

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**March 13, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. March 13, 2014 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Holets, Diane M. Brown, Donald Seep, Dr. Louis Williams Fred Clary, Larry Jewell, Marilyn Rinehart, and Virginia Wiedenfeld.

Members Absent: Bob Bellman.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Becky Dahl, Jason Marshall, Katie Erb, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, Tracy Thorsen, and Linda Rohn.

Approve Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the agenda and proper posting. Motion carried.

Approve February 13, 2014 Health and Human Services Board Minutes: Motion by Diane M. Brown, seconded by Larry Jewell to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for March 13, 2014 was distributed. It was noted that page #3 and #4 were switched, so the account totals do not match up. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #35 – Godfrey & Kahn, SC.: This was to pay for attorney fees related to personnel matters including negotiations with the Professional Union. It was noted that only the Director of the agency or another member of management approved by the Director can contact Attorney Jon Anderson.

Voucher #7 - #14 – Cardmember Service: Patrick Metz reviewed the no line detail items purchased.

Voucher #60 – Jane Schmidt: Linda Symons noted that Ms. Schmidt is offering a 12 week grant funded exercise prevention program at the Viola Meal Site. It was noted that Ms. Schmidt only offers this service at the Viola Meal Site because she lives in that area. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the 2013/2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2014 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2014 Expense Reports	12	\$8,139.90
Richland County Health and Human Services – 2014 Vouchers	37	\$32,710.68

Richland County Health and Human Services – 2014 Prepaid Vouchers	3	\$526.99
<b>TOTAL</b>	<b>51</b>	<b>\$41,377.57</b>

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of December 31, 2013 and noted a surplus of \$132,766 when factoring out the unbudgeted \$.75 staff salary increase. This surplus also includes the Children’s Institutional Fund overage of \$84,369. Patrick Metz noted that the Administration line items are over largely due to excessive snowplowing, telephone system upgrades, and \$.75 staff salary increases.

Patrick Metz noted that the 2013 Health & Human Services budget is “very close to final figures”. The 2012 and 2013 Comprehensive Community Services Program reconciliations are currently being finalized. At this point these numbers will only get better, as all expenses are in but there are a few delayed revenues expected. Marilyn Rinehart questioned if services were being reduced to the Children’s Services and Clinical Services budgets, since their anticipated placement figures were under budget, so other units could make purchases. It was noted that this was a good year for the Children’s Services and Clinical Services programs and there were no reduction to services. Randy Jacquet stated that, over his nearly 27 years here, every year there are some units with surplus funds and other units with excess funds. We just hope that by the end of the year they all balance out.

Patrick Metz reported that unbudgeted retirements will have a major effect on the 2014 Health & Human Services budget. Discussion was held regarding the figure anticipated to transfer into the Children’s Institutional Fund for 2014.

Personnel Updates: Randy Jacquet announced the following county position resignations: Melisa Trejo, Temporary/Casual Spanish Interpreter, effective February 24, 2014; Alyssa Umberger, Children and Families Case Manager, effective March 3, 2014; Kasey Banker, Children and Families Case Manager, effective March 14, 2014; and Michelle Parr, Early Intervention Specialist, effective March 14, 2014. Randy Jacquet noted that Alyssa Umberger left to return to her home county of Vernon and Kasey Banker and Michelle Parr resigned from their positions, as they both did not feel it was the right fit for them. Motion made by Fred Clary, seconded by Diane M. Brown to approve the following resignations: Melisa Trejo, Temporary/Casual Spanish Interpreter, effective February 24, 2014; Alyssa Umberger, Children and Families Case Manager, effective February 24, 2014; Kasey Banker, Children and Families Case Manager, effective February 24, 2014; and Michelle Parr, Early Intervention Specialist, effective March 14, 2014. Motion carried.

Fred Clary noted that these resignations leave a considerable hole in the Children’s Services Unit. Amanda Coorough stated that fortunately last month’s request to increase Leah Anderson’s hours from 28 to 40 per week will be helpful and Amanda Coorough has agreed to help with on-call shifts for awhile. Amanda Coorough noted that we plan on waiting to advertise for these vacant positions in April, due to a State audit scheduled for the end of March and various other urgent schedule issues. Randy Jacquet stated that we are considering hiring a current intern temporarily through the Southwest Wisconsin Workforce Development Board (SWWDB) to give us more time to recruit.

Approval of Resolution to Honor Linda Rohn: Randy Jacquet introduced Linda Rohn, Clerical Assistant II, to the Board noting that she has been with the county more than 27 years and officially retires April 4, 2014 with an Open House planned from 1-2pm that day. Angie Rizner distributed invitations to the Open House. Randy Jacquet presented Linda Rohn with a plaque honoring her many years of service. Motion made by Virginia Wiedenfeld, seconded by Larry Jewell to recommend a resolution to honor Linda Rohn

for her 27 years of county employment, and forward it onto the County Board for approval. Motion carried.

Update on Finance & Personnel Committee Action as it relates to the Health & Human Services Director and Interim Director Positions: Randy Jacquet offered an update on the Finance & Personnel Committee action noting that an updated Health & Human Services Director position description was presented and the salary was reduced from Grade 35 to Grade 34. The resolution will be presented to the County Board next Tuesday.

Randy Jacquet noted that the Finance & Personnel Committee also reviewed the Interim Director position and agreed to the job rate of Grade 32 effective April 11, 2014 until the Health & Human Services Director position is filled. Randy Jacquet stated that he is not opposed to a friendly amendment to that resolution at the County Board since the existing staff person appointed to that Interim Director position would be not only responsible for their existing duties, but also the Director duties. Randy Jacquet recommended it be amended to Grade 34. The non-union salary grades were reviewed.

Discuss Assistance Needed (if any) for Screening and Interviewing of the Health & Human Services Director Position: Randy Jacquet questioned once again if the Health & Human Services Board was in need of assistance from the State. Bob Holets stated that a set of questions might be helpful. Virginia Wiedenfeld questioned if a Director from another county could offer assistance. Diane M. Brown noted that additional knowledge from an outside source might be helpful. Donald Seep stated that given the ever-changing State and statutorial requirements, further assistance would be helpful. The question was posed, what additional expertise could a State person provide? Randy Jacquet stated that he would pursue State resource options and bring those options back to the April Health & Human Services Board meeting for consideration.

Angie Rizner noted that Victor Vlasak recently emailed her requesting direction from the Health & Human Services Board in creating the Health & Human Services Director vacant position advertisement. Motion made by Donald Seep, seconded by Marilyn Rinehart to request Randy Jacquet draft an advertisement and email it to Jeanetta Kirkpatrick for forwarding onto Victor Vlasak. Motion carried.

Randy Jacquet agreed to assist in the creation of interview questions, and would forward them onto Bob Holets exclusively to preserve confidentiality. Becky Dahl suggested that a secondary interview with staff be conducted to create more of a team approach in the hiring process. Fred Clary discouraged this option stating that employment is “not a two way street and welcome to the real world people.” This was not the consensus or overall opinion of the Board.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout. Amanda Coorough noted that the increases in children’s residential placements were not budgeted for and the unit will attempt to get the children out of placement as soon as possible.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-13-14)</b>		
<b>FAMILY AND            CHILDREN’S CENTER</b>	Due to an increased need for residential, group, and treatment foster care with onsite special education for children being served by the Children’s Services Unit. (LaCrosse) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$20,000.</i>  To a total amount not to exceed <b>\$80,000.</b>

<p><b>FAMILY WORKS PROGRAMS, INC.</b></p>	<p>Due to an increased need for group and treatment foster home placements for children served by the Children's Services Unit. (Madison) <i>This will require County Board approval.</i></p>	<p><i>Original Contract Amount: \$25,000.</i></p> <p>To a total amount not to exceed <b>\$75,000.</b></p>
<p><b>FILLYAW ADULT FAMILY HOMES</b></p>	<p>Due to the transferring of a client being served by the Clinical Services Unit from a different adult family home provider. (Richland Center) <i>This will require County Board approval.</i></p>	<p><i>Original Contract Amount: \$29,500.</i></p> <p>To a total amount not to exceed <b>\$67,000.</b></p>

Motion made by Marilyn Rinehart, seconded by Diane M. Brown to approve the amended 2014 contracts, and forward them onto the County Board for approval. Motion carried.

Discussion was held regarding the budgeting, functions, and training of the Regional ADRC.

<p align="center"><b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                  2013 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-13-14)</b></p>		
<p><b>ADRC OF EAGLE COUNTRY - CRAWFORD</b></p>	<p>Due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. (Prairie du Chien)</p>	<p><i>Original Contract Amount: \$212,945.</i></p> <p>To a total contract amount not to exceed <b>\$226,924.</b></p>
<p><b>ADRC OF EAGLE COUNTRY - JUNEAU</b></p>	<p>Due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. (Mauston)</p>	<p><i>Original Contract Amount: \$323,956.</i></p> <p>To a total contract amount not to exceed <b>\$346,371.</b></p>
<p><b>ADRC OF EAGLE COUNTRY - RICHLAND</b></p>	<p>Due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. (Richland Center)</p>	<p><i>Original MOU Amount: \$394,194.</i></p> <p>To a total contract amount not to exceed <b>\$442,781.</b></p>

Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve the amended 2013 contracts. Motion carried.

<p align="center"><b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                  2014 NEW HHS CONTRACT/AGREEMENT APPROVALS (3-13-14)</b></p>		
<p><b>FITNESS CHOICES</b></p>	<p>Provider of one on one Recovery Education and Wellness Management Services to a client who has recently been discharged from Winnebago Mental Health Institute. (Viola)</p>	<p>For a total amount not to exceed <b>\$5,000.</b></p>

Motion made by Diane M. Brown, seconded by Fred Clary to approve the new 2014 agreement. Motion carried.

Approve Submission of an Application for Dementia Care Specialist (DCS) Program Grant Funding (Mailout #2): Becky Dahl noted that Richland County Health & Human Services has been instrumental in pursuing many new initiatives; including the piloting of the Family Care Program, creating ADRCs, and implementing various Regional ADRC projects. The Regional ADRC Governing Board previously approved the application of this grant to become more dementia care friendly in our four county regional model. If awarded, the Regional ADRC could receive up to \$80,000 plus in Federal Medicaid Administrative funding. Becky Dahl noted that this project would require the leasing of a full-time position that would be eliminated when the funding expires. It was noted that Watertown was recently recognized for their activity related to this project. Fred Clary requested that the County Board resolution be amended to include the elimination of the leased position when grant funding expires. It was noted that additional funds could be allocated towards the preservation of this position. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the submission of an application for Dementia Care Specialist (DCS) Program Grant funding to include the elimination of the leased position when the grant funding expires, and forward the recommendation onto the County Board for approval. Motion carried.

Approve the Creation of an Administrative Services Manager Position and the Elimination of the Office Supervisor Position (Mailout #3): Randy Jacquet stated that when Angie Rizner recently presented the 2014-2017 Richland County Civil Rights Compliance (CRC) Plan to the Finance & Personnel Committee for consideration, Health & Human Services was instructed to look at changing her position description to include additional CRC titles and responsibilities. As the Office Supervisor position description was reviewed, it was determined that a complete revision of the position description should occur to include a title change to Administrative Services Manager and an appropriate wage be established that is reflective of the responsibilities of the position.

Patrick Metz noted that over the years Angie Rizner has been loaned out to other county departments to perform tasks that she has not been fairly compensated for. Angie Rizner assisted with the creation and submission of the Richland County CRC Plan which benefits Health & Human Services, Pine Valley Healthcare, Child Support, and Emergency Management-Ambulance Services; however, the overall implementation of the plan is under the responsibilities of Richland County Clerk, Victor Vlasak, who also holds the titles of Equal Opportunity Coordinator and Limited English Proficiency Coordinator. Transitioning these titles and the CRC Plan implementation responsibilities to the Administrative Services Manager, and giving the position the authority to work with other county departments to correct deficits, will ensure that Richland County is in compliance with all State and Federal Civil Rights laws and regulations. Randy Jacquet reported that this is the first time ever that the CRC Plan requires that Angie Rizner sign the document as the preparer; however, she does not feel comfortable signing a document that she has no ability to ensure complete implementation of the new requirements nor has the County Board given her the authority to sign the document.

Randy Jacquet stated that Angie Rizner has also been asked to perform Public Information Officer (PIO) duties during catastrophic events for Emergency Management. This includes preparing and distributing press releases, coordinating press activities, and participating in training exercises. Discussion was held regarding how Angie Rizner was directed to assume PIO duties during the 2007 and 2008 floods, which was not a voluntary action. Angie Rizner noted that she had experience working with the media in her

previous position as Festivals & Events Director for Wisconsin Dells, which included radio and television interviews, the creation of press releases, and routine interactions with media sources.

Discussion was held regarding whether Health & Human Services should be responsible for paying for the duties of this position that benefits multiple departments. Fred Clary noted that FEMA dollars paid for the PIO activities during the 2007 and 2008 floods. Marianne Stanek stated that the FEMA dollars only paid for PIO activities performed after hours or beyond the normal work schedule of 8am to 5pm. Fred Clary reported that there are other upcoming Homeland Security initiatives and we are required to participate in them, but the PIO does not need to be a county employee. Marianne Stanek expressed her concern with not utilizing Angie Rizner as the Richland County PIO, as in these types of situations emergency response personnel are stretched thin. Having an established, trained, county-employed PIO offers a consistency and competency that a volunteer could not offer. It was noted that Angie Rizner already has a full workload, and when she is asked to perform PIO duties, no other staff member is able to pick-up her Health & Human Services duties. The requests for a PIO have increased and include evening and weekend needs in which Angie Rizner receives hour-for-hour comp time accumulated up to 24 hours.

Bob Holets questioned how the duties of the Office Supervisor have expanded. It was noted that the creation and monitoring of \$3 million in provider contracts and performing human resource functions for Health & Human Services 70+ employees are duties that were added onto the existing workload. Virginia Wiedenfeld stated that she understands the need for a position description revision, but the more than \$6.00/hour wage increase seems elaborate. Patrick Metz explained that when Annie Windstrup left the position in 2006 it was at Grade 25, and when Angie Rizner took over the position, it was reduced to Grade 23 and she also accepted a variety of additional duties at that time. Fred Clary reviewed the non-union wage scale noting that Grade 28 includes master's degreed employees. Discussion was held regarding education versus experience and skill. Donald Seep stated that the position description duties have changed significantly and warrant this pay level.

Katie Erb noted that each member of management has been asked to take on more and more every year and the approval of this proposal might be precedent setting. Amanda Coorough stated that Angie Rizner is being paid at a supervisory level, but required to perform duties at a managerial level. Yes, each member of Health & Human Services management has been asked to take on more and more every year, but those increased duties are included in the realm of their unit or programmatic responsibility. Angie Rizner is being asked to assume duties outside of her Health & Human Services responsibility as the Office Supervisor. Fred Clary commented that this was never the intention of the Finance & Personnel Committee, and if the creation of a new position occurs, it would have to be advertised. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the creation of an Administrative Services Manager position at (Grade 28 non-union ) who holds the titles of Richland County Equal Opportunity Coordinator (EOC), Richland County Limited English Proficiency Coordinator (LEPC), and Richland County Public Information Officer (PIO), eliminate the Office Supervisor position (Grade 23 non-union), appoint/transfer Angie Rizner to the new position, approve the new position description, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Roll Call Vote. Diane M. Brown, Marilyn Rinehart, Virginia Wiedenfeld, Dr. Louis Williams, and Donald Seep voted for the motion. Fred Clary, Bob Holets, and Larry Jewell voted against the motion. Motion carried.

File Transfer Protocol (FTP) Software Purchase Update: Barb Scott stated that since the approval last month was specific to purchasing the software from IPSWITCH, CDW-G recently came forward with a better price and MIS is requesting that the purchase be made through CDW-G instead for a savings of more than \$200. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the

purchase of WS\_FTP Server software for the Clinical Services Unit from CDW-G totaling \$1,267. Motion carried.

Approval of Computer Purchases (Mailout #4): Barb Scott noted that she received quotes from four vendors to purchase up to 17 computers due to the Windows 7 upgrade. It was noted that this was a budgeted expense. Motion made by Virginia Wiedenfeld, seconded by Diane M. Brown to approve the purchase of up to 17 computers from J-Comp Technologies totaling \$10,557, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Hospice Care Update: No further updates. Angie Rizner was instructed to no longer list this as a reoccurring agenda item.

Angie Rizner distributed an invitation to the Retirement Open House for Randy Jacquet. It is scheduled for April 10, 2014 from 1-3pm at the Community Services Building.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Appoint An Interim Health & Human Services Director effective 4/11/2014: Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to convene in closed session per Wis. Statutes 19.85(1)(C) to include Randy Jacquet to appoint an Interim Health & Human Services Director effective April 11, 2014. Roll Call Vote. Diane M. Brown, Marilyn Rinehart, Virginia Wiedenfeld, Fred Clary, Bob Holets, Larry Jewell, Dr. Louis Williams, and Donald Seep all voted for the motion. Motion carried.

Return to Open Session: Motion by Donald Seep, seconded by Virginia Wiedenfeld to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, April 10, 2014 at 9:30am at the Community Services Building.

Adjourn: Motion by Fred Clary, seconded by Larry Jewell to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor