

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 8, 2015

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. January 8, 2015 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, Marilyn Rinehart, and Linda Gentes.

Members Absent: Virginia Wiedenfeld.

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

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

Approve December 11, 2014 Health and Human Services Board Minutes: Motion by Marilyn Rinehart, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Becky Dahl informed the Board of the activities related to a local School-to-Career initiative with a mission “to create a healthy forward thinking culture for attracting, retaining and nurturing people and their dreams in our community!” A group of local citizens loosely affiliated with the Industrial Area Foundation has put aside their personal and religious beliefs to develop a foundation of relationships and address local issues. Conversations/interviews with individuals were recently conducted and the reoccurring theme was that the community does not seem to be changing. Currently, there are more than 300 local industrial jobs that are not filled, and our industries are concerned about expanding due to the lack of available workforce in this area.

Dale Bender reported that this group has approached the initiative as a three-legged stool: involving schools, community, and industries. The Southwest Wisconsin Technical School has been contacted to offer local training and improved educational programs to students in this area. The intention of this initiative is to connect with junior and senior students, and attempt to build a structure in the community that will attract more individuals and industries to further develop this community. Dale Bender distributed a handout that reflected a broad-based community development cycle, noting the power of one person staying in the area and working for 30 years earning at least \$30,000 per year contributes \$7,500,000 to the community.

Discussion was held regarding the work ethic and character of the age groups being pursued. Becky Dahl noted that “soft skills” would also be offered in the classroom. Student decisions are also graded, such as showing up for school/work every day. Discussion was held regarding direct expenses related to staff turnover and retention. Fred Clary stated that the private sector is entering into employment contracts with individuals in place of job descriptions, and salary increases are established based upon a goal achievement schedule. Dale Bender noted that this is our first “academy” effort and new ideas are being accepted and encouraged. Don Seep reported that more than 50% of Richland County landowners live outside our county with their families, so this also shrinks our available workforce. Becky Dahl

distributed a flier and invited all to attend their next meeting on January 26, 2015 from 6-7:30pm at Richland Center Fellowship.

Katie Erb was introduced to the Board.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for January 8, 2015 was distributed. The following items required additional discussion:

2014 Administrative Vouchers:

Voucher #5 – Cardmember Service: This was to pay for consumer involvement expenses which would be reimbursed by Coordinated Services Team (CST) initiative funding.

Voucher #28 – JComp Technologies: This was to pay for annual maintenance fees and was a budgeted expense.

Voucher #33 – Protection Technologies: This was to pay for repairs to a swipe board for staff access into the Community Services Building.

Voucher #34-47 – Quill Corporation: This was to pay for copy paper and a variety of office or art/craft supplies which would be reimbursed by Coordinated Services Team (CST) initiative funding.

Patrick Metz noted that this should be the third and final previously paid invoice from Ash Creek Plumbing and Heating totaling \$735 for a replacement touch less faucet. Motion made by Diane M. Brown, seconded by Donald Seep 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 | 15 | \$7,971.81 |
| Richland County Health and Human Services – 2014 Vouchers | 40 | \$42,367.38 |
| Richland County Health and Human Services – 2015 Vouchers | 5 | \$2,185 |
| Richland County Health and Human Services – 2014 Prepaid Vouchers | 1 | \$735 |
| TOTAL | 61 | \$53,259.19 |

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget surplus of \$37,616 as of December 3, 2014. Discussion was held regarding some substantial workman’s comp claims and Patrick Metz noted that the auditors have not been here to make revisions yet and determine if the county will receive a dividend. It was also noted none of the workman’s comp claims involved Health and Human Services staff.

ADRC programs are on budget at this time, but any remaining funds will be used for the Transportation Program overage which is currently \$5,131. Linda Symons noted Adult Protective Services is over budget due to a current placement, and efforts are being made to change that, but things are progressing slowly. The Regional ADRC is currently on budget. Public Health is slightly over budget due to revenues that have not come in yet; however, the Nutrition Program is on budget. The Economic Support Unit just received \$22,000 in revenue which helps the overall bottom line. Patrick Metz noted that the Children’s

Services Unit continues to see an overage due to placements and the Clinical Services Unit has a large amount of revenue that is not reflected at this time.

Patrick Metz stated that any excess funds we have will be used to offset the institutional costs. One placement in November for approximately half of the month cost of \$18,000 to \$20,000. December was a good month with no additional placements. Patrick Metz reviewed the issue of delays in reimbursements, but is hopeful that we will receive these sometime in April before the county audit is finalized.

Fred Clary expressed concern regarding cash flow and referred to the cash flow report the Finance and Personnel Committee receives. Patrick Metz discussed the variety of things that need to be factored in when looking at this report and the end result is significantly different. Patrick Metz discussed the various matches that can be used for placements and noted we will be looking back to see what else we can capture with additional claiming.

Patrick Metz discussed the problems with cash flow within the Comprehensive Community Services (CCS) Program. Within the budget there is approximately \$300,000 in revenue that is yet to be captured. It was noted that reimbursements increased from 60% to 100%; however, the State system is not working efficiently to keep those revenues coming in. Once these claims can be processed, we will receive those funds. Fred Clary noted that between 2014 and 2015 we are looking at approximately \$800,000 that we have to make up. Patrick Metz noted the State offers three pre-payments that can help with this, but the problem is the State systems don't always agree. Don Seep questioned if payments were delayed when reimbursements were at 60%. Patrick Metz said yes and noted that in 2013 we were not able to claim anything for the first half of the year.

Personnel Updates: Patrick Metz announced the hiring of Sonja Klang, Temporary/Casual Nutrition Site Worker effective January 6, 2015. She is replacing Janet Jasper who has not been able to transport home delivered meals for various reasons. Motion made by Linda Gentes, seconded by Marilyn Rinehart to approve the hiring of Sonja Klang, Temporary/Casual Nutrition Site Worker, effective January 8, 2015. Motion carried.

Patrick Metz reported that Janet Jasper, Temporary/Casual Nutrition Site Worker, has submitted her resignation effective January 5, 2015. Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve the resignation of Janet Jasper, Temporary/Casual Nutrition Site Worker, effective January 5, 2015. Motion carried.

Patrick Metz updated the Board on leased staff. The MIS Department was not able to maintain Kane Sharp's position; however, due to the large amount of IT support needed in the first several months of 2015, Health and Human Services will continue to support the position through March. Fred Clary questioned the funding source of the position and the process in which the department was able to hire employees without prior Board approval. Patrick Metz explained this is a leased position, not a county position, and added that we have always had the ability to hire leased employees without prior Board approval if funds are available. Discussion was held regarding the process other departments must follow when hiring leased employees and it was decided this topic should be added to a Finance and Personnel Committee agenda.

Patrick Metz reported that Bryann McGuire, Children's Services Temporary Certified Social Worker, has passed probation and is being recommended to be placed on regular status effective January 12, 2015. Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve the probationary period of

Bryann McGuire, Children’s Services Temporary Certified Social Worker, following a successful performance evaluation. Motion Carried.

Approval of Contracts, Agreements, and Amendments (Mailout #1):

| RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-8-15) | | |
|--|---|---|
| IMAGINE A CHILD’S CAPACITY NAME CHANGED TO: FAMILY SERVICE MADISON, INC. | Due to the addition of counseling and therapeutic services to children with disabilities being served by the Children’s Services Unit. Services are also offered to Comprehensive Community Services children being served by the Clinical Services Unit. | <i>Original Agreement Amount: \$6,000.</i> Requesting Board approval to amend the current agreement with <u>Family Service Madison, Inc.</u> to a total amount not to exceed \$26,000. |

Amanda Coorough discussed the funding for the increase in the agreement amount and noted that waivers would be paying for the additional expenses. Fred Clary requested in the future to include how the increases will be paid for. Motion made by Diane M. Brown, seconded by Donald Seep to approve the 2015 amended contract. Motion carried.

Introduction of Children’s Services Unit Staff and Workload Review: Amanda Coorough discussed the ongoing issue of longevity facing the Children’s Services Unit and noted that the problem is getting worse. The 2013 CAN report was just published and some statistics have been brought from that. The State is seeing an overall trend of increased Child Abuse/Neglect Cases (CAN), and caseloads have been doubling.

Amanda Coorough went on to discuss how the type of abuse the workers deal with is also relative. In 2012 the neglect cases consumed approximately 28% of their time. That number has increased to 48%. While increased reporting is good, it is projected this trend will continue. Increased reporting allows staff to catch and intervene in these cases before they get to the point where costly placements are needed; however, the ability to do this is often affected by the resources we have. It is much more cost effective to intervene earlier.

With staffing levels being what they are, this can take a huge toll on individual staff. In 2013, two lead worker positions were created in place of a supervisor position but a fifth social worker position was not filled. Amanda Coorough added that if the lead worker positions had not been established to provide opportunity for advancement, one social worker who is approaching her 10th year of employment, would have been looking for employment elsewhere.

While looking at the issue of longevity, new hires are not making it past the 6 month mark. Since 2007, 30 people have resigned from this particular team. Last year, two highly trained social workers were lost. As a result of the drastic turnover, face-to-face interventions take priority and investigations are not being done timely. Amanda Coorough explained some of the State reporting requirements. When the unit drops to only 3 workers, we see a significant drop in our compliance with these requirements and the State is notified.

As a new worker comes in they have no vacation time, cannot use sick time, and are required to help maintain the 24 hour on-call system. Essentially, by the time people get to the six month mark they are

already worn out. When looking to refill vacant positions, we simply cannot compete with some surrounding counties and this makes it difficult to sustain people as well. Amanda Coorough asked for the Board's involvement in finding a way to support this unit better and feels that in the long-term the fifth social worker position is essential.

Discussion was held regarding Richland County's inability to compete with some surrounding counties. Amanda Coorough noted that more pay is not necessarily the answer but more people may need to be considered to help with the rotation. Diane M. Brown questioned what some of the ramifications could be from the State if reporting requirements are not met in a timely matter and something happens. Amanda Coorough explained it continues to show our county failing in terms of performance and we could be held accountable fiscally. Bob Bellman requested Amanda Coorough return next month with a written report and recommendation. Amanda Coorough asked if there are limitations she should consider when putting the time into a recommendation. Fred Clary noted the limitations are strictly financial. Patrick Metz noted that if the county is not willing to support additional funding for this unit, then they need to look at the priorities in the county as a whole and not just one department. This is where hard decisions need to be made and sometimes the fiscal solution cannot always come from one department.

Amanda Coorough and Patrick Metz stated that they would work together to provide the Board with a written report/recommendation and would provide it as a mail-out for next month's meeting. Diane M. Brown asked that they include in the report the financial impact of children being placed or other ramifications of a child slipping through the cracks.

Discussion Potential Economic Support Unit FSET Case Worker Positions: The Capital Consortium has funding available to hire new workers to assist with an increase in workloads expected due to changes to the FoodShare Employment and Training Program. Stephanie Ronnfeldt explained some of the changes and how workloads will be affected. The Capital Consortium is looking for counties that are interested in taking on the new staff and are very interested in Richland County, since we have the lowest cost of employment of all of the counties in the consortium.

Stephanie Ronnfeldt noted that approximately \$800,000 is available to support potentially 7 to 8 new employees with no tax levy being included. Donald Seep questioned where the new employees would be housed. Fred Clary asked what type of structural improvements would need to be made to accommodate them and if there is going to be a delay in these revenues. Patrick Metz explained that the plan would be to house them in the Community Services Building and funding would not be delayed; however, those monies could be used for anything except bricks and mortar. The main change would involve moving the MIS Department from their current location in the building. If a new MIS area was developed in the vacant space, it would free up adequate space to be used by the Economic Support Unit. It was recommended that Patrick Metz move forward with expressing extreme interest in hiring these positions as long as Capital Consortium funding increases to support them.

Vacant Space Update: Patrick Metz explained that the main priority would be establishing a space for the MIS Department. Once this is completed, room would be available for the potential new positions in the Economic Support Unit.

Finance & Personnel Committee Update: A presentation was made and discussions were held regarding the county's options for the continuation of dental insurance as part of their employee compensation package. Their consultant was asked to return with more numbers and the Finance and Personnel Committee scheduled a special meeting to review the data on Tuesday, January 13, 2015.

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Health and Human Services Board
January 26, 2015

The next regular Board meeting is scheduled for Thursday, February 12, 2015 at 9:30am at the Community Services Building.

Adjourn: Motion by Larry Jewell, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor

Meghan Rohn
Confidential Administrative Secretary