



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, January 14, 2021 at 4:00 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: Bill Korrer, Ted Cushing(via phone), Paul Millan, Alan VanRaalte,

Members Excused: Maggie Peterson

Members Absent: None

Staff Present: Keith Haselton, Melissa Gauthier

Others Present: None

I. MEETING CONVENED

The meeting convened at 4:00 P.M. by Chair Korrer and it was noted that the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

II. APPROVAL OF MINUTES FROM DECEMBER 10, 2020

Motion by Millan, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM DECEMBER 10, 2020.

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 12/5/20 to 1/9/21. The committee reviewed the expenditures. Motion by VanRaalte, seconded by Cushing to:

APPROVE THE 12/5/20 to 1/9/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$574,440.12.

All ayes, motion carried.

IV. 2020 FINANCIAL UPDATE

Haselton provided the committee with a 2020 financial update. The members were given a handout that outlined the Statement of Net Position and Statement of Activities by program. Haselton noted that programs are running as expected. Haselton reported that building repairs were much higher than anticipated and unemployment claims were high due to furlough of several employees for COVID, but agency is still operating with a surplus.

V. BOARD TRAINING

Haselton reported to the committee that the System Review Committee discussed board training topics at their meeting on January 12, 2021, including the topic of budgeting. Haselton reported that WCA offers trainings in budgeting, but it is very broad, and the auditors also offer trainings but can be very costly. The committee discussed several options and decided that the staff at HSC provides the committee with the information that they need, and budgeting would not be necessary as part of the trainings.

VI. BILLING SPECIALIST RECRUITMENT

Haselton reported to the committee that the Billing Specialist vacancy came up in December. The position has been filled and the candidate will start January 25. The candidate has several years' experience with medical billing, including owning her own business. Haselton reported he is looking forward to having the candidate start.

VII. KOINONIA SUBLEASE

Haselton reported that HSC has a draft of the sublease from the attorney and are in the process of finalizing it. Haselton reported that by the time this committee meets next month, the sublease should be signed and completed.

VIII. 2021 FINANCIAL GOAL

Haselton reported that the 2021 finance department goals have been identified. The first goal will be to implement new accounting software. More and more issues arise with the payroll module in the current software, transitioning to new software will help eliminate these issues. The second goal is to start using a clearinghouse to submit the insurance claims. Currently, the claims are being submitted through each insurance carrier separately. Having one central application to submit claims will help streamline the process and create more

accurate claim submissions. The third goal entails consolidating billing records from multiple programs which are no longer utilized, into the Netsmart electronic health record, resulting in simplified billing procedures.

IX. NEXT MEETING DATE

February 11, 2021 at 4:00 PM

X. ADJOURNMENT

There being no further business, Korrer made a motion to adjourn the meeting.

MEETING ADJOURNED AT 4:41 P.M.

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier
Administrative Assistant

APPROVED