



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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MINUTES of the **HUMAN SERVICES BOARD**

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Administration Committee

Date and Time of Meeting: Thursday, October 14, 2021 at 4:15 PM

Person Taking Minutes: Melissa Gauthier

**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(via Teams), Paul Millan, Alan VanRaalte

Members Excused: Bill Korrer, Maggie Peterson

Members Absent: None

Staff Present: Keith Haselton, Melissa Gauthier

Others Present:

I. MEETING CONVENED

The meeting convened at 4:15 P.M. by Vice Chair Millan 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 9, 2021

Motion by Cushing, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM SEPTEMBER 9, 2021.

All ayes, motion carried.

III. REVIEW AND CONSIDERATION OF INVOICES OF THE HUMAN SERVICE CENTER: ACTION ITEM

The committee was provided with a check run summary and a detailed report of checks from 9/3/21 to 10/7/21. The committee reviewed the expenditures.

Motion by VanRaalte, seconded by Cushing to:

APPROVE THE 9/3/21 TO 10/7/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$772,371.40.

SERVING FOREST - ONEIDA - AND VILAS COUNTIES

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All ayes, motion carried.

IV. FINANCIAL UPDATE

Haselton provided the committee with a financial update. The members were given a handout that outlined the Statement of Net Position and Statement of Activities by program. Haselton noted that through August 2021, HSC is reporting a surplus of about \$581,000. Haselton also reported that hospitalizations remain low, CLTS program case management revenue is up, and increase in agency vehicle use have contributed to the surplus.

V. 2022 BUDGET: DISCUSSION ITEM

Haselton reported that he attended the Oneida County Budget Hearing. Haselton reported that after much discussion from that committee, Oneida County agreed to maintain the same contribution for 2022 to HSC. Haselton also reported that Vilas and Forest counties agreed to HSC's 2022 budget and will continue with the same funding as well.

VI. INCODE IMPLEMENTATION: DISCUSSION ITEM

Haselton provided the committee with an update of the new accounting software implementation. Haselton reported that the finance team as well as Angela Paddock, HR Manager, have spent the last several weeks with Tyler Technologies on the software configuration. Haselton reported that mid-November is the timeline HSC should be able to begin the parallel payroll process as well as train staff on the time keeping portion of the software. Haselton also reported that HSC should be able to go live with financials and general ledger in December and be 100% up and running by mid-January 2022.

VII. NEXT MEETING DATE

November 11, 2021 at 4:15 PM

VIII. ADJOURNMENT

There being no further business, Vice Chair Millan made a motion to adjourn the meeting.

MEETING ADJOURNED AT 4:35 P.M.

All ayes, motion carried.

Melissa Gauthier
Administrative Assistant