



# 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, November 11, 2021 at 4:15 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:            Ted Cushing(via Teams), Bill Korrer, Paul Millan, Alan VanRaalte

Members Excused:            Maggie Peterson

Members Absent:             None

Staff Present:                Tamara Feest, Keith Haselton, Melissa Gauthier

Others Present:

### **I. MEETING CONVENED**

The meeting convened at 4:15 P.M. by Chair Korrer and it was noted that a quorum was present, and the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

### **II. APPROVAL OF MINUTES FROM OCTOBER 14, 2021**

Motion by Cushing, second by VanRaalte to:

**APPROVE THE MINUTES AS PRESENTED FROM OCTOBER 14, 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 10/8/21 to 11/6/21. The committee reviewed the expenditures.

Motion by VanRaalte, seconded by Millan to:

**APPROVE THE 10/8/21 TO 11/6/21 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF \$508,893.99.**

All ayes, motion carried.

**IV. FINANCIAL UPDATE**

Haselton provided the committee with a financial update. The members were given a handout that outlined the Statement of Net Position and Statement of Activities by program. Haselton noted that through September 2021, HSC is reporting a surplus of about \$484,000. Haselton also reported that hospitalizations remain low, Medicaid coverage of residential substance use disorder treatment, and employee vacancies have contributed to the surplus.

**V. PROPERTY INSURANCE: ACTION ITEM**

Haselton reported that after reviewing the property insurance policy for HSC and Koinonia, it is felt that the buildings are significantly under insured. Haselton reported that he has reached out to Oneida County clerk regarding the policy and inquiring about the procedure to get the buildings reappraised to bring the insurance policy to an appropriate level and has yet to receive feedback. The committee discussed the concern of having the buildings under insured.

Motion by Millan, second by Cushing to:

**PERMIT STAFF TO CONTINUE WORK WITH ONEIDA COUNTY STAFF AND ONEIDA COUNTY ADMINISTRATION COMMITTEE TO CONDUCT APPRAISALS OF THE HSC AND KOINONIA PROPERTIES AS SOON AS POSSIBLE AND IF NEEDED, TO EXPEND UP TO \$15,000 FOR SAID APPRAISALS AND IF THE COST IS IN EXCESS OF \$15,000 TO CONTACT THE BOARD CHAIR FOR SPENDING AUTHORITY APPROVAL AND FORWARD MOTION TO BOARD FOR APPROVAL.**

All ayes, motion carried.

**VI. 2020 AUDIT: DISCUSSION ITEM**

Haselton reported that HSC had received the report from the 2020 audit. A copy of the report was handed out to the committee members. Haselton reported that no findings were found in terms of financial issues. Haselton reported the only findings were to keep improved records on employees for client rights trainings and IT access records. Haselton reported that the auditors are scheduled to present the findings at HSC's December Board meeting.

**VII. GRANT UPDATE: DISCUSSION ITEM**

Haselton reported that HSC was awarded the Community Mental Health Services Block Grant Supplemental Award – Coronavirus Response and Relief Supplemental Appropriations Act in the amount of \$39,174 a year for 2 years starting March of 2021. Haselton also reported that The Substance Abuse Prevention and Treatment Block Grant Supplemental Awards – Coronavirus Response and Relief Supplemental Appropriations Act grant application has

been submitted and if awarded, will be in the amount of about \$97,000 a year for 2 years also starting March of 2021.

**VIII. NEXT MEETING DATE**

December 9, 2021 at 4:15 PM

**IX. ADJOURNMENT**

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

**MEETING ADJOURNED AT 5:01 P.M.**

All ayes, motion carried.

Melissa Gauthier  
Administrative Assistant

APPROVED