

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
November 9, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on November 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, Donald Seep, Dr. Bryan Myers, Kerry Severson, Larry Jewell, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Members Absent: Dr. Louis Williams.

Others Present: Angie Rizner, Becky Dahl, Myranda Culver, 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 October 12, 2017 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Kerry Severson to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Linda Gentes questioned why we refilled the Business Systems Supervisor position. Myranda Culver stated that as long as we hold our contract for Comprehensive Community Services we have to perform a 100% chart audit and manage numerous contract providers. Therefore, as long as we operate a Comprehensive Community Services Program, we have a large workload for this position to complete. Patrick Metz noted that this position originally replaced the Clinical Services Supervisor position and the workload is largely based upon the maintenance of provider contracts.

Linda Gentes referred to an article involving a class action lawsuit against drug companies regarding the opioid crisis.

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

Voucher #20 – File of Life: This was to purchase Regional ADRC marketing materials.

Voucher #21-22 – Fillback Ford, Inc.: This was to purchase preventative maintenance on the Nutrition Program vehicle.

Voucher #58 – Schilling Supply Company: This was to purchase bulk janitorial supplies and copy paper.

Voucher #68 – Wolf's Grantland Graphic: This was to purchase Regional ADRC marketing materials.

Prepaid Vouchers:

Voucher #3 – Walmart: This was to purchase gift cards for families who qualify for a pilot Post Reunification Support Grant and the funding is utilized to maintain or reunify children in their family homes instead of into an alternative, more costly placement. 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	17	\$10,018.24
Richland County Health and Human Services – 2017 Vouchers	35	\$27,172.41
Richland County Health and Human Services – 2017 Prepaid Vouchers	3	\$876.11
TOTAL	55	\$38,066.76

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget report as of September 30, 2017 noting a surplus of \$128,899. While some Children’s Services Unit expenses have increased in utilization, we do have budgeted funds in our core budget to support these expenses. Discussion was held regarding the placements funds. Tim Gottschall noted that we are projecting a deficit of \$800,000 for 2017. When we factor in an approximate \$100,000 surplus from the Health & Human Services core budget, the shortage reduces to \$700,000.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 75% utilization, noting that most invoicing is only through September. It was noted that most contracts are right on track with the exception of Children’s Hospital of Wisconsin, Lucky Star 3 Corporation, and the Sierra Group Home which will be closely monitored for the remainder of the year.

2018 Budget Update: Patrick Metz stated that the 2018 County Budget was approved with the Health & Human Services Budget as presented with the caveat that the management restructuring plan would occur, but does not include salary increases at this time. Dr. Bryan Myers noted that the proposed salary increases of those positions are pending support by the Wage and Compensation Study.

Dr. Bryan Myers reported that Richland County will be short approximately \$300,000 for placement expenses in 2018, and many County Board members felt that Health & Human Services should find a way to absorb those costs. Marty Brewer stated that he feels Health & Human Services is very lean at this time and not able to come up with any additional funds. Kerry Severson questioned what that would do to our agency. Patrick Metz stated that it would be catastrophic, as we are already asking staff to do much, much more without any additional compensation. Patrick Metz noted that we are always looking for efficiencies and the management restructuring plan is another cost saving measure. Patrick Metz announced that if Health & Human Services is asked to absorb another \$300,000 he would resign immediately. Sue Roseberry questioned if additional funds were budgeted for placements by the County Board in 2018. Dr. Bryan Myers stated that yes, the budgeted amount was nearly doubled, but historically the costs have reached \$1.1 million over the last 5 years.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-9-17)		
LEXINGTON FITNESS	A provider of recreation/alternative activities being provided to children with disabilities being served by the Children’s Services Unit. (Spring Green)	For a total amount not to exceed \$1,000.

Motion by Debra Kyser, seconded by Kerry Severson to approve the new 2017 contract. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-9-17)		
KAREO	Due to an increased need for maintenance and upgrades to our electronic health records system to meet our programmatic and financial claiming needs. (Irvine, CA)	<i>Original Contract Amount: \$11,000.</i> To a total amount not to exceed \$20,000.
LORI KNAPP CRAWFORD, INC.	Due to an increased need for supportive home care or consumer directed support services to children with disabilities being served by the Children’s Services Unit. (Prairie du Chien) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$49,000.</i> To a total amount not to exceed \$125,000.
TELLURIAN UCAN, INC.	Due to an increased need for residential treatment services for substance abuse and detox services for persons taken into protective custody due to incapacitation by alcohol being served by the Clinical Services Unit. (Madison)	<i>Original Contract Amount: \$15,000.</i> To a total amount not to exceed \$25,000.

Motion by Marty Brewer, seconded by Linda Gentes to approve the amended 2017 contracts, and forward those necessary onto the County Board for approval. Motion carried.

Approval of 2018 Vehicle Lease Agreements and a Memorandum of Understanding (Mailout #2): Roxanne Klubertanz-Geber requested to renew the 5310 county vehicles leases. Motion by Donald Seep, seconded by Ingrid Glasbrenner to approve the 2018 vehicle lease agreements with VARC, Inc., Schmitt Woodland Hills and the Memorandum of Understanding with Pine Valley Community Village. Motion carried.

Approval of 2018 s.85.21 Specialized Transportation Assistance Grant (Mailout #3): Roxanne Klubertanz-Geber requested to apply for a grant to provide transportation services to elderly and disabled residents needing transportation to medical appointments and to also fund the Richland County Public Transportation bus routes in the rural communities. Motion by Linda Gentes, seconded by Debra Kyser to approve the submission of the 2018 s.85.21 application with required match totaling \$14,194, and forward the recommendation onto the County Board for approval. Motion carried.

Personnel Updates: Patrick Metz announced the hiring of:

Brandie Anderson, Public Health RN	Effective: 10/30/2017
Sharon Pasold, Business Systems Supervisor (internal transfer)	Effective: 11/13/2017
Rachel Charron, CPS/JJ Supervisor	Effective: 11/27/2017
Breanna Welsh, Children's Services Case Manager	Effective: 11/27/2017
Eddie Moore, Mental Health Therapist	Effective: 11/27/2017
Julie Bollinger-Jones, Mental Health Therapist	Effective: 12/18/2017

Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the hiring of Brandie Anderson, Public Health RN, effective October 30, 2017; the internal transfer of Sharon Pasold from a Fiscal Specialist position to the Business Systems Supervisor position effective November 13, 2017; the hiring of Rachel Charron, CPS/JJ Supervisor, Breanna Welsh, Children's Services Case Manager, and Eddie Moore, Mental Health Therapist, effective November 27, 2017; and the hiring of Julie Bollinger-Jones, Mental Health Therapist, effective December 18, 2017. Motion carried.

Patrick Metz reported that Cheryl Blair, Psychiatric RN, submitted her resignation effective November 3, 2017 and Sharon Pasold who resigned from her Fiscal Specialist position to transfer internally to the Business Systems Supervisor position effective November 12, 2017. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Cheryl Blair, Psychiatric RN, effective November 3, 2017 and the resignation of Sharon Pasold, Fiscal Specialist, effective November 12, 2017. Motion carried.

Patrick Metz stated that Brandie Anderson, part-time Psychiatric RN, resigned her employment from the Southwest Wisconsin Workforce Development Board effective October 27, 2017 as she accepted a full-time county Public Health RN position.

Patrick Metz reported that Brandie Anderson, Public Health RN; Breanna Welsh, Children's Services Case Manager; Eddie Moore, Mental Health Therapist; and Julie Bollinger-Jones, Mental Health Therapist, all requested up to 15 days off without pay in their first year of employment. Rachel Charron, CPS/JJ Supervisor, requested up to 10 days off without pay in her first year of employment.

Patrick Metz reviewed our vacant county positions noting that we are currently interviewing to fill the vacant Psychiatric RN and Fiscal Specialist 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, Early Intervention Special Educator, Psychiatric RN, and Public Health Manager.

Approve the Creation of another Mental Health Therapist Position with the Elimination of the Therapist/Clinician Position (Mailout #4): Patrick Metz reviewed the need to "clean-up" a Mental Health Therapist position that did not get officially changed in 2015 when four other Mental Health Therapist positions were removed from the old Professional Union wage scale. This discrepancy has caused ill will amongst previous staff members and needs to be remedied before the current staff member eclipses another step increase. It was noted that Briana Hardyman was made aware of this potential wage scale change at the time of her hire, and it would be beneficial if the action occurs prior to her probationary period ending on February 2, 2018. Motion by Kerry Severson, seconded by Linda Gentes to approve the creation of a fifth Mental Health Therapist position (non-union) with the elimination of the Therapist/Clinician position (professional) and transfer/appoint the current staff member Briana Hardyman to the position, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve 2018 Management Restructuring Proposal Position Description Updates (Mailout #5): Patrick Metz stated that this proposal was included in the 2018 County Board budget and most of these job descriptions are updated to reflect name change, reports to, wage, and duties as was previously approved by the Health & Human Services Board in September. Angie Rizner distributed copies of the Youth Aide Worker and Manager of Programmatic Operations job descriptions which were previously excluded from the mailout.

Patrick Metz reviewed the essential changes of each updated job description. Dr. Bryan Myers questioned the possibility of adding the creation of the county's Civil Rights Compliance (CRC)/Americans with Disabilities Act (ADA) Compliance Plan and County Public Information Officer duties to the Administrative Services Supervisor position. Patrick Metz reviewed the history of the transition of these duties off the Office Supervisor position since they were no longer appropriate, and noted that it would not be fair unless authority over implementing and enforcing the plan was also given to the Administrative Services Supervisor in writing. Angie Rizner noted that she completed the CRC/ADA plan until four years ago when the document required her signature with an increased responsibility over the implementation of the plan and other county departments were not cooperative or even able to offer the data necessary to complete the plan accurately. It was noted that a proposal was presented to the Finance & Personnel Committee at that time, but was denied and the workload was to be transferred back to the County Clerk's Office since Victor Vlasak already signs the plan and has responsibilities outlined in the plan as the Equal Opportunity Coordinator. Motion by Donald Seep, seconded by Marty Brewer to approve the 2018 position description updates as attached to include position title changes, duties, wage increases, and the naming of current staff into those positions as subject to the compatibility with the Wage and Compensation Study, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve 2018 Position Description Updates (Mailout #6): Patrick Metz stated that per the Wage and Compensation Study, increasing staff hours to 40 per week is actually beneficial. Patrick Metz reviewed the proposed increase in hours which was included in our 2018 Health & Human Services budget, noting that many of these positions already work 40 hours per week but only receive accrued benefits at 35 or 37.50 hours per week. Marty Brewer questioned how Board members can defend the need for increased hours at Health & Human Services when other departments are being denied. Patrick Metz stated that this is a carry-over from the merging of three buildings and multiple departments into the Department of Health & Human Services in 2000 and needs to be cleaned up. The Community Services Building is open from 8am to 5pm, and while we try to stagger the work hours of those staff who do not work 40 hours per week, it is becoming harder and harder as we continue to reduce staff or not refill positions. Most of the staff members being proposed for an increase to 40 hours per week are either ADRC or Economic Support Unit staff whose funding sources result in zero cost in tax levy. It was noted that other departments could increase hours to 40 and cut an employee, as Health & Human Services has already done in many cases. Motion by Kerry Severson, seconded by Debra Kyser to approve the 2018 position description updates as attached to include updated duties and increase in hours, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Discuss and Approve Action Regarding the Regional ADRC: Patrick Metz reported that the recent activities of the Regional ADRC has been very difficult, as Sauk County does not feel that they are receiving fair or equitable treatment, nor do they feel Richland County is being transparent. Therefore, the following options have been discussed at recent Regional ADRC Board meetings:

Option #1 – Sauk County stated that they would pull out of the region if Richland County Health & Human Services remains the fiscal agent for the region. The impact of this action would be significant to the region, as Sauk County receives a large amount of funding and captures a large percentage of the GPR due to their time reporting. It was noted that Sauk County has offered significant salary increases to their staff and hired additional ADRC staff, so now they are contributing county tax levy to their local ADRC office.

Option #2 – Richland County Health & Human Services no longer performs fiscal responsibilities and the work is transferred to another county (likely either Juneau or Sauk), but the Regional ADRC office remains in Richland Center.

Option #3 – Richland County Health & Human Services no longer performs fiscal responsibilities and the work and Regional ADRC office are both transferred to Juneau or Sauk County.

Option #4 – The entire region dissolves and splits up. Becky Dahl noted that this could not happen easily.

Becky Dahl stated that the Regional ADRC Board voted recently to hold the State/County contracts and take a “pause” to discuss these options further. The next Regional ADRC Board meeting is scheduled for November 17, 2017. Becky Dahl noted that next Monday fiscal staff from each county are holding a meeting to further discuss the financial issues and ramifications of transferring the Regional ADRC office operations out of Richland County Health & Human Services.

Becky Dahl reviewed the current organizational structure of the Regional ADRC office in Richland County; noting that the Regional ADRC Board should have more authority over the Regional ADRC office and operations. However, the Regional ADRC Manager reports directly to the Richland County Health & Human Services Director.

Patrick Metz stated that maintaining the Regional ADRC office and fiscal agent operations as is does have a financial impact to Richland County. The ADRCs no longer receive pre-payments from the State and our first payment is received in May every year for January expenses. There is always a four month delay in payments, but the region partners demand timely payment. Richland County is in essence “financially floating” the four ADRC counties and often experiences a negative cash flow because of the delay. The current model also puts Richland County at risk, as we are uncertain what exact dollars are incoming until later in the year, and we are financially supporting the region along the way. Patrick Metz stated that the liability to Richland County is more serious now due to our current cash flow issues.

Dr. Bryan Myers questioned what the cost is to Richland County Health & Human Services. Tin Gottschall stated that currently there is no financial benefit and approximately \$50,000 in overhead costs; noting that he is “very nervous” for 2018 under the current model. In April 2017 he authorized a payment to the ADRCs before the State funds were received and he was scrutinized for the action because the Richland County fund was negative, but the other counties often perceive a delay in payment from Richland County as an effort to “stockpile money”.

Discussion was held regarding renting space to the Regional ADRC office at the Community Services Building. Patrick Metz noted that the rent would not be returned to the Health & Human Services budget or help mitigate the approximately \$50,000 in overhead costs.

Don Seep questioned the relationship of the fiscal staff from each county. Tin Gottschall stated that it is amicable. Don Seep stated that the Regional ADRC Board voted to wait until the fiscal staff meet and have them report back to that Board before making a decision. Becky Dahl noted that it is important to have the Richland County Health & Human Services Board's opinion prior to this meeting as well. Dr. Bryan Myers stated that the Richland County Health & Human Services Board needs to have a voice and state a preference. Patrick Metz noted that the Sauk County ADRC Board already voiced their preference; if Richland County stays the fiscal agent then Sauk County is out. Becky Dahl reported that it is beneficial structurally for Juneau County to take on the fiscal agent responsibilities and the rumor of Richland County's financial problems have initiated these discussions. Becky Dahl noted that she feels it is time for a new model and she likes the option of the Regional ADRC renting space locally. Motion by Marty Brewer, seconded by Debra Kyser noting that the Richland County Health & Human Services Board does not want to see the ADRC region split up; therefore, their preference is to transfer the fiscal agent responsibilities to Juneau County to keep the region strong. Ingrid Glasbrenner questioned the status of the Regional ADRC office under this motion. Becky Dahl stated that Juneau County is open to employing the two Regional ADRC office positions: Regional ADRC Manager and Administrative Secretary. Discussion was held regarding the options possible to amicably separate employment from Richland County. Motion by Kerry Severson, seconded by Ingrid Glasbrenner that the Richland County Health & Human Services Board preference is for the two Regional ADRC staff to become Juneau County employees and to offer the rental of space in the Community Services Building to maintain a central location for the regional operations. Motion carried.

Approval of Scanner Purchase (Mailout #7): Patrick Metz requested to purchase an additional scanner for the Clinical Services Unit utilizing Comprehensive Community Services funding. Angie Rizner noted that the cost of the scanner did not include shipping of \$14.74, so the total price would be increased to \$1,316.51. Motion by Linda Gentes, seconded by Debra Kyser to approve the purchase of a scanner from CDW-G at a total cost of \$1,316.51. Motion carried.

Requesting Financial Assistance from the City of Richland Center Update: Patrick Metz stated that he and Miranda Culver recently attended a Richland Center City Council meeting and he challenged the members to have a conversation around our community mental health issues: What are the issues? What resources do we have? Let's talk to clients with real issues and see what they need. Patrick Metz stated that until those conversations are held we do not know what the service costs will be, and at that time, we will request input and assistance from multiple local partners. Patrick Metz reviewed with the City Council members the substance abuse activities of the Children and Families Advocacy Council and now we need to expand this conversation to include mental health. Dr. Bryan Myers stated that he would like to see a formal structure created. Patrick Metz stated that he would work on developing that structure and report back to this Board.

Adjourn: Motion by Marty Brewer, seconded by Linda Gentes to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor