

MINUTES  
SAUK COUNTY BOARD OF HUMAN SERVICES

Meeting: February 10, 2020, 3:30 p.m., Room 213, West Square Building, Baraboo, WI

Members Present: Patricia Rego, Glen Johnson, James Bowers, Valerie McAuliffe, John Miller, Tim McCumber, Cliff Thompson

Members Excused: Brandon Lohr

Members Absent:

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

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

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

Motion by Valerie McAuliffe, seconded by Glen Johnson to approve the minutes for the previous Human Services Board meeting held on January 6, 2020, with the correction to add "Chair, Patricia Rego called the meeting to order and certified compliance with the Open Meeting Law." Motion carried.

Tim McCumber arrived at 3:33 p.m.

**Public Comment:**

None

**Communications/Director's Report:**

- a. Board Materials: Distributed electronically.

**Business Items:**

- a. Review and Approve Monthly Vouchers: Distributed electronically. Stephanie Box reviewed the Monthly Voucher Report. Motion by Valerie McAuliffe, seconded by Tim McCumber to approve monthly vouchers in the amount of \$1,901,987.04. Motion carried.

John Miller arrived at 3:36 p.m.

- b. Accounts Receivable Report: Stephanie Box distributed and reviewed the Accounts Receivable Report for December 2019. Stephanie reported accounts are not sent to collections if there is no Social Security number or if Human Services is third or more in line to receive a tax intercept.
- c. Approve Collection Requests: Motion by Tim McCumber, seconded by James Bowers to approve sending 22 accounts to Credit Management Control for \$5,448.88. Motion carried.
- d. Monthly Reports: Distributed electronically. Stephanie Box discussed the December 2019 Volatile line report. Stephanie reported each month she will be including the donations received by the Department.
- e. Appoint Jennifer Watts to the Human Services Board (citizen member): Patricia Rego asked for a motion together to approve Jennifer Watts and Cliff Thompson's appointments.
- f. Appoint Cliff Thompson to the Human Services Board (citizen member): Motion by Tim McCumber, seconded by John Miller to appoint Jennifer Watts and Cliff Thompson to the Human Services Board (citizen members). Motion carried.
- g. Appoint Angela Tourdot to the Comprehensive Community Services/Families Come First Coordinating Committee (employee member): Dan stated this committee is required to obtain 100% CCS funding. The committee consists of consumers and staff to talk about services. Motion by Tim

McCumber, seconded by Glen Johnson to appoint Angela Tourdot to the Comprehensive Community Services/Families Come First Coordinating Committee (employee member). Motion carried.

**Department Updates:**

- a. Presentation on Business and Administrative Services Unit – Stephanie Box: Stephanie indicated she supervises 16 staff in the Business and Administrative Services (BAS) unit.

Tim McCumber stepped out at 3:58 p.m.

The unit consists of records, reception/Access, accounts payable, billing, IT and data staff. We differ from other County departments by having our own data and financial system due to tracking things by client which the County system does not allow. Payment batches are transferred electronically to the County system for checks to be printed. The BAS unit implemented an AVATAR help desk to answer questions, reset passwords, or to report issues.

Tim McCumber returned at 4 p.m.

BAS staff process billing for services provided by Human Services staff and report expenses to the State. Consumers who need assistance in managing their finances and have a Human Services case manager can be set up with Human Services as their representative payee. Staff handle reconciliation and audits. IT staff do AVATAR report writing and form building. Services under mental health, substance use, and community support program (CSP) are reported to the State. Reception/Access staff answer incoming calls in Baraboo and overflow calls can be answered in Reedsburg, greet consumers, check in consumers, and take referrals for Adult Protective Services, Birth-to-Three, Children's Long-Term support, or Community Support Program. On January 1, 2020, electronic consent signing was implemented in AVATAR which has reduced the amount of document scanning. We are looking at data sharing with hospitals and clinics through CareConnect. Dan Brattset and Stephanie recognized the importance of support staff in the agency.

**Next Meeting:**

The next meeting of the Sauk County Human Services Board will be March 9, 2020, at 3:30 p.m. in Room 213.

**Public Comment**

None.

Motion by James Bowers, seconded by Tim McCumber, to adjourn at 4:26 p.m. Motion carried.

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