

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 9, 2015

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. July 9, 2015 by Donald Seep in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Diane M. Brown, Donald Seep, Dr. Louis Williams, Larry Jewell, Linda Gentes, Marty Brewer and Virginia Wiedenfeld.

Members Absent: Bob Bellman.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Marianne Stanek, Meghan Rohn, Myranda Culver, Patrick Metz, Stephanie Ronnfeldt, Tim Gottschall, Skyla Pauls, Linda Symons, and Fred Clary.

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

Introductions and Review Purpose of the Public Hearing: All those present introduced themselves and welcomed Debra Kyser as a new member of the Board. Marianne Stanek noted that Skyla Pauls would be attending the meeting today as a student fulfilling her Public Health clinical requirements. Don Seep reviewed the purpose of the Public Hearing. Patrick Metz noted that this is the time of the year that we start developing next year's budget and the Public Hearing is a time for citizens to comment on their needs.

Citizen Comments about the 2016 Budget and Services: Fred Clary stated that he participated in a telephone conference yesterday with Moody's Corporation, as they are taking a look at the financial status of the county before engaging in the Pine Valley Renovation Project. Their analysts looked at budgetary over-runs in the county, and while there are multiple departments with over-runs, Health & Human Services experienced the largest budget over-run. The institutional funds were concerning to Moody's analysts, noting that the undesignated General Fund is being used too frequently to fund these accounts.

Marty Brewer arrived.

Fred Clary noted that the undesignated General Fund has decreased from 20% of asset value down to 16%. This means that the county could pay their routine bills and "survive" for 3 months without any cash flow/revenues, but the General Fund balance continues to decline. The county has taken steps to decrease expenses by implementing dental insurance contributions from staff, but that is not going to be enough. Fred Clary recommended that Health & Human Services develop two budgets: one with the same tax levy allocation as last year and one with a \$50,000 reduction in tax levy. Fred Clary stated that the county is not anticipating any new property tax income.

Don Seep questioned what the standard percentage for undesignated General Funds is across the state. Fred Clary stated that he is uncertain, but the percentage reduction is of serious concern. Don Seep questioned if the county's bond rating is being affected. Fred Clary noted that we felt the conversation with Moody's ended well and we are not anticipating a bond rating reduction. Discussion was held

regarding requesting the creation of multiple budgets county-wide. Fred Clary stated that the bottom-line is “we are going to have to stop using General Fund surplus to balance our budgets”.

Linda Gentes arrived.

Patrick Metz clarified that the unbudgeted institutional accounts are not Health & Human Services expenses; they are county expenses which are for court-ordered placements that we have no control over. Patrick Metz reviewed the history of the institutional accounts, undesignated General Fund, and the development of our budget. Discussion was held regarding the current fund transfers for 2014 and the need for clarification to County Board members and the general public.

Approve June 11, 2015 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Linda Gentes 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 2015 Voucher Report for July 9, 2015 was distributed. The following items required additional discussion:

Voucher #3 – Tschudy Corporation: This was to pay for the chain link fence surrounding the community garden which was previously approved and will be reimbursed with grant funding.

Voucher #5 – Kevin Burkhamer: This was to pay for snow plowing services for the entire winter season. Angie Rizner noted that the vendor was having invoicing software issues.

Voucher #30 – 37 – J Comp Technologies, Inc.: This was to pay for Economic Support Project expenses.

Voucher #42 – Omni Technologies: This was to pay for proximity readers on the doors leading to the newly remodeled area and will be paid for by the Economic Support Project.

Voucher #64 – 69 – Richland County Food Service: This was to pay for two months of food supplies for the Senior Nutrition Program.

Voucher #89 – 91 – Gordy’s Market: This was to pay for frozen meals for the Senior Nutrition Program. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the 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	16	\$11,556.82
Richland County Health and Human Services – 2015 Vouchers	48	\$43,987.03
Richland County Health and Human Services – 2015 Prepaid Vouchers	2	\$490.00
TOTAL	66	\$56,033.85

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget effective June 3, 2015 noting a surplus of \$56,201. Tim Gottschall reported that May

was a three payroll month which increased expenses, but we are also anticipated to finalize Comprehensive Community Services and WIMCR reconciliations very soon which usually offers a significant increase in revenues. Tim Gottschall noted that we will start to see additional costs and expenses related to the Economic Support Project in this budget. Discussion was held regarding the Children's Institutional Fund noting that the account balance is already short \$73,133.

Patrick Metz offered an explanation of the reconciliation processes of the Wisconsin Medicaid Cost Reporting (WIMCR) system and the Comprehensive Community Services (CCS) Program. Myranda Culver further explained the CCS Program noting that most mental health diagnosed clients remain in their home or in a residential placement and receive routine case management. It was noted that both of these reconciliation processes take a long time to finalize reimbursements. Don Seep recommended that a glossary of acronyms be created and offered to Board members.

Personnel Updates: Patrick Metz presented a plaque to Linda Symons, recently retired ADRC Manager. The Board thanked her for her 9 years of dedicated service to the citizens of Richland County.

Patrick Metz announced the hiring of Tracie Lee, Children's Services Case Worker/Social Worker effective June 19, 2015 and Roxanne Klubertanz-Gerber, ADRC Manager effective July 13, 2015. It was noted that Roxanne Klubertanz-Gerber is currently employed by the agency as a Resource Center Specialist in the ADRC and that vacant position will be advertised next week. Motion by Dr. Louis Williams, seconded by Diane M. Brown to approve the hiring of Tracie Lee, Children's Services Case Worker/Social Worker effective June 19, 2015 and Roxanne Klubertanz-Gerber, ADRC Manager effective July 13, 2015. Motion carried.

Patrick Metz reported that Ingrid Kovars, Administrative Secretary, has passed her 6 month probation and is being recommended to be placed on regular status effective June 19, 2015. Patrick Metz reported that Jessica Stanek, Juvenile Justice Lead Worker has passed her 3 month probation (internal department transfer) and is being recommended to be placed on regular status effective July 12, 2015. Patrick Metz reported that Myranda Culver, Clinical Services Manager, has passed her 6 month probation and is being recommended to be placed on regular status effective July 19, 2015. Motion by Linda Gentes, seconded by Marty Brewer to approve the probationary period of Ingrid Kovars, Administrative Secretary; Jessica Stanek, Juvenile Justice Lead Worker, and Myranda Culver, Clinical Services Manager. Motion carried.

Patrick Metz announced the resignation of Liz Bjorklund, Comprehensive Community Services Clinician, effective June 30, 2015 Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the resignation of Liz Bjorklund, Comprehensive Community Services Clinician, effective June 30, 2015. Motion carried.

Patrick Metz announced the retirement of Joyce McKenzie, Clerical Assistant II, effective August 3, 2015. It was noted that Joyce McKenzie has worked for Richland County for 33 years. Motion by Larry Jewell, seconded by Marty Brewer to approve the retirement of Joyce McKenzie, Clerical Assistant II effective August 3, 2015. Motion carried.

Patrick Metz noted that he approved up to 10 days off without pay in the first year of employment for Tracie Lee, Children's Services Case Worker/Social Worker. Patrick Metz also reviewed the vacancies within the agency including a Comprehensive Community Services Clinician and a Resource Center Specialist.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed copies of the organizational chart and reviewed any staffing updates that occurred since the last review.

Approve Contracts, Agreements, and Amendments (Mailout #1):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-9-15)		
UNITED CEREBRAL PALSY OF GREATER DANE COUNTY	Provider of home based respite services for Children’s Long Term Support clients. (Madison)	For a total amount not to exceed \$3,000.
EVERGREEN MANOR, INC.	Provider of CBRF services to a client served by the Clinical Services Unit. (Necedah)	For a total amount not to exceed \$18,000.

Motion by Virginia Wiedenfeld, seconded by Marty Brewer to approve the new 2015 contract and agreement. Motion carried.

Update on the Use of Tablets for Health & Human Services Board Members: Patrick Metz stated that the County Board recently approved to authorize the purchase and use of iPads for County Board Supervisors. Ipad use is not required but the use of a county email address for county business is required. The Finance & Personnel Committee was instructed to determine where the funds would come from to pay for the purchase of up to 21 iPads. Patrick Metz demonstrated the current software program that is being considered by MIS which includes a calendar and email function. It was noted that all activity on these iPads would be archived and backed-up on our server. Patrick Metz stated that our agency will not pursue purchase of our additional iPads funded by Health & Human Services until the Finance & Personnel Committee makes a decision on software for County Board Supervisor iPads. Discussion was held regarding open records meeting law and the need for clarification and training.

Discussion on Adult Protective Services Needs: Patrick Metz stated that the Adult Protective Services (APS) Program has historically been a stand-alone, one employee and one manager program; however, this cannot sustain and we have been considering the development of an internal APS Team. Patrick Metz noted that we also need to dedicate more time to APS duties; including investigations, court appearances, and annual reviews. Patrick Metz stated that the APS Program offers significant risk to our agency and the potential safety issues for adults were reviewed. Patrick Metz noted that he would be coming back to the Board with a plan to develop a solid unit structure that routinely meets and establishes policies for the APS Program.

Review Corporation Counsel Legal Services Policy: Myranda Culver distributed two policies clarifying the procedures for utilizing Corporation Counsel for Chapter 55 (guardianships) or Chapter 51 (mental health commitments) cases. Patrick Metz noted that these policies include the ability to contact Special Corporation Counsel, Alicia Breininger, when necessary.

Approval of 2015 Comprehensive Community Services Coordination Committee Membership (Mailout #2): Patrick Metz noted that this is an annual membership approval. Myranda Culver stated that the committee is also actively recruiting additional members. Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the 2015 Comprehensive Community Services Coordination Committee membership list as presented. Motion Carried.

Update on Economic Support FSET Project: Stephanie Ronnfeldt offered an update on the status of the new FSET work and reported that the nine new employees are doing well and are exceeding training expectations and timelines. All new workers have conducted intake interviews for the FoodShare Program and are starting to be assigned caseloads, which will significantly reduce current Dane County Consortia staff caseloads. Actually taking calls through the Call Center will take more training, but the new workers are able to listen to calls remotely as part of their training. Stephanie emphasized the importance of retention and she is doing everything possible to encourage that. Stephanie discussed some of the changes she has had to make managing 14 people instead of 5, and noted that it has been a good experience. Donald Seep suggested that members of the Board stop by the Economic Support Unit after the meeting to offer support and encouragement.

Discussion on MIS Updates and Needs: Patrick Metz reported that during a recent meeting with the MIS Department it was discovered that all five of the switches used to operate the agency phone and computer systems are out of compliance with updates and support. Patrick Metz explained that if one of the switches were to fail, there would be no support that could be guaranteed in a timely manner and operations could come to a halt. In order to bring the switches back under warranty, we would need to purchase new ones at a cost of approximately \$33,000 (support included). There is a promotion being offered at this time that would bring the price down to approximately \$25,000 but we would need to purchase everything before July 25, 2015. Patrick Metz discussed some of the options and suggested that the Board approve to purchase all five new switches during this budget year. Due to some of the other changes the agency has implemented this year, we have a better chance at covering some of the cost, and if we wait until next year, the cost would most certainly take away from our budget for services.

Discussion was held regarding the necessity for this purchase to be forwarded onto the Finance and Personnel Committee due to the cost; however, the committee does not meet again until after the July 25th deadline. Discussion was held regarding how the agency could take advantage of the promotion, such as secure the price with the company with the understanding that it would need additional approval or request that the Finance and Personnel Committee meet prior to the County Board meeting on July 21st. Patrick Metz noted that the agency also has six access points that are out of compliance and will need to be replaced at a cost of approximately \$8,300. It was noted this purchase is not as urgent since the consequences are not as catastrophic if one fails. Motion by Virginia Wiedenfeld, seconded by Debra Kyser to secure the promotional cost to replace all five switches, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Schedule Special Budget Meeting in September: Patrick Metz stated that previously we have held the Special Budget meeting as part of our regularly scheduled meeting in September, but started the meeting earlier. The Board agreed to hold the Special Budget meeting at 9:00am September 10, 2015 as part of the regularly scheduled Health & Human Services Board meeting.

The next regular Board meeting is scheduled for Thursday, August 13, 2015 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Louis Williams, seconded by Diane Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor