

MINUTES
SAUK COUNTY BOARD OF HUMAN SERVICES

Meeting: May 9, 2022, 4 p.m., County Board Room 326A, West Square Building, Baraboo, WI

Chair, Patricia Rego called the meeting to order and certified compliance with the Open Meeting Law.

PRESENT: Patricia Rego, Valerie McAuliffe, Joel Chrisler, Joan Fordham, Jake Roxen, Delmar Scanlon, James Bowers, Eric Scheunemann, Cliff Thompson; EXCUSED: None; ABSENT: None.

Others Present: Jessica Mijal, Stephanie Box, Nicole Rachuj

Human Services Board Organization

1. Election of Officers: Motion by Valerie McAuliffe, seconded by James Bowers to elect Patricia Rego as Chair. Motion by Delmar Scanlon, seconded by James Bowers to elect Valerie McAuliffe as Vice Chair. Motion by James Bowers, seconded by Valerie McAuliffe to elect Joan Fordham as Secretary. Motions carried.
2. Set Meeting Date & Time: Consensus of the board was to continue with the second Monday of the month at 4 p.m.

Motion by Valerie McAuliffe, seconded by James Bowers to adopt agenda. Motion carried.

Motion by Delmar Scanlon, seconded by Valerie McAuliffe to approve the minutes for the previous Human Services Board Meeting held on April 11, 2022. Motion carried.

Public Comment: Introductions of all those present took place.

Communications/Director's Report:

- a. Board Materials: Distributed electronically. Jessica Mijal reported a couple staff praises. May 1-7 was designated Economic Support staff week by Governor Evers. There were exceptional increases in caseloads throughout the pandemic. They met State metrics despite having the high caseloads. Last Friday, (May 6th) kicked off Nurse's Week. Nursing staff were recognized with mental health and CCS programs. The Leadership Team retreat is next week which will include team building activities, agency culture, and how we want to represent ourselves as a human services agency.

Business Items:

- a. Discussion and Action to Approve Monthly Vouchers: Distributed electronically. Stephanie Box reviewed the Monthly Voucher Report. Motion by Cliff Thompson, seconded by James Bowers, to approve monthly vouchers in the amount of \$ 2,407,381.96. Eric Scheunemann abstained. Motion carried.
- b. Accounts Receivable Report: Distributed electronically. Stephanie Box reviewed the Accounts Receivable Report for March 2022. Stephanie explained the reason for using two companies for debt collections: 1) State Debt Collections through the Department of Revenue which is utilized by other Counties where we must provide certain criteria and 2) Credit Management Control for those accounts not able to send to State Debt Collections.
- c. Discussion and Action to Approve Collection Requests: Motion by Joel Chrisler, seconded by Valerie McAuliffe, to approve sending 19 accounts to State Debt Collections for \$9,572.05 and 10 accounts to Credit Management Control for \$725.30. Motion carried.
- d. Monthly Reports: Distributed electronically. Stephanie Box discussed the March 2022 Volatile Line report.

Department Updates:

- a. Human Services Orientation Materials: Human Services orientation material distributed electronically. Jessica Mijal reviewed the organizational chart in more depth for each unit and what they do. The

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Leadership Team will be rotating in future meetings to discuss each roll/unit in more depth. The Human Services Organizational chart was discussed in respect to vacancies.

Next Meeting: The next meeting of the Sauk County Human Services Board will be June 13, 2022, at 4 p.m. in County Board Room 326A.

Motion by Valerie McAuliffe, seconded by James Bowers, to adjourn at 4:44 p.m. Motion carried.

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