

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 9, 2016**

A special meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 9, 2016 by Bob Bellman in Conference Room #2 of the Richland County Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Debra Kyser, Dr. Bryan Myers, Dr. Louis Williams, Linda Gentes, and Lynne Eichinger.

Member Absent: Donald Seep, Larry Jewell, and Marty Brewer.

Others Present: Angie Rizner, Patrick Metz, Marianne Stanek, Rose Kohout, Beth Lange, Betsy Roesler, and the following Wisconsin Department of Health Services Division of Public Health representatives: Tim Ringhand, Interim Southern Region Director, Sheri Siemers, Southern Region Public Health Educator and Michelle Bailey, Southern Region Public Health Nurse Consultant.

Approve Agenda and Posting: Motion by Dr. Louis Williams, seconded by Dr. Bryan Myers to approve the agenda and proper posting. Motion carried.

Citizen Comments: None.

Department of Health Services Administrative Rule 140 Review of Richland County Health & Human Services Public Health Unit: Tim Ringhand introduced himself to the Board and explained the functionality and responsibilities of the regional Division of Public Health noting that the Administrative Rule 140 Review is the statute and rule process of the division. It was noted that the last review for Richland County was completed in 2014. Tim Ringhand distributed a handout which outlined the Administrative Rule 140 process. It was noted that the intentions of this review is to make improvements, establish relationships and connections, and raise the level of practice in our local Public Health Department.

Introductions were held.

Marianne Stanek gave an overview of the history of the services provided by our local Public Health Department noting that it merged with the Health & Human Services Department in 2000. The group reported the major employers and school districts in the area.

Tim Ringhand reviewed the 10 essential services provided by Public Health Departments that rank a department as a Level 1. It was noted that the management structure of Richland County is considered stable and the Richland County Health & Human Services organizational chart and annual report was previously submitted for review. Patrick Metz reviewed the other programs and services offered by Richland County Health & Human Services and how they interact with the Public Health Unit. The Community Health Assessment was previously submitted and the State was impressed with the variety of community representatives that were involved with the creation of the assessment. It was noted that access to agency annual reports and emergency situations, such as recent flooding information, was accessible to the community on the Richland County website. The local radio station, WRCO, and the local newspaper, the Richland Observer, are also utilized to distribute information.

Tim Ringhand noted that our local Public Health Department communicable disease and complaint policies are sufficient. Michelle Bailey recommended that we review the communicable disease list and work on preventative measures. It was noted that Lyme disease is significant in our area. Michelle Bailey also recommended that we send an introduction to Public Health packet to new local health providers.

Sheri Siemers reviewed the activities of Richland FIT and the point of purchase campaign. Marianne Stanek stated that we are also looking at improving options at local concession stands. The diversity of our local Board of Health and the process of filling vacant positions were reviewed. Sheri Siemers noted that our strategic plan document requirement has been met with the Richland FIT strategic plan and the BRACE Grant was of significant use during the recent flooding. Sheri Siemers also noted that the community gardens and Farm to School Program met our preventative measures requirements. Tim Ringhand commented on our Jail Health services and involvement with the Richland Community Free Clinic.

Michelle Bailey recommended the reference to a specific statute or rule in each letter distributed to patients and requested that each county ordinance be published in multiple venues, such as on the Richland County website. Sheri Siemers reviewed the actions of our blood pressure screenings and childhood immunization efforts in place before children start school.

Discussion was held regarding a plan for succession when key staff resign/retire. Patrick Metz noted that the county does not permit us to refill a position until it is vacant, so it is difficult to train new hires. Health & Human Services has a past practice to offer a leased position to retirees in an effort to work around the training of new hires. It was noted that the cross-training of existing staff is also a common practice. Marianne Stanek reviewed the recent strategy for safe and healthy schools.

Bob Bellman left the meeting.

A break was held prior to reviewing the Level II information and the Health & Human Services Board quorum was no longer established.

Adjourn: Motion by Dr. Bryan Myers, seconded by Linda Gentes to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor