

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**May 14, 2015**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. May 14, 2015 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, Larry Jewell, Linda Gentes, Marty Brewer and Virginia Wiedenfeld.

Others Present: Angie Rizner, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Stephanie Ronnfeldt, and Tim Gottschall.

Approve Agenda and Posting: Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the agenda and proper posting. Motion carried.

Welcome New Health and Human Services Board Member: Patrick Metz welcomed Marty Brewer to the Health & Human Services Board. It was noted that Marty Brewer is Fred Clary's County Board Supervisor replacement. Patrick Metz stated that the Committee on Committees also voted to move Diane M. Brown from her citizen role on the Board to the RN role as the replacement for Marilyn Rinehart.

Committee on Committees Update: Patrick Metz reviewed that there was some recent action by the Committee on Committees that was done prematurely, as discussions were held regarding appointments to the Regional ADRC Board, Commission on Aging & Disability, and Transportation Coordinating Committee before those specific boards or the Health & Human Services Board offered a recommendation to the Committee on Committees. Discussion was held regarding the usual process followed by Health & Human Services and the uncertainty of the situation.

Annual Election of Officers: Patrick Metz reported that the previous Chair was Bob Bellman, Vice Chair was Marilyn Rinehart, and Secretary was Larry Jewell. Angie Rizner reminded the Board that the new county rule states that the Health & Human Services Board Chair must be a County Board Supervisor. Motion by Virginia Wiedenfeld, seconded by Linda Gentes to nominate Bob Bellman as the Health & Human Services Board Chair. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to close nominations and cast a unanimous ballot. Motion Carried.

Motion by Diane M. Brown, seconded by Marty Brewer to nominate Virginia Wiedenfeld as the Health and Human Services Board Vice Chair. Motion by Bob Bellman, second by Linda Gentes to nominate Donald Seep as the Health & Human Services Board Vice Chair. Motion by Bob Bellman, second by Diane M. Brown to vote via ballot. Six votes were received for Donald Seep and two votes were received for Virginia Wiedenfeld. Motion Carried.

Motion by Diane M. Brown, seconded by Dr. Louis Williams to nominate Larry Jewell as the Health and Human Services Board Secretary. Motion by Donald Seep, seconded by Dr. Louis Williams to close nominations and cast unanimous ballot. Motion Carried.

### Committee Appointments

Appointment of Interview Sub-Committee: Patrick Metz noted that two members of the Health and Human Services Board must attend the final interview for any county position. It was noted that we first contact members of the Interview Sub-Committee to see if they are available to attend before contacting other members of the Board. Patrick Metz stated that Bob Bellman, Marilyn Rinehart, and Virginia Wiedenfeld were on the committee previously. Motion by Bob Bellman, seconded by Diane M. Brown to nominate Dr. Louis Williams to the Interview Sub-Committee. Motion by Dr. Louis Williams, seconded by Marty Brewer to nominate Virginia Wiedenfeld to the Interview Sub-Committee. Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to nominate Donald Seep to the Interview Sub-Committee with Linda Gentes, Marty Brewer and Bob Bellman acting as alternates. Motion Carried.

Appointment of Comprehensive Community Services Coordination Committee Representative: Patrick Metz noted that Donald Seep is currently on the committee. Motion by Virginia Wiedenfeld, seconded by Marty Brewer to nominate Donald Seep to the Comprehensive Community Services Coordination Committee. Motion Carried.

Appointment of CST Coordination Committee Representative: Myranda Culver stated that this committee is an advisory committee that meets quarterly/every other month and there is no requirement to have a Health & Human Services Board member. Motion by Bob Bellman, seconded by Virginia Wiedenfeld to nominate Linda Gentes to the CST Coordination Committee. Motion Carried.

Appointment of Richland County KIDS Council Representative: Patrick Metz noted that Virginia Wiedenfeld is currently on the council. Motion by Diane M. Brown, seconded by Linda Gentes to nominate Virginia Wiedenfeld to the Richland County KIDS Council. Motion Carried.

Approve April 9, 2015 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Dr. Louis Williams 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 2015 Voucher Report for May 14, 2015 was distributed. Tim Gottschall noted that the vouchers are very high this month largely due to the Economic Support Project and the early Board meeting last month. The following items required additional discussion:

#### **Economic Support Project Vouchers:**

Voucher #3 – Cardmember Service: This was to pay for new locks to secure the newly remodeled area.

Voucher #17 – 20 – CDW Government, Inc.: This was to pay for various technology items for the nine new Economic Support staff.

Voucher #36 & 37 – J Comp Technologies: This was to pay for various technology items for the nine new Economic Support staff and REN Coordinator.

Voucher #44 – Maris, LLC: This was to pay for online skills testing during the Economic Support positions interview process. Discussion was held regarding the type of skills testing offered. Angie Rizner noted that the agency tests individuals in Microsoft Word and Excel before they are forwarded onto final interviews. Virginia Wiedenfeld reported that civil service testing was eliminated years ago.

Voucher #46 & 47 – Michael Marshall: This was to pay for construction of the wall and other tasks related to the remodeling of the Economic Support area.

Voucher#59, 71 & 72 – Quill Corporation: This was to pay for chairs, corner desks, and various other office supplies related to the newly remodeled area.

Voucher #78 – The Richland Observer: This was to pay for Economic Support vacant position advertising.

Voucher #104 – USA Fire Protection: This was to pay for modifications to our existing sprinkler system in the newly remodeled area.

Voucher #114 – WI Department of Justice: This was to pay for criminal background checks conducted on the new Economic Support staff.

**Economic Support Project Vouchers - Previously Paid:**

Voucher #1 & 9 – J & M Heating & Cooling: This was to pay for work performed while remodeling the Economic Support area. The vendor requested payment of 50% up front.

Voucher #3 – Johnson Inspection, LLC: This was to pay for the building permit necessary to remodel the Economic Support area.

Tim Gottschall reported that Dane County currently owes Richland County over \$37,000 for the Economic Support Project. It was noted that we incur the Economic Support project expenses and then request reimbursement from Dane County.

**Administrative Vouchers:**

Voucher #43 – Mailfinance: This was to pay for the postage meter lease.

Voucher #80-85 – Richland County Food Service: This was to pay for two months of Nutrition Program meals.

Voucher #91 – Scott Consulting Partner: This was to pay for one quarter of the annual consultation services as part of the Partnership Grant. It was noted that the contract received prior Board approval. Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the 2015 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2015 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2015 Expense Reports	15	\$8,974.91
Richland County Health and Human Services – 2015 Vouchers	55	\$82,789.68
Richland County Health and Human Services – 2015 Prepaid Vouchers	7	\$4,385.26
<b>TOTAL</b>	<b>77</b>	<b>\$96,149.85</b>

Preliminary 2014 Post Audit Budget: Tim Gottschall reported that the county auditors were here a few weeks ago and have projected a deficit of \$110,000 due to institutional fund overages that will need to be covered by the County’s General Fund. It was noted that the agency budget experienced a surplus and

was able to cover \$235,000 of excess institutional expenses. Tim Gottschall stated that institutional fund expenses for both children and adults totaled over \$692,000.

It was noted that currently the Children's Institutional Fund is experiencing significant activity; however, we are hopeful that a number of those institutional placements will transition to less costly placements within the next few months. Discussion was held regarding the historical activity of the institutional funds.

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget deficit of \$57,688 as of April 2, 2015 which is largely due to the Economic Support Project expenses that have yet to be reimbursed by Dane County. Tim Gottschall noted that he changed the view of the report, as now negative or deficit amounts are in parentheses. It was noted that the Children's Institutional Fund has already eclipsed the current available funds due to numerous placements totaling \$143,564.

Distribute 2014 Annual Report: Angie Rizner distributed copies of the 2014 Annual Report for Board members to review this month. It was noted that the report will be presented by managers and questions answered next month. The same process will be followed for the County Board and the report will be finalized and approved in July.

Personnel Updates: Patrick Metz announced the hiring of Alfreda Wilmot, Temp/Casual Nutrition Site Worker (Viola) effective April 27, 2015; Jerry Ray, Temp/Casual Driver/Escort Driver effective April 28, 2015; Cheryl Blair, Psychiatric RN effective May 11, 2015; and Emily Shelton, CLTS Case Manager effective May 18, 2015.

Patrick Metz also announced the hiring of nine Economic Support positions effective May 18, 2015: Kris Monahan, Economic Support Lead Worker; Mark Tracy, Economic Support Specialist; Deb Bristol, Economic Support Specialist; Amber Morris, Economic Support Specialist; Molly Miligi, Economic Support Specialist; Sarah Iverson, Economic Support Specialist; Julie Drake, Economic Support Specialist; Andrea Krahn, Economic Support Specialist; and Helena Robinson, Economic Support Specialist. Motion by Marty Brewer, seconded by Diane M. Brown to approve the hiring of Alfreda Wilmot, Jerry Ray, Cheryl Blair, Emily Shelton, Kris Monahan, Mark Tracy, Deb Bristol, Amber Morris, Molly Miligi, Sarah Iverson, Julie Drake, Andrea Krahn and Helena Robinson. Motion carried.

Patrick Metz reported that Tiffany McCauley, Fiscal Specialist, has passed probation and is being recommended to be placed on regular status effective May 3, 2015. Motion by Virginia Wiedenfeld, seconded by Linda Gentes to approve the probationary period of Tiffany McCauley, Fiscal Specialist. Motion carried.

Patrick Metz reported that Tim Gottschall, Business Manager, has also passed probation and is being recommended to be placed on regular status effective May 17, 2015. Motion by Dr. Louis Williams, seconded by Diane M. Brown to approve the probationary period of Tim Gottschall, Business Manager. Motion carried.

Patrick Metz announced that Katie Erb, Clinical Services Supervisor, submitted her resignation effective May 27, 2015. Motion by Virginia Wiedenfeld, seconded by Linda Gentes to approve the resignation of Katie Erb, Clinical Services Supervisor, effective May 27, 2015. Motion Carried.

Patrick Metz stated that Linda Symons, ADRC Manager, has announced her retirement June 5, 2015. An Open House in ADRC is scheduled for June 2<sup>nd</sup> from 1-3pm. Linda Symons stated that she enjoyed her time with the agency and has a number of plans to volunteer locally. The Board thanked Linda Symons for her years of service. Motion by Virginia Wiedenfeld, seconded by Larry Jewell to approve the retirement of Linda Symons, ADRC Manager, effective June 5, 2015. Motion Carried.

Patrick Metz announced a few leased staff updates that do not require approval: Jennifer Duhr, Community Outreach Specialist submitted her resignation effective May 22, 2015 and Brett Iverson's Elder Tree Project Coordinator position will be eliminated with GWAAR effective May 29, 2015 due to the end of project funding.

Patrick Metz reported that the Finance & Personnel Committee has approved up to 12 weeks off without pay for Breanne Dray, Early Intervention Special Educator, due to medical reasons from approximately October 5, 2015 – December 28, 2015. Patrick Metz noted that we currently have three vacant positions in the Children's Services Unit.

Approval of Contracts, Agreements, and Amendments: Angie Rizner stated that there were no new updates.

Approval of Rural Health Care Services Outreach Program Grant (Mailout #1): Patrick Metz announced that our agency has been collaborating with Crossing Rivers Health and Crawford County Human Services to develop strategies to provide consistent and cost effective access to psychiatric services in our rural communities. The group submitted an application for a Federal Health Resources and Services Administration grant, and was awarded funding through a 3-year \$600,000 non-matching grant. These funds will assist with the recruitment of a psychiatrist and the development of tele-medicine for psychiatry within our agencies. Patrick Metz noted that 240 grant applications were submitted, only 60 awards were approved, and we are the only application awarded in Wisconsin.

Patrick Metz noted that we have to designate a specific area in the Community Services Building for the telemedicine equipment and then we can access a psychiatrist from anywhere. Diane M. Brown requested further Board education on the topic. Myranda Culver noted that a clinician would accompany the patient receiving tele-medicine therapy and interpreting services could also be offered. Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve acceptance of a Rural Health Care Services Outreach Program Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Approval of ADRC of Eagle Country Governing Board Members (Mailout #2): Becky Dahl requested the appointment of three new Board members as recently approved by the ADRC of Eagle Country Governing Board. Angie Rizner corrected the spelling of two names in the mailout: Elling Jones and Lane Delaney. Motion made by Marty Brewer, seconded by Larry Jewell to approve Elling Jones representing the Crawford County Board of Supervisors, Lane Delaney representing persons with intellectual disabilities, and Marie Rakow representing older adults on the ADRC of Eagle Country Governance Board for three year terms, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approval of Resolution to Support State Funding for Communicable Disease Prevention and Control (Mailout #4): Marianne Stanek reviewed the mailout noting that Wisconsin ranks 45<sup>th</sup> in the nation in per capita State Public Health funding or \$13.03 per person in fiscal year 2013-2014. This funding is not sufficient and Public Health agencies are requesting the creation of resolutions to enact legislation to fund

comprehensive, sustainable, effective and evidence based communicable disease prevention and control. It was noted that the resolution could go directly onto County Board since there is no money involved which would first require Finance & Personnel Committee approval. Motion made by Virginia Wiedenfeld, seconded by Diane M. Brown to approve a resolution be drafted by Attorney Ben Southwick to support communicable disease funding for local Public Health, and forward the recommendation onto the County Board for approval. Motion carried.

Discuss Human Health Hazard Ordinance: Marianne Stanek stated that the current Human Health Hazard Ordinance was drafted in 1988 and needs to be updated. Attorney Ben Southwick is currently working on cleaning up the language, and will be presenting an updated ordinance for the County Board's consideration in the near future. Marianne Stanek offered examples of dilapidated buildings and other issues (such as vermin control or tire dumping) that are included in ordinance. Discussion was held regarding the significant citations, fines or jail time that could be issued to violators. Linda Gentes questioned if Public Health collaborates with the County Property Committee on these issues. Marianne Stanek noted that she is often involved with properties that come before the Property Committee and also collaborates with the County Treasurer and Zoning Offices.

Approval of Community Garden Lease Agreement (Mailout #5): Marianne Stanek noted that Attorney Ben Southwick advised that the Health & Human Services Board review the agreement and give authority for the Health & Human Services Director to sign. Discussion was held regarding this being an activity of Richland FIT and the location of the raised gardens near the parking lot of the old Community Center. Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve entering into a lease agreement with the City of Richland Center at no cost, and authorize the Health & Human Services Director to sign the lease agreement. Motion Carried.

Approval of Community Garden Chain Link Fence Purchase (Mailout #6): Marianne Stanek reported that the installation of a fence is necessary to prevent vandalism and deer or other small animals from disturbing the Community Garden. It was noted that the fence will be professionally installed, will not require maintenance, and is completely funded by the UW Partnership Grant. Motion by Marty Brewer, seconded by Linda Gentes to approve the purchase of a 7-foot chain link fence from American Fence Company to protect the Community Garden totaling up to \$3,400. Motion Carried.

Further Discuss Use of Tablets during Health & Human Services Board Meetings: Patrick Metz noted that Fred Clary discussed this topic at the Rules & Resolutions Committee; however, this Board has not yet given us the authority to pursue this option. Patrick Metz questioned if the Board wants more information, options, pricing, etc. Diane M. Brown and Donald Seep commented on the value of this option and the potential need for Board member training. Patrick Metz noted that we have been working with the County MIS Department regarding compatibility and the potential expansion county-wide. Discussion was held regarding the potential process that could be followed during a meeting. Patrick Metz clarified that there are no grant funds available for this project. Angie Rizner noted that our current copier lease no longer includes a minimum monthly fee for a preset number of copies, so eliminating copies made for this Board would offer a substantial savings to our agency. It is unknown if other departments would experience this same savings. It was noted that Health & Human Services would be a pilot for this project. The project cons were reviewed noting accessibility, maintenance and updates, and issues if lost/stolen/broken. The Board was unanimous and requested that the agency further pursue the study of this project.

Consider Health & Human Services Citizen Board Member Recommendation: Patrick Metz announced that, as directed by the Committee on Committees, advertisements were placed in the Richland Observer

and Shopping News for two weeks to recruit a new Health & Human Services citizen Board member. Patrick Metz stated that six letters of interest were received, but questioned what criteria would be used to rank these applicants, as there are no established policies or procedures county-wide. Angie Rizner stated that she reviewed Human Service and Health Department State Statutes to create the advertisement, but she was not able to verify that all applicants met all of the necessary requirements. Discussion was held regarding conducting background checks on Board members. Patrick Metz noted that to his knowledge this function is not performed on any other Board or Committee member in the county.

Donald Seep stated that a transparent recruitment process also addresses issues of ethics and accountability. Health & Human Services staff should not be involved with the invitation or selection of a Board member, since there are issues that could be ruled upon and Board members need to remain partial and uninfluenced. It was agreed that a policy needs to be developed in an effort to offer consistency and eliminate any potential violation of confidentiality for these applicants. Patrick Metz requested that this topic be discussed at the county level with advice from legal counsel before pursuing further. Discussion was held regarding the Interview Sub-Committee being utilized much like as is done with hiring new county employees. Motion by Donald Seep, seconded by Marty Brewer to approve the Interview Sub-Committee meet with Patrick Metz to review the citizen member applications, rank them and return the list to the Health & Human Services Board for consideration. Motion carried.

Approval of AA1.3.4 Board Member Appointment Policy (Mailout #3): Patrick Metz distributed an updated policy and reviewed the changes that were noted in red. Patrick Metz requested that this policy be adapted for all county departments to utilize and approved by the County Board to offer consistency and transparency in government as is being required by this Board. Angie Rizner recommended the creation of specific criteria in an effort to avoid potential discrimination issues when screening and ranking applicants. Motion made by Virginia Wiedenfeld, seconded by Donald Seep to modify the previous motion requesting that the Interview Sub-Committee also establish criteria prior to screening and ranking the citizen member applications. Motion carried.

Tour Newly Remodeled Area: Members of the Board toured the newly remodeled area.

The next regular Board meeting is scheduled for Thursday, June 11, 2015 at 9:30am at the Community Services Building.

Adjourn: Motion by Diane M. Brown, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor