

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 9, 2015

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

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

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

Approve March 12, 2015 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Dr. Louis Williams to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Becky Dahl announced that a group of community people are working on preparing materials to apply for a \$200,000 parks grant to enhance the bike trail, improve accessibility to the canoe/kayak landings and parks, and develop camping areas. Various city and county committees are meeting to finalize the details of the grant and develop recreational opportunities for all; including people with disabilities and elders. Becky Dahl stated that the group is looking at organizing a 'Fat Bike' event and various other activities. Fred Clary noted that the DOT is pursuing cuts to highways and the elimination of bike trails along roads. Don Seep reported on the efforts being pursued in relation to developing ATV routes in Richland County as is being done in surrounding counties.

Stephanie Ronnfeldt presented a 2013 FoodShare trophy that the Capital Consortium, of which our agency belongs, received from the Federal Government for 100% accuracy on applications.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2015 Voucher Report for April 9, 2015 was distributed. The following items required additional discussion:

Administrative

Voucher #36 & 37 – JComp Technologies, Inc.: Tim Gottschall noted that Economic Support FSET bonus funds would reimburse these purchases.

Voucher #52 – Rhyme Business Products: This was to pay for repairs to the little copier located at the Main Front Desk which is owned by the agency.

Voucher #56-59 – Shopping News: This was to pay for Regional ADRC printing and advertising, as well as vacant position advertisements.

Voucher #60 – SHI International Corp: This was to pay for a Microsoft upgrade for all Income Maintenance computer users.

Voucher #63-65 – Streamline Healthcare: Fred Clary questioned the increased costs. Tim Gottschall noted that the \$1,465 is the regular monthly cost and \$550 is additional costs related to the 3.5 upgrade. Discussion was held regarding the historic costs of the software and ongoing issues with implementation. Patrick Metz stated that any excess costs are being absorbed into the agency budget, and noted that overall, the software is improving.

Fred Clary questioned the numerous vouchers related to conferences and trainings. Tim Gottschall stated that some of those costs are annual membership renewals. Becky Dahl noted that a few Regional ADRC Board members are attending a conference in LaCrosse. Linda Symons stated that the ADRC is sending a few staff members to training, but other staff will be in the office to assist clients. **Motion by Dr. Louis Williams, seconded by Diane M. Brown to approve the 2014/2015 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.**

2015 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2015 Expense Reports	17	\$10,940.84
Richland County Health and Human Services – 2015 Vouchers	45	\$24,140.28
Richland County Health and Human Services – 2015 Prepaid Vouchers	2	\$422.03
TOTAL	64	\$35,503.15

2014 Budget Summary: Patrick Metz stated that auditors are schedule to be at our agency next week, so the preliminary audit numbers will be offered next month. Adult Institutional Fund expenses are projected to reach over \$600,000. Patrick Metz noted that the institutional fund balances will be short \$375,000 of actual expenses and the agency budget should be able to absorb roughly \$150,000 of that deficit. This would mean that the General Fund will have to cover the remaining balance of approximately \$225,000. It was noted that these institutional placements are court ordered and the county allocates approximately \$280,000 every year to the institutional funds.

2015 Budget Summary: Patrick Metz noted that a report would be offered next month.

Personnel Updates: Patrick Metz announced the hiring of Jessica Stanek, Juvenile Justice Lead Worker, effective April 13, 2015. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the hiring of Jessica Stanek, Juvenile Justice Lead Worker, effective April 13, 2015. Motion carried.

Patrick Metz announced that Leah Kornish, Children’s Long Term Support Case Manager, submitted her resignation effective April 7, 2015. Patrick Metz announced that Jennifer Carter, Temp/Casual Nutrition Site Worker, submitted her resignation effective April 10, 2015. **Motion made by Diane M. Brown, seconded by Larry Jewell to approve the resignation of Leah Kornish, Children’s Long Term Support Case Manager, effective April 7, 2015 and Jennifer Carter, Temp/Casual Nutrition Site Worker, effective April 10, 2015. Motion Carried.**

Patrick Metz reported that the Finance & Personnel Committee has approved up to 6 weeks off without pay for Tiffany McCauley, Fiscal Specialist due to medical reasons. Tiffany McCauley’s leave will run approximately from May 2, 2015 – June 15, 2015.

Patrick Metz reviewed the details of various vacant county positions within the agency. Applications are being reviewed and interviews are occurring for the following vacant positions: Clinical Services

Psychiatric RN, Children’s Long Term Support Case Manager, Economic Support Lead Worker, Economic Support Specialists (8), Public Health Temp/Casual Nutrition Site Worker, and the ADRC Temp/Casual Driver/Escort Driver. Patrick Metz noted that Tim Gottschall, Angie Rizner, and Meghan Rohn have attended a few local job fairs recently to improve recruitment. Discussion was held regarding the potential retention of the Economic Support positions.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed an updated mailout. Amanda Coorough clarified the services being offered by House Calls through Schmitt Woodland Hills. It was noted that Hope Haven is a non-profit organization through Catholic Charities.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-8-15)		
DEER VALLEY ADULT FAMILY HOME	A provider of adult family home services for a client being served by the Clinical Services Unit. (Richland Center).	For a total amount not to exceed \$45,000.
FORWARD HOME FOR BOYS	A provider of group home services to children being served by the Children’s Services Unit. (Richland Center)	For a total amount not to exceed \$10,000.
HOPE HAVEN	A provider of up to 30 days of residential treatment to a client being served by the Clinical Services Unit. (Madison)	For a total amount not to exceed \$5,000.
SCHMITT WOODLAND HILLS	A provider of house call services to address environmental neglect and resolve present safety issues for children being served by the Children’s Services Unit. (Richland Center)	For a total amount not to exceed \$1,000.

Motion by Donald Seep, seconded by Marilyn Rinehart to approve the new 2015 contracts/agreements. Motion carried.

Distribute Copies of Health & Human Services Addendum: Angie Rizner distributed updated copies of the addendum. Patrick Metz reviewed the updates that were approved by the Health & Human Services Board last month and the Finance & Personnel Committee earlier this week. It was noted that the addendum would be presented to the County Board in April.

Don Seep questioned if employees sign a document relating to their Terms and Conditions of Employment. Angie Rizner noted that she conducts a formal orientation with new hires and the County Clerk’s Office has new hires review and sign the Richland County Handbook of Personnel Policies and Work Rules.

Don Seep questioned if the agency offers exit interviews. Angie Rizner stated that, while this is not an agency requirement, exit interviews are often offered to employees and we attempt to solve issues that are presented. Don Seep recommended that the agency routinely conduct exit interviews. Fred Clary noted that exit interviews are suggested, but not required by the county. Amanda Coorough reported that staff are actively involved in their annual performance evaluations, discussions are held via open door policy along the way, and we attempt to resolve issues as they occur on a regular basis. Management always knows why an employee is leaving the agency and often there is nothing we can do to solve their issues.

Acknowledgment of Existing Health & Human Services Board Members: Bob Bellman noted that Fred Clary and Marilyn Rinehart have been loyal Health & Human Services Board members for six and seven years respectively. Don Seep stated that he has learned very much from Marilyn Rinehart and Fred Clary and their institutional knowledge and leadership will be truly missed. Marilyn Rinehart expressed that she has learned many things and significant changes have occurred over the years. Fred Clary stated that board members are not here to be rubber stamps; “we are here to challenge Administration and make them think”. Fred Clary noted that the agency was having serious financial issues six years ago and he was asked to be on this Board to help address those issues. Fred Clary stated that we have made great fiscal improvements, with the exception of the institutional accounts, and is confident this will continue. Patrick Metz stated that he would like to thank Fred Clary and Marilyn Rinehart for their years of service and strengths that they offered to our Board. Patrick Metz encouraged Fred Clary and Marilyn Rinehart to be advocates in our community to explain and clarify the issues that our agency faces. Dr. Louis Williams stated that he sincerely appreciated their input and perspective over the years. Diane M. Brown noted that Fred Clary has often been the “devil’s advocate” on this Board and hopes that the County Board assigns another member that can take on that role.

Discussion was held regarding the terms of the Health & Human Services Board being two consecutive three year terms, excluding partial terms. It was noted that a new County Board member would be assigned to replace Fred Clary next month.

Health & Human Services Citizen Board Member Recommendation: Patrick Metz stated that he has spoken privately to Diane M. Brown and she is willing to accept the RN vacancy on this Board, which leaves her citizen member position vacant. Patrick Metz reported that he received a letter from Pastor Mike Breininger expressing his desire to be on the Health & Human Services Board. Don Seep questioned if the vacant Board position had been advertised. Patrick Metz noted that this has not been past practice. Marianne Stanek noted that when the Human Services Department merged with the Health Department in 2000 a physician and registered nurse were statutorily required, and since then, there has never been a time when a vacant Health & Human Services Board position has been advertised. The positions have been filled by word of mouth or recommendation.

Discussion was held regarding the transparency of appointing individuals to these board/committee positions. Patrick Metz stated that if the Board wishes to be completely transparent the vacant RN position should be advertised, Diane M. Brown can apply, and then her citizen member position can be advertised and filled. Motion by Donald Seep, seconded by Diane M. Brown to advertise the vacant RN position on the Health & Human Services Board. Discussion was held regarding the numerous boards/committees that report to the Health & Human Services Board. Angie Rizner noted that when vacancies occur on these boards/committees advertisements of recruitment are only placed in local newspapers if there are no interested applicants; the vacant positions are filled by word of mouth or recommendation. Fred Clary cautioned the Board to be careful with this topic, as it can get complicated, and the Health & Human Services Board only makes recommendations to the Committee on Committees. Motion to amend the original motion by Donald Seep, seconded by Diane M. Brown to include that advertising for vacant board/committee positions is only required for the Health & Human Services Board, not Health & Human Services sub-committees. Patrick Metz requested that the topic be discussed as an issue for the entire county, not just Health & Human Services, and recommended the creation of a county policy or rule for all departments to follow. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to postpone action until clarification is offered by the Committee on Committees regarding the vacant RN position on the Health & Human Services Board. Motion carried.

Approval of Nutrition Advisory Council Members (Mailout #2): Marianne Stanek reported that two council members have expiring terms and need replacement. It is being recommended that Harriett Hendricks replace Janine Parduhn as the council representative from the Richland Center Meal Site and Rita Smith replace Mike Shields as the council representative from the Germantown Meal Site. Motion by Marilyn Rinehart, seconded by Diane M. Brown to recommend Harriett Hendricks and Rita Smith as members of the Richland County Senior Nutrition Advisory Committee, and forward the request onto the Committee on Committees and County Board for approval.

Review Vacant Space Remodeling Plans and Vendors: Patrick Metz distributed a handout that reflected the comparison of approximate project costs to the actual bids received and noted that an advertisement was placed in the Richland Observer for one week, on our county website, and mailed to over 40 vendors from the Richland County area. Patrick Metz reviewed the details of the project and the estimates received which total up to \$24,181. Discussion was held regarding whether or not this project could move forward given the approval received by the County Board in March that was estimated not to exceed \$20,000. Patrick Metz stated that he might consider eliminating one of the items to keep the total project under \$20,000 in order to keep the project moving forward and timely. Motion by Fred Clary, seconded by Virginia Wiedenfeld to proceed with the project as presented after consulting with corporation counsel regarding the possible need to amend the County Board resolution due to the fact that the project exceeds the previously approved \$20,000 amount. Motion carried.

Approval Creation of Resolution to Address the 2015-2017 Governor's Budget Impact on ADRC's and Family Care (Mailout #3): Becky Dahl reported that she was visiting with legislatures at the State Capital yesterday and educated them on the activities of the ADRC. Legislatures were also invited to visit local ADRC offices to actually see what we do. Fred Clary stated that the latest blog is that the ADRCs and Senior Care would not be affected by the Governor's Budget. Becky Dahl distributed three letters of support. Motion by Donald Seep, seconded by Diane M. Brown to approve forwarding the resolution language to Attorney Ben Southwick for the April County Board session, and mail supporting documents and a cover letter from the Health & Human Services Board Chair onto all County Board Supervisors for their review and consideration prior to that meeting. Motion carried.

Discuss Future of Social Security and Medicare Programs Funding: Fred Clary reported that the Social Security Trust Fund for Disability is anticipated to be bankrupt in 2016 and it is likely that individuals receiving SSI and Medicare benefits would see a reduction in benefits by up to 24%. It was noted that this is an issue that we cannot solve, but individuals at the Federal level are working on addressing it.

Discussion of the Creation of an APNP-Nurse Prescriber Position: Patrick Metz stated that our current contract with our Psychiatrist/Medical Director is very costly and we would like to consider reducing this contract by employing an APNP-Nurse Prescriber at a lower cost. Patrick Metz noted that the agency has been collaborating with Crawford County and Crossing Rivers Health (Prairie du Chien) to consider other joint hiring options. The creation of county position at 35 hours per week with three days spent in Richland County and the other days sub-contracted with the other interested agencies is being considered. This is an opportunity for us to do more with less. It was noted that this change would not affect the Richland County Jail mental health services currently being offered by Clinical Services. Patrick Metz stated that the creation of an APNP position would be pursued during the 2016 budget process and other telemedicine psychiatry options are also being pursued.

Further Discuss Use of Tablets during Health & Human Services Board Meetings: Discussion was held regarding the potential use of tablets by all County Board members including the creation of a separate email address for their county business. Fred Clary noted that this topic was recently discussed at Rules

and Resolutions and there are considerations and policies that need to be established regarding county equipment before this is implemented.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Discuss the Annual Performance Evaluation of the Director: Motion by Linda Gentes, 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. Linda Gentes, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, Virginia Wiedenfeld, Diane M. Brown, Marilyn Rinehart, and Bob Bellman all voted for the motion. Motion carried.

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

The next regular Board meeting is scheduled for Thursday, May 14, 2015 at 9:30am at the Community Services Building.

Adjourn: Motion by Linda Gentes, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor