



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, November 28, 2018, 6:00 P.M.**

Recorder*: Angela Beauchaine, 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, Dave Hintz, Dick Johns, Bill Korrer, Ron Kressin, Harland Lee, Charles Rayala, Tom Rudolph, Paul E. Spencer, Jr., Ken Storms, Nancy Tauer, Alan VanRaalte

MEMBERS EXCUSED: Maggie Peterson, Tom Tallier

MEMBERS ABSENT: none

STAFF PRESENT: Angela Beauchaine, Tamara Feest, Keith Haselton, Chuck Lechmaier, Kelly VonOpen

OTHERS PRESENT: none

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 Tauer to:

APPROVE THE MINUTES OF THE MEETING OF OCTOBER 17, 2018.

All ayes; motion carried.

III. DIRECTOR'S UPDATES

- A. The Human Service Center Correspondence to Vilas County – Hintz provided overview of meeting held in Vilas County with Vilas, Forest and Oneida Board Chairs, Directors and representatives from Social Services and Corporation Counsel.
- B. Vilas County Reply Correspondence to The Human Service Center: ACTION ITEM Discussion occurred regarding the lack of specific information in the Vilas correspondence that was requested by The Human Service Center to address the initial concerns of Vilas County. No formal action was taken.
- C. Background Information in Response to Vilas County Reply Correspondence: ACTION ITEM – Feest distributed handout on Background Information in Response to Vilas County Reply Correspondence. Discussion occurred on appropriate response, if any to Vilas County's reply letter and what information should be shared and with whom. It was recommended that the handout be reviewed by the Behavioral Health Committee and bring to the full Board in December. No formal action was taken.

IV. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE

Kressin reported on the meeting of November 8, 2018. Minutes had been distributed and there were no questions following his report.

V. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE

Lee reported on the meeting held November 14, 2018. Minutes had been distributed and there were no questions following his report.

VI. REPORT OF THE BUILDINGS AND GROUND COMMITTEE

Cushing reported on the meeting held November 26, 2018. Minutes had been distributed and there were no questions following his report.

VII. EMPLOYEE HANDBOOK RESIGNATION SECTION: ACTION ITEM

Beauchaine provided feedback from legal counsel on their review of the resignation section that was added to the employee handbook.

Motion by Spencer, Jr, seconded by Cushing to:

APPROVE THE EMPLOYEE HANDBOOK RESIGNATION SECTION WITH INCLUSION OF CHANGES RECOMMENDED BY LEGAL COUNSEL.

All ayes; motion carried.

VIII. REPORT OF THE FINANCE COMMITTEE

- A. NAMI Funding: ACTION ITEM – Chair Korrer discussed a funding request from NAMI in the amount of \$10,000.00. NAMI utilizes the funds for eligible operating expenses and provides expense vouchers and supplemental documentation to the agency for reimbursement.

Motion by Rudolph, seconded by Tauer to:

APPROVE THE NAMI FUNDING REQUEST IN THE AMOUNT OF \$10,000.00 AS RECOMMENDED AND FORWARDED FROM THE FINANCE COMMITTEE.

Discussion occurred regarding effective dates for the funding request.

Motion by VanRaalte, seconded by Campbell to:

AMEND MOTION TO INCLUDE JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 AS FUNDING PERIOD.

No further discussion on the amended motion. Amended motion to state:

APPROVE THE NAMI FUNDING REQUEST IN THE AMOUNT OF \$10,000 FOR THE FUNDING PERIOD JANUARY 1, 2019 THROUGH DECEMBER 31, 2019.

All ayes, motion carried.

- B. 2018 Financial Update: Discussion – Haselton explained that the agency is currently projecting a deficit of \$120,000 to \$125,000 after the GASB pension adjustment is applied. Discussion on the difficulty projecting inpatient hospitalization occurred and the impact they have on the overall budget.
- C. Retro-Commissioning, Focus on Energy Program: ACTION ITEM – Chair Korrer explained the agency was recently informed that due to efficiency, it is not eligible for the Retro-Commissioning/Focus on Energy Program. No formal action was taken.
- D. KOINONIA Repairs: ACTION ITEM
1. Boiler Replacement: ACTION ITEM – Only one of two boilers at Koinonia is currently operational. Two competitive bids had been received and reviewed by the Building & Grounds and the Finance Committees. Accepting the low bid from Mechanical, Inc. in the amount of \$15,900.00, to replace both boilers, was the recommendation of both committees.
Motion by Spencer, Jr., seconded by Tauer to:
ACCEPT THE BID FROM MECHANICAL, INC. IN THE AMOUNT OF \$15,900.00 FOR THE REPLACEMENT OF TWO BOILERS.
All ayes, motion carried.
 2. Water Heater Booster Replacement: ACTION ITEM – Three quotes for the replacement of the water heater booster for the commercial dishwasher at Koinonia have been received and reviewed by the Building and Grounds and the Finance Committees. Accepting the low bid from Jed’s Plumbing and Central Vac. in the amount of \$3,975.00, to replace the water heater booster, was the recommendation of both committees.
Motion by Cushing, seconded by Tauer to:
ACCEPT THE BID FROM JED’S PLUMBING AND CENTRAL VAC. IN THE AMOUNT OF \$3,975.00 TO REPLACE WATER HEATER BOOSTER.
All ayes, motion carried.
 3. Drywall Repair: ACTION ITEM – As a result of the current leak from the water heater booster and upcoming replacement, the drywall will need to be repaired. The Building and Grounds and Finance Committees approved and recommend drywall repair at Koinonia up to the amount of \$1,500.
Motion by Tauer, seconded by Rayala to:
APPROVE DRYWALL REPAIR AT KOINONIA UP TO THE AMOUNT OF \$1,500.00.

All ayes, motion carried.

- E. 2019 Audit Proposal: ACTION ITEM – Finance Committee received a revised quote from Schenck in the amount of \$13,100.00.
Motion by Cushing, seconded by Hintz to:
APPROVE THE QUOTE FROM SCHENCK IN THE AMOUNT OF \$13,100.00 FOR THE 2019 AUDIT.
All ayes, motion carried.
- F. High Cost Stepdown from Mendota: ACTION ITEM – Client has since been accepted at Trempealeau County Health Care. No formal action was taken.
- G. Budget and Fiscal Strategy Development: ACTION ITEM
1. Prioritize TMG Recommendations Section: General Agency/Management: ACTION ITEM – Finance Committee will be reviewing first grouping of TMG recommendations and evaluate what needs to be prioritized. No formal action was taken.
 2. Additional Information for County Consideration: ACTION ITEM – Finance Committee felt the additional information dissemination was a function of management. No formal action was taken.
 3. Next Steps: ACTION ITEM – Staff will work on the next grouping from the TMG recommendations and provide priority ranking to Finance Committee. No formal action was taken.

IX. NEXT MEETING DATES

- A. Board: Wednesday, December 19, 2018 at 6:00 P.M.
B. Audit: Thursday, December 20, 2018 at 2:00 P.M.
C. Behavioral Health: Wednesday, December 12, 2018 at 9:30 A.M.
D. Building & Grounds: On Hold
E. Developmental Disabilities: On Hold
F. Finance: Thursday, January 10, 2019 at 3:30 P.M.
G. Personnel: On Hold
H. Policy: On Hold

X. ADJOURNMENT

There being no further business, Chair Korrer adjourned the meeting at 7:38 P.M.

Respectfully submitted:

Angela Beauchaine
Human Resource and Operations Manager