

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 11, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. December 11, 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, Donald Seep, Dr. Louis Williams, Fred Clary, Marilyn Rinehart, Linda Gentes, and Virginia Wiedenfeld.

Members Absent: Diane M. Brown and Larry Jewell.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Stephanie Ronnfeldt, Tim Gottschall, Tiffany McCauley, and Meghan Rohn.

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

Approve November 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.

Review and Approve Health and Human Services Vouchers: The Board introduced themselves to Tim Gottschall, Business Manager, and Meghan Rohn, Confidential Administrative Secretary. The Richland County Health and Human Services 2014 Voucher Report for December 11, 2014 was distributed. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #19 – Foggy Bottom Woodworks: This was to pay for modifications at the Main Front Desk to improve client and staff confidentiality and privacy.

Voucher #33 – Rhyme Business Products: This was to pay the monthly fees for three copiers. Patrick Metz noted that it is likely that we would have one final invoice in January from Rhyme and the installation of the four new Gordon Flesch copiers would occur early to mid January.

Voucher#38 – Richland County Food Service: This was to pay for a new steam table at the Rockbridge Meal Site.

Voucher #40 – The Richland Hospital: Marianne Stanek noted that Public Health would no longer have to contract with the Richland Hospital for Dietician services, unless there are special dietary needs, due to the fact that the current Nutrition Program Coordinator has sufficient certification to complete those tasks.

Patrick Metz explained that we just received a second invoice from Ash Creek Plumbing and Heating totaling \$735 for a replacement faucet which will be paid immediately and included in the previously paid vouchers for next month. It was noted that a total of three faucets in the older area of the building are broken and in need of replacement. Ash Creek Plumbing and Heating has agreed to order and install

these faucets one per month from October – December. It was noted that the touch less faucets are recommended and preferred in the public restrooms. Motion made by Donald Seep, 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**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2014 Expense Reports	14	\$8,472.13
Richland County Health and Human Services – 2014 Vouchers	38	\$44,039.11
Richland County Health and Human Services – 2014 Prepaid Vouchers	3	\$1,225.99
<b>TOTAL</b>	<b>55</b>	<b>\$53,737.23</b>

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget surplus overage of \$28,006 as of November 5, 2014 which is largely due to October being a three payroll month. Patrick Metz noted that included in the budget is unbudgeted retirement costs totaling \$50,955. Linda Symons reported that the APS line item continues to be over budget due to a long-term placement at Mississippi Valley Health Services Commission – Lakeview Health Center Nursing Home. Amanda Coorough noted that the Children’s Services Unit budget continues to be over due to significant placement costs. Patrick Metz stated that he anticipates the Health & Human Services budget to be on target by the end of 2014.

The Institutional Fund balances were reviewed and Patrick Metz noted that the Adult Institutional Fund is likely to be over budget approximately \$400,000 and the Children’s Institutional Fund is anticipated to be over budget nearly \$100,000 by the end of the year. Fred Clary stated that the Finance & Personnel Committee is concerned with the negative cash flow for this department, which includes the institutional fund balances, and reported that the county’s reserve account is reducing very quickly. Fred Clary questioned if this department has an alternative plan for keeping the budget, including institutional accounts, in line. Patrick Metz reviewed the mandated services and preventative services this agency offers to assist with the vulnerable citizens of this community. Patrick Metz stated that he doesn’t believe that making reductions in staff or services in this department will help solve the county’s financial deficits, but we are willing to take another look at ways this department could be leaner while still keeping the community safe. Discussion was held regarding the number of adults and children in institutional care this year and the potential reimbursements we could receive. Patrick Metz noted that there has always been a delay in State revenues and that significantly affects the county’s cash flow as well. Patrick Metz reviewed his previous requests to have a larger deposit into the institutional funds to cover these court ordered placements which could vary every year. Virginia Wiedenfeld noted that institutional placements are not the responsibility of this agency. Discussion was held regarding options the county should explore to consider remedying their financial deficiencies.

Personnel Updates: Patrick Metz announced the hiring of Breann Dray, Early Intervention Special Educator, effective December 15, 2014; Ingrid Kovars, Administrative Secretary, effective December 19, 2014; and Myranda Culver, Clinical Services Coordinator, effective January 19, 2015. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the hiring of Breann Dray, Early Intervention Special Educator, effective December 15, 2014; Ingrid Kovars, Administrative Secretary, effective December 19, 2014; and Myranda Culver, Clinical Services Coordinator, effective January 19, 2015. Myranda Culver would receive up to 10 days off without pay. Motion carried.

Patrick Metz introduced Tiffany McCauley, Fiscal Specialist, to the Board. The Board introduced themselves as well.

Patrick Metz reported that Lacey Dickman, Children’s Services Case Manager, has submitted her resignation effective January 9, 2015. Patrick Metz noted that next month we may offer a proposal to attempt to retain Children’s Services Social Workers. Amanda Coorough noted that Children’s Services staff are often leaving due to the 24/7 on-call system affecting their quality of life. It was noted that the Children’s Services staff would be introduced next month, their workload reviewed, and options reviewed. Motion made by Linda Gentes, seconded by Donald Seep to approve the resignation of Lacey Dickman, Children’s Services Case Manager, effective January 9, 2015. Motion carried.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout. Stephanie Ronnfeldt reviewed the details of the new 2015 Revenue Contract noting that these funds would be used to assist with Marketplace applicants. It was noted that the open enrollment deadline for the Marketplace is February 15, 2015.

<i>Provider Name</i>	<i>Provider Description</i>	<i>2014 Budgeted Revenue</i>	<i>2015 Budgeted Revenue</i>
<i>Department of Health Services</i>	<i>Regional Enrollment Network (REN) Outreach and Coordination</i>	\$ 0	\$ 50,000

Motion made by Virginia Wiedenfeld, seconded by Donald Seep to approve the new 2015 revenue contract and forward it onto the County Board for approval. Motion carried.

Marianne Stanek stated that the Senior Nutrition Program volunteer base has increased, so we are now able to deliver meals prepared by the Richland County Food Service (UW-Richland Kitchen) to the Viola Meal Site. This action would offer a savings to the program of approximately \$3,000 per year. Marianne Stanek reported that efforts continue to increase attendance at the Viola Meal Site.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-11-14)</b>		
<b>RICHLAND COUNTY FOOD SERVICE</b>	Request Board approval to amend the 2015 contract with <u>Richland County Food Service</u> (Richland Center) due to the addition of meals prepared for and delivered to the Viola Meal Site. The existing contract with Tazzee’s Wonder Bar & Restaurant will continue through 2014 and into early 2015.	<i>Original MOU Amount: \$88,000.</i>  Requesting Board approval to amend the current MOU with <u>Richland County Food Service</u> to a total amount not to exceed <b>\$98,000.</b>

Motion made by Linda Gentes, seconded by Virginia Wiedenfeld to approve the 2015 memorandum of understanding. Motion carried.

Approval of 2015 Clinical Services Fee Schedule (Mailout #2): Patrick Metz reviewed the schedule noting that the rates are effective January 1, 2015. Motion made by Dr. Louis Williams, seconded by Marilyn Rinehart to approve the 2015 Clinical Services Fee Schedule. Motion carried.

Approval of 2015 Public Health Fee Schedule (Mailout #2): Marianne Stanek reviewed the schedule noting that the only increase being proposed is for a TB Skin Test. Discussion was held regarding the

increase in tablets for each bottle and it was noted that the flu and pneumonia fees are established every summer. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the 2015 Public Health Fee Schedule. Motion carried.

Approval of Health & Human Services Addendum Revisions: Patrick Metz distributed copies of the current addendum and four proposed revisions noted in italics below.

1. Compensation and Fringe Benefits – Vacation (#12. Page 4)

*“All new Health and Human Services employees shall earn 3 days of vacation upon successful completion of their probationary period.”*

Patrick Metz stated that time off without pay within the first year is not a significant incentive for new professional hires, so we would like to propose revision #1. It was recommended that “paid” vacation be inserted into the statement.

2. Hiring and Employment Considerations – Hiring (#1. Page 4)

*“The Director or designee shall post the position within all County departments for one week. The posting shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe; if no qualified applications are received, proceed to 1.b; if qualified applications are received, proceed to 1.c.”*

Patrick Metz reported that the perception in the community is that individuals will never get a job within the county because we only hire from within, so we would like to propose revision #2. Discussion was held regarding whether or not vacant positions legally need to be posted to the community. Angie Rizner noted that the Highway Shop currently has the ability within their addendum to post positions internally first. The Highway Shop addendum statement was reviewed. Motion by Donald Seep, seconded by Linda Gentes to forward revision #2 onto the Finance & Personnel Committee for consideration, legal interpretation, and clarification.

3. Hiring and Employment Considerations – Probation Period (#3. Page 4)

*“All existing County HHS employees who are offered a new position within the Health and Human Services Department shall be exempt from serving a probationary period at the discretion of the director.”*

Fred Clary noted that the Finance & Personnel Committee is already pursuing clarification and a fair compromise on this matter. The many nuances of serving a probationary period were reviewed. Angie Rizner stated that the hiring of a county employee from another department would still be recommended to serve a probationary period at the discretion of the Director.

4. Hiring and Employment Considerations – Probation Period (#3. Page 4)

*“During the six-month probationary period, employees may access their accrued sick leave as needed.”*

Fred Clary stated that the Finance & Personnel Committee agreed that existing county employees hired into a new county position can use their accrued vacation and sick leave while serving a new probationary period. Patrick Metz clarified that revision #4 is so ALL new hires have access to their accrued sick leave during their probationary period, as it is difficult to have absolutely no time off in the first 6 months of employment. Virginia Wiedenfeld recommended that the Finance & Personnel Committee consider these

updates for all county employees with insertions in the Richland County Handbook of Personnel Policies and Work Rules. Motion made by Marilyn Rinehart, seconded by Dr. Louis Williams to approve proposed revisions #1, #3, & #4 to the Health & Human Services Addendum to the County Handbook of Personnel Policies and Work Rules, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Finance & Personnel Committee Updates: Patrick Metz stated that Finance & Personnel Committee updates are not often brought back or discussed with this Board, so he plans on offering these updates when topics are relevant. The Finance & Personnel Committee has been considering implementing changes to the county employee benefit package; including the potential elimination of dental insurance in early 2015 and changes to the health insurance package in 2016. Patrick Metz noted that employees were given no advance knowledge of this potential reduction to their benefits when flex plan spending allocations were due in November and are seriously disappointed that their benefits are being pursued.

Fred Clary announced that the Finance & Personnel Committee has retained a consultant to research employee benefit package options. This consultant recently reported that it is permissible for staff to amend their flex plan allocations in the event of a change to their benefit package. Fred Clary stated that the consultant offered four options for dental insurance: self-funded dental, ask employees to contribute 50/50 to the dental plan, eliminate dental insurance completely, or go to a voluntary plan – county sponsored, but employees could choose whether or not they wanted to participate. If they chose to participate, they would be responsible for the entire premium. Bob Bellman reported that no decision has been made yet and the options are still being studied.

Discussion was held regarding the implications this change would have. Fred Clary noted that the annual dental insurance costs are approximately \$260,000 and something needs to be done to help the shrinking General Fund. It was noted that the change to Delta Dental insurance last year saved \$30,000. Patrick Metz stated that any changes to the dental insurance benefit is one less incentive to attract good employees and would seriously modify the total employee compensation package for existing employees. Dental insurance currently costs the county \$105 per month (\$1,260 per year) per employee. Donald Seep noted that employee retention is a serious problem and we like to think the position and benefits we agreed to when hired are going to remain. It was noted that the Finance & Personnel Committee would be reviewing a wide spectrum of cost options on January 6, 2015 and would make a decision at that time.

Use of Vacant Space Update: Patrick Metz reported that we received notification from the State that Coordinated Services Team (CST) funds could not be used for capital purchases. While we are not able to utilize those funds to develop a kitchenette in the vacant space, we still believe this is a valuable use of the space and will be looking at other funding sources. Patrick Metz noted that a complete Ansul system would not be required.

The next regular Board meeting is scheduled for Thursday, January 8, 2015 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Louis Williams, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor