

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**June 8, 2017**

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

Others Present: Angie Rizner, Patrick Metz, Myranda Culver, Roxanne Klubertanz-Geber, Stephanie Ronnfeldt, Tim Gottschall, and Sue Roseberry.

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

Approve May 11, 2017 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Patrick Metz reported that there is another Town Hall meeting scheduled for next Monday, June 12, 2017 starting at 6:30pm at UW-Richland. It was noted that approximately 125 citizens have attended the previous meetings and the main focus is alcohol and drug abuse in Richland County.

Committee Appointments

Appointment of Mississippi Valley Health Services Commission Representative: Patrick Metz noted that Dr. Louis Williams was nominated last month; however, it was discovered that the representative has to also be a County Board Supervisor. Motion by Donald Seep, seconded by Marty Brewer to nominate Linda Gentes to the Mississippi Valley Health Services Commission with Dr. Bryan Myers acting as the alternate. Motion Carried.

Approve Comprehensive Community Services Coordination Committee Structure & Review Membership List: Angie Rizner distributed and reviewed a handout noting that it was discovered last month that the Richland County Clerk's Office does not have a record of the Comprehensive Community Services (CCS) Coordination Committee ever existing in the county's committee structure. Angie Rizner noted that the CCS Coordination Committee was established back in 2004 and the committee has been actively meeting and paying per diems ever since. It was noted that there could have been some confusion when the CST Coordinating Committee was also established, as they are very similar in name, but are two completely different committees. Myranda Culver reviewed the Department of Health Services statute 36.09 that outlines the role of the CCS Coordination Committee and the eight active members on the committee noting that additional action would need to occur to recognize this committee in the county's committee structure. Motion by Larry Jewell, seconded by Debra Kyser to approve the Comprehensive Community Services Coordination Committee structure and membership list, and forward it onto the Rules and Resolutions Committee and County Board for approval. Motion Carried.

Review Modifications to Nutrition Advisory Council Committee Structure: Angie Rizner reported that the Richland County Clerk's Office also had a discrepancy with the action this Board voted upon last

month regarding the addition of Don Seep to the Nutrition Advisory Council. Tim Gottschall recently attended a Rules and Resolutions Committee meeting to clarify the action. Tim Gottschall stated that since the Boaz Meal Site has been closed for many years, it was recommended that the Boaz Meal Site representative be replaced with a County Board Supervisor who also sits on the HHS Board. That would keep the membership at 7 representatives, 6 from meal sites and 1 board member. The county's committee structure list was updated and the action will be forwarded onto the County Board in June.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2017 Voucher Report for June 8, 2017 was distributed. The following items required additional discussion:

Voucher #21 – William Herber: This was to pay for the consultant who offered local Trauma Informed Parenting classes and the expense will receive grant reimbursement.

Voucher #25 – JT Heinen Global: This was to pay for a Public Health consultant and the expense will receive reimbursement through the Preparedness Grant.

Voucher #39 – Richland County Zoning: This was to pay for a map to locate a property for a Sand Ridge Secure Treatment Center inmate to be housed here locally following sex offender registry regulations upon release from the facility. Patrick Metz noted that this action is court ordered and a requirement of the Department of Corrections.

Voucher #44 – Shopping News, Inc.: This was to pay for printing Youth in Transition booklets for the ADRC and was not for advertising as is listed.

Voucher #60 – JComp Technologies, Inc.: This was to pay for switches at the Community Services Building as was previously approved. Motion by Marty Brewer, seconded by Donald Seep to approve the 2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2017 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2017 Expense Reports	20	\$10,931.06
Richland County Health and Human Services – 2017 Vouchers	38	\$38,308.40
Richland County Health and Human Services – 2017 Prepaid Vouchers		
<b>TOTAL</b>	<b>58</b>	<b>\$49,239.46</b>

Preliminary 2016 Post Audit Budget: Tim Gottschall stated that he has no new information to report.

Approve State Review of Programs – Finance & Personnel Committee Request: As was directed by this Board last month, Patrick Metz reported that in his research he discovered that there is a free 7-day intensive review of only the Child Protection Program which is offered by the Department of Children and Families (DCF). However, the DCF review schedule is booked for 2017 but could be pursued in 2018. Patrick Metz stated that he would follow-up and schedule a review in the future.

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget as of June 5, 2017 and noted a surplus in the core budget of \$44,994 largely due to postponing the refilling of vacant

positions. The Children’s Placement Fund 44 has current expenses of \$75,978.35. When revenues are included, the balance of Fund 44 at the end of May is a deficit of \$158,320. The Adult’s Placement Fund 54 has current expenses of \$7,169.68. When revenues are included, the balance of Fund 54 at the end of May is a deficit of \$15,473.

Donald Seep questioned the anticipated trend of the placement funds. Patrick Metz stated that the trend is risky, as there have been a number of emergency detentions over the last few weeks. Discussion was held regarding the trend continuing throughout 2017 and is likely to eclipse \$500,000. Tim Gottschall noted that the last 5 years of data reflects a media deficit of \$500,000. Patrick Metz stated that the 2017 deficit could reach \$750,000. Dr. Bryan Myers noted that at best the Health & Human Services core budget could offer a savings of \$200,000 which could help offset the placement costs, but the remainder of the placement deficit will need to be covered by the General Fund. Therefore, the Finance & Personnel Committee needs to make cuts elsewhere. In essence, the \$1 million savings that needs to be secured by the county is likely to reach \$1.5 million. Donald Seep questioned the potential wording of a referendum to cover these costs. Patrick Metz noted that most surrounding counties our size budget approximately \$1 million annually for placement costs. Discussion was held regarding the potential cuts and consolidation that should be considered elsewhere in the county.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed the report noting that we are watching those contracts that have utilization percentages exceeding 50%.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES</b> <b>2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-8-17)</b>		
<b>REDWOOD TOXICOLOGY LABORATORY, INC.</b>	Due to an increased need for drug use laboratory testing and monitoring equipment provided to Sobriety Court participants as part of the Treatment Alternatives & Diversion (TAD) Grant. (Santa Rosa, CA)	<i>Original Agreement Amount: \$3,500.</i>  To a total amount not to exceed <b>\$9,500.</b>

Motion made by Donald Seep, seconded by Debra Kyser to approve the amended 2017 agreement. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-8-17)</b>		
<b>DRIFTLESS COUNSELING, LLC</b>	A provider of Individual Skill Development and Psychotherapy to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Viroqua)	For a total amount not to exceed <b>\$30,000</b> .
<b>EXPERIENCE WELLNESS</b>	A provider of In Home/Individual Therapy & Wellness Management to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Soldiers Grove)	For a total amount not to exceed <b>\$40,000</b> .
<b>REVIVE YOUTH AND FAMILY SERVICES, LLC.</b>	A provider of a residential group home services to an adult being served by the Clinical Services Unit. (Milwaukee)	For a total amount not to exceed <b>\$2,000</b> .
<b>VIROQUA NUTRITION COUNSELING, LLC.</b>	A provider of recovery education and wellness management to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Viroqua)	For a total amount not to exceed <b>\$15,000</b> .

Motion made by Kerry Severson, seconded by Linda Gentes to approve the new 2017 contracts/agreements. Motion Carried.

Personnel Updates: Patrick Metz requested that Patrick Connors, Temporary/Casual Nutrition Driver, pass probation and be placed on regular status effective May 16, 2017. Patrick Metz noted that Mr. Connors worked 910 hours. Motion by Kerry Severson, seconded by Marty Brewer to approve the probationary period of Patrick Connors, Temporary/Casual Nutrition Driver, effective May 16, 2017. Motion carried.

Patrick Metz announced that Alfreda Wilmot, Temporary/Casual Meal Site Worker (Viola) submitted her resignation May 10, 2017 and Sarah Iverson, Economic Support Specialist, submitted her resignation effective June 10, 2017. Motion by Marty Brewer, seconded by Kerry Severson to approve the resignation of Alfreda Wilmot, Temporary/Casual Meal Site Worker, effective May 10, 2017 and the resignation of Sarah Iverson, Economic Support Specialist, effective June 10, 2017. Motion carried.

Patrick Metz reported that Dennis Drake has been rehired through the Southwest Wisconsin Workforce Development Board as the part-time Custodian effective June 1, 2017.

Patrick Metz reviewed our vacant county positions noting that we are currently advertising to fill the vacant Certified Substance Abuse Counselor, Mental Health Therapist, Economic Support Specialist, Program Assistant, and Public Health RN positions. We are not refilling the following vacant, full-time county positions at this time in an effort to offer savings to the budget: Secretary, Confidential Administrative Secretary, Child Protective Services Lead Worker, Case Manager, Early Intervention

Special Educator, and Psychiatric RN. Discussion was held regarding the difficult recruitment of a Bachelor degreed Nurse for the Public Health Unit.

June County Board Public Forum to Discuss Services Provided by the Health & Human Services Department: Patrick Metz reported that the plan is to review the “Mental Health Institute Costs (Gross) in Counties 30,000 or less population July 2015-June 2016” handouts that were previously distributed and discuss the need for additional funding for placements reaching up to \$500,000 in each fund annually. Dr. Bryan Myers noted that he would not be in attendance at the June County Board meeting; however, he would comment that the Health & Human Services doors would have to close and all staff be laid off for the entire rest of the year to cover the placement costs of this county, and that is not an option, so savings need to be found elsewhere. Kerry Severson questioned if we have a plan or recommendation to evoke change. Patrick Metz noted that the Town Hall meetings are the starting place to engage the community and help them make gradual improvements to their community, but will only be effective through a collaborative partnership. Linda Gentes recommended a summarization of the efforts that this agency is entering into to help the community.

Review 2016 Annual Report: Patrick Metz reviewed the highlights of the year including the challenge of funding out-of-home placements, staff turnover, and an increased demand for services across all programs.

Tim Gottschall stated that the Administrative Services Unit had great transition in 2016 including the implementation of new Practice Management software and EHR system, training of new staff and cross-training of existing staff due to turnover, and a constant review of processes to increase efficiency.

Roxanne Klubertanz-Gerber noted that the ADRC processed over 17,200 incoming contacts. The Disability Benefit Specialist Program assisted 136 Richland County residents in receiving nearly \$600,000 in benefits which they qualified. The Elder Benefit Specialist Program assisted 220 Richland County residents in receiving over \$1 million in funding based on the type of program. The Public Transportation Program provided a total of 207 trips for 604 passengers traveling 19,656 miles. The Driver Escort Program provided 4,311 on-way trips for 2,155 passengers traveling 222,789 miles. Discussion was held regarding the enrollment options of the Long-Term Care Program.

Roxanne Klubertanz-Gerber stated that the Regional ADRC is exploding and the elderly population of Richland County is increasing. It is anticipated that by 2035 35% of Richland County’s population will be over 65 years of age and many of the elderly will have fixed or limited incomes of approximately \$1,300 per month.

Patrick Metz reviewed the Children’s Services Unit programs noting that in 2016 the Birth to Three Program served 40 children and the Children’s Long-Term Support Program served 33 children. Child Protective Services observed an increase of 18.6% in child abuse or neglect reports and Juvenile Justice reports increased 64% from 2015 to 2016. Discussion was held regarding the need to increase recruitment of Foster Care, Kinship Care, and Daycare providers.

Myranda Culver reported that in 2016 the Clinical Services Unit assisted 809 individuals in one or more programs. Crisis incidents reached 1,112 contacts with 38 involuntary emergency hospitalizations. There were 20 clients placed at either Winnebago or Mendota Mental Health Institutes for 173 days and psychotherapy was provided to 475 clients in our Mental Health Outpatient Clinic. Patrick Metz noted that the substance abuse treatment services decreased from 2015 to 2016 due to staff turnover. The

number of Comprehensive Community Services consumers continued to increase and Adult Protective Services served 90 residents.

Stephanie Ronnfeldt stated that the Economic Support Unit is an integral part of the Capital Consortium Call Center and accepted over 28,000 calls and processed 5,990 applications with a timely processing rate of 98.06%. Discussion was held regarding how fraud investigations occur.

Patrick Metz reviewed the activities of the Public Health Unit noting that immunization statistics decreased while Lyme Disease has seen an increasing trend. The Maternal Child Health initiatives are being expanded while HealthCheck was eliminated due to a decrease in participation. Patrick Metz noted that the Richland FIT initiatives are being transitioned to the local GRACE organization since the grant funds have expired. The Senior Nutrition Program provided 13,669 congregate meals and 19,887 home delivered meals to seniors, while volunteers donated 6,236 hours of service at the congregate meal sites and 1,478 hours of service to homebound seniors.

Tim Gottschall reviewed the fiscal (un-audited figures) of Health & Human Services in 2016 noting that the agency received \$1.4 million in county tax levy but only utilized \$263,590 for operations. The remaining \$1.1 million was utilized by the county institutional/placement expense funds.

Department of Children & Families (DCF) Acknowledgement of Child Welfare Staff (Mailout #2): Patrick Metz reviewed the DCF letter noting that the Children's Services Unit has demonstrated exceptional performance in documenting caseworker contacts for children in out-of-home care. DCF thanked our child welfare staff for their ongoing commitment to the safety and well-being of some of the most vulnerable children in our state. Patrick Metz noted that our staff are constantly reviewing case plans to ensure every effort is made to meet the safety and permanency goals established.

Approve Resolution to Honor Lois Miller: Roxanne Klubertanz-Geber noted that a party was held earlier this week to honor Lois Miller for her 36 years of service and recommended that a resolution be offered at the June County Board session. Motion made by Marty Brewer, seconded by Linda Gentes to approve a resolution to honor Lois Miller, Volunteer Coordinator, for 36 years of service to the citizens of Richland County, and forward the recommendation onto the County Board for action. Motion Carried.

Approve Modifications to Authorized Signers on Senior Nutrition Program Bank Accounts: Patrick Metz reported that with Marianne Stanek's recent retirement, the authorized signers on the Senior Nutrition Program bank accounts at the Richland County Bank need to be updated. Motion made by Linda Gentes, seconded by Debra Kyser to approve the following changes to the authorized signers on the Senior Nutrition Program bank accounts at the Richland County Bank: remove Marianne Stanek, add Tanya VanRisseghem-Webster and Tim Gottschall, and change Patrick Metz from Business Manager to Director. Motion Carried.

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

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

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

Adjourn: Motion by Marty Brewer, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor