

MINUTES  
SAUK COUNTY BOARD OF HUMAN SERVICES

Meeting: February 11, 2019, 3:30 p.m., Room 213, West Square Building, Baraboo, WI

Members Present: Patricia Rego, Glen Johnson, Tim McCumber, James Bowers, Brandon Lohr, Julie Fleming, Valerie McAuliffe

Members Excused: John Miller

Members Absent: Beverly Vertein

Others Present: Brattset, Boesl, Box, Lori Dee, David Zeller

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

Motion by James Bowers, seconded by Glen Johnson, to adopt agenda. Motion carried.

Motion by Brandon Lohr, seconded by Glen Johnson to approve the minutes for the previous Human Services Board meeting held on January 7, 2019, with the amendment that Valerie McAuliffe was absent. Motion carried.

**Public Comment:**

None

**Communications/Director's Report:**

- a. Board Materials: Distributed electronically.

Tim McCumber arrived at 3:32 p.m.

**Business Items:**

- a. Review and Approve Monthly Vouchers: Distributed electronically. Stephanie Box reviewed the Monthly Voucher Report. Motion by Brandon Lohr, seconded by Tim McCumber to approve monthly vouchers in the amount of \$1,572,657.90. Motion carried.

Valerie McAuliffe arrived at 3:35 p.m.

- b. Accounts Receivable Report: Stephanie Box distributed and reviewed the Accounts Receivable Report for December 2018. No hardships were authorized in 2018.
- c. Approval for Collection Requests: Motion by Tim McCumber, seconded by Brandon Lohr to approve sending 14 accounts to Credit Management Control for \$3,664.95. Motion carried.
- d. Monthly Reports: Distributed electronically. Stephanie Box discussed the December 2018 Volatile line report. The carryforward request will be discussed next month.
- e. Approve Accounts Payable Process: Dan stated he and Stephanie went to the Finance meeting where they discussed timing to send out checks and the difficulty to get vendors paid timely. Dan stated an amendment to the Rules of the Board will be introduced to reflect the checks/balances of the system. The Finance Committee suggested the Human Services Board Chair review and approve the checks which would be very time consuming. The rules change will go to the County Board in April. The Human Services Board members agreed to maintain our existing process. No action taken.
- f. Appoint Two Members to the Oral Hygiene Ad Hoc Committee: Patricia Rego stated she attended the ADRC committee meeting where Valerie was appointed to serve on the Ad Hoc Committee. Tim McCumber expressed interest. The first meeting will be Wednesday, February 20, 2019, at 3 p.m. Motion by Brandon Lohr, seconded by Valerie McAuliffe to appoint Tim McCumber and Glen Johnson to the Oral Hygiene Ad Hoc Committee. Motion carried.

- g. Appoint Dilyana Feneva to the Children's Community Options Program/Birth to 3 Program Advisory Committee as a Citizen Member - Three Year Term: Motion by Valerie McAuliffe, seconded by James Bowers to appoint Dilyana Feneva to the Community Options Program/Birth to 3 Program Advisory Committee as a Citizen Members – Three Year Term. Motion carried.
- h. Approve Commending Jody Simon for Over 21 Years of Service to the People of Sauk County: Dan Brattset stated Jody spent some time with Public Health before coming to Human Services. Motion by Tim McCumber, seconded by Valerie McAuliffe to approve Commending Jody Simon for Over 21 Years of Service to the People of Sauk County. Motion carried.

**Department Updates:**

- a. Joxel Report: Next Steps: Dan Brattset and Stephanie Box discussed the subcontract with Joxel for consultation on the AVATAR electronic record which was implemented nearly four years ago. Joxel staff met with Human Services employees and gathered information so suggestions could be made to make the system more user friendly and learn more features to navigate AVATAR. In time would like to integrate with other systems. Cost of implementing the treatment plan will be requested in carryforward. Goal is to move more paper forms to electronic format.

**Next Meeting:**

The next meeting of the Sauk County Human Services Board will be March 11, 2019, at 3:30 p.m. in Room 213.

**Public Comment**

None.

Motion by James Bowers, seconded by Valerie McAuliffe, to adjourn at 4:19 p.m. Motion carried.

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