



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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CORRECTED MINUTES of the **HUMAN SERVICES BOARD**

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Buildings and Grounds

Date and Time of Meeting: Tuesday, March 26, 2019 at 2:00 P.M.

Person Taking Minutes: Michelle Bellile

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

Members Present: Ted Cushing, Jenny Henkel, Ken Storms, Nancy Tauer, Alan VanRaalte

Members Excused: Tom Rudolph

Members Absent: Maggie Peterson

Staff Present: Tamara Feest, Keith Haselton, Jessica Kaul, Angela Paddock

Others Present: Bruce Decorah

I. MEETING CONVENED

Chairman Cushing called the meeting to order at 2:00 P.M. It was noted that the agenda has been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by VanRaalte, seconded by Tauer to:

APPROVE THE MINUTES FROM NOVEMBER 26, 2018 AS PRESENTED.

All eyes, motion carried.

**III. HUMAN SERVICE CENTER SAFETY AND SECURITY RECOMMENDATIONS:
ACTION ITEM**

A. Safety and Security Upgrades Completed – No Cost: Discussion

1. Overhead Paging Phone Capability

Paddock informed the Committee that each phone can page.

2. Locked Side Entrances

Paddock informed the Committee that all side entrances to the building remain locked throughout the day with the exception of Committee and Board meeting times.

3. Visitor Badges

Paddock informed the Committee of a sign-in procedure and badges for visitors.

B. Safety and Security Upgrades – Low Cost: Discussion

1. Window Punches

Paddock discussed purchasing low cost window punches.

2. Window Ladders

Paddock discussed purchasing window ladders for several offices on the second floor in the agency.

3. Board Member Identification Badges

Paddock discussed providing identification badges for Board members. Cost per badge is \$6.00 with a \$10.00 processing fee per order. Cushing suggested contacting Lisa Charbarneau from Oneida County to inquire if the badges could be made by Oneida County.

4. Locker Installation

Paddock and Feest discussed possible locker installation in the client waiting room to provide a secure area to store backpacks, etc., and prohibit bringing such items into the office areas. Feest and Paddock will explore surveying agency staff for opinions and feedback.

5. Safety and Security Training

Paddock and Feest discussed the need and desire for ongoing, hands-on safety and security training with local law enforcement.

6. Pepper Spray and Policy

Paddock discussed preliminary research performed. Feest and Paddock informed the Committee they will be waiting until Oneida and Vilas County develop their policies.

7. Mirror Installation for Front Desk

Paddock discussed installation of mirrors at the main entrance to allow for a better view of when people are entering the building.

Feest informed the Committee the items noted above are low cost and she will proceed with purchasing.

C. Safety and Security Upgrades – Quotes Received: Action Item

1. Keyless Entry: Action Item

Paddock discussed receiving three quotes for a keyless entry system for access to exterior and some interior doors. Discussion occurred on experience with the vendors supplying the quotes and what was included in the quote. Quotes were received from Heartland Business Systems in the amount of \$5,110.00, Nauncka, LLC in the amount of \$7,447.00, and a PerMar estimate in the amount of \$7,500.00. Motion by VanRaalte, second by Tauer to:

APPROVE AND FORWARD TO FINANCE THE PURCHASE OF THE KEYLESS ENTRY SYSTEM FROM HEARTLAND BUSINESS SYSTEMS IN THE AMOUNT OF \$5,110.00.

All ayes, motion carried.

2. Security Cameras: Action Item

Paddock discussed installation of security cameras at the main entrance that offer remote viewing and dvr capability. Quotes were received from Heartland Business Systems in the amount of \$6325.00 which includes all equipment and installation and a quote for cameras only from Nest. Motion by Henkel, second by Cushing to:

APPROVE AND FORWARD TO FINANCE THE PURCHASE OF THE SECURITY CAMERAS FROM HEARTLAND BUSINESS SYSTEMS IN THE AMOUNT \$6325.00 WHICH INCLUDES INSTALLATION AND DVR.

All ayes, motion carried.

Storms suggested Feest and Paddock inquire with Heartland Business Systems if any discount would apply since quotes for the keyless entry and security cameras were approved for purchase.

3. InformaCast: Action Item

Feest discussed the quote and capability of the InformaCast system which is also available through Heartland Business Systems. Feest expressed uncertainty if the phone system upgrade was necessary. No formal action taken at this time. Storms suggested inquiring with Heartland Business Systems if a trial period was available.

D. Safety and Security Upgrade Items Remaining Requiring Quotes: Action Item

1. Reduce window at Front Desk and replace with bullet proof glass: Action Item

Paddock discussed recommendations from Oneida County Buildings and Grounds Department on installing tempered glass and a bullet-proof film by 3M. Feest and Paddock discussed perception of environment change. No formal action taken.

2. Ballistic wall installation at Front Desk: Action Item

Brief discussion occurred on a ballistic wall installation. Paddock asked to seek out information from Oneida County Department of Social Services on who designed layout. No formal action taken.

IV. KOINONIA Building Repairs: Action Item

A. Prioritize Options Counseling Services Repair Requests: Action Item

The Committee asked Bruce Decorah if the distributed list was prioritized by him. Decorah informed the Committee he had prioritized the list in order of safety concerns. Feest, Paddock and the Committee agreed there is no need to change the priority of the repair list. No formal action taken.

B. Commercial Oven Replacement: Action Item

Three quotes for new commercial ovens were reviewed. Product specifications of each model were analyzed. Paddock to check on warranty information. Motion by Tauer, second by VanRaalte to:

APPROVE AND FORWARD TO FINANCE THE QUOTE FOR THE EQUIPPED OVEN IN THE AMOUNT OF \$2579.00.

All ayes, motion carried.

C. Main Entrance Sidewalk Repair: Action Item

Two quotes were received for the main entrance sidewalk repair. Samz Concrete, LLC, quoted \$6,222.00 to remove and replace the affected areas and Safe Step, LLC quoted \$862.05 for repair of the affected areas through sloping the existing sidewalk. Motion by Cushing, second by Tauer to:

APPROVE AND FORWARD TO FINANCE THE QUOTE FROM SAMZ CONCRETE, LLC., IN THE AMOUNT OF \$6,222.00 TO REPLACE AND INSTALL NEW SIDEWALKS AT THE FRONT ENTRANCE FOR THE KOINONIA BUILDING.

All ayes, motion carried.

V. NEXT MEETING DATE:

As needed.

VI. ADJOURNMENT

Chair Cushing adjourned the meeting at 2:47 P.M.

Respectfully submitted, Michelle Bellile
Administrative Assistant