

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**February 12, 2015**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. February 12, 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, Marilyn Rinehart, Linda Gentes, and Virginia Wiedenfeld.

Members Absent: Larry Jewell.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Katie Erb, Linda Symons, Marianne Stanek, Myranda Culver, Patrick Metz, Stephanie Ronnfeldt, Tim Gottschall, Meghan Rohn, Erin Miess, Bryann McGuire, Jessica Stanek, Richland Center Chief of Police Jon Annear, and Richland School District Administrator Rachel Schultz.

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

Approve January 8, 2015 Health and Human Services Board Minutes: Bob Bellman questioned the use of “waivers” to pay for the Imagine A Child’s Capacity contract. Amanda Coorough clarified that “waiver” means Medicaid waiver. 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 Richland County Health and Human Services 2014/2015 Voucher Report for February 12, 2015 was distributed. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #10 – Epanic Button, LLC: This was to pay the annual maintenance fee for a service which offers the receptionist desks the ability to electronically request assistance from management.

Voucher #16 – Scott Consulting Partner: This was to pay for Richland Fit consultant activities as previously contracted.

Voucher #18-20: Streamline Healthcare: This was to pay for customizations leading up to the implementation of version 3.5. Discussion was held regarding how the system is currently working and how the improvements being made should improve the overall service.

**2015 Administrative Vouchers:**

Voucher #20 – GFC Leasing: This was to pay for our new copier lease from January (prorated) – March.

Voucher #44 – Rhyme Business Products: This was to pay for our final copier lease fees with this vendor. Tim Gottschall noted that there could be one small final invoice.

**2014 & 2015 Previously Paid Vouchers:**

Voucher #1-5: Wal-Mart: It was noted that Wal-Mart charges late fees if invoices are not paid timely.

Voucher #2: SC SHRM: This was to pay for membership dues for two members of management to attend local trainings on human resources activities. Motion by Donald Seep, seconded by Diane M. Brown to approve the 2014/2015 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2014/2015 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2014 Expense Reports	1	\$31.50
Richland County Health and Human Services – 2015 Expense Reports	12	\$8,749.48
Richland County Health and Human Services – 2014 Vouchers	18	\$20,818.60
Richland County Health and Human Services – 2015 Vouchers	37	\$29,978.05
Richland County Health and Human Services – 2014 Prepaid Vouchers	2	\$634.98
Richland County Health and Human Services – 2015 Prepaid Vouchers	2	\$200.31
<b>TOTAL</b>	<b>72</b>	<b>\$60,412.92</b>

2014 Budget Summary: Tim Gottschall distributed a handout that reflected a 2014 Health & Human Services Budget surplus of \$161,256 noting that included in the surplus is a credit of approximately \$38,000 from Workman’s Compensation and a 2013 WIMCR payment of approximately \$75,000. Don Seep questioned if we can predict any budgetary “red flags”. Patrick Metz stated that he has no concerns related to the core Health & Human Services budget, but there are concerns with the institutional fund balances and the core budget’s inability to cover all those excess costs. It was noted that the General Fund would have to be utilized. The institutional fund balances were reviewed and clarified, noting that the Adult Institutional Fund is over budget \$191,096 and the Children’s Institutional Fund is over budget \$145,655.

Approve Children’s Services Unit Staffing Proposal (Mailout #3): Amanda Coorough thanked colleagues Chief Jon Annear and Rachel Schultz for attending today to assist with this presentation. Amanda Coorough introduced the Board to Children’s Services Social Workers: Erin Miess, Jessica Stanek, and Bryann McGuire and noted their specific history with the agency.

Amanda Coorough apologized for a few errors that were later noticed in the mailing and redistributed tables of actual children served to clear up the formatting issues. It was noted that each table represents specific children that have been served by the unit over the last 10 years. The following new handouts to further explain the proposal were also distributed: A Review of Active 2014 Cases, An Overview of Staffing Levels in the Children’s Protection Unit, and relevant turnover costs diagrams.

Fred Clary arrived.

Chief Jon Annear reported on his experiences collaborating with the Children’s Services Unit over the years, noting that these are significant cases where a crime was possibly committed to children who are often “voiceless victims”. A thorough investigation occurs when there are experienced social workers working with experienced police officers and this is a retention issue that affects the overall situation. The services being offered by the Children’s Services Unit create an advantage for the community to help prevent future issues with children as they mature. We need to react to the increase in need for services to

children in our community, as our culture and population is changing. The jurisdiction of city versus county law enforcement was reviewed. Amanda Coorough noted that police officers are not involved with every case, but definitely when there is a potential risk of harm.

Rachel Schultz reviewed her role and relationship with the Children's Services Unit, noting that Richland School District staff are mandatory reporters who may not ever know what the final result is. Turnover in the Children's Services Unit makes this difficult because teachers do not know if their report of abuse/neglect is actually being followed up on because the child continues to come to school with issues. Rachel Schultz noted that the needs of children have continually increased and it is "shocking". Truancy issues are severe and even now include elementary children who are the responsibility of the parent. The new collaborative MAPPA initiative has helped, but requires time on the part of all agencies involved to continue to meet on these significant cases. Discussion was held regarding the parameters of truancy and excessive tardiness which could result in possible abuse/neglect issues. Discussion was held regarding referral sources. Amanda Coorough further explained the history of the MAPPA partnership and the parameters of discussion. Rachel Schultz noted that the Richland School District does not have a social worker on staff, but does employ a guidance counselor and a registered nurse. Discussion was held regarding the process of mandatory reporting.

Amanda Coorough stated that it is hard to quantify in numbers what it is that the Children's Services Unit does and the actual impact to this community. Turnover alone is excessive for a county our size and this affects the overall services offered to children. It also affects the remaining staff and increases their burnout and stress. Amanda Coorough reviewed Kid #08 from the packet noting that this child was served by the Children's Services Unit for 9 years and diverted a costly out-of-home placement. If the unit offered only "bare bones service", we would only be required to investigate where there is severe abuse or trauma. However, multiple reports of less severe issues can compound over time, which can then develop into significant issues where we possibly should have intervened earlier. The overburdened State system relies on County agencies to perform non-mandated services which can prevent costlier outcomes. Amanda Coorough stated that Child Protective Services holds the most liability in this agency and we just don't have enough resources to handle what we have to manage right now given the State requirement standards.

Amanda Coorough reviewed the options to be considered: A.) fill the currently vacant social worker position which was budgeted for 2015; B.) fill the currently vacant social worker position, add after hours calls to the Northwest Connections contract, and increase the Parent Educator to 35 hours/week at an unbudgeted cost of \$12,963.34; C.) fill the currently vacant social worker position, fill the currently vacant lead worker position, add after hours calls to Northwest Connections contract, and increase the Parent Educator to 35 hours/week at an unbudgeted cost of \$90,533.11.

Fred Clary questioned why agency management no longer participates in the on-call rotation. Patrick Metz noted that this has not been the case since the agency merged into Health & Human Services, but was likely during Community Programs and Social Service agency days more than 15 years ago.

Children's Services Unit staff time available for these 40 hour/week positions were reviewed, noting that only 1,824 hours/year/worker are actually available given holidays, paid time off, etc. Amanda Coorough reviewed the 2014 YTD performance of the unit and why the unit is not in compliance with State standards for a number of requirements. Discussion was held regarding the current applications that were received for the vacant social worker position and the skill set or training that is necessary.

Patrick Metz stated that the agency needs to meet at least best practice and “not rely on historic luck”. These jobs are not easy and they are responsible for caring for the vulnerable children of our community. Children’s Services Social Workers sacrifice personal time with their families to be on-call 24/7, which is on top of their normal 40 hour/week job. Patrick Metz recommended that the Board seriously consider pursuing option C which has an unbudgeted cost of over \$90,000. Patrick Metz noted that there is approximately \$15,000 in savings this year due to the inability to refill the vacant position for three months and another \$30,000 could possibly be absorbed by the existing Health & Human Services budget for a total of \$45,000. Health & Human Services would continue to look for ways to maximize revenues and postpone refilling of vacant positions in an effort to contribute towards the remaining \$45,000. Discussion was held regarding 2016 budgets and the ability to sustain these positions while reprioritizing the needs within the agency and services offered to the community. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the Children’s Services Unit staffing proposal option C to include the immediate hiring of the vacant social worker and lead worker positions, and forward the recommendation to increase the Parent Educator from 28 hours/week to 35 hours/week onto the Finance & Personnel Committee and County Board for approval.

Discussion was held regarding the earning and utilization of comp time and on-call time. Bryann McGuire expressed her concern with “walking a tight rope” and having to rank the children on her caseload each day in hopes that the children she can’t get to are safe. Erin Miess stated that over the year’s unit staff have been asked to do more with less and meeting minimum standards is not good enough. Erin Miess expressed that she does not feel comfortable working here any longer given the lack of resources and inability to successfully help children knowing that the County is putting children at serious risk. Amanda Coorough noted that staff can be subject to personal lawsuit and their professional license can also be subject to additional scrutiny. Discussion was held regarding further reviewing the Northwest Counseling & Guidance Clinic contract. Motion carried.

Personnel Updates: Patrick Metz reported that, pending a draft County Board resolution recommending changes to the Richland County Handbook of Personnel Policies & Work Rules relating to a reduced probationary period for existing county employees, Meghan Rohn, Confidential Administrative Secretary, has successfully passed a three month probation and is being recommended to be placed on regular status effective February 3, 2015. Motion by Marilyn Rinehart, seconded by Linda Gentes to approve the three month probationary period of Meghan Rohn, Confidential Administrative Secretary, pending the successful passage of the related County Board resolution. Motion carried.

Patrick Metz announced that Cheryl Blair, Psychiatric RN, submitted her resignation effective February 5, 2015. Motion by Virginia Wiedenfeld, seconded by Linda Gentes to approve the resignation of Cheryl Blair, Psychiatric RN, effective February 5, 2015. Motion carried.

Patrick Metz noted that we are currently interviewing for the Psychiatric RN position and the Children’s Services Unit Case Worker/Social Worker.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-12-15)</b>		
<b>REM WISCONSIN</b>	A provider of adult family home services for a client being served by the Clinical Services Unit. (Madison) <i>This will require County Board approval.</i>	For a total amount not to exceed <b>\$95,000.</b>
<b>COMMON THREADS FAMILY RESOURCE CENTER</b>	A provider of counseling and therapeutic services to children with disabilities being served by the Children's Services Unit. (McFarland)	For a total amount not to exceed <b>\$7,000.</b>

Motion by Diane M. Brown, seconded by Dr. Louis Williams to approve the new 2015 contracts/agreements. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-12-15)</b>		
<b>FAMILY WORKS PROGRAMS, INC.</b>	Due to the additional need for treatment foster home services provided to children being served by the Children's Services Unit. (Madison)	<i>Original Contract Amount: \$25,000.</i>  <i>Amended Amount: \$75,000.</i>  To a total amount not to exceed <b>\$85,000.</b>
<b>NORTHWEST PASSAGE, LTD.</b>	Due to the additional need for residential treatment facility services provided to children being served by the Children's Services Unit. (Frederic)	<i>Original Contract Amount: \$20,000.</i>  To a total amount not to exceed <b>\$40,000.</b>
<b>STREAMLINE HEALTHCARE SOLUTIONS, LLC</b>	Due to an increased need for programmatic customizations for the Clinical Services Unit electronic medical records system. (Portage, MI)	<i>Original Contract Amount: \$26,000.</i>  To a total amount not to exceed <b>\$34,000.</b>
<b>TAZZEE'S WONDER BAR &amp; RESTAURANT</b>	Due to the additional cost for meals being served at the Viola Senior Meal Site. (Soldiers Grove)	<i>Original Contract Amount: \$17,000.</i>  To a total amount not to exceed <b>\$19,000.</b>
<b>THE PSYCHOLOGY CENTER</b>	Due to the additional need for counseling and therapeutic services provided to children being served by the Children's Services Unit. (Madison)	<i>Original Contract Amount: \$15,000.</i>  To a total amount not to exceed <b>\$20,000.</b>

Motion by Diane M. Brown, seconded by Linda Gentes to approve the 2014 amended contracts. Motion carried.

Review Board Member Terms (Mailout #2): Patrick Metz reviewed the Board member terms noting that Fred Clary and Marilyn Rinehart's terms will expire April 2015. It was noted that the Committee on Committees would need to designate another County Board member to replace Fred Clary. Discussion was held regarding swapping Marilyn Rinehart's nurse requirement to Diane M. Brown since she is also a nurse. Then we would have to replace the community member requirement which should be easier to fill.

Myranda Culver was introduced to the Board.

Approve Economic Support Unit Staffing Proposal (Mailout #4): Stephanie Ronnfeldt explained the proposal as was mentioned during the last Board meeting, noting that since then we received a letter of intent from Dane County Department of Human Services securing the funding for the project. Patrick Metz noted that once the funding goes away, all 9 positions would be eliminated within enough time to cover potential unemployment costs. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the Economic Support Unit staffing proposal to include the creation of 7 additional Economic Support Specialist positions, the hiring of 2 currently vacant Economic Support positions, and forward the recommendation and updated position descriptions onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Discuss Utilization of Vacant Space: Patrick Metz noted that the vacant space is being reviewed to possibly include the purchase of cubicle spaces and other office equipment needs for the 9 new positions. It was noted that these purchases would come before the Health & Human Services Board next month if necessary. Fred Clary expressed county cash flow concerns with these new positions.

Approve Additional Temporary/Casual Driver/Escort Driver Position (Mailout #5): Linda Symons noted that the agency recently received additional 53.10 grant funding to support the hiring of another driver. Motion by Linda Gentes, seconded by Marilyn Rinehart to approve the creation of 1 additional Temporary/Casual Driver/Escort Driver position, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve Coordinated Services Team (CST) Committee Membership (Mailout #6): Myranda Culver stated that last year the implementation of the CST Program was approved by the Health & Human Services Board and it is now time to approve the membership to that committee. Angie Rizner noted that the committee membership has been forwarded onto the County Board for approval; however, there is no need for a County Board or Health & Human Services Board member to be appointed to this committee which is an anomaly. Motion by Diane M. Brown, seconded by Marilyn Rinehart to approve the Coordinated Services Team (CST) Committee membership as presented, and forward the recommendation onto the County Board for approval. Motion carried.

Finance & Personnel Committee Update: Patrick Metz reported that the Finance & Personnel Committee has been reviewing the Richland County Handbook of Personnel Policies & Work Rules and related department addendums. Health & Human Services would like to recommend two modifications to their addendum in the On-Call Compensation section: 1.) the addition of a statement allowing staff to receive payment in lieu of on-call compensatory time. 2.) Payment for carrying the pager would be paid out monthly instead of quarterly. Patrick Metz was instructed to bring back the proposed revisions next month for review and consideration.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Discuss the Annual Performance Evaluation of the Director (Mailout #7): Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to convene in closed session per Wis. Statutes 19.85(1)(C) to discuss the annual performance evaluation of the Director. Roll Call Vote. Bob Bellman, Linda Gentes, Donald Seep, Dr. Louis Williams, Fred Clary, Marilyn Rinehart, and Virginia Wiedenfeld all voted for the motion. Motion carried.

Return to Open Session: Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to return to open session. Motion carried.

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

Adjourn: Motion by Dr. Louis Williams, seconded by Marilyn Rinehart to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor