

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 14, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. January 14, 2016 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, Larry Jewell, Linda Gentes, and Marty Brewer.

Members Absent: Diane M. Brown and Virginia Wiedenfeld.

Others Present: Angie Rizner, Marianne Stanek, Myranda Culver, Patrick Metz, Roxanne Klubertanz-Gerber, Tim Gottschall, Deanna Caspers, and Tanya VanRisseghem-Webster.

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

Approve December 10, 2015 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Bob Bellman questioned if the county is providing for the homeless properly. Roxanne Klubertanz-Gerber reported that the ADRC works very closely with Lydia's House, Joseph's House, and a Child's Place to help with homeless individuals and families. Roxanne Klubertanz-Gerber noted that for a small county, there are a lot of resources available. It was noted that there was approximately 40 families served in 2015. Don Seep questioned if homeless Veterans are able to be served as well. Roxanne Klubertanz-Gerber stated that we were recently able to serve one Veteran who was living in the woods, but this population doesn't often reach out for help. Roxanne Klubertanz-Gerber noted that individuals have the right to make their own choices and we can offer services, but they need to be a danger to themselves or others before we can force assistance.

Nutrition Program Update: Tanya VanRisseghem-Webster distributed a packet of informational materials related to the Senior Nutrition Program and a recent audit that was conducted by Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR). The GWAAR audit resulted in the a Corrective Action Plan to develop the following policies: Carry Out Meals Policy, Waitlist Policy, Dealing with Inappropriate Behavior at Meal Sites Policy, and Test Tray Policy. Tanya VanRisseghem-Webster noted that there is a correction on page 3 of the letter from GWAAR dated November 12, 2015, as handouts are given out to participants as part of the Congregate Nutrition Program. It was also recommended in the GWAAR letter that under Outreach/Advocacy that a section for the Nutrition Program should be added to the Public Health or ADRC web pages. Tanya VanRisseghem-Webster noted that during the audit the Viola Meal Site was visited and the day was positive. The overall audit went very well and Tanya VanRisseghem-Webster noted that she appreciates any input regarding the program, whether negative or positive, as it helps them grow.

Bob Bellman questioned how many meals are served at Senior Meal Sites. Tanya VanRisseghem-Webster reported that approximately 200 people are served a week and 75% of those meals are served at the Richland Center Meal Site. Tanya VanRisseghem-Webster noted that the volume of people we serve

is large and Richland Center participants request approximately 100 meals per day, Germantown serves approximately 25-30 meals every Wednesday, Viola serves approximately 25 meals Monday-Friday, and Rockbridge serves approximately 25-30 meals three days per week. Bob Bellman stated that he encouraged Board members to attend a meal site or volunteer to check out the activities of the program.

Approval of Meals on Wheels of Richland County Designation (Mailout #3): Marianne Stanek stated the Senior Nutrition Program has been a member of Meals on Wheels for approximately three years now, but this designation needs to be made official. Motion made by Larry Jewell, seconded by Dr. Louis Williams to approve the recommendation to have Corporation Counsel develop a County Board Resolution designating the Richland County Senior Nutrition Program’s home delivered meals as “Meals on Wheels of Richland County”, and forward the request onto the County Board for approval. Motion Carried.

Debra Kyser announced that the “Soul Kitchen” is going to be opening again serving meals twice a month starting January 20, 2016 at the Nazarene Center (new location).

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016 Voucher Report for January 14, 2016 was distributed. The following items required additional discussion:

Voucher #1 – BL Signs, LLC: This was to pay for new ADRC signage – a window sticker at the CSB.

Voucher #18 – Foggy Bottom Woodworks, LLC: This was to pay for the newly designed ADRC reception desk.

Voucher #33 – Michael Marshall: This was to pay for two simple entry door closers to the main entrance doors of the CSB. It was noted that these closers were broken and likely original from 1998.

Voucher #50 – Richland Medical Center: This was to pay for contractual services through Richland FIT for the Medical Director.

Voucher #66 – Strang Heating & Electric: This was to pay for electrical and data cabling for the ADRC reception desk.

Voucher #75 – Wolf’s Grantland Graphic: This was to pay for Regional ADRC marketing materials.

Motion by Marty Brewer, seconded by Linda Gentes to approve the 2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2015/2016 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2015 Expense Reports	15	\$9,183.92
Richland County Health and Human Services – 2015 Vouchers	42	\$43,683.30
Richland County Health and Human Services – 2016 Vouchers	10	\$2,134.68
Richland County Health and Human Services – 2015 Prepaid Vouchers	2	\$232.69
TOTAL	69	\$55,234.59

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget surplus of \$167,018 as of November 30, 2015. Additional indirect revenue from the Economic Support Unit project is starting to come in. Tim Gottschall noted that when county institutional fund balances are factored into our agency budget, the overall deficit is \$71,256. Bob Bellman reported that there was comment made during a recent Finance & Personnel Committee meeting regarding Fund 56 being \$1.5 million in the red. Patrick Metz noted that this is not unusual for this time of year. It is due to a delay in revenues and the need for an auditors transfer to cover institutional costs from their appropriate funds. In addition, State and Federal claiming is usually at least two months behind and we are also performing reconciliations that delay revenues. Patrick Metz stated that other county departments have the ability to carryover funds in their enterprise accounts, but Health & Human Services has to return surplus funds to the General Fund every year so this doesn't offer the ability to cover the impact of delays in State and Federal revenues. Discussion was held regarding the need for Health & Human Services Board members to explain and clarify the situation in an attempt to dispel rumors.

Personnel Updates: Patrick Metz announced the hiring of Ashley Hady, Mental Health Therapist, effective January 25, 2016. Patrick Metz also announced the hiring of Nicole Steldt, Mental Health Therapist, effective January 29, 2016. Motion by Dr. Louis Williams, seconded by Debra Kyser to approve the hiring of Ashley Hady, Mental Health Therapist, effective January 25, 2016 and Nicole Steldt, Mental Health Therapist, effective January 29, 2016. Motion carried.

Patrick Metz reported that Cherith Dilley, Child Protective Services Lead Worker, passed her 3 month internal probation and is being recommended to be placed on regular status. Motion by Donald Seep, seconded by Linda Gentes to approve the 3 month probationary period of Cherith Dilley, Child Protective Services Lead Worker, effective January 12, 2016. Motion carried.

Patrick Metz stated that Sharyn Knudson, Resource Center Specialist, has announced her plans to retire effective December 31, 2015. Motion by Larry Jewell, seconded by Debra Kyser to approve the retirement of Sharyn Knudson, effective December 31, 2015. Motion carried.

Patrick Metz noted that Ashley Hady, Mental Health Therapist, resigned from the Southwest Wisconsin Workforce Development Board (SWWDB) effective January 22, 2016 and Becky Miller has been hired as her replacement effective January 25, 2016.

Patrick Metz announced that Ashley Hady, Mental Health Therapist, has requested up to 10 days off without pay in the first year of employment and Nicole Steldt, Mental Health Therapist, has requested up to 15 days off without pay in the first year of employment.

Patrick Metz stated that we currently have two Secretary vacancies, a Health & Wellness Coordinator vacancy, and a Resource Center Specialist (social worker) vacancy. All four county positions are currently being recruited with an intention to fill as soon as possible.

Discussion was held regarding staff taking time off without pay within the first year of employment. Angie Rizner noted that this is not a perfect alternative, as new staff are given the ability to take off more time (although unpaid) in their first year of employment than they are in year two or three. This makes it difficult for new hires that have been used to two-four weeks of paid vacation from a previous employer and we are not able to negotiate additional paid time off. This creates serious recruitment and retention problems.

Patrick Metz reported that the items proposed to the Health & Human Services Board last month regarding revisions to the Health & Human Services Addendum was approved by the Finance & Personnel Committee and are scheduled to be presented to the County Board next Tuesday. Patrick Metz stated that the Finance & Personnel Committee also contacted the UW-Richland Extension Office to discuss options related to a Wage and Compensation Study. A meeting has been scheduled for January 27, 2016 at 9am to talk about these options with private firms.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed copies of the most recent organizational chart and reviewed the updates. Tim Gottschall reported that we currently have 65-70 part-time and full-time employees.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised handout. Discussion was held regarding the involvement of the Sheriff’s Department in the sobriety monitoring. Patrick Metz noted that this court action does not include their involvement.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-14-16)		
BI INCORPORATED	Provider of monitors and sobriety to place in the homes of parents and/or juveniles being served by the Children’s Services Unit. (Boulder, CO)	For a total amount not to exceed \$9,000.

Motion by Larry Jewell, seconded by Dr. Louis Williams to approve the new 2016 agreement. Motion carried.

Discussion was held regarding Continuous being in competition with this new provider, as Family Care individuals have a choice. Linda Gentes reported that this is a “fragile situation and a very big financial problem for the State”. Debra Kyser questioned if this provider is like IRIS. Roxanne Klubertanz-Gerber stated that IRIS is a self-directed program and this provider is more like Family Care. Discussion was held regarding the difference between the Family Care Program and ADRC responsibilities. Board members requested updates on this new provider as they occur.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES NEW 2016 REVENUE CONTRACT		
CARE WISCONSIN FIRST, INC.	Home Delivered Meals, Psychotherapy Services, Substance Abuse Counseling, Transportation, and Loan Closet.	Up to \$50,000 in 2016 revenue

Motion by Marty Brewer, seconded by Donald Seep to approve the new 2016 revenue contract, and forward it onto the County Board for approval. Motion carried.

Approval of Replacement ADA Handicap Entry Operators (Mailout #2): Patrick Metz reported that two simple door closers were replaced for \$737.50 in late December 2015 and at that time it was discovered that the ADA handicap closers were also having issues. Motion made by Donald Seep, seconded by Debra Kyser to approve the purchase and installation of two ADA handicap entry operators by Michael Marshall Carpentry & Decorating at a cost of \$2,783. Motion Carried.

The next regular Board meeting is scheduled for Thursday, February 11, 2016 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