

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**July 10, 2014**

A Public Hearing and monthly meeting of the Richland County Health and Human Services Board were called to order at 9:00 a.m. July 10, 2014 by Bob Bellman in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Diane M. Brown, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, Linda Gentes, Marilyn Rinehart, and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Stephanie Ronnfeldt, Tracy Thorsen, Diane Cox and Karn Schauf from the Professional Union, Dana Churchill, and Terri Potter from the Richland Hospital.

Approve Amended Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the amended agenda and proper posting. Motion carried.

Introductions and Review Purpose of the Public Hearing: Bob Bellman reviewed the purpose of the Public Hearing noting that advertisements were placed in the local newspapers for two weeks and announcements were on WRCO radio.

Citizen Comments about the 2015 Budget and Services: No citizens were present at this time, so the Board decided to pause for 15 minutes to await the arrival of citizens. Diane Cox, APS Social Worker, requested a meet and confer session for the Professional Union to discuss wages for 2015. Diane Cox noted that Health & Human Services has 21 individuals in the Professional Union. Fred Clary stated that this is not the appropriate time and an official request needs to be made to the Finance & Personnel Committee. It was noted that the Professional Union's AFSCME representative should make a request to the Finance and Personnel Committee on their behalf. Bob Bellman noted that the Board would continue on with their agenda items, but additional citizen comments would be accepted at anytime during the remainder of the meeting.

Don Seep and Diane M. Brown arrived.

Approve June 12, 2014 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Diane M. Brown to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for July 10, 2014 was distributed. It was noted that page #4 was intentionally left blank. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #58 – Western Reserve Distribution: This was to pay for car seats through the Public Health Safe Communities Grant. Marianne Stanek noted that a purchase is needed twice a year and 16 car seats were included in this purchase.

Voucher #17 – Monique Hooker: This was to pay for chef services offered by the Public Health Farm to School Program during a local Culinary Workshop. Marianne Stanek noted that Food Service Workers were taught creative ideas for incorporating local produce into the school lunch program. It was noted that grant funds would be utilized.

Voucher #20 – JComp Technologies, Inc.: Patrick Metz noted that the “books and forms and subscriptions” title was in error and should be computer supplies.

Voucher #63 – Passages: This was to pay for a pass-thru of funds previously approved by the Finance & Personnel Committee. Patrick Metz noted that the annual total is \$3,000 and it is usually split into two payments. Motion made by Donald Seep, seconded by Virginia Wiedenfeld to approve the 2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2014 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2014 Expense Reports	19	\$10,620.68
Richland County Health and Human Services – 2014 Vouchers	44	\$28,996.99
Richland County Health and Human Services – 2014 Prepaid Vouchers	3	\$3,529.20
<b>TOTAL</b>	<b>66</b>	<b>\$43,146.87</b>

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget overage of \$8,815 as of June 4, 2014 noting that May was a three payroll month. Patrick Metz stated that the County Clerk’s Office has not completed the June county books at this time and the actual budget overage anticipated for the end of June is more likely to be \$30,000-\$35,000. Tracy Thorsen noted that there are additional costs for adult institutional placements that are not reflected in these numbers. Fred Clary noted that there were no carry-over funds in the Children’s Institutional Fund in 2014.

Fred Clary questioned if purchases for supplies and other non-essential items could be delayed for a month or two to allow the county time to reestablish their cash flow. Patrick Metz noted that shouldn’t be a problem and State revenues are scheduled to be released on July 1<sup>st</sup>, so the county should also be receiving those funds shortly. It was noted that an additional payment to the Capital Consortium of approximately \$65,000 should also be received in the near future.

Bob Bellman questioned the new line item “Unbudgeted Retirement Costs”. Patrick Metz reported that he neglected to insert the total into the spreadsheet, but the current 2014 retirement costs total approximately \$50,000-\$55,000 for three retirees. Discussion was held regarding the calculations of the county retirement package.

Terri Potter arrived.

Further Discuss the Addition of a Referendum Question on the November 2014 Ballot Regarding the Expansion of Medicaid/BadgerCare: All those present introduced themselves to Terri Potter, Interim CEO for the Richland Hospital. Angie Rizner noted that she invited Terri Potter to this meeting based upon the request made during the previous meeting and she shared the documents previously distributed and the minutes of the last meeting with Mr. Potter.

Terri Potter noted that he has only been with the Richland Hospital for six weeks, but previously spent seventeen years as the CEO of Meriter Hospital until his retirement. Terri Potter stated that he has done some research on this topic and noted that the Wisconsin Hospital Association requested that Governor Walker accept the Medicaid dollars when presented last year, but it is not a clear picture. Currently, the Richland Hospital provided about \$1 million in free Charity Care. These additional Medicaid dollars would not cover all those expenses; however, would significantly decrease those costs. The Richland Hospital previously submitted \$7 million in gross billings to Medicare and Medicaid and only received \$5.5 million in payments, so payments were \$1.5 million short. Terri Potter noted that essentially the Richland Hospital is reimbursed \$.30 for each \$1 billed to these providers, and to make up that difference, other providers are charged more. In this new proposal, the 2021-2022 Medicaid payments are uncertain, because if the Federal government pays only 60% the State must pay the remaining 40%. Terri Potter stated that he would still encourage support of this pursuit.

Marilyn Rinehart stated that the support of the Richland Community Free Clinic is funded largely by the Richland Hospital and the Public Health RNs, and questioned if the Richland Hospital has found that the Richland Community Free Clinic has helped reduced the need for Charity Care dollars. Terri Potter noted that any healthcare option available helps, as it is best to see patients early instead of in the emergency room. Fred Clary questioned where the State is going to get the 40% match and what program is going to suffer. Terri Potter stated that there are at least two levels of funding issues; the core and after 2021.

Terri Potter reported that the Wisconsin Hospital Association submitted a letter of support last year. Don Seep noted that the Wisconsin Counties Association (WCA) and the Wisconsin County Human Services Association (WCHSA) also submitted letters of support last year.

Stephanie Ronnfeldt stated that when the Medicaid eligible percentage was decreased from 133% federal poverty level (FPL) to 100% FPL last year, 237 individuals lost their health insurance in Richland County. It is likely that most of those individuals sought insurance in the Marketplace, but we are unsure. Stephanie Ronnfeldt reported that as of early July Richland County only lost 7 individuals with children and gained 287 childless individuals. It was noted that these numbers are expected to increase as people get sick and need to access affordable healthcare.

Don Seep stated that it was reported on public radio yesterday that a family of five who were previously eligible for Food Stamps received approximately \$800 per month, but their benefits have now been reduced to \$300 per month. Stephanie Ronnfeldt noted that there is a formula that is followed and there must have been some significant changes to that family.

Terri Potter stated that “as an aggregate he has a lot of concerns, but it is worth the try and it is a close call”. Terri Potter noted that he could be consulted at the Richland Hospital through December 2014 or until a new CEO is hired.

Discussion was held regarding what the next steps would be. Patrick Metz stated that this is another way to access the funds that Governor Walker refused, but we are uncertain how these funds could be accessed independently from the Governor and State legislature. Stephanie Ronnfeldt noted that there would also be administrative costs associated with enrolling 237 new individuals and how are those costs going to be reimbursed. The following options were considered:

- 1) Pursue a referendum question within 60 days.  
*A number of Board members expressed concern with pursuing a referendum question because there are a lot of complicated issues already involved with the November election.*

- 2) Submit a letter of support from the Health & Human Services Board to the County Board.  
*Discussion was held regarding whether more information would be needed before submitting a letter of support. Patrick Metz stated that there is really no more information to be discovered, as there is much uncertainty remaining around the initiative. Discussion was held regarding what programs or services are going to suffer if these funds are accepted.*

Diane M. Brown questioned if a State level representative could be consulted to offer more information or an additional perspective. It was noted that the State often issues unfunded or underfunded mandates. Patrick Metz noted that the agency has to consistently manage resources and priorities to do the best with what we have. Patrick Metz offered to create a draft letter of support. Motion made by Diane M. Brown, seconded by Marilyn Rinehart to instruct Patrick Metz to create a draft letter of support to be considered by the Health & Human Services Board in August. Motion carried.

Terri Potter left the meeting.

Personnel Updates: None.

Further Discuss and Approve Health & Human Services Director Salary: Patrick Metz reported that he received an email from the County Clerk's Office recently regarding the salary grade of his Director position. A change of status form was submitted and signed by Bob Bellman, Health & Human Services Board Chair, which listed the salary at the job rate, not the probationary rate. The County Clerk's Office requested something additional in writing and Patrick Metz noted that he is uncertain what was discussed in closed session. It was noted that the probationary rate is \$38.68 per hour and the job rate is \$40.62. Motion made by Donald Seep, seconded by Dr. Louis Williams to recommend a waiver of the probationary period for Patrick Metz as the Health & Human Services Director and forward the recommendation onto the Finance & Personnel Committee for approval. Motion amended by Virginia Wiedenfeld, seconded by Larry Jewell to include "due to the fact that he served as the Interim Health & Human Services Director". Motion carried.

Approve Contracts, Agreements, and Amendments: None.

Approve the Submission and Acceptance of a Higher Education Mental Health Counseling Bid Proposal (Mailout #2): Tracy Thorsen reported that the bid proposal submitted was recently accepted by the University of Wisconsin-Richland. Fred Clary questioned if these services would impact the additional services being provided at the Richland County Jail. Tracy Thorsen noted that these services are offered independently by a separate individual. Motion made by Fred Clary, seconded by Linda Gentes to approve the submission and acceptance of a Higher Education Mental Health Counseling bid proposal to the University of Wisconsin-Richland. Motion carried.

Dana Churchill arrived.

Public Health Update on Richland FIT Activities (Mailout #1): Dana Churchill reported that Richland FIT was recently able to offer a food service training by Monique Hooker, chef and cookbook author. Chef Hooker instructed Food Service Workers on how to prepare and incorporate raw produce into school lunches. Dana Churchill also reported that Richland FIT implemented "Harvest of the Month" last school year which included student taste testing, and this year we are incorporating the "Harvest of the Month" item into school lunches. Dana Churchill noted that Sara Richie, Health Educator, has been working with local elementary schools to help them incorporate physical activity into their school day. Just A Minute (JAM) sessions helped students increase their test scores and establish life-long healthy habits.

Approval of Transportation Program Vehicle Repairs and Tire Purchase (Mailout #3): Linda Symons distributed a handout with a comparison of two vehicles: van #13 and van #9. It was noted that van #13 was recently returned by Schmitt Woodland Hills. Fred Clary questioned what is going to be done with van #9. Linda Symons stated that it would be sold and any revenue would be returned to Fund 18. Discussion was held regarding the wheelchair restrains that need to be added to van #13. Motion made by Diane M. Brown, seconded by Dr. Louis Williams to approve the utilization of up to \$2,000 from Fund 18 for vehicle repairs and tire purchase for van #13. Motion carried.

Approve the Reorganization of the Administrative Services Unit (Mailout #4): Bob Bellman requested that agenda items #14 - #17 be explained at the same time and then discussion and questions can be posed afterwards in an effort to save time. Patrick Metz distributed a handout that would replace the Financial Impact table from mailout #4, as he recently met with his management team and it was felt that the table needed more information. Patrick Metz reviewed the handout in detail. The Administrative Services Unit management proposal includes the elimination of the Business Manager position, the creation of an Office Manager position with Angie Rizner named to the position, the elimination of the Office Supervisor position, the creation of a Fiscal Supervisor position, the filling of a vacant Confidential Administrative Secretary position, and the elimination of the second Confidential Administrative Secretary position. Patrick Metz stated that he has been considering the needs of the agency for some time now and needs this revised management structure to support him in his new Director role.

Patrick Metz stated that the Administrative Services Unit frontline core staff proposal includes streamlining the duties of old Courthouse Union positions and reclassify them into the non-union wage scale. This proposal also includes the clean-up of hours (which vary from 35, 37.5 and 40 hours per week), and this proposal would bring everyone to 40 hours per week. Patrick Metz stated that the clean-up of union positions into the non-union wage structure is the direction he has witnessed from the Finance & Personnel Committee.

Patrick Metz reported that this proposal would offer a cost savings of approximately \$40,000 in 2014 and is necessary to ensure the continued success of this agency. While looking at the 2015 budget, this proposal would cost approximately \$19,000 but would become part of the budget process and is sustainable.

Approve the Reclassification of Regional ADRC and ADRC Unit Positions (Mailout #5): Patrick Metz reviewed the details of the mailout noting the reclassification of four positions from the old Courthouse Union into the non-union wage scale. Patrick Metz reported that this proposal would cost approximately \$4,000 in 2014 and the Regional ADRC and local ADRC funding sources would completely fund these increases and is sustainable.

Approve the Reclassification of Economic Support Unit Positions (Mailout #6): Patrick Metz reviewed the details of the mailout noting the reclassification of four positions from the old Courthouse Union into the non-union wage scale. The historical inequality of the Economic Support Unit Manager position was reviewed. Patrick Metz noted that the Health & Human Services management wage scale varies from non-union Grade 27-30 and this position has been stuck at Grade 23 for some time. Patrick Metz reported that this proposal would cost approximately \$10,000 in 2014 and the Economic Support funding sources would completely fund these increases and is sustainable.

Approve the Reclassification of a Public Health Position (Mailout #7): Patrick Metz noted that the reclassification of this position from the old Courthouse Union into the non-union wage scale is simply for clean-up.

Bob Bellman stated that he understands that “inequalities” from 2010 and 2011 are now trying to be remedied and there is a flaw in the county system to establish equality. Bob Bellman questioned why the Clinical Services Unit staff and Children’s Services Unit staff are not included in these proposals. Patrick Metz noted that this reorganization would help both of those units as well. Angie Rizner reported that the Clinical Services and Children’s Services Unit staff are not included in this proposal because they are included in the Professional Union, which is the third pay structure Health & Human Services follows and this union has been recertified. Larry Jewell questioned the figures in the mailout. Patrick Metz noted that there are a variety of issues that come into play, such as temporary reduction of hours. It was noted that the figures in the mailout are not for an entire year. Virginia Wiedenfeld reviewed the historical issues with reclassifying the Economic Support Manager. Donald Seep questioned the duties and responsibilities of the administrative positions. Diane M. Brown noted that she sees this as a remedy to the old union structure and mentality.

Patrick Metz stated this proposal would enable management to develop a cross-trained structure to meet the overall needs of the agency. Patrick Metz stated that his management team met recently and this is the best system to “serve the agency as a whole and give everything that we can to each individual unit”. Marilyn Rinehart requested input from the managers. Amanda Coorough stated that the Children’s Services Unit was one of the unit’s hit hardest by layoffs and she is looking forward to getting administrative support and business continuity. Tracy Thorsen stated that the Clinical Services Unit is in support of this proposal and the need to maintain support staff in the Mental Health Outpatient Clinic. Stephanie Ronnfeldt and Becky Dahl noted that the addition of a Fiscal Supervisor position is necessary to assist managers with their unit budgets. Linda Symons noted that Patrick Metz is a different Director from Randy Jacquet and this proposal is the best option for his skills and abilities. Marianne Stanek noted that cross-trained support staff is invaluable. Stephanie Ronnfeldt stated that with the inequalities that are currently present this proposal develops more of a “team mentality”. Discussion was held regarding dual supervision and cross-training.

Fred Clary stated that the county is considering reducing all 40 hour per week positions to 35 hours per week county-wide, questioned the differences between an Administrative Secretary and a Secretary, and questioned the location of the Confidential Administrative Secretary and the Fiscal Supervisor under the Office Manager in the organizational chart. Fred Clary also noted that the 2015 impact to sustain this proposal resulting in an additional \$19,000 is of concern and the injustice to the Economic Support Manager position is unfortunate. It was noted that the Fiscal Supervisor position must be filled. Motion made by Marilyn Rinehart, seconded by Fred Clary to approve hiring the vacant Confidential Administrative Secretary and Fiscal Supervisor positions. Patrick Metz stated that doing one or two of these items relating to the reorganization of the Administrative Services Unit management structure will not solve the problem, as they all have to be done together. The Fiscal Supervisor position is new and would only be filled if the Office Supervisor position becomes an Office Manager position responsible for the management of the entire Administrative Services Unit. Fred Clary noted that the vacant positions to be filled would be the Confidential Administrative Secretary and the Business Manager. Motion withdrawn.

Dr. Louis Williams questioned why the Health & Human Services Board cannot just approve what Patrick Metz as the Director that we hired is recommending. Diane M. Brown noted that the inequalities of the wage structures have been buried at the Finance & Personnel Committee level for years and this department needs change now. Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve the reorganization of the Administrative Services Unit, reclassifications of Regional ADRC, ADRC, Economic Support, and Public Health as presented (including updated position descriptions), and

forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve the Acceptance of an IDP Enhancement Grant: Tracy Thorsen distributed a handout that explained the details of the grant. Motion made by Virginia Wiedenfeld, seconded by Donald Seep to approve the acceptance of an IDP Enhancement Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Further Review of 2013 Annual Report: Patrick Metz stated that we have not yet received audited numbers for 2013, so the unaudited figures will have to remain in the annual report. Fred Clary reported that the County Clerk's figures are now audited.

Schedule Special Budget Meeting in September: Patrick Metz noted that Health & Human Services schedules a special budget meeting every year just prior to presenting the budget to the Finance & Personnel Committee. This meeting was held last year on September 19, 2013 at 9:30am. The regular Health & Human Services Board meeting is scheduled for September 11, 2014. It was determined that this meeting would be scheduled next month once the Finance & Personnel Committee announces their department budget presentation schedule.

Citizen Comments: Diane M. Brown reviewed an article that announced that Mississippi Valley Health Services Commission – Lakeview Health Center Nursing Home is scheduled to close and questioned how this is going to impact Richland County. Patrick Metz noted that the facility is not scheduled to close completely; rather they are reducing their capacity and specializing. It was noted that the Mississippi Valley Health Services Commission has an annual meeting scheduled in September and they will finalize more details at that time. Discussion was held regarding the lack of other options available for dementia care.

Marilyn Rinehart reviewed a letter from the State acknowledging the work of our Public Health Unit.

The next regular Board meeting is scheduled for Thursday, August 14, 2014 at 9:30am at the Community Services Building.

Adjourn: Motion by Linda Gentes, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor