

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 10, 2014

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. April 10, 2014 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Linda Symons, Patrick Metz, Randy Jacquet, Tracy Thorsen, Veterans Service Officer Sandy Kramer, and Bob Johnson and Amber Burch from Neighborhood Housing Services of Southwest Wisconsin.

Approve Amended Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to approve the amended agenda and proper posting. Motion carried.

Approve March 13, 2014 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Dr. Louis Williams to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Approve Veterans Service Office Purchase of Grave Flags: Sandy Kramer reported that, if she orders grave flags in bulk, she can secure reduced pricing of \$.65 per flag. Sandy Kramer requested to purchase over 7,000 flags utilizing the Soldier and Sailor fund and funds secured for the 5,000 flags project. It was noted that Sandy Kramer would store the flags in the Veterans Service Office to keep them safe and easily accessible. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the purchase of Veterans Service Office grave flags. Motion carried.

Update on Expansion of Veterans Service Commission/Committee: Bob Holets stated that the Rules and Resolutions Committee recently approved the recommendation to remove the Veterans Service Office from Health & Human Services Board oversight. Sandy Kramer stated that the current commission oversees the department, but not the budget. The new Veterans Service Commission would consist of five total members, at least three of whom shall be County Board members. The State statutes would be satisfied by having a minimum of three Veterans on the commission. It was noted that personnel management would also be the responsibility of this commission and the recommendation was previously reviewed by legal counsel. Discussion was held regarding the ability of having three members as Veterans consistently in the event that there aren't enough County Board Supervisors who are also Veterans.

Hospice Care Report: Larry Jewell reported that he had a family member recently admitted to The Bland Bekkedal Center for Hospice Care in Viroqua and he was incredibly impressed with the facility and would like to see a similar facility in Richland County. The facility's brochure/booklet was distributed for review. Larry Jewell noted that the facility is very family oriented and is currently equipped to care for four hospice patients and home health hospice, with expansion capabilities for up to sixteen patients. It was noted that the facility cost approximately \$1.3 million and received numerous private donations. Discussion was held regarding the facility's connection to Vernon Memorial Hospital and Gundersen Lutheran Healthcare.

Request from Neighborhood Housing Services of Southwest Wisconsin to use the Community Services Building Parking Lot for a Special Event: Randy Jacquet introduced Bob Johnson and Amber Burch from Neighborhood Housing Services of Southwest Wisconsin. Amber Burch reviewed the events planned in downtown Richland Center for Ocoochapalooza on June 7, 2014 including a block party with live music, kids' parade, and a variety of games and activities. Amber Burch noted that approval has already been received to shut down three blocks of Central Avenue and use of the Courthouse lawn for the event. The request is to utilize the Community Services Building parking lot for visitor parking and easy access to the downtown area and events. Amber Burch noted that Neighborhood Housing Services of Southwest Wisconsin would like to expand on their partnership with Health & Human Services, noting the Public Health - Richland FIT is an existing partner and possibly other units could become involved, such as the ADRC -Transportation Program. Bob Holets questioned if the ADRC could transport individuals into town for the event? Linda Symons stated that could be arranged if individuals make reservations. Motion made by Bob Bellman, seconded by Dr. Louis Williams to approve the utilization of the Community Services Building parking lot for event parking during Ocoochapalooza on June 7, 2014. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for April 10, 2014 was distributed. The following items required additional discussion:

2014 Administrative Vouchers:

Voucher #14 – 23 – CDW Government, Inc.: This was to pay for two budgeted laptops, the WS_FTP server approved last month, and a variety of other budgeted computer equipment purchases.

Voucher #24 – City of Richland Center: This was to pay a rental fee for use of the Community/Senior Center for a Regional ADRC meeting. Becky Dahl noted that the Main Conference Room was already reserved for a retirement event and it was nice to showcase the facility to other county representatives.

Voucher #35 – 38 – JComp Technologies: This was to pay for budgeted Smartnet router insurance and computers that were approved last month.

Voucher #50 & 51 – Rhyme Business Products: This was to pay for our monthly copier rental fees and a supply of copy paper.

Voucher #53 & 54 – Richland County Food Service: This was to pay for food supplies at the Richland Center and Rockbridge Meal Sites.

Patrick Metz also reviewed the other meal site expenses and noted that the costs are average. It was requested that Marianne Stanek offer an update regarding the Viola Meal Site pricing and contract with Tazzee's Wonder Bar & Restaurant.

Voucher #80-81 – Youth Empowered Solutions: This was to pay for training and youth mentoring through the Partnership Grant. It was noted that a contract was previously approved.

Previously Paid Vouchers:

Voucher #1 – WCCU: This was to pay for credit card fees assessed by ZirMed, Inc. to collect credit card payments from clients. Patrick Metz noted that he consulted with Julie Keller, Richland County Treasurer, and she advised the creation of this account to manage the credit card payments. Patrick Metz

stated that we received approximately \$3,300 in incoming credit card payments and were charged \$300 for processing fees.

Voucher #2 – US Post Office: This was to pay for rental of a post office box in Viola. Marianne Stanek noted that items can then be mailed to the workers, since they do not have volunteers that regularly drive into Richland Center. Motion made by Donald Seep, seconded by Bob Bellman to approve the 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	11	\$8,110.03
Richland County Health and Human Services – 2014 Vouchers	46	\$50,621.68
Richland County Health and Human Services – 2014 Prepaid Vouchers	3	\$448.47
Richland County Health and Human Services – 2013 Prepaid Vouchers	1	\$259.03
TOTAL	61	\$59,439.21

2013 Budget Update: Patrick Metz stated that the 2013 Health & Human Services Budget is likely to experience a slight deficit, but we are currently working on finalizing the 2012 and 2013 Comprehensive Community Services reconciliations. Patrick Metz reviewed his anticipated projections noting that Fund 56 would experience a deficit; Fund 59 would experience a deficit of approximately \$13,000; and Fund 63 would experience a deficit of approximately \$10,000. Patrick Metz noted that the auditors are scheduled to begin the county audit in April which is early this year.

2014 Budget Update: Patrick Metz distributed a handout that reflected a surplus of \$59,018 at this time which is not forecasted to continue, as it is still too early. Marilyn Rinehart questioned the affects the opening of a local Dialysis Center would have on the Transportation Program. Linda Symons reported that fourteen Richland County residents currently need dialysis and the local Dialysis Center only had 10 slots available. Six chairs are available in the morning and six chairs are available in the afternoon. Two slots were already taken. Marilyn Rinehart stated that this is a significant reflection of the need for Public Health activities and the support of healthier eating and living, as diabetes leads to the need for dialysis. Linda Symons reported that transporting one individual to dialysis three times per week costs the Transportation Program approximately \$16,000 and the individual has a \$30 co-pay every day. An increase in service dates/shifts at the local Dialysis Center would be helpful in the future.

Discussion was held regarding the Clinical Services Unit lag in revenues. Tracy Thorsen noted that we are working on implementing cash flow increases in the unit. Discussion was held regarding the Institutional Funds. Patrick Metz noted that the 2013 institutional expenses were cleared out, but he would have to check on the 2014 Adult Institutional Fund deposit of \$125,000.

Personnel Updates: Randy Jacquet announced the hiring of Bryann McGuire, LTE Family Preservation Worker, through the Southwest Wisconsin Workforce Development Board effective March 31, 2014.

Approval of Resolution to Honor Randy Jacquet: Randy Jacquet was presented with a plaque for his nearly 27 years of service. An Open House is planned for April 10, 2014 from 1-3pm in the Main Conference Room of the Community Services Building. Bob Holets presented Randy Jacquet with a plaque honoring his many years of service. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis

Williams to recommend a resolution to honor Randy Jacquet for his nearly 27 years of county employment, and forward it onto the County Board for approval. Motion carried.

Acknowledgement of Exiting Health & Human Services Board Member: Randy Jacquet noted that this is Bob Holets last meeting with the Health & Human Services Board after 6 years of service. It was noted that Bob Holets is also leaving the County Board. Bob Holets stated that this has been an educational experience and he learned a lot. The Board extended many thanks to Bob Holets.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised Mailout, noting that the amendment to the first contract is simply a name change.

It was noted that in previous discussions the Jail Mental Health costs being proposed were \$2,500-\$3,000 and the Northwest Counseling & Guidance Center contract increase being proposed is now \$8,000. Tracy Thorsen stated that during meetings with the Sheriff’s Department service could include more than 1 hour per week, so this contract increase is being overestimated but we will only pay what is actually used. Bob Bellman stated that the County Board just improved health services in the jail at a cost of approximately \$40,000 per year, what exactly is this addition? Tracy Thorsen reported that Jail Mental Health services were excluded from the \$40,000 Sheriff’s Department contract. Northwest Counseling & Guidance Clinic would meet the mental health services being requested by the Sheriff’s Department through an increase in their contract with Health & Human Services. Tracy Thorsen noted that Clinical Services staff are struggling to meet the needs of current clients, so beyond daytime crisis situations, we would need additional staff hours through Northwest Counseling & Guidance Clinic. Bob Bellman reported that he recently experienced a situation in which he had to contact law enforcement for assistance and he expressed concern with the Northwest Counseling & Guidance Clinic response. Randy Jacquet noted that the Sheriff’s Department would pay Health & Human Services for Jail Mental Health services offered by Northwest Counseling & Guidance Center, as this was a cheaper option for the Sheriff’s Department. Fred Clary noted that the Sheriff’s Department is required by State jail standards to increase our services and this proposal actually saved county funds.

Larry Jewell left the meeting.

Tracy Thorsen noted that the Northwest Counseling & Guidance Center phone center is in Menomonie, but local workers are called out when crisis occurs. Discussion was held regarding the processes of Northwest Counseling & Guidance Center. Tracy Thorsen reported that phone center calls are answered by a trained mental health crisis worker in Menomonie. That worker can offer support over the phone; including alternate action and local response, possibly contact a local crisis worker and/or contact local Sheriff’s Department to respond depending upon the situation, or wait until Health & Human Services crisis staff can respond the next day during normal business hours. Tracy Thorsen stated that she would meet privately with Bob Bellman to better understand the situation he experienced.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-10-14)		
LORI KNAPP CRAWFORD, INC.	Due to a formal name change. (Prairie du Chien).	<i>Original Contract Amount: \$29,500.</i> Amend the current contract with <u>Lori Knapp, Inc.</u> to the new name <u>Lori Knapp Crawford, Inc.</u>

<p>NORTHWEST COUNSELING & GUIDANCE CENTER</p>	<p>Due to the additional need to provide Jail Mental Health services to the Richland County Jail inmates. (Menomonie) <i>This will require County Board approval.</i></p>	<p><i>Original Contract Amount: \$45,000.</i></p> <p>To a total amount not to exceed \$53,000.</p>
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Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the amended 2014 contracts, and forward those necessary onto the County Board for approval. Motion carried.

<p align="center">RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 NEW HHS CONTRACT/AGREEMENT APPROVALS (4-10-14)</p>		
<p>DEER VALLEY ADULT FAMILY HOME</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>For a total amount not to exceed \$35,000.</p>

Motion made by Marilyn Rinehart, seconded by Diane M. Brown to approve the new 2014 contract and forward it onto the County Board for approval. Motion carried.

Approve Updates to Children’s Services Case Manager Position Description (Mailout #2): Amanda Coorough reported that this position description has not been revised since 2006 and there have been many required updates to the position description to meet changes in State policies. Amanda Coorough clarified that this position is a field worker responsible for case management and is not a “manager” position. Fred Clary questioned why we offer applicants two years to achieve their social work certification. Amanda Coorough noted that this often occurs and assists us in recruiting related degreed applicants, as foundation training is separate and offered in the field. Discussion was held regarding professional wage increases and the agreement that must be signed to ensure that State social work certification is obtained within two years. Angie Rizner noted that State certification is a requirement of any social worker position, regardless of the Health & Human Services unit he/she is working in.

Discussion was held regarding the turnover experienced in the Children’s Services Unit. Amanda Coorough reported that twenty-eight staff have left the Children’s Services Unit over the last five years. 24/7 crisis coverage is a significant reason for the turnover, but personnel issues and relationship issues with past managers/supervisors were also reasons. We have a considerable investment in these workers, but turnover every two years is customary for this type of work and we need to look at implementing methods to retain staff. Randy Jacquet stated that adding a senior level social worker to the unit might be considered in the future. Discussion was held regarding the potentially dangerous situations these workers face. Amanda Coorough noted that there have been minor incidents, but the unit follows strict safety policies and they are often assisted by law enforcement. If staff do not follow these safety protocols, disciplinary action would be pursued. Randy Jacquet noted that the Milwaukee County Child Protection Worker turnover rate is 55% annually. It was noted that the increase in hours from 37.5 to 40 was previously approved but not updated on the old position description. Motion made by Donald Seep, seconded by Bob Bellman to approve the request to update the Children’s Services Case Manager position description, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve the Sale of a Transportation Program Vehicle (Mailout #3): Linda Symons reported that Pine Valley Healthcare recently returned a 5310 grant funded lift van that is unsafe to use due to mechanical issues with the lift and brakes which are costly to repair. Linda Symons stated that it would be her preference to sell the 1997 Dodge lift van via the Wisconsin Surplus online auction. Angie Rizner noted that the County Board resolution states all the methods that could be used to sell the 5310 vehicle per the Wisconsin Department of Transportation vehicle disposal language. Motion made by Fred Clary, seconded by Virginia Wiedenfeld to approve the sale of the 1997 Dodge lift van via Wisconsin Surplus online auction site with proceeds of sale deposited into the Transportation Trust Fund 18, and forward the recommendation onto the County Board for approval. Motion carried.

Approve Resolution to Waive Insurance Requirement for Attorney Alicia Breininger: Angie Rizner reported that there were issues with Attorney Alicia Breininger obtaining the county required liability insurance limits; however, that issue has since been resolved and no further action is necessary.

Further Discuss the Recruitment and Hiring of a New Health & Human Services Director: Randy Jacquet stated that the Health & Human Services Director application deadline is April 18, 2014. The Health & Human Services Board needs to schedule dates to review the overall process and applications. Angie Rizner noted that applications are being accepted by the County Clerk's Office until April 18th which is Good Friday and most county offices are closed in observance of the holiday.

Randy Jacquet noted that last month he was directed to give sample interview questions to Bob Holets for consideration; however, this is Bob Holets last meeting as Health & Human Services Board Chair, so those were recently given to Marilyn Rinehart as Acting Health & Human Services Board Chair. Marilyn Rinehart noted that a screening tool for applications might also be necessary. Bob Holets questioned if a sub-committee should be created. It was noted that Bob Holets replacement would be appointed on April 29, 2014 and there is also a new county rule that the chair of any Board/Committee has to be County Board member. Fred Clary stated that he would prefer to have the entire Health & Human Services Board involved in the application screening due to the importance of the position. That was the overall consensus of the Board. It was determined that the Health & Human Services Board should move forward and review applications as soon as possible in case additional advertising is necessary. It was noted that advertisements were placed in the Richland Observer for three weeks, Wisconsin Job Net, WCHSA website, and Richland County website.

It was determined that the Health & Human Services Board should tentatively hold a meeting Tuesday, April 29th or Monday, April 28th at 5:30pm or later in the Courthouse to review applications and agree on a screening tool. Bob Bellman was instructed to consult with Victor Vlasak regarding his attendance and organization of the interview meetings.

The next regular Board meeting is scheduled for Thursday, May 8, 2014 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor