



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

705 EAST TIMBER DRIVE • RHINELANDER, WI 54501-0897

TELEPHONE: 715-369-2215

FAX: 715-369-2214

MINUTES of the **HUMAN SERVICES BOARD**

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Operations Committee

Date and Time of Meeting: Wednesday, November 10, 2021 at 2:30 PM

Person Taking Minutes: Angela Paddock

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

Members Present: Harland Lee, Nancy Tauer, Ken Storms, Alan VanRaalte

Members Excused: Cindy Gretzinger

Members Absent: None

Staff Present: Angela Paddock, Donna Shimeck, Kelly Von Oepen

Others Present: None

I. MEETING CONVENED

The meeting convened at 2:30 P.M. by Chair Lee and it was noted that a quorum was present, and the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

II. APPROVAL OF MINUTES FROM SEPTEMBER 8, 2021

Motion by VanRaalte, second by Storms to:

APPROVE THE MINUTES AS PRESENTED FROM SEPTEMBER 8, 2021.

All ayes, motion carried

III. JOB DESCRIPTION

A. Intake Coordinator

A new job description was presented to the committee with duties and responsibilities for an Intake Coordinator. Von Oepen provided additional information regarding the agency need for an eligibility process where families and clients only have to share their story once; the agency has clients that are eligible for both CLTS and CCS. Shimeck added that the referral form has been recently updated to incorporate one form across all

SERVING FOREST - ONEIDA - AND VILAS COUNTIES

VISIT US ON THE WEB: www.thehumanservicecenter.org

agency programs; there is no wrong door coming into our agency now. This position will also be part of the mobile crisis team which will assist in spreading out the shifts among more staff. Paddock explained this position was included in the 2022 budget.

Motion by VanRaalte, second by Tauer to:

APPROVE THE JOB DESCRIPTION FOR THE INTAKE COORDINATOR WITH DUTIES AND WAGE SCALE AS PRESENTED.

All ayes, motion carried.

IV. **NEXT MEETING DATE**

Will be determined at Board

V. **ADJOURNMENT**

There being no further business, meeting adjourned by Lee at 2:39 P.M.

Angela Paddock
Human Resource & Operations Manager

APPROVED