



# 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:            System Review Subcommittee

Date and Time of Meeting:    Wednesday, September 9, 2020 at 4:00 PM

Person Taking Minutes:       Jessica Kaul

*\*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 phone), Ron Kressin, Bob Thome, Alan VanRaalte, Cheri Collins, Nancy Tauer

Members Excused:            Maggie Peterson,

Members Absent:              None

Staff Present:                Tamara Feest, Donna Shimeck, Keith Haselton, Jessica Kaul

Others Present:                None

### I. **MEETING CONVENED**

The meeting convened at 4:00 P.M. by Vice Chair Kressin, 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 AUGUST 26, 2020**

Motion by Tauer, second by VanRaalte to:

**APPROVE THE MINUTES AS PRESENTED FROM AUGUST 26, 2020.**

All ayes, motion carried.

### III. **WORKPLAN UPDATE**

Feest presented the committee with an update to the work plan. She reported that the Vilas County branch office will start providing AODA services on September 21, 2020. Staffing and technology details are still being worked out for the Forest County Branch.

a. **Data Collection Strategy**

Feest reported to the committee that HSC staff plans to send a survey to all Board members that will request feedback about our current data reporting in various committees. This will assist the focus group moving forward. The survey is being created now and Feest will discuss it at Full Board so that members know to expect it.

b. **Conflict Resolution Protocols**

Feest provided updated Conflict Resolution Policies to the committee and reported that she had received feedback from our attorney. She noted that there weren't drastic changes made, but some language was tweaked to be more equitable and clearer.

Feest reviewed the feedback received from the attorney on the Board Officials resolution policy. She suggested accepting his proposed changes. The committee discussed. Feest said she would like to send the policy to Full Board for their review. If they don't have additional changes, it can then be sent to County Board Chairs for review.

Feest then reviewed the attorney's feedback on the Administrator Conflict Policy. The committee discussed. Feest suggested accepting the changes as proposed and forwarding to Full Board. Discussion was held about how to distribute among relevant stakeholders. Feest suggested that the cover letter that would accompany the Resolutions could mention the county departments that HSC interacts with the most, and that each county board could determine individually whom to give copies of the policy to. Motion by VanRaalte, second by Tauer to:

**INCORPORATE ATTORNEY'S PROPOSED CHANGES TO BOTH CONFLICT RESOLUTION POLICIES AND FORWARD TO FULL BOARD FOR THEIR CONSIDERATION.**

Upon further discussion, it was noted that the last sentence of item #3 in the Board Determination Guidance section of the Administrator Conflict Resolution Policy should be struck before the policy goes to Board. Motion by VanRaalte, second by Thome to:

**AMEND THE MOTION TO NOTE THAT THE LAST SENTENCE IN #3 IN THE BOARD DETERMINATION GUIDANCE SECTION WILL BE STRUCK PRIOR TO SENDING TO FULL BOARD.**

Final motion shall read:

**STRIKE THE LAST SENTENCE IN #3 IN THE BOARD DETERMINATION GUIDANCE SECTION OF THE ADMINISTRATOR POLICY PRIOR TO SENDING TO FULL BOARD. INCORPORATE THE REST OF THE ATTORNEY'S PROPOSED CHANGES TO BOTH CONFLICT RESOLUTION POLICIES AND FORWARD TO FULL BOARD FOR THEIR CONSIDERATION.**

All ayes, amended motion carried.

- IV. **NEXT MEETING DATES**  
September 22nd, 2020 at 3:30 PM

- V. **ADJOURNMENT**  
There being no further business, Vice Chair Kressin:  
**ADJOURNED THE MEETING.**  
Meeting adjourned at 4:27 P.M.

Respectfully submitted,

Jessica Kaul  
Administrative Assistant

APPROVED