



# 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, February 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(via phone), Paul Millan, Alan VanRaalte, Maggie Peterson

Members Excused:

Members Absent:                 None

Staff Present:                     Keith Haselton, Tamara Feest, Angela Paddock, Donna Shimeck, Melissa Gauthier

Others Present:                  None

### **I. MEETING CONVENED**

The meeting convened at 4:03 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 JANUARY 14, 2021**

Motion by VanRaalte, second by Millan to:

**APPROVE THE MINUTES AS PRESENTED FROM JANUARY 14, 2021.**

All ayes, motion carried.

### **III. KOINONIA STOVE**

Paddock presented the committee with an update on the stove at Koinonia. Paddock reported that there have been issues with the pilot light, uneven cooking, and a thermostat that needed to be reordered. There have been conflicting reports between Koinonia and the technician working on the stove. The technician stated that there are user errors causing the issues and Koinonia

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is stating that it is the stove itself not working properly. Instructions have been given on how to properly light the pilot light and some new parts have been ordered. There have been no further complaints.

**IV. SUBSTANCE ABUSE BLOCK GRANT PREVENTION**

Shimeck reported that HSC receives the Substance Abuse Prevention and Treatment Block Grant in which 20% must be used towards prevention. HSC spends the full amount received on several types of prevention materials such as billboards, drug take backs events, medicine lockboxes, and school curriculums. Shimeck reported that the Oneida County Health Department is part of a bigger coalition with Marshfield Clinic Health Systems. Shimeck was notified by the COPE Coalition and the Forest County Community Coalition that Marshfield Clinic Health Systems created a prevention set aside project for coalitions to meet with HSC to spend the grant dollars. There has been some miscommunication making it seem like this is the coalition's money and that they would be able to have those funds to spend. Shimeck reports that HSC is involved with all coalitions and has a history of working together to allocate dollars to prevention activities. Incorrect dollar amounts were given to the coalition and Shimeck worked with Marshfield Health System to rectify this information. In addition, Shimeck will contact the supervisor at Marshfield Clinic Health Systems to discuss this matter further so that in the future there is effective communication and collaboration with HSC in the beginning of projects such as these.

**V. 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 1/10/21 to 2/7/21. The committee reviewed the expenditures.

Motion by VanRaalte, seconded by Cushing to:

**APPROVE THE 1/10/21 to 2/7/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$527,633.19.**

All ayes, motion carried.

**VI. 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 currently has a surplus of about \$190,000 through December 2020, although the surplus is expected to increase. The surplus is due to a variety of factors including approximately \$50,000 in travel costs saved by client contact being performed by phone or video due to COVID-19, COVID relief funding from various sources, and significant reductions in involuntary detentions.

**VII. SALARY ADMINISTRATION POLICY – MANAGEMENT: ACTION ITEM**

Feest presented the committee with the Management Salary Administration Policy. Feest reported that having written guidelines in place to allow for flexibility in step increases for annual evaluations of managers would be beneficial. Feest reported that the fiscal impact for the 2021 budget would be no greater than \$5343.

Motion by VanRaalte, second by Millan to:

**ACCEPT THE MANAGEMENT SALARY POLICY AS PROPOSED AND FORWARD TO THE BOARD FOR APPROVAL.**

All ayes, motion carried.

**VIII. ACCOUNTING SPECIALIST RECRUITMENT**

Haselton reported to the committee that the Accounting Specialist vacancy came up in January when an employee of 14 years announced her retirement. The position has been filled and the candidate will start February 15. The candidate has a Bachelor's degree and about 8 years' experience.

**IX. RHINELANDER ROOM UPDATE**

Haselton reported that HSC is looking to update the Rhinelander Room to be equipped for video conferencing. Haselton has spoken with a local company to get a quote on new speakers, microphones, and a sound board. The equipment will be used for video conferencing and training events for staff and not tied to one specific software. The total cost of installing the new equipment will be around \$11,000, with around \$9,000 of the cost being covered under a Public Service Commission of Wisconsin telehealth grant.

**X. ACCOUNTING SOFTWARE: ACTION ITEM**

Haselton presented the committee with comparisons of several accounting software options. Haselton reported that Quickbooks was unable to perform the several functions needed for our agency. Haselton reported he performed hours of research and received feedback from several other agencies in Wisconsin as to what accounting software others were using and why they chose it. Haselton recommended Tyler Technologies Incode 10 with an on-premise installation. Tyler Technology was recommended as it is being used by dozens of different government agencies throughout Wisconsin, provided the complex accounting functions necessary for our agency, including general ledger, payroll processing, grant management, budgeting as well as human resource management capabilities.

Motion by VanRaalte, second by Millan to:

**APPROVE RECOMMENDED SOFTWARE AND FORWARD TO BOARD FOR APPROVAL.**

All ayes, motion carried.

**XI. NEXT MEETING DATE**

March 11, 2021 at 4:00 PM

**XII. ADJOURNMENT**

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

**MEETING ADJOURNED AT 5:12 P.M.**

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier  
Administrative Assistant

APPROVED