



The Human Service Center

51.42/51.437 BOARD

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MINUTES OF THE HUMAN SERVICE BOARD OF FOREST, ONEIDA AND VILAS COUNTIES

Date and Time of Meeting: **Thursday, July 18, 2024, 4:00 P.M.**

Recorder*: Melissa Gauthier, 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: Ted Cushing, Linnaea Newman, Maggie Peterson, Carolyn Ritter, Mike Roach, Steven Schreier (via Teams), Ron Skallerud (via Teams), Holly Tomlanovich, Jim Winkler

MEMBERS EXCUSED: Tina Anderson, Cindy Gretzinger, Ken Storms, Toni Van Doren

MEMBERS ABSENT:

STAFF PRESENT: Mary Rideout, Tracy Bellman, Connie Deau, Shelby Haubert, Mona Kraft

OTHERS PRESENT: Stephen Daly, Tyler Young, Anthony Cervini (via Teams), Tracy Ferraro

1. MEETING CONVENED

The meeting of The Human Services Board was called to order by Cushing at 4:00 P.M. It was noted that a quorum was present, the agenda had been distributed to all members and the meeting had been announced in accordance with the Wisconsin Open Meetings Law.

2. APPROVAL OF THE AGENDA

Motion by Winkler, second by Peterson to:

APPROVE THE AGENDA WITH THE ORDER OF ITEMS AT THE CHAIR'S DISCRETION.

All ayes, motion carried.

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3. APPROVAL OF THE MINUTES

Motion by Newman, second by Ritter to:

APPROVE THE MINUTES OF THE JUNE 19, 2024 MEETING.

All ayes, motion carried.

4. PUBLIC COMMENT

No public comment.

5. 2023 AUDIT PRESENTATION – ANTHONY CERVINI, SIKICH

The Board was provided with the 2023 Single Audit Report, Annual Financial Report, and Auditor's Communication to the Board of Directors.

Anthony Cervini of Sikich, LLC reviewed the results of the 2023 audit and noted that it was a clean audit with no material weaknesses or deficiencies.

6. DIRECTOR'S REPORT

A. VACANCIES & RECRUITMENT: The Board was provided with the most recent HSC Organizational Chart.

Rideout reported that there were recent resignations received from the Registered Nurse in the Outpatient Clinic and from a Children's Long-Term Support (CLTS) Support & Service Coordinator. HSC is actively recruiting for all open positions, including the positions mentioned above. Rideout introduced Stephen Daly to the HSC Board. Daly is a financial consultant who has been hired by Forest, Oneida, and Vilas counties to assist in the HSC fiscal closeout process and any other daily finance assistance that may be required.

B. TRANSITION UPDATE: Rideout provided updates on the transition workgroups and will have the workgroup handout sent to the Board. Rideout will be going to the Oneida County Board to request the funds to submit the program certification applications to DHS. Forest, Oneida, and Vilas counties have determined the sizes of their Human Services Board for 2025: Forest will have 9 members, Oneida will have 9 members, and Vilas will have 7 members. The Oneida County Human Services Department will become the custodian of records of all HSC records created prior to January 1, 2025. Forest, Oneida, and Vilas counties will each be the custodians of their residents' records created after December 31, 2024, even though they may be housed at HSC. All must follow applicable statutes, federal regulations, and administrative code regarding record release and retention.

7. REPAIR ISSUES AT 1991 WINNEBAGO STREET (KOINONIA) BUILDING:
ACTION ITEM: Tyler Young, Transition Oversight Panel Committee Chair, was informed from Koinonia that there was a rodent and snake infestation in the building. Rideout has reached out to Oneida County Buildings and Grounds to discuss getting quotes to remediate the issue and they recommended HSC reach out to Driscoll Property for their recommendations. Rideout will have HSC's Facilities Technician reach out to Driscoll. The Board discussed the concerns and the necessity to remediate the problem.
Motion by Tomlanovich, second by Ritter to:
IDENTIFY AND REMEDIATE THE RODENT AND SNAKE ISSUE AT KOINONIA NOT TO EXCEED \$100,000.
Motion failed.
The Board continued to discuss the issue and the cost of remediating the issue.
Motion by Tomlanovich, second by Ritter to:
IDENTIFY AND REMEDIATE THE RODENT AND SNAKE ISSUE AT KOINONIA NOT TO EXCEED \$30,000.
All ayes, motion carried.
8. REPORT OF THE DEVELOPMENTAL DISABILITIES COMMITTEE – 7/10/24
Roach reported on the Developmental Disabilities Committee meeting of July 10, 2024. Minutes had been distributed and there were no questions following the report.
9. REPORT OF THE BEHAVIORAL HEALTH COMMITTEE – 7/11/24
Schreier reported on the Behavioral Health Committee meeting of July 11, 2024. Minutes had been distributed and there were no questions following the report.
10. REPORT OF THE ADMINISTRATION COMMITTEE – 7/11/24
The Board was provided with a handout of the Statement of Net Position and Statement of Revenues, Expenses & Changes in Net Position.
- A. FINANCIAL UPDATE: Haubert provided the committees with a financial update.
Haubert reported that through May 2024, there is about a \$667,000 deficit and the deficit is expected to increase until December when Wisconsin Medicaid Cost Reimbursement (WIMCR) is expected. Hospitalization costs are still up about \$665,000 over 2023.
- B. USE OF MULTIFACTOR AUTHENTICATION – APPROVAL OF EXPENDITURE: ACTION ITEM: The Board was provided a handout of the cost of implementing the MFA. Rideout reported that 3RT, the contracted IT provider for HSC, is working on implementing the multifactor authentication use for access to the virtual private network (VPN). The

VPN is used by employees when working from home or needing to access the HSC network while not in the HSC building. The cost will be \$7.20 per month per employee.

Motion by Cushing, second by Roach to:

APPROVE AND IMPLEMENT THE MULTIFACTOR AUTHENTICATION IN THE AMOUNT OF \$7.20 PER EMPLOYEE PER MONTH.

All ayes, motion carried.

- B. HEALTH REIMBURSEMENT ARRANGEMENT (HRA) ADMINISTRATION UPDATE: Rideout reported that the County Transition Oversight Panel (CTOP) met earlier this week and chose a labor law attorney to assist during the transition to a county human services department and the HRA administration will be considered the top priority.

11. NEXT MEETING DATES

- A. Administration: Thursday, August 15, 2024, at 4:00
- B. Board: Thursday, August 22, 2024, at 4:00
- C. Behavioral Health: Thursday, July 15, 2024, at 3:00
- D. Developmental Disabilities: Wednesday, September 11, 2024, at 3:00
- E. Operations: TBD

12. ADJOURNMENT

There being no further business, Cushing adjourned the meeting at 4:48 PM.

Melissa Gauthier
Administrative Assistant