

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**August 13, 2015**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. August 13, 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, Debra Kyser, Diane M. Brown, Donald Seep, Dr. Louis Williams, Larry Jewell, Marty Brewer and Virginia Wiedenfeld.

Members Absent: Linda Gentes.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Patrick Metz, Roxanne Klubertanz-Gerber, Tim Gottschall, Angela Porter and Barb Scott.

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

Approve July 9, 2015 Health and Human Services Board Minutes: Motion by Marty Brewer, 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 2015 Voucher Report for August 13, 2015 was distributed. The following items required additional discussion:

Voucher #13 – Dalberg Plumbing & Heating: This was to pay for a variety of maintenance projects around the Community Services Building.

Voucher #19 – File of Life Foundation: This was to pay for marketing materials for the Regional ADRC.

Voucher #45 & 46 – Quill Corporation: This was to pay for ESS Project supply expenses which will receive reimbursement.

Tim Gottschall noted that two significant requests for ESS Project reimbursement have been submitted to the Capital Consortium and those payments are starting to be received.

Voucher #61 & 62 – SHI International Corporation: This was to pay for expenses related to the non-County Board member iPads.

**Previously Paid:**

Tim Gottschall stated that he is working on extending the terms of purchasing at Wal-Mart and Kwik Trip, as these vendors will shut down our accounts if not paid timely and that is why these invoices are routinely listed under previously paid.

Voucher #9 – WASC: This was for a staff member to attend training and the deadline was approaching.

Motion by Diane M. Brown, seconded by Virginia Wiedenfeld 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	13	\$8,834.45
Richland County Health and Human Services – 2015 Vouchers	46	\$33,049.45
Richland County Health and Human Services – 2015 Prepaid Vouchers	5	\$461.66
<b>TOTAL</b>	<b>64</b>	<b>\$42,345.56</b>

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget effective July 6, 2015 noting a surplus of \$1,610. It was noted that the Economic Support line item is negative \$11,078 largely due to the recent three payroll month and awaiting reimbursements from the Capital Consortium.

Discussion was held regarding the Children’s Institutional Fund account being over budget \$96,520. Amanda Coorough reported that one child is now in a less restrictive placement, one child is scheduled to be reunified this month, but two children are still in need of long-term institutional care.

2016 Preliminary Budget Update: Patrick Metz reported that meetings have been occurring with managers to present their needs to him in an effort to begin developing the 2016 Health & Human Services budget. Patrick Metz noted that he presented the benefit change affects to staff salaries spreadsheet to the Finance & Personnel Committee last week and it was appreciated by the committee members. Discussions were also held with the Finance & Personnel Committee regarding a potential change in the vacation package and the implementation of a wage study. Jeanetta Kirkpatrick stated that she would like to see the wage study completed by June of 2016, but is concerned where the money would come from to pay for the study, and potentially implement the results of the study, given the recent county resolution requiring that a minimum balance needs to be maintained in the General Fund of at least 25% of the total budgeted expenditures for the year. It was noted that the current General Fund balance would need to increase from 23%.

Patrick Metz stated that he intends to be forward thinking and present our 2016 Health & Human Services budget next month with the potential effects of a wage study, which is likely to reflect a significant deficit. Patrick Metz noted that long-term, expensive children’s placements are projected to continue as well. It was noted that the 2016 Health & Human Services budget would be presented to the Finance & Personnel Committee on September 18, 2015 and the overall county budget should be finalized in October.

Personnel Updates: Patrick Metz announced the hiring of Erin Miess, Comprehensive Community Services Clinician effective July 28, 2015. It was noted that Erin Miess is currently employed by the agency as a Children’s Services Lead Worker and that vacant position is currently being advertised. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Erin Miess, Comprehensive Community Services Clinician effective July 28, 2015. Motion carried. Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the resignation of Erin Miess as a Children’s Services Lead Worker effective July 27, 2015. Motion carried.

Patrick Metz noted that Danielle Koepke, LTE Health Educator, has been hired through the Southwest Wisconsin Workforce Development Board through April 16, 2016 to complete the activities of the Richland FIT Grant. Patrick Metz also reviewed the vacancies within the agency including a Resource Center Specialist, Business Systems Supervisor, and Children’s Services Lead Worker. Bob Bellman questioned how many employees this agency employs. Patrick Metz stated that currently there are approximately 67 full-time employees and that increases to approximately 80 when part-time and leased employees are figured in.

Approval of Resolution to Honor Joyce McKenzie: Motion by Larry Jewell, seconded by Dr. Louis Williams to approve a resolution to honor Joyce McKenzie for 33 years of service be forwarded onto the County Board. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #1): Don Seep questioned the level of care provided at Forward Home for Boys. Amanda Coorough noted that they can take up to eight juvenile boys and the level of care is established by the State. A treatment plan is routinely reviewed and Hidden Springs Clinic provides therapeutic services. It was clarified that these placements are in addition to the institutional placements discussed previously. Bob Bellman questioned if these placement costs were budgeted. Amanda Coorough stated that an amount is budgeted every year for placements like these, but it is likely that we have already exceeded our 2015 budget allocation. It was noted that these placements are not mandated, but necessary.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-13-15)</b>		
<b>FAMILY WORKS                      PROGRAMS, INC.</b>	Due to the additional need for treatment foster home services to children being served by the Children’s Services Unit. (Madison) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$15,000.</i>  To a total amount not to exceed <b>\$63,000.</b>
<b>FORWARD HOME FOR                      BOYS</b>	Due to the additional need for group home services to children being served by the Children’s Services Unit. (Richland Center) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$10,000.</i>  To a total amount not to exceed <b>\$75,000.</b>

Motion by Marty Brewer, seconded by Debra Kyser to approve the amended 2015 contracts and forward them onto the County Board for approval. Motion carried.

Approve New Richland County KIDS Council Members (Mailout #2): Amanda Coorough stated that the Richland County KIDS Council is an advisory committee and requires a 51% parent membership. Motion made by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the addition of Leandra Bartow and Brenda Inman as new Richland County KIDS Council members. Motion Carried.

Approve the Application and Acceptance of a Building Resilience Against Climate Effects (BRACE) Project Grant (Mailout #3): Patrick Metz reported that a \$6,500 BRACE grant would be used to analyze the changes in our climate and the potential increase in vector borne disease, asthma and other respiratory diseases, injury and travel accidents, drownings, etc. Patrick Metz noted that we have no intention to hire an additional staff member, but the potential extension of employment for the current leased LTE Health Educator or additional hours to the Environmental Health Consultant are being considered to accommodate this workload. Discussion was held regarding the current changes in our climate that have already triggered significant change in foliage and allergens. Motion by Debra Kyser, seconded by Diane

M. Brown to approve the application and acceptance of a Building Resilience Against Climate Effects (BRACE) Project Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Approve the Application and Acceptance of a 2016 Section 5310 Department of Transportation Grant (Mailout #4): Angela Porter noted that this is an annual approval process and in 2016 the Transportation Program would receive \$29,061. The 50% required match would consist of 85.21 funds and indirect costs supported by Health & Human Services. Angela Porter reported that the bus route has doubled from 2013 to 2014 and in the 2<sup>nd</sup> quarter of 2015 we have already increased by 100 rides. A marketing campaign was started earlier this year that is being attributed to the recent increase in ridership. It was clarified that the elderly and disabled are the primary demographic for this program, but it is also open to the public. Angela Porter noted that individuals pay \$5 roundtrip and are primarily transported to grocery stores, medical appointments, and local errands, but additional requests for group or weekend trips are considered on a case-by-case basis. Motion by Donald Seep, seconded by Debra Kyser to approve the application and acceptance of a 2016 Section 5310 Department of Transportation Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Approve Marco Telephone System Upgrades (Mailout #5): Patrick Metz reported that our telephone system was originally purchased in 2009 and our controller and software assurances are no longer under warranty. Patrick Metz noted that this was a 2015 budgeted purchase. Motion by Donald Seep, seconded by Marty Brewer to approve the purchase of Marco telephone system upgrades totaling up to \$6,200 as a previously budgeted operational expense. Motion carried.

Update on the Use of Tablets for Health & Human Services Board Members: Patrick Metz stated that the County Board approved the purchase and use of tablets last month to be implemented at next week's County Board meeting. Patrick Metz noted that it is our intent to start slowly with tablet implementation for the Health & Human Services Board meeting in September, so paper copies will still be mailed and the tablets will be introduced with the use of the interactive television. It is our hope to be purely paperless in October/November while noting that there is a learning curve for everyone. Barb Scott noted that PDF Expert must be installed on all tablets to access the server files. Discussion was held regarding establishing passwords and the need for additional training on the tablets, open records law, and intermittent personal use.

Approve Request to Utilize Office Space: Patrick Metz reported that there is a group within the community that is in need of office space and presented a request to him for an office in this building. Becky Dahl stated that in her personal time she has been working with Career Education Cooperative (CEC). The CEC Board recently hired a 15 hour per week employee, Amber Burch, and Becky Dahl is acting as her mentor. Becky Dahl requested a temporary, self-sufficient office space in this building for Amber Burch and also requested that conference rooms could be utilized for meetings with caregivers and industrial partners (when possible). Becky Dahl reported that CEC is currently working with 11 students within our schools who are doing apprenticeships in our local industries. The students will have 7 college credits at no cost to them; however, they need to do 450 paid hours in an industry and additional community service hours. Patrick Metz stated that this request stands in line with the mission of the agency, although this is the first time a non-county entity would be offered space in this building at no charge. Bob Bellman recommended that a temporary agreement be entered into and required that an orientation regarding confidentiality occur. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the use of an office space for Career Education Cooperative employee Amber Burch until August 1, 2016 with an evaluation at the end of that year. Motion carried.

Special Budget Meeting Reminder: Patrick Metz reminded the Board members that the Health & Human Services Board meeting on September 10, 2015 will be starting early at 9:00am. The 2016 Health & Human Services budget will be presented for consideration as part of the regularly scheduled Health & Human Services Board meeting agenda.

Patrick Metz distributed a handout regarding his performance evaluation that is scheduled to occur next month in closed session.

The next regular Board meeting is scheduled for Thursday, September 10, 2015 at 9:00am at the Community Services Building.

Adjourn: Motion by Marty Brewer, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor