

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 12, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on January 12, 2017 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, Larry Jewell, Linda Gentes, Lynne Eichinger, and Marty Brewer.

Members Absent: Dr. Louis Williams.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, Marianne Stanek, Roxanne Klubertanz-Gerber, Tim Gottschall, Victor Vlasak, and Tanya VanRisseghem-Webster.

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

Approve December 8, 2016 Health and Human Services Board Minutes: Dr. Bryan Myers questioned a statement made by Patrick Metz on page 3 of the minutes. Patrick Metz stated that the minutes were accurate and he would like to see other departments offer up something before we offer up more. Bob Bellman requested that the minutes be corrected on page 4 which lists Windy Goodman's retirement, as her name is Wendy Goodman. Angie Rizner stated that Louvin Windy Goodman is the accurate spelling of her name. Bob Bellman clarified that he did attend one of the three bond meetings as referenced on the bottom of page 2. Motion by Dr. Bryan Myers, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Approve December 9, 2016 Special Health and Human Services Board Minutes: Motion by Dr. Bryan Myers, seconded by Linda Gentes to approve the Special 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 2016/2017 Voucher Report for January 12, 2017 was distributed. The following items required additional discussion:

Voucher #5 – Cardmember Service: This was to pay for our routine electronic health record (EHR) software monthly fee of \$880 for the Clinical Services Unit and a onetime maintenance fee for 2017.

Voucher #8-9 – D&P Enterprises: This was to pay for snow plowing and removal in 2016.

Voucher #46 – Strang Heating & Electric: This was to pay for data cabling necessary for the remodeling project. It was noted that this expense would be reimbursed through the project.

Voucher #5 – Lincoln Marketing, Inc.: This was to pay for the 2017 RADRC annual advertising fee.

Previously Paid

Voucher #4 – CCJ Construction, LLC: This was to pay the final portion of the remodeling project. It was noted that the approved budget was \$82,000.

Bob Bellman questioned the possibility of collaborating with Courthouse staff to take care of snowplowing and removal at both buildings. Angie Rizner noted that this has been discussed a number of times in the past with both the Property Committee and Finance & Personnel Committee. The issue is always lack of staff time and equipment to service both county properties. Patrick Metz also stated that the City of Richland Center allows the Courthouse to push their parking lot snow into the streets, but does not allow the Community Services Building to do the same. That is a substantial cost for Health & Human Services and must be contracted out. Discussion was held regarding the leased equipment that the Courthouse staff utilizes. It was suggested that Health & Human Services look into possibly contracting for both county properties to see if that would save money and Courthouse staff time. Motion by Donald Seep, seconded by Marty Brewer to approve the 2016/2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2016/2017 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	18	\$9,143.42
Richland County Health and Human Services – 2016 Vouchers	30	\$24,978.85
Richland County Health and Human Services – 2017 Vouchers	6	\$1,099.95
Richland County Health and Human Services – 2016 Prepaid Vouchers	4	\$33,463.48
TOTAL	58	\$68,685.70

2016 Budget Summary: Tim Gottschall noted that he was not able prepare the budget summary in advance this month, and will attempt to do that next month for Board members to review prior to the meeting. A contracts monitoring report will also be presented next month for 2017 contract placements. Patrick Metz stated that the additional project requests are becoming burdensome on a skeletal staff. Dr. Bryan Myers noted that this report is key to helping keep the expenses under control and all agreed that this report is essential. Discussion was held regarding the inability for this agency to ignore citizens who are a danger to themselves or others because we simply cannot afford it. Patrick Metz stated that the tax levy offered to Health & Human Services by the County Board is not enough to fund these mandated programs and services.

Tim Gottschall distributed a 2016 Health & Human Services Budget handout as of January 9, 2017 and noted a surplus in the core budget of \$84,315 when placement expenses are removed. The Adult Placement Expenses currently total \$388,174 and Children Placement Expenses currently total \$725,661 for 2016. It was noted that most expenses for 2016 should be received by February with a few also in March 2017.

Tim Gottschall reviewed the December Cash Flow report noting negative cash flow of more than \$1.1 million which is completely a result of placement expenses. If we were able to utilize Fund 44 and Fund 54 in 2016, our core budget would be cost neutral. Tim Gottschall noted that the approximate Fund 10 transfer for 2016 is \$752,294. This amount could vary still because we are two months away from closing the books the end of March. Discussion was held regarding how Fund 44 and Fund 54 are going

to be funded for 2017. It was noted that both revenues and expenses will be removed from our core budget and placed into those accounts.

Bob Bellman noted that the agency recently received a substantial check. Patrick Metz reported that the agency did receive a check in the amount of \$496,000 for the 2015 Comprehensive Community Services (CCS) reconciliation. This is exactly what we are talking about regarding the delay in State/Federal funding sources and the constant change in auditing methodology. Patrick Metz stated that we usually anticipate approximately \$200,000 from such reconciliations every year, so this was a pleasant surprise, but is not likely to continue to be this large in future years. Tim Gottschall noted that these funds have already been included in the report presented to you today.

2017 Budget Update: Tim Gottschall stated that he would not have a report for 2017 until the March meeting and questioned if the current report structure is working. Discussion was held regarding the need for an additional column percentage of the budget utilized by each category. It was determined that the current report structure should be maintained with Fund 44 and Fund 54 expenses and revenues removed.

Approve Hiring of Public Health Registered Nurse: Patrick Metz reported that the Finance & Personnel Committee has requested that departments go before their governing Board and request to fill positions prior to just automatically refilling. Patrick Metz explained the structural breakdown and current staff of Public Health. Marianne Stanek stated that it would be next to impossible to function if this position is not immediately refilled. It was noted that most Public Health positions are completely funded by tax levy or specific grants. Motion made by Donald Seep, seconded by Marty Brewer to table additional discussions regarding filling the vacant Public Health Registered Nurse position until after discussions regarding the 2017 budget savings measures occur. Motion Carried.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-12-17)		
BOZORA FISCHER CONSULTING SERVICES	Due to an increased need for Medical Director and psychiatric services in our Clinical Services Unit. (Oconomowoc)	<i>Original Contract Amount: \$30,000.</i> To a total amount not to exceed \$49,500.
LACROSSE COUNTY HUMAN SERVICES	Due to an increased need for secure detention services provided to children being served by the Children’s Services Unit. (LaCrosse) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$20,000.</i> <i>Amended to: \$50,000</i> To a total amount not to exceed \$60,000.
LUTHERAN SOCIAL SERVICES OF WI AND UPPER MICHIGAN, INC.	Due to an increased need for parent mentoring and family preservation services provided to children being served by the Children’s Services Unit and Comprehensive Community Services provided to adults being served by the Clinical Services Unit. (Milwaukee) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$55,000.</i> To a total amount not to exceed \$100,000.

THERAPY WITHOUT WALLS, LLC.	Due to an increased need for mentoring services provided to children being served by the Children's Services Unit and Comprehensive Community Services provided to adults being served by the Clinical Services Unit. (Reedsburg) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$40,000.</i> To a total amount not to exceed \$65,000.
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Motion made by Marty Brewer, seconded by Debra Kyser to approve the amended 2016 contracts and forward those necessary onto the County Board for approval. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-12-17)		
CHILED A INSTITUTE	Due to an increased rate and need for residential cognitive and behavioral health treatment for youth with severe mental health deterioration who pose a high risk to self and others. (La Crosse) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$45,000.</i> To a total amount not to exceed \$182,500.

Discussion was held regarding the monitoring that needs to be done to ensure high cost placements are necessary and affordable. Patrick Metz stated that he has initiated a management panel to review placements routinely and we have already met twice this year. Dr. Bryan Myers noted that we have to find savings across the county to pay for these placement expenses. Motion made by Donald Seep, seconded by Dr. Bryan Myers to approve the amended 2017 contracts and forward those necessary onto the County Board for approval. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-12-17)		
DANE COUNTY JUVENILE DETENTION CENTER AND SHELTER CARE	Provider of secure detention center and non-secure shelter facility services to children being served by the Children's Services Unit. (Madison)	For a total amount not to exceed \$3,500.

Motion made by Marty Brewer, seconded by Debra Kyser to approve the new 2016 agreement. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-12-17)		
BI INCORPORATED	Provider of monitors and sobriety rooms 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 \$5,000.

DANE COUNTY JUVENILE DETENTION CENTER AND SHELTER CARE	Provider of secure detention center and non-secure shelter facility services to children being served by the Children's Services Unit. (Madison)	For a total amount not to exceed \$10,000 .
BOZORA FISCHER CONSULTING SERVICES NAME CHANGED TO: FISCHER MD CONSULTING SERVICES, SC	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 .
MARATHON COUNTY JUVENILE FACILITY	Provider of secure detention center and non-secure shelter facility services to children being served by the Children's Services Unit. (Wausau)	For a total amount not to exceed \$10,000 .
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 \$8,000 .

Motion made by Marty Brewer, seconded by Debra Kyser to approve the new 2017 agreements and contracts. Motion Carried.

Approve Resolution regarding the Dissolution of the Long Term Care District known as ContinuUs (Mailout #2): Patrick Metz noted that Richland County Health & Human Services was instrumental in the creation of the Long Term Care District to implement the Family Care Program; therefore, we must be included in the dissolution of it. Motion made by Dr. Bryan Myers, seconded by Donald Seep to approve the resolution dissolving the Long Term Care District known as ContinuUs and forward it onto the County Board for approval. Motion Carried.

Approve Comprehensive Community Services (CCS) Coordination Committee Membership (Mailout #3): Myranda Culver reviewed the updated list of members. Motion made by Donald Seep, seconded by Dr. Bryan Myers to approve the Comprehensive Community Services Coordination Committee membership list. Motion Carried.

Update on Richland County Senior Nutrition Program: Marianne Stanek stated that this presentation was at the request of Bob Bellman. Tanya VanRisseghem-Webster distributed a handout which reviewed the details of the Richland County Senior Nutrition Program. Discussion was held regarding the delayed revenues of this program noting that the figures previously offered in the review of the 2016 budget is as of December 2016. It was noted that Ms. Webster's report includes figures as of October 2016 and reflect an anticipated deficit of \$37,229.49 for 2016. Tanya VanRisseghem-Webster reported that on an annual basis 423 people sit and eat at

one of the congregate meal sites. It was noted that this program is “not just about the meals being served”, as program drivers often discover people in their home experiencing medical issues.

Discussion was held regarding the potential deficit for 2016 which could reach \$40,000 while noting that this program is intended to run cost neutral. Tanya VanRisseghem-Webster noted that this deficit is likely due to a reduction in donations, individuals the age of 60 not considering themselves as “seniors”, and the stigma that is attached to meal sites. Tanya VanRisseghem-Webster stated that across the state a restaurant model or voucher program is being offered to prevent the stigma and resurrect the program.

Tanya VanRisseghem-Webster reported that the suggested donation for home delivered meals is \$4.00/meal and the suggested donation for congregate meals is \$3.50/meal. Discussion was held regarding this being a valuable service that needs to be restructured to be cost neutral. Marty Brewer noted that the UW-Richland Food Service would be seriously impacted by any change to this program. Discussion was held regarding the possibility for collaboration between UW-Richland Food Service and Health & Human Services. Motion by Dr. Bryan Myers, seconded by Linda Gentes to request that management offer recommendations to return the Senior Nutrition Program to a cost neutral program at the February Health & Human Services Board meeting. Motion carried.

Discuss Richland FIT: Linda Gentes stated that there was a question as to how the Health Educator position is going to be funded after the Richland FIT grant funds run out. Marianne Stanek reported that the grant funds that support the Health Educator position are due to expire by March 2017. Patrick Metz noted that he has requested that the Health Educator pursue other grant funded options, which she has a few that are being considered. If additional funds are not secured, the Health Educator position will be laid off.

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

Updates from Finance & Personnel Committee Meeting: This agenda item was postponed to the next meeting.

Discuss Mandated versus Non-Mandated Programs and Services: This agenda item was postponed to the next meeting.

Discuss 2017 Budget Saving Measures: This agenda item was postponed to the next meeting.

Discuss Development of 2018 Budget: This agenda item was postponed to the next meeting.

Personnel Updates and Future Hiring Practices: This agenda item was postponed to the next meeting.

Quarterly Review of Health & Human Services Organizational Chart: This agenda item was postponed to the next meeting.

Review Children’s Services Unit Birth to Three Program Compliance Letter (Mailout #4): This agenda item was postponed to the next meeting.

Approve Revision of the AODA Counselor Job Description: This agenda item was postponed to the next meeting.

Update on Community Services Building Remodeling Project: This agenda item was postponed to the next meeting.

Schedule Additional Health & Human Services Board Meetings: An additional meeting was scheduled for Tuesday, January 17, 2017 at 1:15pm.

Return to Open Session: Motion by Marty Brewer, seconded by Debra Kyser to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 9, 2017 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor