS and CCS DHS audits. She reported that both audits represented a lot of hard work and preparation by staff. The CLTS audit should be completed by end of week and then we enter the five day remediation period, if needed. The CCS audit takes place on 9/24/20.

VII. ANNUAL REPORT

Feest presented the Board with the 2019 Annual Report. She provided an overview of the report and noted that we will send printed copies to key stakeholders, in addition to posting an electronic copy on our website. Feest thanked the staff and management team for their work in compiling and producing the report.

VIII. REPORT OF THE TRI-COUNTY SYSTEM REVIEW SUB-COMMITTEE

Peterson provided an overview of the two System Review committee meetings, held on 8/26/2020 and 9/9/2020. Minutes were provided.

- A. Conflict Resolution Dispute Protocols: Action Item: Feest provided the Board copies of the two dispute resolution protocols that the System Review committee had brought forth; the Conflict Resolution Protocol for Board Officials and the Conflict Resolution Protocol for Administrators. She explained that our attorney had reviewed them both.

She also noted that there was a slight wording change in the Protocol for Administrators; in the Board Determination Guidance section, number three should read as follows: "All compliance and quality evaluation activities pursuant to this policy and in connection with a complaint investigation function shall be performed in furtherance and in accordance with Wisconsin and Federal law" and that the second sentence in that section ("There shall, to the fullest extent permitted by law, be immunity from civil liability arising from any such act, communication, report, recommendation, or disclosure, even where the information involved would otherwise be deemed privileged.") shall be struck from the final version. Motion by Cushing, second by VanRaalte to:

FOLLOWING THE CORRECTION IN THE WORDING TO THE ADMINISTRATOR DISPUTE RESOLUTION PROTOCOL, APPROVE BOTH THE CONFLICT RESOLUTION PROTOCOLS AS PRESENTED.

All ayes; motion carried.

- B. Data Collection Survey: Feest and Peterson discussed the plan to send a survey to all Board members that will ask for feedback on how we currently disseminate data at committee and Board levels. Feest stated that the survey will be sent to the Board via email later this week.

IX. REPORT OF THE FINANCE COMMITTEE

Korrer presented a report of the 9/16/20 Finance Committee meeting.

- A. 2020 YTD Financial Update: Korrer provided a financial handout to the Board and gave a brief overview.
- B. Payroll Tax Deferral: Action Item: Korrer provided background and information on President Trump's Executive Order to defer payroll taxes through the end of 2020. He noted that as it stands, the current order is for a deferral only, meaning that any amount deferred would need to be paid back in January 2021. Currently, employers can decide to make the deferral mandatory or voluntary, and although it is in violation of the Order to not enforce the deferral, there is no penalty. A handout from the attorney was provided that discussed details of the deferral. It was noted that it could potentially put a financial burden on the agency as they would ultimately be responsible if any amount deferred was not paid back in a timely manner. It was also noted that the payroll software had not yet been updated to allow for the deferral, meaning it would be a difficult administrative task to change withholding amounts individually. Korrer relayed that the Finance Committee has recommended not implementing the deferral on an agency-wide basis but handling any appeals that come in on a case-by-case basis. Motion by Thome, second by Cushing to:
NOT IMPLEMENT AN AGENCY-WIDE PAYROLL TAX DEFERRAL AS OUTLINED IN THE PRESIDENT'S EXECUTIVE ORDER, BUT HANDLE ANY APPEALS MADE BY EMPLOYEES ON A CASE-BY-CASE BASIS.
All ayes; motion carried.

X. NEXT MEETING DATES

Administration: Thursday, October 15, 2020 at 4:00 PM

Behavioral Health: Thursday, October 8, 2020 at 4:00 PM

Board: Wednesday, October 21, 2020 at 6:00 PM

Developmental Disabilities: Wednesday, October 14, 2020 at 3:00 PM

Operations: On Hold

Systems Review: Tuesday, September 22, 2020 at 3:30 PM

XI. ADJOURNMENT

There being no further business, motion by Rudolph, second by Johns to:

ADJOURN THE MEETING.

All ayes; motion carried.

Meeting adjourned at 7:10 P.M.

Respectfully submitted,
Jessica Kaul
Administrative Assistant