

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**October 8, 2015**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. October 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, Debra Kyser, Donald Seep, Dr. Louis Williams, Linda Gentes, and Marty Brewer.

Members Absent: Larry Jewell, Virginia Wiedenfeld, and Diane M. Brown.

Others Present: Amanda Coorough, Angie Rizner, Derek Kalish, Marianne Stanek, Myranda Culver, Patrick Metz, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, and Tim Gottschall.

Approve Agenda and Posting: Motion by Linda Gentes, seconded by Debra Kyser to approve the agenda and proper posting. Motion carried.

Approve September 10, 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 October 8, 2015 was distributed. The following items required additional discussion:

Voucher #6 – Cardmember Service: This was to purchase four wheelchairs for the Public Health Loan Closet.

Voucher #26 – JComp Technologies, Inc.: This was to purchase network switches that were no longer under warranty. It was noted that this purchase was previously approved.

Voucher #28 – Marco, Inc.: This was to purchase upgrades on our telephone system due to an expired warrant and lack of technical support. It was noted that this purchase was previously approved.

Voucher #43 &44 – SimplexGrinnell, LP: This was to purchase a 5-year contract extension to provide inspection and fire alarm monitoring services for the Life Safety System in the Community Services Building. It was noted that this purchase would be further discussed later on the agenda.

Voucher #46-48 – Streamline Healthcare: This was to purchase program support for the electronic health records system utilized by the Clinical Services Unit. It was noted that the system is being upgraded to an enhanced 3.5 version. Motion by Donald Seep, 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	\$9,893.10
Richland County Health and Human Services – 2015 Vouchers	42	\$64,429.27
Richland County Health and Human Services – 2015 Prepaid Vouchers	4	\$952.08
<b>TOTAL</b>	<b>62</b>	<b>\$75,274.45</b>

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget effective September 3, 2015 noting a surplus of \$38,873. Administration is reflecting a surplus due to the lack of refilling a vacant Secretary position and most other line items are similar to last month. Tim Gottschall reviewed the Institutional Fund balances noting that the Adult Institutional Fund reflects a surplus of \$74,242 and the Children’s Institutional Fund reflects a deficit of \$160,798. It was noted that these expenses are county mandated expenses, not Health & Human Services expenses.

2016 Budget Update: Patrick Metz updated the Board on the activity at the Finance & Personnel Committee where they recently developed the 2016 County Budget. It was noted that Health & Human Services was the only department in the county that returned the health/dental savings to the General Fund. This was in an effort to increase the General Fund from 23% to 25% of annual expenditures as required per resolution. Don Seep stated that he hopes a time will come when reducing county employees take home pay is not the only way to balance the county budget.

Patrick Metz noted that the Finance & Personnel Committee did not approve the 5 position changes that were included with this budget, which means that our budget will start \$12,000 over. The approved budget is a revised version #3 and copies were distributed.

Patrick Metz reported that the Finance & Personnel Committee decided to remove approximately \$140,000 from the General Fund to balance the budget. This is in hopes that by May 2016 a reprojected of sales tax and property taxes could return these funds to the General Fund. If not, the budget will be reviewed again at that time to research other options to balance the budget. Discussion was held regarding the budgets of Pine Valley Healthcare, Highway Department and Sheriff’s Department. It was noted that HHS roughly gets \$1M in tax levy in their \$6M annual budget and is not the largest receiver of tax levy. Don Seep stated that he would like to see an increase in County Board member education to reduce or eliminate prejudice against this agency.

Personnel Updates: Patrick Metz announced the hiring of Roberta “Robin” Landsinger, Temporary/Casual Nutrition Site Worker (Germantown Meal Site) effective September 28, 2015. Motion by Donald Seep, seconded by Marty Brewer to approve the hiring of Roberta “Robin” Landsinger, Temporary/Nutrition Site Worker effective September 28, 2015. Motion carried.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed copies of the agency’s organizational chart and reviewed the most recent changes. Tim Gottschall reported that we have approximately 56 FTEs (full time equivalents). Discussion was held regarding our previous attempts at restructuring the agency, which have not been successful due to the Finance and Personnel Committee reference to a wage and compensation study.

Select the 2015-2018 Community Services Building Snowplowing Provider: Angie Rizner distributed a handout that listed the details of each bid received. Discussion was held regarding the history of previous providers and the agency’s inability to push snow piles into the city streets. Motion by Donald Seep, seconded by Debra Kyser to approve entering into a 3-year contract with D&P Enterprises for our snowplowing services. Motion carried.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2015 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-8-15)</b>		
<b>FAMILY AND CHILDREN’S CENTER</b>	To provide supervised visitation services for a parent out of county being served by the Children’s Services Unit. (LaCrosse)	For a total amount not to exceed <b>\$2,000.</b>
<b>HEALING HANDS</b>	To provide alternative therapy to a Comprehensive Community Services adult being served by the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$2,200.</b>
<b>KATHLEEN STARR</b>	To provide alternative therapy to a Comprehensive Community Services adult being served by the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$1,000.</b>
<b>LAKEVIEW REHABILITATION CENTER</b>	To provide CBRF services to an adult being served by the Clinical Services Unit. (Waterford) <i>This will require County Board approval.</i>	For a total amount not to exceed <b>\$56,000.</b>
<b>REJUVENA, LLC</b>	To provide alternative therapy to a Comprehensive Community Services adult being served by the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$1,000.</b>
<b>RICHLAND ACUPUNCTURE</b>	To provide alternative therapy to a Comprehensive Community Services adult being served by the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$2,000.</b>

Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the new 2015 contracts and agreements, and forward those necessary onto the County Board for approval. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-8-15)</b>		
<b>CHILED A INSTITUTE</b>	Due to an increased need for residential cognitive and behavioral health treatment for two youth with severe mental health deterioration who pose a high risk to self and others and are being served by the Children’s Services Unit. (LaCrosse). <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$180,000.</i>  To a total amount not to exceed <b>\$292,000.</b>
<b>FILLYAW ADULT FAMILY HOME</b>	Due to an additional placement in this adult family home by the Clinical Services Unit. (Richland Center) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$48,000.</i>  To a total amount not to exceed <b>\$60,000.</b>
<b>FITNESS CHOICES</b>	Due to an increased need for recovery education and wellness management services to Clinical Services Unit Comprehensive Community Services clients. (Viola)	<i>Original Agreement Amount: \$7,000.</i>  To a total amount not to exceed <b>\$17,000.</b>
<b>LUTHERAN SOCIAL SERVICES OF WISCONSIN AND UPPER MICHIGAN, INC.</b>	Due to an increased need for psychosocial support services to Clinical Services Unit Comprehensive Community Services clients. (Baraboo) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$33,000.</i>  To a total amount not to exceed <b>\$69,000.</b>

Motion by Donald Seep, seconded by Debra Kyser to approve the 2015 contract and agreement amendments, and forward those necessary onto the County Board for approval. Motion carried.

Don Seep questioned Health & Human Services process for getting information approved by the Finance & Personnel Committee or County Board. Angie Rizner explained that per internal policy she forwards agenda items onto the appropriate committee/board after approval is received by the Health & Human Services Board. Angie Rizner noted that she includes Director Patrick Metz in on all emails.

Approve the Community Services Building Parking Lot Sealcoating Project (Mailout #2): Patrick Metz reviewed the mailout noting that the two parking lots near the front door of the Community Services Building are deteriorating and in need of repair. It was noted that Fahrner Asphalt was contacted to bid, but are no longer providing the service this season. Discussion was held regarding sealcoating versus filling the cracks and resealing the existing pavement. Angie Rizner noted that chip sealing was not included in the estimate from D&P Enterprises who is able to complete the work this weekend. Motion made by Dr. Louis Williams, seconded by Marty Brewer to approve the Community Services Building parking lot sealing project to include lots #1 and #2 at a total cost not to exceed \$4,949.98 awarded to D&P Enterprises. Motion Carried.

Approve 5-year SimplexGrinnell Fire Alarm Service Contract Renewal (Mailout #3): Patrick Metz reviewed the mailout noting that our current 3-year contract for fire alarm monitoring services expired August 31, 2015 and the cost of a 5-year contract with the same vendor is \$420 per year. Motion made by Marty Brewer, seconded by Debra Kyser to approve the 5-year extension of the contract with Tyco SimplexGrinnell for fire alarm monitoring services at a cost of \$2,100. Motion Carried.

Approve 5-year SimplexGrinnell Sprinkler System Service Contract Renewal (Mailout #4): Patrick Metz reviewed the mailout noting that our current 3-year contract for inspection services of the Life Safety System expired August 31, 2015 and the cost of a 5-year contract with the same vendor is \$623.32 per year. Motion made by Marty Brewer, seconded by Dr. Louis Williams to approve the 5-year extension of the contract with Tyco SimplexGrinnell for inspection services of the Life Safety System at a cost of \$3,116.60. Motion Carried.

Approve Structural Modifications of ADRC Reception Desk Area (Mailout #5): A revised mailout was distributed and Patrick Metz reviewed the details of the proposal to make the ADRC Reception Desk more visible and welcoming. Roxanne Klubertanz-Gerber noted that increasing client privacy is also included in the upcoming contractual State requirements. Patrick Metz noted that Foggy Bottom Woodworks recently performed structural changes to the Main Front Desk and they will carry that same look into the ADRC area as per the concept drawing. It was noted that ADRC funding will completely support this project. Motion made by Debra Kyser, seconded by Dr. Louis Williams to approve the structural modifications of the ADRC Reception Desk area at a total cost not to exceed \$7,000, and forward the recommendation onto the County Board for approval. Motion Carried.

Approve ADRC Signage Purchase Proposal: Roxanne Klubertanz-Gerber reported that new contractual State requirements regarding ADRC signage will also affect our agency signage; however, those details have yet to be finalized. Patrick Metz noted that the ADRC is not a separate entity of Health & Human Services and is within the county structure, so new signage will be appropriate and completely funded by the ADRC. It was noted that this topic will be presented again once details are finalized.

Discuss Mental Health Services Offered to UW-Richland: Patrick Metz noted that due to the recent increase of violence on college campuses, Bob Bellman requested that an update be offered regarding what this agency is doing locally. Myranda Culver stated that our agency has an annual contract with UW-Richland at their request. Mental Health Therapist, David Dati offers therapy sessions 4 mornings per week (8:30am-Noon) and also 2 in-services for staff per year. It was clarified that this is a revenue contract for the agency totaling approximately \$18,000 per year in revenue.

Don Seep questioned why these services are not offered at the local high school as well. Myranda Culver noted that crisis services are regularly offered, but the high school would have to request a contract for the provision of additional services and there would be a cost associated. Amanda Coorough reported that a Strategic Management Board collaborates for general youth safety and MAPPAs are also reviewed to increase prevention of potential juvenile offenders at the local schools. Amanda Coorough noted that the Children's Services Unit also offers a variety of free services to the local schools as well; including bullying in-services.

Update on Use of Community Services Building Space by Other Departments: Patrick Metz reported that he has had a few conversations with Jeanetta Kirkpatrick about this topic and the most recent report is that the Veterans Service Office is not relocating to this office, the Coroner's Office has been invited to come and take a look at our facility but has not done so yet, and the Child Support Office is also being considered. Patrick Metz stated that Health & Human Services would not be responsible for the costs associated with relocating offices to this facility and the potential costs for the Child Support Office could reach costs similar to the recent Economic Support remodel project which totaled over \$25,000. Patrick Metz requested that Board members contact him if they are aware of conversations being held on this topic during other meetings, as he would like to be present to offer our agency's perspective.

Convene in Closed Session Per Wis. Statutes 19.85(1) (C) to Complete the Annual Performance Evaluation of the Director: Motion by Linda Gentes, seconded by Dr. Louis Williams to convene in closed session per Wis. Statutes 19.85(1) (C) to discuss the annual performance evaluation of the Director to include Patrick Metz. Roll Call Vote. Linda Gentes, Debra Kyser, Donald Seep, Dr. Louis Williams, Marty Brewer and Bob Bellman all voted for the motion. Motion carried.

Return to Open Session: Motion by Dr. Louis Williams, seconded by Marty Brewer to return to open session. Motion carried.

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

Adjourn: Motion by Marty Brewer, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor