

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
December 8, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 8, 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. Bryan Myers, Dr. Louis Williams, Larry Jewell, Linda Gentes, Lynne Eichinger, and Marty Brewer.

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

Approve Agenda and Posting: A number of Board members reported that they are having issues with their iPads. MIS Director Barb Scott was called into the meeting to assist. Motion by Linda Gentes, seconded by Debra Kyser to approve the agenda and proper posting. Motion carried.

Approve November 10, 2016 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Donald Seep 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 2016 Voucher Report for December 8, 2016 was distributed. The following items required additional discussion:

Voucher #4 – Donna Burns: This was to pay for Trauma Informed Care training for parents which will receive grant reimbursement.

Voucher #23 – Godfrey & Kahn, SC: This was to pay our portion of county-wide legal consultation. Don Seep questioned the status of the legal issue. Patrick Metz noted that Health & Human Services did not contact the attorneys, but someone in the county did and we were billed a portion of the fee as is customary.

Voucher 26 – William F. Herber: This was to pay for Trauma Informed Care training for parents which will receive grant reimbursement. Patrick Metz explained the specifics of area parents and families attending this training.

Voucher #65 – Schilling Supply Company: This was to pay for a significant amount of discounted copy paper.

Previously Paid

Voucher #2 – CCJ Construction: This was to pay the second payment on the remodeling project. Tim Gottschall approximated that \$48,000 has been paid at this time and we are anticipating the last invoice to total around \$34,000 with a total project cost of \$82,000. The ADRC will cover up to \$50,000 of the

project and some Public Health Loan Closet and core budget funds will make up the remainder of the project cost. It was noted that the project has been delayed due to office door ordering issues and it is likely to be mid-January before staff can move in.

Motion by Donald Seep, seconded by Dr. Bryan Myers to request that Tim Gottschall email Health & Human Services Board members the voucher report and budget report at least one day in advance of the monthly meeting when possible. Motion carried.

Motion by Dr. Louis Williams, seconded by Marty Brewer 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	\$9,164.90
Richland County Health and Human Services – 2016 Vouchers	42	\$39,693.66
Richland County Health and Human Services – 2016 Prepaid Vouchers	3	\$32,849.36
TOTAL	64	\$81,707.92

2016 Budget Summary: Tim Gottschall noted that the County Clerk’s Office has been involved with hand counting the election, so there was a delay in posting December revenues. The current budget being presented reflects 2 months of expenses but only one month of revenue. Tim Gottschall distributed a 2016 Health & Human Services Budget handout as of December 7, 2016 which reflected a core budget deficit of \$67,731 when placement expenses are removed. The Adult Placement Expenses currently total \$325,841 and Children Placement Expenses currently total \$621,197 for 2016. When these placement expenses are factored in, the total budget balance is negative (\$1,014,769) but the county transfers from Fund 44, Fund 54, and Fund 53 still need to occur. Discussion was held regarding the upcoming visit from the Department of Children and Families Area Administrator. At this time, the Fund 10 transfer is anticipated to be approximately \$737,543 once additional claiming is posted.

2017 Budget Update: Patrick Metz reported the Finance & Personnel Committee plans to take back funds from all 2017 county department budgets. This is anticipated to reach \$120,000 for Health & Human Services less the over \$40,000 that we already gave back for 2017, so it is likely we will experience a take back of approximately \$80,000.

Patrick Metz informed the Board that the three prepayments we usually received from the State/County contract are going to be stopped in 2017, which will cause a significant cash flow issue for the county. Health & Human Services will not get approximately \$300,000 up front and is likely to be delayed until April or May 2017 to pay for January expenses. It was noted that we will have to operate with our county tax levy allocation of \$986,000 for the first quarter of 2017 due to this delay; whereas we would have had approximately \$100,000 per month from the State/County contract as well. Patrick Metz noted that this situation was recently explained to the County Board Chair and Vice Chair in private meetings. Bob Bellman stated that other members of the Finance & Personnel Committee were not privy to these meetings.

Discuss 2017 Budget Saving Measures: Patrick Metz reported that Health & Human Services has a significant amount of mandates that must be provided to the citizens of our county. We must have

adequate staff and adequate money to appropriately protect the lives and well being of citizens while providing services that for profit agencies do not provide. Administration has routinely been affected over the years; however, we can no longer sustain this trend. No additional reductions are good. The elimination of the non-mandated Mental Health Outpatient Clinic could save up to \$350,000 annually, but is it worth that to this community. If closed, the burden would be transferred to local/area hospitals and clinics. Management recently added telepsychiatry services at a cheaper cost, but the quality of that service is always questioned. We are projecting a possible savings of \$100,000 with this addition, but that is not guaranteed since this service is so new.

Patrick Metz stated that he feels Health & Human Services has done enough tax levy reductions over the years and offered comparisons to other surrounding counties. Richland County Health & Human Services is the least funded tax levy department in this area and other counties also budget significant funds for placements. For example, in 2016 and 2017 Crawford County budgeted \$1,075,000 for their Human Services core budget and \$1,200,000 for placements. In 2016, Vernon County budgeted nearly \$2 million for their Human Services core budget and over \$780,000 for placements. Patrick Metz noted that he is not willing to reduce Health & Human Services programs or services further.

Linda Gentes noted that there seems to be a continual loss in revenues for the Mental Health Outpatient Clinic. Discussion was held regarding the reimbursements received by the clinic noting that we only receive approximately half of our costs and the remaining cost is covered by tax levy. It was noted that the Richland Hospital is only providing geropsychiatry at this time. It was noted that in 2015 the Clinical Services Unit assisted 794 individuals in one or more of its programs. Discussion was held regarding the process of telepsychiatry. It was noted that we will have a much clearer picture of whether or not the telepsychiatry service can save the approximately \$80,000 anticipated deficit in the 2017 budget by the January Health & Human Services Board meeting.

Don Seep questioned if the agency works a 40 hour work week and what the savings would be if we reduced staff hours. Tim Gottschall reported that a 35 hour work week could result in savings of approximately \$58,000. It was determined that a list of budgetary saving items would be presented at the January HHS Board meeting for consideration.

Updates from Finance & Personnel Committee Meeting

Fund 44 - Children's Institutional Fund and Fund 54 - Adult Institutional Fund: Patrick Metz reported that this action was approved by the Finance & Personnel Committee to be forwarded onto the County Board in January. This action makes the placement situation more transparent; it does not solve the problem, but makes it more transparent. It was noted that all placements other than Kinship placements would be included in these funds. Tim Gottschall stated that he is working with the County Clerk's Office to finalize the details.

Review December Wisconsin Counties Article: Copies of the December Wisconsin Counties magazine "Who Suffers? The Impact of Wisconsin's Drug Epidemic on Children" was distributed for review. Discussion was held regarding the upcoming County Board resolution requesting that the Governor offer additional funds to address these issues. Patrick Metz reported that the 2016 Community Needs Assessment is also noting these issues and reviewed the three primary community health issues that need to be addressed: 1) Substance abuse prevention and treatment. 2) Overweight/obesity prevention and treatment. 3) Mental health care.

Personnel Updates: Patrick Metz requested that Casey Broadbent, Secretary, and Sara Anderson, Program Assistant, pass probation and be placed on regular status effective December 13, 2016. Motion by Donald Seep, seconded by Marty Brewer to approve the probationary period of Casey Broadbent, Secretary, and Sara Anderson, Program Assistant, effective December 13, 2016. Motion carried.

Patrick Metz announced that Windy Goodman, AODA Counselor, retired effective December 2, 2016 and Summer Bird, Secretary, submitted her resignation to transfer to the Richland County Sheriff's Department effective December 16, 2016. Motion by Marty Brewer, seconded by Linda Gentes to approve the retirement of Windy Goodman, AODA Counselor, effective December 2, 2016 and the resignation/transfer of Summer Bird, Secretary, to the Richland County Sheriff's Department effective December 16, 2016. Motion carried.

Patrick Metz reported that Michelle Brockway, Economic Support Specialist, is still on probation and we are recommending a termination of employment effective December 16, 2016. Motion by Dr. Bryan Myers, seconded by Marty Brewer to approve the termination of Michelle Brockway, Economic Support Specialist, effective December 16, 2016. Motion carried.

Patrick Metz recommended that Cindy Deckert, HealthCheck Outreach Worker, be laid off effective January 1, 2017. Marianne Stanek reported that Health & Human Services will no longer offer routine HealthCheck services through the Public Health Unit due to the dwindling numbers since the implementation of the Affordable Care Act and the ability for individuals to get this service elsewhere. It was noted that this part-time position worked up to 7 hours/week and the position is not offered in other surrounding counties. Marianne Stanek stated that Public Health RNs could offer HealthCheck privately if needed, but the routine clinics are no longer being offered. It was noted that this is in response to the need to reduce overall county expenses and non-mandated services. Motion by Dr. Bryan Myers, seconded by Debra Kyser to approve the layoff of Cindy Deckert, HealthCheck Outreach Worker, effective January 1, 2017. Motion carried.

Patrick Metz announced, also in response to the need to reduce overall county expenses, Barb Fullmer who was hired through the Southwest Wisconsin Workforce Development Board as a limited term Psychotherapist working up to 32 hours/week will be laid off effective January 6, 2017.

Patrick Metz reviewed our vacant county positions noting that we are currently interviewing to fill two vacant Economic Support Specialist positions and one of the vacant Mental Health Therapist positions. We are also currently advertising to fill the vacant AODA Counselor position and intend on filling the vacant part-time leased AODA Counselor position as well. We are not refilling the following five vacant county positions at this time in an effort to offer savings to the budget: Mental Health Therapist, Psychiatric RN, Secretary, Confidential Administrative Secretary, and Early Intervention Special Educator.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-8-16)		
CARLEY ADULT FAMILY HOME	Due to an increased need for adult family home respite services provided to adults being served by the Clinical Services Unit. (Richland Center)	<i>Original Agreement Amount: \$5,000. Amended to: \$10,000</i> To a total amount not to exceed \$25,000.
REDWOOD TOXICOLOGY LABORATORY, INC.	Due to an increased need for laboratory testing and equipment provided to children and families being served by the Children’s Services Unit. (Santa Rosa, CA)	<i>Original Agreement Amount: \$1,000.</i> To a total amount not to exceed \$2,000.

Motion made by Marty Brewer, seconded by Dr. Bryan Myers to approve the amended 2016 contract and agreement. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-8-16)		
NEW VISIONS TREATMENT HOMES	Provider of treatment foster home care to a child being served by the Children’s Services Unit. (Eau Claire)	For a total amount not to exceed \$1,400.

Motion made by Linda Gentes, seconded by Dr. Louis Williams to approve the new 2016 agreement. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-8-16)		
BOZORA FISCHER CONSULTING SERVICES	Request Board approval to enter into a contract with <u>Bozora Fischer Consulting Services</u> . Health and Human Services is required to have a Medical Director who will provide psychiatric services in order to maintain state certifications for the Mental Health Outpatient Clinic, Crisis Services, and Comprehensive Community Services Program. Dr. Donald C. Fischer will serve as the Medical Director and also provides psychiatric services and consultation to area professionals/agencies. (Oconomowoc)	For a total amount not to exceed \$49,500.

Motion made by Donald Seep, seconded by Debra Kyser to approve the new 2017 contract. Motion Carried.

Approval of 2017 Clinical Services Fee Schedule (Mailout #2): Myranda Culver stated that this list is approximately a 2% increase in fees. Motion made by Marty Brewer, seconded by Dr. Bryan Myers to approve the 2017 Clinical Services Fee Schedule. Motion Carried.

Jeanetta Kirkpatrick arrived.

Approval of 2017 Public Health Fee Schedule (Mailout #3): Marianne Stanek noted that the fees have not changed from 2016. Discussion was held regarding the vaccines to be provided and the ability to further reduce county costs. It was noted that county employees from other departments are often receiving these vaccines at a low cost and we are requesting to approve the fee schedule, not necessarily the continuation of the services. Motion made by Dr. Bryan Myers, seconded by Debra Kyser to approve the 2017 Public Health Fee Schedule. Motion Carried.

Update from the Department of Children & Families Area Administrator: Patrick Metz introduced Lori Thuli, Department of Children & Families Area Administrator, to the Board. It was noted that Bob Bellman requested a presentation to further educate the Board on the issues surrounding placement costs for children. Lori Thuli reported that she works for the State Department of Children & Families Bureau of Regional Operations and is the liaison with 14 southern counties for children's programs and services. In regards to out of home care expenses, Ms. Thuli stated that she took a look at how the Department of Children & Families (DCF) views Richland County Health & Human Services adherence to regulations and how the Children's Services Unit practices within the oversight provided by DCF.

Lori Thuli stated "DCF does not have any concerns about the child welfare practices in Richland County. Our concern is a general worry for all county's financial status." Counties have to make very painful decisions in staffing and programming which will impact service delivery, as expenses are outpacing the funds. DCF regulations for child welfare are numerous and the department relies on the review of:

- **Annual Audit** – there were no issues noted and DCF reviews core reports of expenses to revenues and looks for trends.
- **Complaints** – in 2015 there were no complaints and there was one complaint in 2016. State and federal benchmarks via WiSACWIS and initial assessments were reviewed.
- **Investigations** – these can take up to 40 hours to complete and counties struggle with the paperwork end of this (prefer completion within 60 days and placement stability of no more than 2 moves). There was one incident of overdue paperwork, but the stability requirement has continuously been met.

Lori Thuli noted that if there is a violation of DCF benchmarks, the agency is put on an intensive monitoring plan. One southern agency has been on an intensive monitoring plan. If the issue is not resolved, a corrective action plan is completed. If there is a complete violation of federal and state law, the issue is immediately discussed with the Director and Manager to get the agency back into compliance. If the issue is still not resolved timely, DCF will notify the Health & Human Services Board. If there is an egregious situation, DCF has the authority to freeze funds and stop the contract which has never occurred in the 14 county region.

Lori Thuli reported that monthly and quarterly meetings occur routinely to discuss ways to maximize revenues. Patrick Metz has been admired by many Financial Managers within this state and now other Directors seek his advice. He was also sought out to participate in a state panel to discuss maximizing revenues.

Bob Bellman stated that the county had a deficit of over \$900,000 in 2015 and this situation is continuing to “crush us”. Lori Thuli noted that the DCF contract payment amount was just under \$679,000 for child welfare and childcare in 2015. As a partner, DCF assists in the funding and has asked counties as a best practice to submit as many expenses that DCF doesn’t fund so we can make a plea. In 2015, RCHHS experienced 1500% expenses over the funding that DCF provided. DCF provided approximately \$679,000 but the expenses were at least \$1.9 million. Lori Thuli stated that DCF funding has been flat lined from 2015 to 2017 and the access report issues continue to increase.

Bob Bellman questioned what other counties are doing. Lori Thuli stated that she is not aware of any county finding a solution and there is no sign of it changing in the foreseeable future. Placements are longer and more expensive and it is a crisis, so we need to talk about it. Some items to consider are:

- **Advocating more with state and local legislatures.** – It was noted that WCHSA is requesting additional assistance from the state.
- **How can we do work differently?** – DCF made a decision to regionalize Independent Living recently. Are there other regionalization opportunities?
- **How can we work smarter together and collaborate locally?** – School districts, local law enforcement agencies, public health, etc.
- **Handling situations before they escalate.** – Be aware of families in need and getting them preventative help or be ready to place the kids with relatives at a lower cost.

Dr. Bryan Myers stated that this situation seems to be getting worse. We are utilizing funds that could be used for prevention to deal with the here and now. Are preventative services for Richland County Health & Human Services better or worse than other counties? Lori Thuli stated that there are no captured statistics and reviewed a DCF partial list of preventative initiatives. Amanda Coorough reported that Richland County Health & Human Services has implemented the following three preventative initiatives over the last three years:

1. **MAPPA** – collaboration with local school districts, law enforcement agencies, and mental health services to monitor high risk youth.
2. **Truancy Committee** – collaboration with local school districts, law enforcement agencies, and Richland County court system to establish a truancy policy with oversight for the local school districts to utilize.
3. **Drug Endangered Children Taskforce** – collaboration with local school districts, law enforcement agencies, Richland County court system, the Richland Hospital, public health services, and community partners (Lions Club, Kiwanis, etc.).

Amanda Coorough stated that we are uncertain what money these preventative initiatives save, but local communication has improved dramatically and hopefully we are able to reduce costly issues. Amanda Coorough noted that Child Protective Services are likely to increase 35%, so the preventative approach should increase 25%, but we are aware that funds are not increasing.

Lori Thuli commented that “there just isn’t enough money to go around.” Some things to consider:

- Are we capturing enough tax levy?
- Can we increase tax levy?
- Can we increase employment opportunities to increase taxable revenue?

Ms. Thuli noted that the more things a county or community has could decrease the need for these services. Some counties borrow heavily, some take from other programs such as transportation and other

things are impacted down the line as we prioritize. Richland County must do child protection and must place children if court-ordered. The counties are bound to paying the state rates and a number of children are currently being placed out of state. DCF is looking to see if they can help alleviate some of these problems, but offering additional funding is not looking like an option.

Bob Bellman stated that Richland County had two individuals placed at the Chileda Institute at a cost of over \$30,000 per month, and questioned what is DCFs response to that. Lori Thuli stated that the costs are not going to decrease and it is pure luck if a county does not have these costly placements. These placements have no correlation to the professional services offered by your county staff. There is just not enough money and the funds have been flat lined. Bob Bellman questioned, “what if we don’t pay the expenses?” Lori Thuli stated that the contract providers will sue the county and no longer accept Richland County children.

Jeanetta Kirkpatrick reported that the quality of professional services being offered by county staff and Patrick Metz has never been in question; however, the services provided locally must be reviewed immediately. Jeanetta Kirkpatrick noted that Lori Thuli stated that some counties are borrowing heavily, but counties cannot borrow for operating costs. The options we have are limited internally, so we would have to request an increase in tax levy to help pay for operating costs, which is not likely to be approved. It was noted that individuals and Board members should call local legislatures and the Governor’s office immediately to report the problem and request assistance.

Approval of 2016 Richland County Area Community Health Needs Assessment: Patrick Metz noted that copies of this document were distributed last month for further review by Board members. Motion made by Dr. Bryan Myers, seconded by Donald Seep to approve the 2016 Richland County Area Community Health Needs Assessment. Motion Carried.

Update on Community Services Building Remodeling Project: This was previously discussed.

Jeanetta Kirkpatrick and Dr. Bryan Myers left the meeting.

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

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

The next regular Board meeting is scheduled for Thursday, January 12, 2017 at 9:30am at the Community Services Building. A Special Board meeting is scheduled for Friday, December 9, 2016 at 9:30am in Conference Room #2 of the Richland County Courthouse.

Adjourn: Motion by Donald Seep, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor