

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**June 12, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. June 12, 2014 by Bob Bellman in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Stephanie Ronnfeldt, and Tracy Thorsen.

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

Welcome New Health and Human Services Board Member: The Board welcomed Linda Gentes and all present introduced themselves.

Approve May 16, 2014 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Marilyn Rinehart to approve the Health & Human Services Board meeting minutes. Donald Seep questioned the statement about the new county rule that the Health & Human Services Board Chair must be a County Board Supervisor. It was clarified that Marilyn Rinehart would assume the Health & Human Services Board Chair role, but she would prefer to be replaced by a County Board Member if the Health & Human Services Chair position is going to be vacated for an extended period of time. Motion carried.

Discuss Health & Human Services Board Meeting Time: Bob Bellman noted that with his appointment as Health & Human Services Board Chair and the addition of a new board member he would like to make sure that the time and date of the monthly Health & Human Services Board meeting still works for everyone's schedule. It was noted that the time of the meeting has fluctuated between 9am and 9:30am over the last few years. The consensus was to continue meeting at 9:30am. It was noted that over the last fourteen years the meeting has been held the second Thursday of the month. Patrick Metz stated that, due to the meeting being just after the monthly Finance & Personnel Committee meeting, there is a potential two month lag time on some action items and often a delay in paying bills. The consensus was to continue meeting the second Thursday of every month.

Citizen Comments: Fred Clary presented an article from the June 5, 2014 WI State Journal regarding the Affordable Care Act and individuals inaccurately reporting income. The IRS conducted a nationwide spot check and is estimating that about 50% of individuals had misrepresented their income on their applications. Those individuals have been notified via letter to resubmit with corrections, but if this doesn't happen, they will be taxed by the IRS in 2015. Essentially, individuals have received subsidies that should not have and this application process was based on an honor system in which individuals were supposed to validate on their own. Stephanie Ronnfeldt noted that a lot of the income information is based upon estimates; individuals could get a job or get laid off throughout the year and they are required to submit changes on their own when those types of income changes occur.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for June 12, 2014 was distributed. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher # 29 – Meals on Wheels Association: Marianne Stanek noted that this was to pay for an annual membership to take advantage of the nationwide programmatic benefits.

Voucher #30 – Pellitteri Waste Systems: Angie Rizner reported that this was to pay for our confidential document shredding service which is collected every eight weeks.

Voucher #39 – The Richland Hospital, Inc.: Marianne Stanek stated that this was to pay for a Lamaze class offered through the Public Health Prenatal Care Program.

Voucher #55 – UW Extension: Amanda Coorough noted that this was for Children’s Services Unit staff to attend training in Madison on the cultural context of corporal punishment.

Voucher #57 – Village of Viola: This was to pay for rent at the Viola Meal Site. Marianne Stanek clarified that all the Senior Meal Sites have some sort of charge associated with them.

Voucher #63 – WSSA: It was noted that WSSA stands for Wisconsin Social Service Administration and this is an annual meeting and training for Income Maintenance staff.

Voucher #64 – ZirMed, Inc.: Patrick Metz stated that this was to pay for our electronic claiming clearinghouse for the Mental Health Outpatient Clinic claims. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the 2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2014 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2014 Expense Reports	13	\$9,182.06
Richland County Health and Human Services – 2014 Vouchers	47	\$26,637.69
Richland County Health and Human Services – 2014 Prepaid Vouchers	4	\$439.48
<b>TOTAL</b>	<b>64</b>	<b>\$36,259.23</b>

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget noting an overage of \$51,286. Patrick Metz noted that this overage is largely due to recent retirement expenses and computer purchases included in the Administration line item. Additionally, the Adult Protective Services (APS) line item is currently over budget \$10,730 due to a long-term placement at the Mississippi Valley Health Services Commission – Lakeview Health Center Nursing Home. Linda Symons noted that this is the only facility capable of caring for the individual and her family does not want her to join the Family Care Program operated by ContinuUs. It was noted that ContinuUs does not have a contract with Lakeview Health Center Nursing Home. Linda Symons stated that the APS is responsible for paying approximately \$59 per day for this placement.

Personnel Updates: Patrick Metz reported that Kara Bennett, Temporary/Casual Nutrition Program Driver, has passed the probationary requirement of 910 hours and is being recommended to be placed on

regular status. Motion made by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the probationary period of Kara Bennett, Temporary/Casual Nutrition Program Driver. Motion carried.

Patrick Metz announced the hiring of Libby Parish, LTE Receptionist, Breann Dray, LTE Birth to Three Educator, and Amy Simonson, LTE Birth to Three Educator, through the Southwest Wisconsin Workforce Development Board effective June 6, 2014 – August 29, 2014. Discussion was held regarding the ability to pay for these temporary positions. Patrick Metz stated that these expenses are within budget.

Approve Contracts, Agreements, and Amendments (Mailout #1): Discussion was held regarding the ability to pay for these contract increases. Patrick Metz stated that Streamline would receive Comprehensive Community Services (CCS) funding to reimburse nearly 50% of the cost. Patrick Metz also noted that the upcoming regionalization of CCS permits us to receive increased reimbursements starting in July or August 2014. This could increase our revenues by approximately \$45,000 this year alone. Discussion was held regarding the shared services model of CCS that we are currently offering to clients which allows us to progress through the approval process. Once the three approval processes are completed, we will finalize the CCS regionalization process. Tracy Thorsen reported that currently services are reimbursed 60% by Federal Medicaid and 40% by county match. Once regionalization is approved, this would change to 60% Federal Medicaid and 40% State reimbursed. Discussion was held regarding the statewide rate structure which is due to be released sometime in July.

Fred Clary questioned where the funds are coming from for these new services. Angie Rizner noted that management is consistently monitoring contract expenses, but this is a fluid process, and often funds that were supposed to be utilized with one provider are reallocated to another provider for one reason or another. The approved contract or agreement dollar amounts are not guaranteed to that specific provider. Angie Rizner noted that contract or agreement amendments occur as well, and managers continue to operate within the funds allocated for a specific service. It was noted that the County Board recently increased the Health & Human Services contract limit which requires County Board approval from \$30,000 to \$50,000, so none of these contracts would need County Board approval.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-12-14)</b>		
<b>THE RIVERS FAMILY            THERAPY CENTER,            LLC.</b>	Due to an increased need for psychosocial counseling and therapeutic resources for children being served by the Children’s Services Unit. (La Crosse)	<i>Original Agreement            Amount: \$1,400.</i>  To a total contract amount not to exceed <b>\$8,000.</b>
<b>STREAMLINE            HEALTHCARE            SOLUTIONS, LLC.</b>	Due to the need to purchase an upgrade to the electronic health record (EHR) system utilized by the Clinical Services and Children’s Services Units. (Portage, MI) <i>Refer to Attachment #1.</i>	<i>Original Contract            Amount: \$26,000.</i>  To a total contract amount not to exceed <b>\$46,000.</b>
<b>THERAPY WITHOUT            WALLS, LLC.</b>	Due to an increased need for psychotherapy services for Comprehensive Community Services children being served by the Clinical Services Unit. (Reedsburg)	<i>Original Agreement            Amount: \$5,000.</i>  To a total contract amount not to exceed <b>\$20,000.</b>

Motion made by Donald Seep, seconded by Marilyn Rinehart to approve the amended 2014 contracts and agreements. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2014 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-12-14)</b>		
<b>COOPERATIVE EDUCATIONAL            SERVICE AGENCY (CESA) III</b>	A provider of occupation and mobility services for a vision impaired child being served by the Birth to Three Program of the Children’s Services Unit. (Fennimore)	For a total amount not to exceed <b>\$2,500.</b>
<b>KANTON HOME ADULT            FAMILY HOME</b>	A provider of adult family home services to a Comprehensive Community Services client who is transitioning from an inpatient facility. (Muscodia)	For a total amount not to exceed <b>\$28,000.</b>

Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the new 2014 contracts and agreements. Motion carried.

Approval of ADRC of Eagle Country Governing Board Member (Mailout #2): Becky Dahl reviewed the recommendation from the Regional ADRC Governing Board. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve Tut Gramling as a Sauk County Board Supervisor, John Wenum as a Juneau County Board Supervisor, and Paul Bishop as a citizen member representing adults with mental health/substance abuse disabilities to the Aging & Disability Resource Center of Eagle Country Governing Board for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approval of 2014 Comprehensive Community Services (CCS) Coordination Committee Membership (Mailout #3): Tracy Thorsen noted that this is an advisory committee for the Health & Human Services Board. Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the 2014 Comprehensive Community Services Coordination Committee membership as presented. Motion carried.

Approve the Acceptance of an Elder Benefit Specialist Program Grant (Mailout #4): Linda Symons stated that a free laptop was offered by the State to Elder Benefit Specialists and it was accepted; however, the County Board grant process needs to be followed. Motion made by Marilyn Rinehart, seconded by Linda Gentes to approve the acceptance of an Elder Benefit Specialist Program Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Approval of Health & Human Services Interim Director Accrual of Compensatory Time (Mailout #5): Patrick Metz explained that during his time as Interim Director he has accrued approximately 23 hours of compensatory time, which he intends to utilize over the next week or so. It was noted that the accrual of compensatory time was never discussed during the Interim Director appointment process and this topic was brought before the Finance & Personnel Committee recently as being an issue that needed clarification. Bob Bellman stated that this is a short period of transition, as once Patrick Metz assumes the Director role on July 1, 2014; he will no longer be able to accrue compensatory time. Motion made by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the Health & Human Services Interim

Director/Business Manager to accrue compensatory time, and forward the recommendation onto the Finance and Personnel Committee for action. Motion carried.

Approval of Letter to Support and Strengthen the FDA Regulation of Other Tobacco Products (OTP) (Mailout #6): Marianne Stanek reviewed the intention of the agency to support and strengthen the FDA regulations of OTP advertising/marketing and flavorings to prevent youth access. Marianne Stanek stated that there is not much science behind the e-cigarettes ability to reduce smoking as they so claim. Motion made by Diane M. Brown, seconded by Marilyn Rinehart to authorize the Health & Human Services Board Chair to sign a letter of support to strengthen the FDA regulation of Other Tobacco Products (OTP). Motion carried.

Discuss the Addition of a Referendum Question on the November 2014 Ballot Regarding the Expansion of Medicaid/BadgerCare (Mailout #7): Bob Bellman reported that Jeanetta Kirkpatrick forwarded him an email from Kevin Kane, Citizen Action of Wisconsin, requesting that the Health & Human Services Board discuss this topic. The initiative being discussed would increase the individuals eligible for Medicaid/BadgerCare from 100% federal poverty level (FPL) to 133% FPL, which would assist 339 individuals in Richland County. Patrick Metz stated that this initiative is intended to bypass Governor Walker's decision last year to deny these funds.

Bob Bellman distributed a handout of a sample recommended version of a resolution from Kevin Kane. Marilyn Rinehart noted that 100% FPL has an annual income of approximately \$10,000 and 133% FPL has an annual income of approximately \$16,000. Discussion was held regarding access to affordable healthcare for these individuals and the Affordable Care Act implementation trends. Marilyn Rinehart reviewed the list of percentages on the top of page 2 of the mailout and noted that the hospitals need some relief from offering charity care. Fred Clary reported that less than 50% of the states accepted the 133% FPL and Medicaid funds are dwindling. Fred Clary noted that the federal government would be responsible for supporting approximately 60% of the costs for adults with dependent children and where are those funds coming from; historically, those monies have been taken from the elderly.

Don Seep stated that he would like the people of Richland County to advise us by placing this question on the referendum to see how people feel about this. Bob Bellman reported that 20 Wisconsin counties out of 72 are currently pursuing this, but additional counties could still join the initiative. It was noted that this initiative is being encouraged by a political action committee, but we are a non-partisan governmental body. Donald Seep noted that there is a 60 or 90 day requirement to get an item placed on the referendum. Stephanie Ronnfeldt was instructed to validate some of this data or offer concrete data. Health & Human Services staff and board members were encouraged to continue researching this topic and bring back results for additional discussion at the July meeting. Angie Rizner was instructed to contact Terri Potter, Interim Administrator at the Richland Hospital, to request his attendance at the July Health & Human Services Board meeting to offer the local hospital perspective on this issue.

Discuss Offering a Board Member Orientation on Health & Human Services Programs and Services (Mailout #8): Angie Rizner reviewed what has historically been offered to new board members, and recommended this orientation be offered the afternoon of the regularly scheduled Health & Human Services Board meeting in July. Angie Rizner noted that she would only invite Health & Human Services or County Board Members that were new or not previously invited in order to avoid a quorum.

Schedule Board Member Orientation (if needed): It was determined that Board Member Orientation would be scheduled for Thursday, July 10, 2014 from 1-4pm in the Main Conference Room of the

Community Services Building and per diems would be offered. It was noted that Linda Gentes, Bob Bellman, Donald Seep, Diane M. Brown, and Marty Brewer should be invited.

Schedule 2015 Budget Public Hearing: Angie Rizner noted that the Health & Human Services Public Hearing has been held at various times over the years in an attempt to encourage attendance from the public; however, it is not readily attended. It was determined that the 2015 Budget Public Hearing would be scheduled for Thursday, July 10, 2014 from 9-9:30am as part of the regularly scheduled Health & Human Services Board meeting.

Review 2013 Annual Report: Angie Rizner distributed copies of the 2013 Annual Report to those present. Patrick Metz reviewed the letter from retired Director, Randy Jacquet, and summarized the highlights of the Administrative Services Unit noting that the unit is the “face of the agency” and continues to do more with less every year.

Linda Symons reviewed the highlights of the ADRC of Eagle Country – Richland Center noting that the unit processed approximately 16,000 incoming contacts, transported 209 passengers with the Richland County Public Transportation bus, and scheduled volunteer drivers to transport 1,845 passengers travelling 177,346 miles.

Patrick Metz left the meeting.

Becky Dahl reported that the ADRC of Eagle Country includes Crawford, Juneau, Richland, and Sauk Counties. This regional model of service changed their name in 2013 (formerly ADRC of Southwest Wisconsin-North), created a new website, continued to increase contacts, and successfully marketed their programs and services throughout the region. Becky Dahl reported that research programs continue to be pursued; including the Active Aging Research Center initiatives.

Amanda Coorough reviewed the Children’s Services Unit noting that the number of children served by the unit programmatically seemed to be static in 2013. There was an upward swing in Child Protective Service (CPS) reports over the last decade, but that seems to be the trend statewide; as there is usually a two year lag after an economic crisis, so this upward trend is anticipated to reduce over the next few years. Amanda Coorough noted that the physical abuse of children seems to be increasing over neglect issues, and the unit received no serious juvenile delinquency issues this year. The Children’s Services Unit improved their Foster Care Program licensing standards in 2013, which resulted in the loss of some homes, but that program continues to be rebuilding.

Tracy Thorsen shared the highlights of the Clinical Services Unit. The provision of crisis services data was reviewed noting that Clinical Services Unit staff handled 275 crisis contacts during office hours and Northwest Connections handled 171 afterhours crisis contacts. Mental health treatment services were provided to 537 unduplicated consumers and substance abuse services were provided to 169 adults or teens. Tracy Thorsen noted that in 2013 the Comprehensive Community Services provided to children was moved back into the Clinical Services Unit from the Children’s Services Unit. CCS services were provided to 24 children and 46 adults. Tracy Thorsen reviewed the inpatient and psychiatric institutional services data noting that 43 clients were involuntarily hospitalized, 11 clients were placed in mental health institutes for a total of 117 days, and 1 client was placed in an institute for mental disease for 215 days.

Stephanie Ronnfeldt noted that the Economic Support Unit continues to be part of the Capital Consortium; including the staffing of the Capital Call Center which received 240,810 calls in 2013. Stephanie Ronnfeldt reviewed the data of each program or service offered noting that the 2013 numbers

were what occurred prior to the implementation of the Affordable Care Act in 2014. It was noted that on the “Statistics for Richland County” (page #54) the definition of an intake changed in 2012, so that is why there seems to be a significant increase in intakes from previous years.

Marianne Stanek reported on the Public Health Unit programs and services. The immunization statistics decreased largely due to the new requirement that many patients must see their primary healthcare provider for these needs. Marianne Stanek noted that the communicable disease issue reported recently would be included in the 2014 Annual Report. The number of animal bite reports has increased, while the number of HealthChecks and fluoride distributed to children has decreased. Marianne Stanek stated that changes are anticipated for the Well Woman Program in 2014 due to the implementation of the Affordable Care Act. A new initiative of Richland FIT is the Farm to School Program, which is providing a positive impact to the Richland School District, and “Food for Life” cooking classes are being offered by two local physicians. As previously discussed, Jail Health services would no longer be offered by Public Health. Marianne Stanek noted that the Richland Community Free Clinic reduced their hours in 2014 due to the effects of the Affordable Care Act. They are now open from 9:30-11:30am on Tuesday mornings. It was noted that volunteers donated 5,074 hours at the Senior Meal Sites. Donald Seep questioned the spike in well water testing in 2007. Marianne Stanek noted that was due to the 2007 floods. Donald Seep questioned the action of Public Health in the event of an environmental health issue. Marianne Stanek reviewed the processes that is followed with the landowner noting that they try to get the issue resolved without legal counsel involvement if possible.

Discussion was held regarding the approval process of the 2013 Annual Report. Angie Rizner noted that the report is usually presented to the Health & Human Services Board in May and County Board in June; however, due to a variety of extenuating circumstances, it will have to wait to receive formal approval from the County Board in July. Angie Rizner was instructed to distribute copies of the report to the County Board in June with a note instructing them that it will be formally reviewed and approved in July. Bob Bellman requested that the report be further reviewed by the Health & Human Services Board in July so Patrick Metz can offer his comments. Angie Rizner noted that Patrick Metz could offer his comments at that time; however, it would be too late to make any changes to the report before the July County Board meeting.

Wisconsin Shares Child Care Subsidy Program Award: The Economic Support Unit received a plaque from Department of Children and Families for their zero errors rate and for exceeding performance standards with the 2013 Child Care Subsidy Program. Stephanie Ronnfeldt noted that Barb Ottesen, Economic Support Specialist, was a key contributor to the success of this program.

Wisconsin Department of Administration Program Crisis Recognition: Health & Human Services received a letter of recognition from the Wisconsin Department of Administration for their “substantial efforts to serve the residents of Richland County during the recent propane crisis.” Stephanie Ronnfeldt noted that \$107,000 in crisis funds was allocated to Richland County to help those that qualified for assistance. It was noted that individuals had to be under 60% of the state income limit to qualify. Angie Rizner reported that the Main Front Desk assisted an increased number of individuals with heating crisis needs this season. Robin Varney, Program Assistant, was assigned to this program and did an excellent job helping those in need while staying on top of the ever-changing propane provider rate changes, fill limits, and requirements.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c)(f) to Discuss the Health & Human Services Director Interview Process: Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to convene in closed session per Wis. Statutes 19.85(1)(c)(f) to discuss the Health & Human Services Director Interview

Process. Roll Call Vote. Diane M. Brown, Marilyn Rinehart, Virginia Wiedenfeld, Larry Jewell, Dr. Louis Williams, Donald Seep, Linda Gentes, and Bob Bellman all voted for the motion. Fred Clary voted against the motion. Motion carried.

Return to Open Session: Motion by Marilyn Rinehart, seconded by Linda Gentes to return to open session. Motion carried.

Personnel Updates: Motion by Linda Gentes, seconded by Diane M. Brown to offer Patrick Metz the Health & Human Services Director position effective July 1, 2014 and eliminate the Interim Health & Human Services Director position at that time. Motion carried.

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

Adjourn: Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor