



# 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 21, 2021, 4:00 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:** Cheri Collins (left 4:28 P.M.) Ted Cushing, Jennifer Dornfeld, Bill Korrer, Ron Kressin, Harland Lee, Paul Millan, Maggie Peterson, Ken Storms, Nancy Tauer, Bob Thome, Jr. (video), Holly Tomlanovich, Alan VanRaalte

**MEMBERS EXCUSED:** Cindy Gretzinger

**MEMBERS ABSENT:** none

**STAFF PRESENT:** Tamara Feest, Angela Paddock

**OTHERS PRESENT:** Sarah Diedrick-Kasdorf, Andy Phillips

I. **MEETING CONVENED**

The meeting of The Human Services Board was called to order by Chair Korrer at 4:00 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 VanRaalte, seconded by Lee to:

**APPROVE THE MINUTES OF THE MEETING OF MARCH 17, 2021.**

All ayes: motion carried.

III. **BOARD TRAINING PRESENTATION: CHAPTER 51**

Mr. Andy Phillips from von Briesen & Roper, S.C. presented a training to the Human Services Board on the State of Wisconsin's requirements as it relates to

the administration of Chapter 51. He explained the Board's purpose is to focus on the intent of the statute and the administration within available funding. He further suggested the Board take a step back and focus on the mission statement of HSC and question the Executive Director how well HSC is doing concerning all the components of Chapter 51.

#### IV. DIRECTOR'S REPORT

- A. Vacancies and Recruitment Update: Feest commented on the recruitment efforts noting the two CCS Service Facilitator positions have been filled; there remains one Part-time Mental Health Technician vacancy, but hiring is on hold for that position. Feest also provided an update on the resignation of the IT Specialist. Management has decided to go with the consulting company 3RT to take care of our IT needs rather than hiring internally.
- B. Governor's Budget Discussion: Feest explained there are a lot of pieces in the Governor's budget that impact human services including several proposed increases to funding for various HSC programs.
- C. COVID-19 Return to Work Update: Staff will return to the office permanently on Monday, May 3, 2021. Feest also shared that staff are doing more and more face-to-face with clients but making sure safety precautions are in place.
- D. Emergency Services Program County Jail Interface Discussion: Feest explained that Mr. Andy Phillips from vonBriesen & Roper, S.C. is working on a memorandum that will outline HSC's responsibilities and liabilities for taking inmates off suicide watch. Although HSC has done this service in the past for the jail, it has been brought to attention that staff are not qualified; the jail requires a licensed master's level mental health professional according to DOJ guidelines.
- E. Electronic Health Record (EHR) Software Update: Feest informed the Board that intense communication has occurred with our EHR vendor that affirms they did not hold up their end of the contract. HSC is also considering connecting with a third-party consulting firm to fix some of the setup problems in Netsmart. Furthermore, the agency is looking at other software and has a demo scheduled in May to see if it will be a viable option, given the decision to halt Netsmart is made.
- F. Quarterly System Review Project Update: Feest discussed the quarterly updates that are ongoing for the tri-county boards. She explained that Forest County had four referrals for their branch office, while Vilas disappointingly had zero referrals from their Social Services thus far. Feest also explained that the Conflict Resolution Protocol is awaiting signature by Vilas County, but hopes to receive it next week. Feest has conducted County Board presentations for Oneida and Vilas this quarter and will schedule Forest County soon. Kressin commended Feest on her presentation to the Vilas County Board and stated her PowerPoint was very useful. He also explained the Vilas County Board Chair, Ronald De Bruyne went on record during Feest's presentation to state that Vilas County would not consider leaving the joint Human Services structure that creates The Human Service Center.

- V. ADDITIONAL CCS SERVICE FACILITATOR POSITION APPROVAL  
Feest explained that HSC received a resume from a candidate with a very good skill set and a license in mental health therapy, however there are no current vacancies. She would like to make an offer of employment to this applicant and believes the CCS Service Facilitator position is plausible given it is 100% funded, except for training/onboarding.  
Motion by Cushing, seconded by Peterson to:  
**APPROVE THE REQUEST FOR AN ADDITIONAL CCS SERVICE FACILITATOR POSITION IN THE REMAINING 2021 BUDGET.**  
All ayes: motion carried.
- VI. CITY OF RHINELANDER DNR STEWARDSHIP GRANT LETTER OF SUPPORT REQUEST  
The City of Rhinelander's administrator is looking for support for a recreational trail along Timber Drive in 2022.  
Motion by VanRaalte, seconded by Kressin to:  
**APPROVE EXECUTIVE DIRECTOR TO WRITE LETTER OF SUPPORT FOR THE RECREATIONAL TRAIL FUNDED BY THE DNR STEWARDSHIP GRANT.**  
All ayes: motion carried.
- VII. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE – 4/14/2021  
Lee reported on the meeting held 4/14/2021 and informed the Board that April is Autism month. He also explained that Rhinelander has its first autism friendly business, Tom's Drawing Board. Minutes were distributed and there were no questions following Lee's report.
- VIII. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE – 4/15/2021  
Kressin reported on the meeting held 4/15/2021 and highlighted the presentation done by the Emergency Services Program staff which explained the very important job they have doing suicide risk assessments and homicide risk assessments. Minutes were distributed and there were no questions following Kressin's report.
- IX. REPORT OF THE ADMINISTRATION COMMITTEE – 4/15/2021  
A. Financial Update: Chair Korrer provided the 2020 year-end update; as of 4/4/2021 HSC has a surplus of \$584,794 but may increase when the CLTS reconciliation is finalized. For 2021, the projected deficit is \$149,180 with actual revenue and expenditures through February 2021.  
B. Koinonia Stove: Chair Korrer explained the Koinonia stove is not operating as expected and has caused many interruptions in the delivery of meals to clients. The Administration Committee approved and forwarded to Board the purchase of a new stove not to exceed \$15,000.00.  
Motion by VanRaalte, seconded by Tauer to:

**APPROVE THE PURCHASE OF A NEW COMMERCIAL STOVE FOR KOINONIA NOT TO EXCEED \$15,000.00 FROM THE BUILDINGS FUND AS FORWARDED.**

All ayes: motion carried.

- C. Server Equipment Purchase: Chair Korrer discussed the unexpected need to purchase more storage for the server due to the implementation of the new accounting software. The Administration Committee approved and forwarded to Board the quote from 3RT for 3 Dell Hard Drives in the amount of \$5,321.55.

Motion by Cushing, seconded by VanRaalte to:

**APPROVE THE 3RT QUOTE IN THE AMOUNT OF \$5,321.55 AS FORWARDED.**

All ayes: motion carried.

X. NEXT MEETING DATES

A. Administration: Thursday, May 13, 2021 at 4:00 P.M.

B. Board: Wednesday, May 19, 2021 at 5:00 P.M.

C. Behavioral Health: Thursday, May 13, 2021 at 3:00 P.M.

D. Developmental Disabilities: Wednesday, May 12, 2021 at 3:00 P.M.

E. Operations: On hold

VIII. ADJOURNMENT

There being no further business, motion by Millan seconded by Lee to:  
**ADJOURN THE MEETING.**

All ayes: motion carried.

Meeting adjourned at 5:45 P.M.

Angela Paddock  
Human Resources and Operations Manager