



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, March 11, 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, Paul Millan, Alan VanRaalte,
Maggie Peterson(via video)

Members Excused:

Members Absent: None

Staff Present: Keith Haselton, Tamara Feest(via phone), 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 FEBRUARY 11, 2021

Motion by VanRaalte, second by Millan to:

APPROVE THE MINUTES AS PRESENTED FROM FEBRUARY 11, 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 2/8/21 to 3/4/21. The committee reviewed the expenditures.

Motion by Cushing, seconded by VanRaalte to:

APPROVE THE 2/8/21 to 3/4/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$556,133.64.

All ayes, motion carried.

IV. EHR OPTIONS: DISCUSSION ITEM

Feest reported that Netsmart, HSC's current electronic health records system, has been unable to perform the several functions needed for our agency. Feest reported that HSC has exhausted the resources Netsmart has to offer in resolving their software issues. Feest reported that HSC has had contact with a consulting firm to discuss what they could offer to help improve Netsmart for our agency's purpose and will also begin to research other EHR systems to consider the best avenue for moving forward. Haselton reported that he will bring the options to the committee after research has been done.

V. ACCOUNTING SOFTWARE: DISCUSSION ITEM

Haselton reported to the committee that the contract has been signed with Tyler Technologies and the implementation team has been assigned by the vendor.

VI. CLEARINGHOUSE: DISCUSSION ITEM

Haselton reported to the committee that HSC has begun using the new clearinghouse and the front desk staff has been trained and is able to check benefits for all insurances now, not just Medicaid. Billing has been submitted through the clearinghouse with a 99.2% approval rate which will increase the speed in processing of the claims and freeing up the biller to work on some older, outstanding claims.

VII. 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. HSC is currently projecting a 2020 surplus of about \$600,000, although final numbers will not be known until DHS has released the CLTS reconciliation results in late April or early May.

VIII. CLOSED SESSION

A. THE COMMITTEE MAY CONSIDER A MOTION TO ADJOURN INTO CLOSED SESSION PURSUANT TO:

1. Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

2. Section 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion by Millan, second by Cushing to:
ADJOURN INTO CLOSED SESSION.

Roll call vote:

Aye: Peterson, Millan, VanRaalte, Cushing, Korrer

No:

Adjourned into closed session at 4:28 P.M.

IX. RETURN TO OPEN SESSION

A. THE COMMITTEE WILL RETURN TO OPEN SESSION AND MAY RATIFY ANY ACTION TAKEN OR DISCUSSED IN THE CLOSED SESSION.

Motion by Cushing, second by VanRaalte to:
RETURN TO OPEN SESSION.

Roll call vote:

Aye: Peterson, Millan, VanRaalte, Cushing, Korrer

No:

Returned to Open Session at 4:43 P.M.

No action taken during closed session.

X. NEXT MEETING DATE

April 15, 2021 at 4:00 PM

XI. ADJOURNMENT

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

MEETING ADJOURNED AT 4:45 P.M.

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier
Administrative Assistant