



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, March 18, 2020, 6:00 P.M.**

Recorder*: Jessica Kaul, Administrative Assistant

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

MEMBERS PRESENT: Dave Campbell, Ted Cushing, Dave Hintz (via phone), Dick Johns, Bill Korrer, Ron Kressin, Maggie Peterson, Paul Spencer, Jr., Ken Storms, Nancy Tauer, Alan Van Raalte, Tom Tallier, Harland Lee

MEMBERS EXCUSED: Jeannie Weyers, Charles Rayala, Tom Rudolph

MEMBERS ABSENT: none

STAFF PRESENT: Keith Haselton, Donna Shimeck, Kelly VonOepen, Chuck Lechmaier, Jessica Kaul

OTHERS PRESENT: None

I. MEETING CONVENED

The meeting of The Human Services Board was called to order by Chair Korrer at 6:00 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, second by Tauer to:

APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 19, 2020

All ayes; motion carried.

III. DIRECTOR'S UPDATES

A. Emergency Services Program Update: Feest turned it over to Shimeck to provide an ESP program update. Shimeck reported to the Board about an ESP training that was held in-house. The training included making a timeline of the ESP program. Shimeck noted how much the program has expanded since being brought in-house in 2015-2016. Shimeck praised the staff members who created and facilitated the training.

IV. COVID-19 PLAN: ACTION ITEM

Feest presented to the Board the COVID-19 Plan for The Human Service Center. She reviewed what the Plan entails, including guidance on sick leave, telecommuting, and potential offices closures. The Board reviewed and discussed the details of the plan. It was noted that with the rapidly changing guidance and information from the State and National levels, the Plan is intended to be a living document and will allow management to have flexibility. Motion by Spencer, second by Cushing to:

APPROVE THE HUMAN SERVICE CENTER COVID-19 PLAN AS PRESENTED.

All ayes, motion carried.

V. COVID-19 EMERGENCY DECLARATION: ACTION ITEM

Feest presented to the Board the COVID-19 Emergency Declaration Resolution. She explained that the Resolution was created in order to grant her and the Board Chair emergency powers to govern the agency as needed, which will help allow leadership to react quickly to the changes and guidance surrounding the COVID-19 plans and response. Motion by Cushing, second by VanRaalte to:

APPROVE THE HUMAN SERVICE CENTER COVID-19 EMERGENCY DECLARATION RESOLUTION #2020-01.

All ayes, motion carried.

VI. 2019 SYSTEMS DEPARTMENT OVERVIEW

Agenda Item VI. was laid over until the next Board meeting.

VII. REPORT OF THE TRI-COUNTY SYSTEM REVIEW SUB-COMMITTEE – 3/10/2020

A. Structure of HSC Board & Committees: Action Item

Peterson reported on the meeting of the System Review Subcommittee, held on March 10, 2020. She provided a handout that outlined the proposed changes to the Board and committee structure. The Board discussed the handout. It was noted that there was a typographical error in the "Proposed Committee Makeup." Numbers 1 and 2 in that section should read "7 members." Discussion was held on the reasoning behind the changes, and it was noted that the goal is to streamline efficiencies. It was noted by members of the Board that the County Board Chairs should remain part of the HSC Board if possible. Motion by VanRaalte, second by Lee to:

APPROVE THE PROPOSED CHANGES TO BOARD/COMMITTEE STRUCTURE (WITH CORRECTION TO ERRORS ON HANDOUT).

Aye: Campbell, Cushing, Hintz, Johns, Korrer, Kressin, Peterson, Spencer, Storms, VanRaalte, Tallier, Lee

No: Tauer

Motion carried.

B. HSC Bylaws Update: Action Item

Copies of the Bylaws containing proposed changes were handed out to Board members and discussed. It was noted by Peterson and Cushing that the changes were primarily to wording to reflect the proposed committee/structural changes. The Bylaws were reviewed by the Board members and edits were discussed. Motion by Lee, second by Kressin to:

APPROVE MARCH 2020 VERSION OF EDITED HSC BOARD BYLAWS.

Aye: Campbell, Cushing, Hintz, Johns, Korrer, Kressin, Peterson, Spencer, Storms, VanRaalte, Tallier, Lee

No: Tauer

Motion carried.

VIII. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE –3/12/2020

No summary was provided, minutes were distributed. No questions from the Board.

IX. REPORT OF THE FINANCE COMMITTEE – 3/12/2020

Motion by Hintz, second by Tauer to:

ALLOW REMAINING AGENDA ITEMS (IX – X) TO BE HANDLED BY THE BOARD CHAIR UNDER THE AUTHORITY GRANTED BY THE COVID-19 EMERGENCY DECLARATION.

All ayes, motion carried.

X. HEALTH INSURANCE RESOLUTION

(No discussion, see Item IX)

XI. NEXT MEETING DATES

Board: Wednesday, April 15, 2020 at 6:00 P.M.

Behavioral Health: Thursday, April 9, 2020 at 3:00 P.M.

Building & Grounds: On Hold

Developmental Disabilities: Tuesday, April 14, 2020 at 3:00 P.M.

Finance: Thursday, April 9, 2020 at 5:00 PM

Personnel: On Hold

Policy: On Hold

System Review: Monday, March 23, 2020 at 4:00 PM, and Monday, April 6, 2020 at 4:00 PM.

XII. ADJOURNMENT

There being no further business, Chair Korrer

ADJOURNED THE MEETING.

Meeting adjourned at 6:51 P.M.

Respectfully submitted,
Jessica Kaul
Administrative Assistant