

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 10, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on August 10, 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, and Marty Brewer.

Members Absent: Lynne Eichinger (submitted resignation 6/8/2017).

Others Present: Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, 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 July 13, 2017 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Approve July 19, 2017 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Debra Kyser to approve the Special Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Linda Gentes questioned the status of the new Health & Human Services Board member. Angie Rizner explained that we received notification from the County Clerk's Office that the advertisement was not run for two consecutive weeks in the Richland Observer as instructed. While it was the error of the Richland Observer, they agreed to run it for an additional week at no charge. This action is scheduled to be considered by the County Board in August.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2017 Voucher Report for August 10, 2017 was distributed. The following items required additional discussion:

Voucher #22 – 24 – JComp Technologies, Inc.: This was to pay for the agency Smart Nets which was previously approved.

Voucher #44 – 47 – Schilling Supply Company: This was to pay for 30 cases of copy paper and various other cleaning supplies. It was noted that this is the lowest pricing offered at this time.

Voucher #52 – Southwestern Wisconsin: This was to pay for a 50% match by the ADRC for the Transportation Program as was previously approved last year.

Don Seep questioned where the \$2,000 Veteran's Fund donation was tracked. Roxanne Klubertanz-Geber noted that this is included in the Transportation Fund as a revenue source for Veteran's transportation needs.

Motion by Marty Brewer, seconded by Dr. Louis Williams 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	18	\$8,499.12
Richland County Health and Human Services – 2017 Vouchers	35	\$29,839.44
Richland County Health and Human Services – 2017 Prepaid Vouchers	4	\$234.93
TOTAL	57	\$38,573.49

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget as of August 9, 2017 and noted a surplus in the core budget of \$135,636.

The Children’s Placement Fund 44 has current monthly expenses of \$49,031. When revenues are included, the balance of Fund 44 at the end of July is a deficit of \$188,134. The Adult’s Placement Fund 54 has current monthly expenses of \$76,612. When revenues are included, the balance of Fund 54 at the end of July is a deficit of \$133,311. Tim Gottschall noted that the end of year estimate for placement expenses could reach over \$700,000. Tim Gottschall stated that he is anticipating an end of year surplus in the Health & Human Services core budget of approximately \$200,000.

Don Seep questioned if the State has been contacted regarding the placement expenses and if there is going to be any relief offered. Patrick Metz stated that the State is aware of six other counties that are experiencing the same problems we are; however, we seem to be the first and the most severe at this time. The State response at this time has been “good luck with that”. If they do anything, they would have to do it statewide, which is not feasible for them and they are not willing to save just a few counties. There would have to be a significant change in process, such as a regionalization. Patrick Metz noted that a few southeastern counties are considering re-joining to help assist with these issues. Don Seep stated that in essence these are unfunded state mandates. Tim Gottschall reported that the Department of Children and Families is considering an 8% increase in state aid in 2018, but that equates to approximately \$38,000 for the entire state.

Discussion was held regarding the highest cost placements that we are facing at this time. Patrick Metz stated that there are multiple situations that are significant costs and very little hope of other options at this time. Sue Roseberry questioned if the adult has been evaluated by a Department of Corrections professional. Patrick Metz noted that the individual was in prison and had a thorough evaluation during that time. Dr. Bryan Myers stated that the hope is for the professionals at Mendota Mental Health Institution to get him the help he needs to successfully return him to the community without the risk of harming himself or others.

2018 Preliminary Budget Update: Patrick Metz reviewed the letter that was recently distributed to department heads by Jeanetta Kirkpatrick. It was noted that what is included in the letter is not exactly what the direction was previously given by the Finance & Personnel Committee. The biggest difference is the proposed 25% reduction in tax levy has now been reduced to a 7% reduction in tax levy as noted on the 2018 tax levy reduction spreadsheet. Departments are being instructed to budget for a 9% increase in health insurance and a 2% increase in wages; however, not every position will receive a 2% increase.

This increase will be adjusted based upon the results of the wage and compensation study. Patrick Metz noted that Health & Human Services and the Institutional Funds are not even listed on the 2018 tax levy reduction spreadsheet. Dr. Bryan Myers stated that the Finance & Personnel Committee's plan for 2018 needs to contribute more dollars to the placement funds and a new County Administrator position. The plan only adds revenues of approximately \$300,000 and isn't enough to properly fund either of those issues.

Patrick Metz stated that he would like to build a number of items into the Health & Human Services 2018 budget; including the management restructuring proposal previously mentioned last month. Another long-term structural change would be switching the entire building to LED lighting. This project would initially cost \$25,000-\$30,000 but would offer a significant monthly reduction in utility costs. Discussion was held regarding grants or other funding sources that could be pursued. Patrick Metz noted that he believes Walsh's Ace Hardware is including a number of funding sources, subsidies and rebates into this project. Dr. Bryan Myers stated that Health & Human Services is already observing a budgetary savings of 20% and the management restructuring proposal would also offer significant savings. Discussion was held regarding whether the LED lighting project could be a budgeted expense that would eventually be considered a borrowed monies project.

Patrick Metz reported that Health & Human Services also plans to close the Viola Meal Site on September 29, 2017 which would offer additional savings to the Senior Nutrition Program and overall agency budget. Roxanne Klubertanz-Geber noted that other Aging Programs have already made long-term savings as well.

Dr. Bryan Myers suggested that Health & Human Services get their core budget in-line with possibly up to a 15% savings and request that the placement funds be properly funded. Dr. Bryan Myers noted that "stealing" from the Health & Human Services core budget to fund placement expenses increases the perception that placements are a Health & Human Services issue.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed the report noting that those 2017 contracts which are already approaching utilization limits are on the agenda for amendment.

Discuss Regroup Therapy Telehealth Services: Patrick Metz stated that our collaboration with Crossing Rivers Health has not been successful, so we have pursued another provider of psychiatric services. At this time we have met the minimum requirements to maintain our Mental Health Outpatient Clinic certification, but our current psychiatrist is not willing to see patients or serve as our Medical Director. We can purchase up to 4 hours per week of telepsychiatry through Regroup Therapy at \$225 per hour for adults and \$245 per hour for children. Derek Kalish stated that Regroup Therapy is willing to waive their initial set-up fees of over \$3,000 if we sign a contract before August 14, 2017. It was noted that there could be another option through the Richland Medical Center, but the details have not been finalized. Discussion was held regarding who does the billing for these services. Patrick Metz stated that he would have to look into that further, but he understood that we would bill for the service. Dr. Bryan Myers questioned the longevity of this option and the additional confusion for clients. Discussion was held regarding the reputation of the company. Patrick Metz stated that we would look into their references further. Motion by Marty Brewer, seconded by Linda Gentes to approve entering into an annual contract with Regroup Therapy for up to \$20,000 as long as we are able to bill for reimbursement. Motion carried.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-10-17)		
MIDWEST MONITORING AND SURVEILLANCE	A provider of SoberLink monitoring equipment provided to Sobriety Court participants as part of the Treatment Alternatives & Diversion (TAD) Grant. (Burnsville, MN)	For a total amount not to exceed \$10,000.
REGROUP THERAPY, INC.	A provider of telepsychiatry services for individuals being served by the Clinical Services Unit. (Chicago, IL)	For a total amount not to exceed \$20,000.
SCHMITT WOODLAND HILLS	A provider of respite, supportive home care, housekeeping, personal care and errands through their House Calls Unit to individuals being served by the ADRC Unit. (Richland Center)	For a total amount not to exceed \$5,000.

Motion made by Kerry Severson, seconded by Marty Brewer to approve the 2017 contracts and agreements, as long as we are able to receive reimbursement for the Regroup Therapy services. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-10-17)		
BREININGER LAW OFFICE	Due to an increased need for legal services provided to the Children's Services Unit. (Richland Center)	<i>Original Contract Amount: \$25,000.</i> To a total amount not to exceed \$38,000.
NEW VISIONS TREATMENT HOMES	Due to an increased need for treatment foster care provided to children being served by the Children's Services Unit. (Eau Claire)	<i>Original Agreement Amount: \$8,000.</i> To a total amount not to exceed \$15,000.

Motion made by Kerry Severson, seconded by Debra Kyser to approve the 2017 amended contract. Motion Carried.

Dr. Bryan Myers noted that the county will be sued if these contracts are not paid, as the bills are going to come since the service has been provided. Angie Rizner stated that often the checks have already been cut and mailed to these providers, but contract approval is necessary for the county auditors.

Personnel Updates: Patrick Metz announced the hiring of the following 7 staff:

Briana Hardyman, Mental Health Therapist

Effective: 8/2/2017

Kayla Williams, Program Assistant	Effective: 8/14/2017
Lori Brinkley, Economic Support Specialist	Effective: 8/14/2017
Shawna Charneski, Economic Support Specialist	Effective: 8/14/2017
Sandi Hinrichs, Temp/Casual Nutrition Driver	Effective: 8/14/2017
Hayley Maxwell, Substance Abuse Counselor In-Training	Effective: 8/28/2017
Suzanne Sharp, Temp/Casual Nutrition Site Worker	Effective: 9/6/2017

Patrick Metz noted that we have decided not to refill the vacant part-time Nutrition Site Worker position and instead refilled two vacant Temporary/Casual positions due to the changes occurring in the Senior Nutrition Program. Motion by Donald Seep, seconded by Debra Kyser to approve the hiring of Briana Hardyman, Mental Health Therapist, effective August 2, 2017; the hiring of Kayla Williams, Program Assistant, Lori Brinkley and Shawna Charneski, Economic Support Specialists, and Sandi Hinrichs, Temporary/Casual Nutrition Driver, all effective August 14, 2017; the hiring of Hayley Maxwell, Substance Abuse Counselor In-Training, effective August 28, 2017; and the hiring of Suzanne Sharp, Temporary/Casual Nutrition Site Worker, effective September 6, 2017. Motion carried.

Angie Rizner noted that the housing shortage or lack of ability for others to easily access a housing list when they live outside of this community is troubling, as she recently assisted four individuals with securing housing in this area.

Patrick Metz reported that Bryann McGuire, Children's Services Case Manager, submitted her resignation effective August 4, 2017 and Michael Lindner, Economic Support Specialist, did not pass probation effective August 11, 2017. Motion by Kerry Severson, seconded by Marty Brewer to approve the resignation of Bryann McGuire, Children's Services Case Manager, effective August 4, 2017 and the termination of Michael Lindner, Economic Support Specialist, effective August 11, 2017. Motion carried.

Patrick Metz noted that Breann Dray, LTE Birth to Three Educator, has submitted her resignation from the Southwest Wisconsin Workforce Development Board effective August 16, 2017.

Patrick Metz reported that Briana Hardyman, Mental Health Therapist, Kayla Williams, Program Assistant, and Hayley Maxwell, Substance Abuse Counselor In-Training requested up to 10 days off without pay in their first year of employment. While Economic Support Specialists Lori Brinkley and Shawna Charneski 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 advertising to fill vacant Children's Services Case Manager 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, Psychiatric RN, and Public Health Manager. Discussion was held regarding the shortage of Child Protection workers at this time. Patrick Metz noted that at this time we have received three applications and two are qualified, so we intend on fast tracking the hiring process. It was noted that we have recruited in-house staff that are trained in Child Protection, but no longer work in the unit, to assist with the on-call rotation for awhile.

Approve 2018 Section 5310 Vehicle and Operating Grant Application (Mailout #2): Roxanne Klubertanz-Geber reported that the Transportation Program's fleet of vehicles is aging and reaching the end of their usefulness. The ADRC would like to apply for these grants to leverage an additional \$28,464

for growth and improvements to the Richland County Public Transportation services. Motion made by Donald Seep, seconded by Linda Gentes to approve the 2018 Section 5310 Vehicle and Operating Grant application, and forward the recommendation onto the County Board for approval. Motion Carried.

Approve the Creation of a Child Protective Services/Juvenile Justice Supervisor Position (Mailout #3): Patrick Metz reviewed the proposal to eliminate a lead worker position and create a supervisor position that can perform more managerial type duties including screening children's services referrals. A draft position description was distributed. Patrick Metz noted that this action would also permit the progression of the management restructuring plan in 2018 which includes the elimination of the Children's Services Manager position. It was noted that a layered supervision model has been proven to allow for the best continuity of care for children and families in the community. Motion by Marty Brewer, seconded by Debra Kyser to approve the elimination of the Children's Protective Services Lead Worker position (Grade 24) and create a Child Protective Services/Juvenile Justice Supervisor position (Grade 27), and forward the recommendation including position description onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Special Budget Meeting Reminder: Patrick Metz reminded the Board that the Special Budget meeting will be held at 9:00am September 14, 2017 as part of the regularly scheduled Health & Human Services Board meeting.

Patrick Metz noted the next Finance & Personnel Committee meeting is scheduled for September 5, 2017 which is a layoff day for all Health & Human Services staff, so he will be attending the meeting that day to present our agenda items, but as a citizen.

Adjourn: Motion by Linda Gentes, seconded by Kerry Severson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor