

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
June 9, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. June 9, 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 Dr. Bryan Myers.

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

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

Approve May 12, 2016 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Marty Brewer to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments:

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016 Voucher Report for June 9, 2016 was distributed. The following items required additional discussion:

Voucher #10 – Dalberg Plumbing and Heating: This was to repair a toilet in a women’s restroom.

Voucher #24 – JComp Technologies, Inc.: This was to purchase 5 computers for new staff, which was previously approved.

Voucher #43-50 – Richland County Food Service: This was to pay for Senior Nutrition Program meals for April and May.

Voucher #68-70 – UW Baraboo Sauk County: This was to pay for Trauma Informed Care training for staff in three counties: Richland, Sauk and Columbia. This is a collaborative effort and we are the fiscal agent paying for all expenses up front and then each county will reimburse us. Once fully trained, these staff will be able to train staff and parents in their county. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the 2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2016 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	19	\$9,422.68

Richland County Health and Human Services – 2016 Vouchers	39	\$35,630.69
Richland County Health and Human Services – 2016 Prepaid Vouchers	3	\$1,026.45
TOTAL	61	\$46,079.82

2016 Budget Summary: Tim Gottschall distributed a handout reflecting the 2016 Health & Human Services Budget as of June 6, 2016 noting a surplus of \$22,424. When institutional costs are removed, the surplus would increase to \$225,773. It was noted that Children’s Services Alternate/Shelter Care is of concern with costly placements that have carried over from 2015. Patrick Metz stated that one of the children in placement has improved and will be moving into a group home. Marty Brewer requested a sample scenario of a child that would be institutionalized. Amanda Coorough noted that the child would have to be a danger to themselves or others and have had involvement with law enforcement, Clinical Services and Children’s Services routinely until it was determined that the only remaining option is institutionalization. It was noted that many of these children will often need supervision or care for the majority of their lives.

Personnel Updates: Patrick Metz announced the hiring of Casey Broadbent, Secretary, and Sara Anderson, Program Assistant, effective June 13, 2016 and the hiring of Emilie Nusse, Children’s Services Case Manager, effective June 20, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Casey Broadbent, Secretary, and Sara Anderson, Program Assistant, effective June 13, 2016 and Emilie Nusse, Children’s Services Case Manager, effective June 20, 2016. Motion carried.

Patrick Metz requested that Tracie Lee, Resource Center Specialist, pass probation and be placed on regular status effective June 7, 2016. Motion by Dr. Louis Williams, seconded by Linda Gentes to approve the probationary period of Tracie Lee, Resource Center Specialist, effective June 7, 2016. Motion carried.

Patrick Metz noted the resignation of Hope Donough, Economic Support Specialist, effective June 17, 2016. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the resignation of Hope Donough, Economic Support Specialist, effective June 17, 2016. Motion carried.

Patrick Metz announced the retirement of Linda King, Mental Health Therapist, effective July 7, 2016. Motion by Debra Kyser, seconded by Linda Gentes to approve the retirement of Linda King, Mental Health Therapist, effective July 7, 2016. Motion carried.

Patrick Metz announced that Casey Broadbent, Secretary, and Emilie Nusse, Children’s Services Case Manager requested up to 10 days off without pay within their first year of employment and Sara Anderson, Program Assistant, requested up to 15 days off without pay within her first year of employment.

Patrick Metz announced that Beth Lange, Public Health RN (full-time), requested a medical leave of absence without pay from June 23, 2016 – July 6, 2016. It was noted that Ms. Lange previously exhausted the twelve week FMLA available to her, but had sufficient vacation and sick leave accrued to be paid during this timeframe. Discussion was held regarding the county paying 88% of her health insurance premium while she is on an unpaid medical leave of absence. Motion by Donald Seep, seconded by Marty Brewer to approve a medical leave of absence for Beth Lange, Public Health RN, from June 23, 2016 - July 6, 2016, and forward the request onto the Finance & Personnel Committee for approval.

Patrick Metz stated that we are currently interviewing for the vacant Economic Support Lead Worker position.

Update from Finance & Personnel Committee Meeting: Patrick Metz reported that the updates to our Health & Human Services Addendum were approved by the Finance & Personnel Committee, and will be presented to the County Board in June. Other agenda items included discussing health insurance options, wage and salary compensation study proposals, and the potential regionalization of the UW-Extension Office. Bob Bellman stated that the Finance & Personnel Committee would like to preserve the benefit package currently available to staff or at least not significantly impact staff financially. Patrick Metz noted that he would recommend no change to the health insurance package until 2018, as is being considered by the State, because making a change for 2017 seems too soon for another impact to staff wages and benefits.

Bob Bellman stated that a meeting has been requested with the auditors to see why Health & Human Services financials being offered by the County Clerk's Office are not in sync with what Health & Human Services is presenting. Don Seep questioned if a chart could be created to show in different colors the historical pattern of revenues and expenses to help visually understand the trends of Health & Human Services financials. Patrick Metz stated that we would prepare a 2015 trend analysis.

Update from Rules & Resolutions Committee Meeting: Patrick Metz stated that the motions from last month included forwarding recommendations from this Board to the Finance & Personnel Committee for consideration; however, the County Clerk felt it was more appropriate for these items to be taken to the Rules & Resolutions Committee. Of the three Health & Human Services Board recommendations referred to the Rules & Resolutions Committee for consideration, they requested that Attorney Ben Southwick develop processes for advertising a vacancy on a Board/Committee and note specific exceptions to this new rule. Don Seep stated that this rule would not be applied to sub-committees.

Patrick Metz noted that the Rules & Resolutions Committee felt that County Board Rule 5 addresses the question about Board/Committee member absences; although ambiguously, since it doesn't specify a timeframe that must expire before a "temporary committee appointment" can be made for a "prolonged, unexcused absence" of any Board/Committee member.

Patrick Metz reported that the Rules & Resolutions Committee also felt that they did not wish to establish a specific term limit before an exiting Board/Committee member can return to that Board or Committee. They felt that advertising for the vacancy would already make the issue transparent.

Discuss Changes in Employee Compensation: This item was tabled.

Discuss Restructuring of Health & Human Services Wage Scales: This item was tabled.

Review 2015 Annual Report: The 2015 Annual Report was reviewed by each unit manager. Patrick Metz reviewed the highlights of the year; including staff turnover, addition of nine new Economic Support Unit positions, tele-health collaboration, and the assistance of the Richland Foundry's displaced workers. Bob Bellman noted that the Children's Services Unit received recognition from the State in 2015 and the Economic Support Unit's success of the Capital Consortium.

Tim Gottschall stated that the Administrative Services Unit was seriously impacted by staff turnover in 2015 and the remaining staff had to take-on more and cross-train to meet the needs of the unit.

Roxanne Klubertanz-Gerber reported that the ADRC also was seriously impacted by staff turnover in 2015 and those remaining had to rely on teamwork. The ADRC continues to increase contacts and our 3-year Aging Plan was developed. Bob Bellman questioned if the ADRC has been reaching out to the public. Roxanne Klubertanz-Gerber noted that staff members have been out in the community almost weekly, whether on the radio or offering trainings, etc.

Roxanne Klubertanz-Gerber stated that the Regional ADRC had 19,508 unduplicated customers in 2015 which was an increase from 16,239 in 2014. These are new individuals in Richland, Sauk, Crawford, and Juneau Counties who have never contacted the ADRC before. ADRCs of Wisconsin rank extremely well in customer satisfaction, and during an independent, analytic survey of 4,350 customers, 97% reported that they would recommend the ADRC. Roxanne Klubertanz-Gerber noted that the regional monetary impact of Disability Benefit Specialists totaled \$7,209,390 and the regional monetary impact of Elder Benefit Specialists totaled \$8,768,272.

Amanda Coorough reported on the Children's Services Unit noting that there was not significant change in programming for 2015. The total Child Protective Services reports unfortunately continue to increase from 168 in 2014 to 225 in 2015. The unit participated in the creation of a Truancy Committee and established policies. Discussion was held regarding the THRIVE Program and the children's participation in community service while also being mentored. Amanda Coorough noted that last summer and again this summer, the unit established summer programming to help keep children active and healthy in the community. Amanda Coorough stated that she is hopeful the Foster Care Program will become more robust in 2016. Bob Bellman questioned if we have any homeless children. Amanda Coorough noted that we have had involvement with homeless children, and if they are under 18, we will get involved and help them.

Derek Kalish reviewed the highlights of the Clinical Services Unit and noted that initially each program within the unit was reviewed to make sure we were operating within the required statutes, forms, etc. Due to staff turnover this was imperative, adjustments were made and we are confident in all programmatic practices. The unit continued to struggle with the deficits of our electronic medical record software and have welcomed the new software recently implemented.

Stephanie Ronnfeldt reported on the Economic Support Unit noting that many of our numbers have increased, but that is largely due to the seven-county Capital Consortium Call Center and the addition of nine new workers to Richland County. It was noted that the agency is also working more collaborative internally.

Marianne Stanek reviewed the highlights of the Public Health Unit noting that immunization statistics have significantly reduced for children, which is due to the new requirement that children must present to their primary care physician. Marianne Stanek noted that the communicable disease most reported to Public Health is Lyme Disease, and Richland FIT received a monetary extension to continue programming short-term. Additional preparedness and response work was done relating to the Ebola Virus Disease in 2015 and the Senior Nutrition Program had 5,469 donated volunteer hours. Don Seep questioned if Public Health is concerned that antibiotics can no longer take care of bacterial infections. Marianne Stanek stated that medical staff are more cautious with prescribing antibiotics. Debra Kyser questioned if Public Health is checking into natural remedies for antibiotic resistant issues. Marianne Stanek stated that she is unaware of Public Health researching natural remedies. Linda Gentes stated that there are significant issues with radon in this area and suggested a map of the radon areas be developed.

Marianne Stanek noted that radon test kits are offered by Public Health and testing is recommended during the winter months. Discussion was held regarding the attendance and activities at the meal sites.

Tim Gottschall noted that the Fiscal section of the report is un-audited. It was noted that our actual revenues sources exceeded what was budgeted, and our actual agency expenses exceeded what was budgeted as well.

Dr. Louis Williams left the meeting.

Select Health & Human Services RN Board Member: It was recommended that Patrick Metz read the letters of interest aloud, each Board member select their top applicant by anonymous vote, and we forward the top applicant onto the Committee on Committees for consideration. Discussion was held regarding whether all of these applicants met the position requirements. Patrick Metz noted that it is implied to the best of our knowledge that these applicants meet the requirements.

Patrick Metz read the following letters of interest aloud: Sonya Klang, Lynne Eichinger, and Alice Retrum. Each Board member anonymously voted for their top applicant. Four votes were received for Sonya Klang and two votes were received for Lynne Eichinger. It was revealed that Sonya Klang is a paid county employee at the Germantown Meal Site and cannot be on the Health & Human Services Board if she wishes to continue as a paid county employee. It was determined that Ms. Klang would be offered the choice to be on the Health & Human Services Board or resign her county position. Motion by Larry Jewell, seconded by Debra Kyser to recommend Sonya Klang as the Health & Human Services RN Board member, and if she does not accept the position, Lynne Eichinger should be recommended for the position, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed an updated mailout.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-9-16)		
MINERAL POINT SCHOOL DISTRICT	A provider of orientation and mobility services for visually impaired children being served by the Children’s Services Unit. (Mineral Point)	For a total amount not to exceed \$5,000.
WISNEWSKI GROUP HOME, LLC.	A provider of group home services for a child being served by the Children’s Services Unit. (Mosinee)	For a total amount not to exceed \$38,000.

Motion by Marty Brewer, seconded by Linda Gentes to approve the new 2016 contract and agreement. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-9-16)		
FAMILY AND CHILDREN'S CENTER	Due to an increased need for supervised visitation services provided to children being served by the Children's Services Unit. (LaCrosse)	<i>Original Agreement Amount: \$2,000.</i> To a total amount not to exceed \$6,000.
INDEPENDENT LIVING RESOURCES	Due to an increased need for assessments provided to children being served by the Children's Services Unit. (LaCrosse)	<i>Original Contract Amount: \$15,000.</i> To a total amount not to exceed \$25,000.

Motion by Donald Seep, seconded by Marty Brewer to approve the new 2016 amended contract and agreement. Motion carried.

Approve Renovations to the Cubicle Area of Public Health (Mailout #2): Patrick Metz reviewed the details of the approximately \$82,000 project and distributed a handout noting the following available funding sources for the project:

ADRC GPR	\$27,414
ADRC MA Match	\$21,898
PH Loan Closet	\$10,000
Absorbed into HHS Budget	<u>\$22,688</u>
	<u>\$82,000</u>

Patrick Metz stated that we are not anticipating the need to request additional funds from the county for this project. It was noted that the project relies heavily on the ADRC funding, and if that isn't guaranteed, the project would not be able to proceed. Patrick Metz stated that if the funding is secured, the bidding process would proceed to make certain the actual costs are in line with the projected costs, and then those bids and the project would be reviewed further by this Board before moving forward with construction.

Motion made by Marty Brewer, seconded by Debra Kyser to approve renovating the cubicle area of Public Health as proposed by Woodland Consultants, Inc. at an estimated total of \$82,000 contingent upon a guarantee of ADRC funding, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve ADRC of Eagle Country Governing Board Members (Mailout #3): Becky Dahl requested the approval of Andrea Lombard to represent individuals with Mental Health/Alcohol and Drug Addictions replacing Paul Bishop; Ken Schneider representing the Juneau County Board of Supervisors replacing John Wenum; and Becky Hovde representing the Sauk County Board of Supervisors replacing Tut Gramling. Motion made by Marty Brewer, seconded by Larry Jewell to approve Andrea Lombard, Ken Schneider, and Becky Hovde on the ADRC of Eagle Country Governing Board for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Highlights of the WCHSA 2016 Conference (Mailout #4): Debra Kyser stated that she was really impressed with the conference. The Board thanked Debra Kyser for attending and offering a report.

Schedule 2017 Budget Public Hearing: Patrick Metz stated that previously we have held the Public Hearing as part of our regularly scheduled meeting, but started the meeting at 9am.

The next regular Board meeting is scheduled for Thursday, July 14, 2016 at 9:00am at the Community Services Building.

Adjourn: Motion by Larry Jewell, seconded by Marty Brewer to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor