

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**January 11, 2018**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on January 11, 2018 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, Dr. Louis Williams, Kerry Severson, Larry Jewell, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Others Present: Angie Rizner, Myranda Culver, Patrick Metz, Rachel Charron, Roxanne Klubertanz-Gerber, Sharon Pasold, Stephanie Ronnfeldt, Tim Gottschall, and Janice Peterson.

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

Approve December 14, 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.

Citizen Comments: Janice Peterson stated that she is here today to offer support to Patrick Metz regarding the provision of office space to Life Point Services at the Community Services Building. Janice Peterson noted that she is active in the Harm Reduction Pillar community group organized by Betsy Roesler.

Approve Providing Office Space for Life Point Services: Patrick Metz reported that Life Point Services has requested office space at the Community Services Building to continue a drug addiction needle exchange program in this region. It was noted that this service is currently being provided at the Richland Family Prescription Center one day per month to people who are struggling with drug addiction. However, the group would like to be more available in the community, but has not been successful in getting approval from other local facilities, so Patrick Metz agreed to present this to the Health & Human Services Board for consideration. Patrick Metz stated that this request originated from the Harm Reduction Pillar of the five pillars community group organized by the Richland County Children & Families Advocacy Council (RCCFAC) and is intended to reduce the potential of spreading communicable diseases as part of the opioid crisis and Public Health emergency initiatives.

Myranda Culver stated that she spoke briefly with the District Attorney's Office regarding the potential liability concerns this initiative could create for Richland County. The District Attorney's Office reported to Myranda Culver that a law originating in 2012 makes it illegal to distribute drug paraphernalia and needles are considered drug paraphernalia, but the legal pursuit of that law is unclear. Legal Counsel also reported that Richland County could have a civil liability case if there was an overdose death on our property or if the needles used during an overdose death were distributed by us.

Patrick Metz noted that we are a government agency and there is a law enforcement presence here routinely, and when someone comes in with drug paraphernalia or is visibly high on drugs, law enforcement would have to intervene. This initiative could also increase our liability or impact the other clients that we serve. Additionally, the service being offered by the Richland Family Prescription Center

is fairly anonymous. The Community Services Building would be less anonymous, but staff would also maintain confidentiality.

Myranda Culver reported that Sauk County Human Services was approached to offer this service in this region, but declined. Janice Peterson stated that a couple of local churches were also approached, but they also declined because “they didn’t want needles left in their parking lots.” Ingrid Glasbrenner questioned if Options Clinic was pursued. Janice Peterson stated that the group has not checked this option at this time. Janice Peterson noted that the previous gentleman who drove the van recently passed away, so the group is looking for another location to continue offering services. It was noted that the van would offer services at people’s homes. Dr. Bryan Myers stated that the group currently performs testing for HIV, Hepatitis C, and offers sobriety treatment; noting that “needle exchange does not increase drug use or abuse.”

Donald Seep stated that this topic is “fraught with controversy in a community of our size and culture” and he is extremely concerned about how we handle this without affecting our current clients or staff. It was noted that per capita use of drugs in a rural versus urban community is nearly equivalent. Kerry Severson questioned if a violation of HIPAA law is of concern. Patrick Metz noted that the addicts would check-in with our front desk staff, but we would not disclose the individual’s names to law enforcement; however, if the individual is seen shooting up in the bathroom or parking lot, law enforcement would have to take action. Patrick Metz stated that people who are addicted are already coming into our building, but the frequency of their visits to our building and the potential of finding unsecured needles in our shrubbery, parking lots, bathrooms, etc. could increase. The negative publicity is also of concern. Dr. Bryan Myers stated that the decision weighs between the liability risks for the county versus public safety.

Janice Peterson reported that the current local vendor is distributing clean equipment for cooking heroin, rubbing alcohol, condoms, and offers a pamphlet for help. Janice Peterson is uncertain who is responsible for HIV and Hepatitis C testing at this time, but is certain that is also a need. Patrick Metz stated that Health & Human Services would only provide an office space for the group one time a month and all services would be provided by Life Point Services. Dr. Bryan Myers noted that this is a Public Health service, so there would be no rent charge.

Patrick Metz stated that the liability to the county is of concern, so we need to research that first, but this initiative has been identified as a Public Health need in this region. Angie Rizner questioned the janitorial protocols that would be required to clean the office space once these services are offered, as special chemicals would need to be purchased and staff training would have to occur. Patrick Metz noted that the services should be fairly self-contained. Discussion was held regarding the potential safety concerns for clients and staff. Motion by Donald Seep, seconded by Dr. Louis Williams to approve providing office space to Life Point Services for HIV and Hepatitis C screening, but not needle exchange, as long as Life Point Services is self-contained, appropriate education of Health & Human Services staff occurs, and Life Point Services policies and procedures are in place and reviewed by Health & Human Services management prior to starting services. Ingrid Glasbrenner requested that Life Point Services review the drug counseling options that are available with the individuals they serve. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2017/2018 Voucher Report for January 11, 2018 was distributed. The following items required additional discussion:

Voucher #22 – Foggy Bottom Woodworks: This was to pay for the second payment on the remodeling of the Main Front Desk project as was previously approved.

Voucher #53 – Emilie Nusse: This was to pay for client expenses that Emilie Nusse personally paid for.

Previously Paid Vouchers

Voucher #1-2 – 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.

Kerry Severson questioned the variety of vehicle maintenance expenses. Roxanne Klubertanz-Gerber noted that the Public Transportation Program vehicles are getting old and surplus grant dollars need to be spent for that specific need and maintenance of the vehicles.

Dr. Bryan Myers questioned if the rent at the Richland Center Meal Site reduced from \$300 to \$275 per month January to June 2018. Angie Rizner stated that rent reduction was included in the contract, so that invoice should be reduced.

Ingrid Glasbrenner questioned the number of staff trainings and lodging. Tim Gottschall noted that new Child Protective Services workers have to complete certified social worker training within their first two years and the agency incurs that training cost.

Donald Seep questioned the status of Health & Human Services offering transportation to Veterans. Roxanne Klubertanz-Gerber noted that the Veterans Service Office grant funding did reduce and there was a \$2,500 donation last year which could continue for this year, but the impact could result in a significant funding reduction in 2019. It was requested that this topic be placed on a future agenda to discuss Disabled American Veterans (DAV) programming. Motion by Donald Seep, seconded by Kerry Severson to approve the 2017/2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2017/2018 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2017 Expense Reports	14	\$6,542.70
Richland County Health and Human Services – 2017 Vouchers	32	\$27,951.06
Richland County Health and Human Services – 2018 Vouchers	2	\$800
Richland County Health and Human Services – 2017 Prepaid Vouchers	1	\$315.13
<b>TOTAL</b>	<b>49</b>	<b>\$35,608.89</b>

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget report as of December noting a surplus of \$87,270. Tim Gottschall stated that the County Clerk’s Office has not been able to close December, so everything has been updated only to the best of my ability. On the revenue side our WIMCR cost settlement for 2016 Medicaid services has occurred, and was not as favorable as it has been in the past. We do have an opportunity to contest the results, but until then our reimbursable rate has reduced, so our revenues will reduce for 2018. Placement expenses at Mendota and Winnebago Mental Health Institutes has been significant, so our anticipated revenue has been reduced in the CARS reporting to pay for those placements. Tim Gottschall reported that anticipated revenues really

took a hit between last month and today, but we do still anticipate landing on the surplus side for our core budget.

Dr. Bryan Myers attempted to explain the complicated Medicaid revenue process. Tim Gottschall noted that our interim rate is established and we “got a haircut” on this rate for 2018. It was noted that these revenues reach approximately \$1 million every year. Dr. Bryan Myers stated that last year during this process we received a surprise check for over \$500,000. Tim Gottschall stated that the exact take back for 2016 was \$128,000. It was noted that the 2017 placement funds will need approximately \$700,000 from the General Fund, as our core budget surplus has reduced. The consistent message is that the county needs to budget approximately \$1.1-\$1.2 million every year for the placement funds.

2017 Contract Monitoring Report: Angie Rizner stated that she too was not able to complete the monitoring report since the County Clerk’s Office had not closed December yet.

2018 Budget Update: Patrick Metz expressed concern for the 2018 Health & Human Services budget and reported that the denial of the proposed management restructure at the County Board level would result in a \$106,000 deficit in our core budget. Additionally, the Finance and Personnel Committee recently approved a new wage structure based upon the results of the Wage & Compensation Study and we are not certain of the exact financial implications. Patrick Metz questioned if the 2% savings captured county-wide in the 2018 budget process will be dispensed appropriately based upon the results of the Wage & Compensation Study. Linda Gentes noted that the management restructure is on the County Board agenda again. Patrick Metz stated that he has no confirmation that this would even be put back on the floor for consideration and then it needs to pass. Due to the uncertainty of our 2018 budget, we need to once again discuss non-mandated programs and services.

Further Discuss Non-mandated Programs and Services: Dr. Bryan Myers stated that the psychiatry services should be reviewed again. Richland County needs psychiatric services, but enough is enough, and a group of local community partners all need to help fund this initiative. Patrick Metz noted that a coalition is developing and the needs of the community are being reviewed.

Ingrid Glasbrenner questioned what we currently offer for psychiatric services. Myranda Culver stated that a psychiatrist is on-site 4 hours every other week and is split with Richland Hospital. However, this psychiatrist has only agreed to stay with us through May 2018 and he only sees specific clients. Patrick Metz stated that there is also HRSA grant funds that help offset telehealth expenses and our current psychiatrist has reduced his rate. Donald Seep questioned if we could collaborate with Pine Valley Community Village. Ingrid Glasbrenner questioned if we pursued APNP options. Patrick Metz stated that securing an APNP was looked into, but an APNP still needs a licensed psychiatrist.

Dr. Bryan Myers recommended that this community employ a full-time psychiatrist in Richland Center privately, separate from Richland County; with the collaborative funding support of many community partners such as nursing homes, hospitals, schools, faith-based organizations, multiple county and city departments, law enforcement, etc. Until this occurs, the Health & Human Services Mental Health Outpatient Clinic will consistently run at a loss. Dr. Bryan Myers stated that it is very hard to say that a full-time psychiatrist will reduce our placement costs. This plan may help with short-term placements and issues, but our long-term placements will not be affected since those individuals have had full-time treatment from a psychiatrist in the institution. Patrick Metz agreed that these services are not us and SW Cap is working on generating grants to help bear expenses in this county. Dr. Bryan Myers offered to speak with the Richland Hospital on this topic. **Motion by Donald Seep, seconded by Marty Brewer to**

authorize Dr. Bryan Myers to speak with the Richland Hospital regarding this topic and the options available. Motion carried.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-11-18)</b>		
<b>GAP FIT-N-FUN</b>	A provider of recreation/alternative activities being provided to children with disabilities being served by the Children’s Services Unit. (Richland Center)	For a total amount not to exceed <b>\$5,600</b> .
<b>J &amp; B MEDICAL SUPPLY</b>	A provider of specialized medical and therapeutic supplies being provided to children with disabilities being served by the Children’s Services Unit. (Wixom, MI)	For a total amount not to exceed <b>\$1,000</b> .
<b>MILLER ACADEMY, LLC</b>	A provider of child care services and respite being provided to children with disabilities being served by the Children’s Services Unit. (Richland Center)	For a total amount not to exceed <b>\$9,500</b> .

Motion by Marty Brewer, seconded by Debra Kyser to approve the new 2018 agreements. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-11-18)</b>		
<b>RANDALL CULLEN, M.D.</b>  <b>NAME CHANGED TO:</b> <b>RANDALL CULLEN, M.D. DBA</b> <b>CULLAIN, LLC</b>	Health and Human Services is required to have a Medical Director who will provide psychiatric services and supervision in order to maintain state certifications for the Mental Health Outpatient Clinic, Crisis Services, and Comprehensive Community Services Program. Dr. Randall Cullen will serve as the Medical Director and Clinic Psychiatrist. (Verona)	For a total amount not to exceed <b>\$40,000</b> .

Motion by Marty Brewer, seconded by Linda Gentes to approve the amended 2018 contract. Motion carried.

Personnel Updates: Patrick Metz announced the hiring of Tammy Newberry-Wheelock, Fiscal Specialist, effective January 2, 2018. Motion by Linda Gentes, seconded by Kerry Severson to approve the hiring of Tammy Newberry-Wheelock, Fiscal Specialist, effective January 2, 2018. Motion carried.

Patrick Metz requested that Briana Hardyman, Mental Health Therapist (licensed), pass probation and be placed on regular status effective February 2, 2018. Motion by Kerry Severson, seconded by Marty

Brewer to approve the probationary period of Briana Hardyman, Mental Health Therapist, effective February 2, 2018. Motion carried.

Patrick Metz reported that Casey Broadbent, Secretary, and Stephanie Stowell, Clerical Assistant II, submitted their resignation effective December 18, 2017. Heidi Rockweiler, Temp/Casual Nutrition Site Worker (Germantown) also submitted her resignation effective December 23, 2017. Motion by Debra Kyser, seconded by Donald Seep to approve the resignation of Casey Broadbent, Secretary, and Stephanie Stowell, Clerical Assistant II, effective December 18, 2017 and the resignation of Heidi Rockweiler, Temp/Casual Nutrition Site Worker, effective December 23, 2017. Motion carried.

Patrick Metz announced that Tammy Newberry-Wheelock requested up to 15 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 position and are currently advertising to fill the vacant Secretary, Confidential Administrative Secretary, Mental Health Therapist, and Public Health Manger positions. We are not refilling the following vacant, full-time county positions at this time in an effort to offer savings to the budget: Clerical Assistant II, Secretary, Children's Services Manager, Early Intervention Special Educator, and Psychiatric RN.

Quarterly Review of Organizational Chart: Angie Rizner distributed the organizational chart and reviewed the most recent changes to each unit noting that the Regional ADRC page has been completely removed from this document since they are no longer employees of Richland County. Angie Rizner clarified that there are 2 different Secretary positions in Administration; one is at 40 hours/week and one is at 37.50 hours/week. Due to the fact that the County Board denied the ability to increase all Health & Human Services staff to 40 hours/week, management decided it was in our best interest to fill the vacant positions that are 40 hour/week positions. Therefore, we are attempting to fill the second Confidential Administrative Secretary position at 40 hours/week and the Secretary position at 40 hours/week to better meet the needs of the agency.

Approve the Closing of a Richland County Senior Nutrition Program Bank Account: Patrick Metz stated that due to the closing of the Viola Meal Site there is an old bank account at the Citizens First Bank in Viola that also needs to be closed; however, the authorized signers listed on the account no longer work here. The Richland County Treasurer recommended that the Health & Human Services Board approve the closing of the account and those minutes could be taken into the bank to expedite the closing process. Patrick Metz noted that there is approximately \$50 in the account. Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the closing of the Richland County Senior Nutrition Program Bank Account at Citizens First Bank. Motion carried.

Approve the Purchase of Laptop Hard Drive Encryption (Mailout #2): Patrick Metz noted that our laptops are password protected; however, MIS recommended that each laptop be encrypted so we know that all laptops utilized in the field are secure following HIPAA rules. Motion by Kerry Severson, seconded by Debra Kyser to approve the purchase of hard drive encryption for 22 county-owned laptops from JComp Technologies at a total cost of \$2,930.50. Motion carried.

Substance Abuse Prevention Update: Patrick Metz reported that the Five Pillars of service continue to work on initiatives and Harm Reduction Funding is being utilized for a variety of community involved programs, education, and outreach.

Discuss Applying for a Drug Free Community (DFC) Grant and Possible Action: Patrick Metz stated that a DFC Grant of \$125,000 is being pursued by Betsy Roesler, Health and Wellness Coordinator, and she is currently working on obtaining the 10 year grant. Patrick Metz noted that the fiscal agent for this grant is usually a school district, not a Health & Human Services agency, so approval from the Richland and Ithaca School Districts are being pursued, but if they say no, we need approval to authorize Health & Human Services to apply for this grant.

Patrick Metz invited the Board to attend the January 15<sup>th</sup> meeting at UW-Richland from 6:30-8:30pm. The community group will be strategizing to develop a Drug Free Community Action Plan. Motion by Debra Kyser, seconded by Ingrid Glasbrenner to approve applying for a Drug Free Community Grant and becoming the fiscal agent only if the local school districts decline to be the fiscal agent. Motion carried.

Personnel Updates: Patrick Metz announced that he will be retiring April 2, 2018. After 18 years, “I need a break” and intend on enjoying my family, devoting time to my personal business, and reducing stress. Patrick Metz reviewed his term at Health & Human Services noting that he began as a leased employee with Family Care in 2000, then became Aging Supervisor, Business Manager, and four years as Director. Dr. Bryan Myers stated that it has been a pleasure working with Patrick Metz and he has been impressed with his work here, his ability under pressure, and his impact to this community. Don Seep noted that he both admires and respects Patrick Metz personally and professionally. It was noted that Patrick Metz built a fine organization and he should be proud of what he has done. Motion by Kerry Severson, seconded by Ingrid Glasbrenner to accept the retirement of Patrick Metz, Director, effective April 2 2018. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1) (b) to Consider the Dismissal or Disciplinary Action of a Public Employee: Motion by Kerry Severson, seconded by Marty Brewer to convene in closed session per Wis. Statutes 19.85(1) (b) to consider the dismissal or disciplinary action of a public employee to include Patrick Metz. Roll Call Vote. Donald Seep, Debra Kyser, Dr. Louis Williams, Kerry Severson, Marty Brewer, Ingrid Glasbrenner, Linda Gentes, and Dr. Bryan Myers all voted for the motion. Motion carried.

Return to Open Session: Motion by Dr. Louis Williams, seconded by Kerry Severson to return to open session. Motion carried.

Adjourn: Motion by Kerry Severson, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor