

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 9, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on March 9, 2017 by Dr. Bryan Myers in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Dr. Louis Williams, Donald Seep, Dr. Bryan Myers, Kerry Severson, Linda Gentes, Lynne Eichinger, and Marty Brewer.

Members Absent: Larry Jewell.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, Marianne Stanek, Myranda Culver, Roxanne Klubertanz-Gerber, Charlene Gald, Teresa Nundahl, Diane Cox, Ashley Finnell, Karn Schauf, Victor Vlasak, Jeanetta Kirkpatrick, Arthur Stibbe, Susan Stibbe, Eva Jo Putz, Gary Hardy, Norma Pyfferoen, Jolene Coy, LaVerne Coy, Caroline Kaye, Eugene Gabrysiak, Sue Roseberry, Barbara Ames, Christopher Finnell, Cathryn Scott, Alfreda Wilmot, Marlene Curtis, and Ronald Curtis.

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

Welcome New Health & Human Services Board Member: Patrick Metz announced that the County Board selected Supervisor Kerry Severson to the Health & Human Services Board. The Board welcomed Supervisor Severson.

Approve February 9, 2017 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Marty Brewer to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Donald Seep requested that members of the Health & Human Services Board and staff introduce themselves to those present. Patrick Metz stated that he is in receipt of a letter that an individual who was not able to attend the meeting today requested be distributed and read during the citizen comments. Patrick Metz read the letter prepared by Pamela Nigl, a Richland County tax payer and Mental Health Therapist in the Mental Health Outpatient Clinic, who has submitted her resignation effective the end of March.

Review Multiple Options for Continuing to Operate and Fund:

Senior Nutrition Program (Mailout #2): Patrick Metz stated that since the last Health & Human Services Board meeting a discussion was held during a recent Nutrition Advisory Council meeting regarding the status of the Senior Nutrition Program. Discussions were held during that meeting regarding budget saving options that would impact the least participants and it was determined that closing the Viola Meal Site was the least impactful. This decision was arrived at largely due to the following reasons: low participation at the meal site, serves primarily Vernon County residents, and efforts to increase participation over the years have not increased attendance. Patrick Metz noted that on a good day the Viola Meal Site serves 5-6 people which include the meal site workers. Eugene Gabrysiak stated that the meal site frequently serves 6-8 people.

Patrick Metz reported that home delivered meals cost approximately \$8.15/meal and the participant suggested donation is only \$4.00/meal. Discussion was held regarding whether or not Vernon County pays anything toward the meals of their citizens. Marianne Stanek noted that she has never received a check from Vernon County.

The three options being proposed in the mailout were reviewed. Marty Brewer stated that he feels the Senior Nutrition Program is very valuable and offers more than just a meal. Dr. Louis Williams questioned if those attending the Viola Meal Site are physically able get to the LaFarge or Readstown Meal Sites. It was noted that those individuals do currently drive to the meal site, but they want to socialize with Viola citizens. Eugene Gabrysiak stated that the Viola Meal Site participants were not properly notified of the previous meetings that have occurred. Dr. Bryan Myers reported that during the January Health & Human Services Board meeting a number of non-mandated items were being reviewed, not just the Senior Nutrition Program. After that meeting, members of the Viola Meal Site were sufficiently informed of the February Health & Human Services Board and Nutrition Advisory Council meetings. Patrick Metz clarified that no decisions have been made yet and discussions continue to occur regarding the options available to save tax levy, as was directed by the County Board to all county departments in a January resolution.

Linda Gentes questioned if the meal site facility rents and overhead costs were further reviewed for possible cost reductions. Patrick Metz stated that overhead costs include the administration of the entire program and possible staff reductions could occur if the Viola Meal Site was closed. It was noted that the closing of the Viola Meal Site would offer a direct savings of approximately \$20,000 which could increase over time once the full impact is experienced.

Jeanetta Kirkpatrick stated that she is conflicted and wearing two hats today, since she is from the Viola area and is the County Board Chair requesting a reduction in tax levy by all departments. Jeanetta Kirkpatrick stated that increasing Viola Meal Site participation is the responsibility of the citizens in that community, because she has personally been involved with trying to increase participation over the years and their efforts did not work. Jeanetta Kirkpatrick reported that she polled other counties and Richland County does not contribute as much tax levy as other counties contribute to their program. It was also reported that closing a meal site is “political suicide”. Jeanetta Kirkpatrick recommended to give the Viola Meal Site participants the ability to try to increase participant numbers one last time, establish a time period that this must be achieved within, and possibly consider a reduction in meal service to only 3 days a week.

Marianne Stanek stated that she has not approached the Village of Viola regarding a rent reduction. Dr. Bryan Myers noted that other possible rent reductions were questioned, but there are no results to report at this time. Sue Roseberry reported that she contacted legislatures regarding an overall increase in Senior Nutrition Program funding, but has not spoken to the Richland School District regarding a reduction in rent at this time.

Alfreda Wilmot stated that this is not about the meals being served; it is a “humanitarian” way. Many of the Vernon County residents look to us for help and there is a connection regardless of the county lines. Dr. Bryan Myers stated that bottom-line the Viola Meal Site is costing the county approximately \$20,000 per year and this is largely due to Vernon County residents. Members of the Health & Human Services Board requested that the following items be reviewed and options presented at the next meeting regarding the Viola Meal Site:

- reduction in administrative costs and overhead
- reduction in rent
- reduction in meal service days to 3 per week
- consult with Vernon County on other available options to reduce Richland County costs

Eugene Gabrysiak stated that he would propose to the Village of Viola Board reducing the rent to \$0 for 2017 and would also work with area citizens to increase participation at the Viola Meal Site. Jeanetta Kirkpatrick noted that parameters must be established (increase participants to an established number, by an established date, and what the end result would be if the parameters are not met), as this plan is not going to save money; it will only result in less loss. Donald Seep stated that he would recommend an increase to 15 participants by December 31, 2017 along with a reduction in rent. It was noted that utilizing volunteer drivers to deliver meals and reduce costs is not sustainable. Discussion was held regarding the changes in the quality and quantity of meals being served at the Viola Meal Site.

Sue Roseberry questioned why the state does not contribute to the Senior Nutrition Program. Patrick Metz recommended that she contact Bob Kellerman at Greater Wisconsin Agency on Aging Resources (GWAAR) and submit her question. Sue Roseberry stated that reduction in rents at these meal site facilities would also result in a negative budgetary effect to those owners as well.

Mental Health Outpatient Clinic (Mailout #3): Patrick Metz reported that the Mental Health Outpatient Clinic utilizes \$300,000-\$400,000 in tax levy every year, but the elimination of those services could result in much more expensive placements. It was noted that not supporting vulnerable individuals proactively could be very costly. Patrick Metz noted that he has been working with other community partners to establish more robust, local mental health services.

It was noted that our psychiatric services will diminish greatly starting next week, as we have experienced additional turnover of psychiatrists and therapists. Patrick Metz reported that reducing in-person psychiatric services to telehealth psychiatric services exclusively has been the plan, but our provider has also experienced turnover, so we have no telehealth psychiatrist at this time. We are now researching the ability to replace the in-person psychiatrist with an Advanced Practice Nurse Prescriber (APNP) and a telehealth psychiatrist. Patrick Metz stated that we have already lost one therapist, are soon to lose two more, and have not been able to refill a vacated Substance Abuse Counselor position since December 2016. Patrick Metz noted that additional community services need to be developed to address the deficits reported in the community health needs assessment.

Myranda Culver distributed a handout that reviewed the county requirements for mental health services and what mandates are in effect for county government. Myranda Culver reported that the current resigning psychiatrist has offered to work on-site month-to-month at \$400/hour for one day/month for the next 90 days mostly to provide Medical Director oversight. Patrick Metz stated that there is a shortage of psychiatrists around the country and telehealth is the best option for our rural office setting. Our frequent provider changes have been very difficult for clients, so we have found telehealth to be the most consistent and affordable. It was noted that we contract with Crossing Rivers Health (Prairie du Chien) for telehealth services. Health & Human Services also needs an on-site psychiatrist to supervise Comprehensive Community Services (CCS), crisis services, and Substance Abuse Counseling services or we would lose our certification. Myranda

Culver noted that over the last two years our institutional placements have decreased, even with constant staff turnover, but staff turnover continues to increase due to the uncertain future of the Mental Health Outpatient Clinic. Motion by Marty Brewer, seconded by Debra Kyser to approve a contract amendment with Fischer MD Consulting Services, SC for on-site psychiatric services at a cost of \$400 per hour for one day per month for the next 90 days, and forward the recommendation onto the County Board for approval. Motion carried.

Patrick Metz reported that we have recently accepted the resignations of two leased Mental Health Therapists. It was noted that with these resignations there will be no therapists offering service in the Mental Health Outpatient Clinic after early April. It was also noted that the one county therapist position in the Mental Health Outpatient Clinic has been vacant since December 2016 and refilling it has not been pursued to give the department more flexibility in these uncertain times. Motion by Marty Brewer, seconded by Kerry Severson to approve the refilling of two vacant leased therapist positions in the Mental Health Outpatient Clinic. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016/2017 Voucher Report for March 9, 2017 was distributed. The following items required additional discussion:

Voucher #1 – All American Do It Center: This was to pay for community garden supplies and will receive grant reimbursement.

Voucher #27 – Oak Shade Greenhouse: This was to pay for community garden supplies and will receive grant reimbursement.

Voucher #63 – Village of Viola: This was to pay for monthly rent at the Viola Meal Site totaling \$200 per month or \$2,400 per year. Motion by Donald Seep, seconded by Debra Kyser 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 – 2017 Expense Reports	17	\$8,630.07
Richland County Health and Human Services – 2016 Vouchers	2	\$4,080.00
Richland County Health and Human Services – 2017 Vouchers	38	\$23,664.24
Richland County Health and Human Services – 2017 Prepaid Vouchers	3	\$299.37
TOTAL	60	\$36,673.68

2016 Budget Summary: Patrick Metz reported that the anticipated 2016 Health & Human Services budget deficit is going to be approximately \$600,000 largely due to placements.

2017 Budget Summary: Patrick Metz distributed the 2017 Health & Human Services Budget as of March 7, 2017 and noted a surplus in the core budget of \$307,023. The Children’s Placement Fund 44 has current expenses of \$117,432. When revenues are included, the balance of Fund 44 at the end of February is a surplus of \$73,358. The Adult’s Placement Fund 54 has current expenses of \$57,658. When revenues are included, the balance of Fund 54 at the end of February is a surplus of \$86,908. It was noted that it is likely that the placement funds will be depleted by April.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed the report noting that very few provider invoices have been submitted for payment at this time. Those contracts that are already expected to exceed their approved dollar amount include the Dane County Juvenile Detention Center, Forward Home For Boys, and the Carley Adult Family Home.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-9-17)		
ORION FAMILY SERVICES	Due to an increased need for psychotherapy services provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Madison)	<i>Original Agreement Amount: \$9,500.</i> To a total amount not to exceed \$11,000.

Motion made by Linda Gentes, seconded by Marty Brewer to approve the amended 2016 agreement. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-9-17)		
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: \$1,500.</i> To a total amount not to exceed \$3,500.
LUTHERAN SOCIAL SERVICES OF WI & UPPER MICHIGAN, INC. - HOMME YOUTH AND FAMILY PROGRAMS	Due to an additional need for inpatient treatment at their Homme House facility 90-day “Acceptance Program” for a child being served by the Children’s Services Unit. (Milwaukee) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$95,000.</i> To a total amount not to exceed \$129,000.

Amanda Coorough noted that we do encourage clients who are able to test with an alternate provider do so in an effort to minimize our testing supplies cost. Kerry Severson questioned why we don’t utilize the Department of Health for laboratory testing. Amanda Coorough stated that she would look into that question as we have only ever used private providers. Motion made by Donald Seep, seconded by Debra Kyser to approve the amended 2017 contracts/agreements, and forward those necessary onto the County Board for approval . Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-9-17)		
SCHMIDT CONSULTING, LLC.	A provider of substance abuse consultation to the Clinical Services Unit. (Viroqua)	For a total amount not to exceed \$15,000.

Motion made by Marty Brewer, seconded by Dr. Louis Williams to approve the new 2017 contract. Motion Carried.

Update from Finance & Personnel Committee Meeting: There were no new updates offered.

Review Multiple Options for Continuing to Operate and Fund: Patrick Metz reported that the uncertainty of the county's finances have created a toxic environment for county employees, but the inability for the county to make tough decisions to remedy the situation has made it even more stressful.

Older Americans Act Programs: Patrick Metz reported that the proposal being offered includes the layoff of the Low Vision Support Group Coordinator and the elimination of the Low Vision Support Group. It was noted that the \$5,843 would be transferred to the Benefit Specialist Program to offset the tax levy included with that position, but the Low Vision Support services would be eliminated. Roxanne Klubertanz-Gerber stated that we are the only county in southwest Wisconsin that continues to offer a Low Vision Support Group, so many of these individuals would have no place to go. It was noted that the Low Vision Support Group Coordinator works one day per week and has been doing so for many years. Motion by Donald Seep, seconded by Kerry Severson to eliminate the Low Vision Support Group and layoff the Low Vision Support Group Coordinator. Motion by Debra Kyser, seconded by Donald Seep to amend the motion to delay the action until June 9, 2017 offering a 90-day notice. Motion Carried.

Public Health Programs: Patrick Metz noted that the proposal being offered would be to not refill a vacant leased nurse position in the Mental Health Outpatient Clinic, but instead utilize the recently filled full-time county Public Health RN and split her time between Public Health and the Mental Health Outpatient Clinic. This would equate to an approximate annual savings of \$41,975 and the services offered would be adjusted appropriately. Motion by Marty Brewer, seconded by Linda Gentes to approve the sharing of a full-time county Public Health RN position with the Mental Health Outpatient Clinic and not refill the vacant leased RN position. Motion carried.

Passages: Patrick Metz reported that many years ago the Finance & Personnel Committee requested that this department be utilized as a pass-through of funds to Passages for their shelter care. Patrick Metz noted that more than five years ago the Finance & Personnel Committee reduced the annual contribution from \$6,000. It was noted that Health & Human Services did enter into a 2017 agreement with Passages for \$3,000; however, there is a 30-day termination clause. Patrick Metz stated that Health & Human Services has no real interaction or affiliation with Passages other than paying the \$3,000 invoice annually on the behalf of Richland County. Motion by Linda Gentes, seconded by Kerry Severson to approve the non-payment of the \$3,000 invoice at this time and request that a representative from Passages attend the April Finance & Personnel Committee meeting to discuss the continuance of the annual contribution from Richland County. Motion carried.

Further Discuss Mandated versus Non-Mandated Programs and Services (Mailout #4): No further discussion occurred.

Approval of Proposed 2017 Budget Reductions (Mailout #5): Patrick Metz noted that the Board requested he continue to offer proposals to look for efficiencies and cost savings, as were previously discussed.

Discuss Development of 2018 Budget: No further discussion occurred.

Personnel Updates: Patrick Metz announced the hiring of Tiffany Johnson, Treatment Court Coordinator, effective March 6, 2017 and the hiring of Brandie Anderson, Public Health RN, effective March 29, 2017. It was noted that Brandie Anderson was employed previously as the leased Mental Health Outpatient Clinic RN who would now be shared between the two units to offer a cost savings. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Tiffany Johnson, Treatment Court Coordinator, effective March 6, 2017 and Brandie Anderson, Public Health RN, effective March 29, 2017. Motion carried.

Patrick Metz requested that Rose Kohout, Public Health RN, pass probation and be placed on regular status effective March 19, 2017. Motion by Linda Gentes, seconded by Marty Brewer to approve the probationary period of Rose Kohout, Public Health RN, effective March 19, 2017. Motion carried.

Patrick Metz stated that activity occurred with the following Southwest Wisconsin Workforce Development Board leased staff: Linda Laurance-Walsh, LTE Substance Abuse Counselor (28 hrs/wk) resigned effective February 16, 2017; Brandie Anderson, LTE Psychiatric RN (28 hrs/wk), accepted the county Public Health RN position and will resign from this position March 28, 2017; Pam Nigl, Mental Health Therapist (40 hrs/wk), resigned effective March 31, 2017; and Becky Miller, Mental Health Therapist (40 hrs/wk), resigned effective April 7, 2017.

Patrick Metz reported that Tiffany Johnson, Treatment Court Coordinator, and Brandie Anderson, Public Health RN, both requested up to 15 days off without pay in their first year of employment.

Patrick Metz reviewed our vacant county positions noting that we are currently re-advertising to fill the vacant Certified Substance Abuse Counselor position. 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.

Approval to Purchase Veriato 360 Perpetual Licenses (Mailout #6): Patrick Metz stated that per HIPAA law we must be able to track when staff access/view client protected health information via our electronic records system. Our current file system does not offer us the ability to track such activity. The Richland County MIS Department recommended that Veriato 360 licenses be purchased for every staff member that has access. Motion made by Linda Gentes, seconded by Debra Kyser to approve the purchase of 23 Veriato 360 Perpetual Licenses to include 3-years of maintenance totaling up to \$2,600.15. Motion Carried.

Approval of Resolution to Support State Funding for Communicable Disease Prevention and Control (Mailout #7): Marianne Stanek reported the need for an increased, stable allocation to support the mandated work of local health departments for communicable disease activities in Wisconsin. This allocation was not included in the Governor's biennium budget, so Public Health Departments have been encouraged to pursue a County Board resolution in an effort to secure state funding. The request is that legislatures create a continuing appropriation of \$2.5 million per fiscal year. Motion made by Linda Gentes, seconded by Donald Seep to approve and sign the resolution to support communicable disease funding for local Public Health, and forward this recommendation onto the County Board for approval. Motion Carried.

Approval of Additional Work Hours for Health & Human Services Staff: Patrick Metz stated that the ADRC has requested to reinstate an increase in the work hours of three staff and enter into temporary

agreements, which he has denied for all Health & Human Services staff during these tough budgetary times. Becky Dahl distributed a handout that explained the request noting that this would apply to just three Resource Center Specialists who wish to increase their hours from 35 per week to 40 per week. Becky Dahl offered a presentation and reviewed a variety of data and contract compliance issues related to the Richland Center ADRC Office and how their activities affect the entire region. It was noted that while there is no tax levy included in the ADRC, the ADRC will not receive any of their State or Federal funding until approximately April 1, 2017. Therefore, any increase in salary would affect the current county cash flow issue and would be fully supported by county tax levy until the first disbursements arrive. Motion made by Marty Brewer, seconded by Dr. Louis Williams to direct Patrick Metz to approve a reinstatement of additional work hours agreements for three Resource Center Specialist staff to 40 hours per week effective March 20, 2017-December 31, 2017. Patrick Metz stated that a number of employees in this agency are being asked to do more and are possibly also out of contract compliance. Offering this increase in hours to just ADRC staff impacts the entire department's staff morale, as they are not any more "special" from other staff. Patrick Metz noted that he has agreed to reconsider his decision in early April once he starts to see revenues coming in. Becky Dahl reported that the Regional ADRC Board is in support of this request and yesterday the Commission on Aging & Disability voted in support of this pursuit as well. Motion by Linda Gentes, seconded by Marty Brewer to amend the motion to be effective the first full pay period of April 2017. Dr. Bryan Myers stated that this is a perception issue and micromanagement of the department. Donald Seep reported that the ADRC could be separate from Health & Human Services and actually is separate in other counties, so he considers them more of a standalone department. Patrick Metz noted that this is not the case because the ADRC and Regional ADRC have both been established as units of the Richland County Health & Human Services Department. Our Economic Support Unit is also a regional model and is not funded by county tax levy. Their staff only works 37.50 hours per week and they would like an increase in hours too, so shouldn't this change be offered to them as well. Roll Call Vote. Lynn Eichinger, Linda Gentes, Marty Brewer, Debra Kyser, and Donald Seep all voted for the motion. Kerry Severson, Dr. Bryan Myers, and Dr. Louis Williams voted against the motion. Motion Carried.

Completion of Supervisor Section of Health & Human Services Director Job Description Questionnaire (Mailout #8): Patrick Metz stated that this is the Carlson Dettmann Consulting wage and compensation study job description questionnaire for the Health & Human Services Director which must be completed and signed by the Health & Human Services Board Chair no later than March 17, 2017. Motion by Donald Seep, seconded by Marty Brewer to request that the Health & Human Services Board Chair complete this questionnaire and return it to the County Clerk no later than March 17, 2017. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(b) to Notify the Board of Disciplinary Action of a Public Employee: Motion by Linda Gentes, seconded by Marty Brewer to convene in closed session per Wis. Statutes 19.85(1) (C) to notify the Board of disciplinary action of a public employee. Roll Call Vote. Donald Seep, Debra Kyser, Dr. Louis Williams, Kerry Severson, Marty Brewer, Lynne Eichinger, Linda Gentes, and Dr. Bryan Myers all voted for the motion. Motion carried.

Personnel Updates: Patrick Metz reported the resignation of Cherith Dilley, Child Protective Services Lead Worker, effective March 21, 2017. Motion by Donald Seep, seconded by Linda Gentes to approve the resignation of Cherith Dilley, Child Protective Services Lead Worker, effective March 21, 2017. Motion carried.

Return to Open Session: Motion by Linda Gentes, seconded by Donald Seep to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, April 13, 2017 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Louis Williams, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor