

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 10, 2015**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. September 10, 2015 by Don Seep 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, Linda Gentes, and Marty Brewer.

Members Absent: Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Marianne Stanek, Myranda Culver, Patrick Metz, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, Tim Gottschall, Barb Scott, and Career Education Cooperative (CEC) Representatives Amber Burch, Dale Bender and Mick Cosgrove.

Distribute County-owned iPads and Review Meeting Process: The MIS Department distributed iPads to Health & Human Services Board members that are not also County Board members and demonstrated the features of each noting that the battery lasts eight hours depending upon your activities. It was noted that each Health & Human Services Board member will be required to sign the Richland County Computer Policy. Barb Scott recommended obtaining Wi-Fi at home and noted that each Health & Human Services Board member has been assigned a county email account for county business. Angie Rizner stated that she would send out a Health & Human Services Board member group email once the meeting materials are available, so members can sync their iPads to obtain the upcoming meeting materials. Barb Scott distributed her business cards and welcomed Board members to contact her with any questions or issues they have with their iPads.

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

Approve August 13, 2015 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Becky Dahl introduced Amber Burch, CEC Program Development Director. CEC Board Member, Mick Cosgrove thanked the Board for letting Ms. Burch have an office space in the Community Services Building at no cost. It was noted that an MOU has been agreed upon and signed for one year. At this time, eleven students have taken classes through Southwest Tech and are now taking additional courses at UW-Richland. Dale Bender reported that an exploratory team would like to locate a Quality Assurance Lab Testing Program, social media networking classes, and CNA or EMS training opportunities for students through Southwest Tech. Mick Cosgrove announced that the Southwest Partners Executive Team would be launching a new website today and the creation of a Facebook page is also being pursued. It was noted that these committees are creating proactive activities with a goal of making Richland County a better place to live and raise a family.

Review and Approve the 2016 Health & Human Services Budget: Patrick Metz distributed version #1 of the 2016 Health & Human Services Budget "Moving All Staff to the County Non-union Wage Scale". This proposed budget would move all staff from the old Professional Union and Courthouse Union wage

scales to one salary schedule known as the Non-union wage scale. Patrick Metz noted that this action was previously recommended by the Finance & Personnel Committee and is a preview of the wage compensation study being considered. Patrick Metz reported that this merger of wage scales would reflect a total deficit of \$269,631 initially, but would reduce to a deficit of \$123,937 if the following four options are removed from the budget:

1. Reduce Public Health RNs from 40 hours/wk to 35 hours/wk.
2. Layoff a part-time leased AODA Counselor.
3. Eliminate 1 vacant Family Preservation position.
4. Eliminate 1 vacant Family Preservation position.

Patrick Metz noted that the Finance & Personnel Committee requested that any savings in dental and health insurance for 2016 be returned to the General Fund. The dental insurance savings for our agency totals \$27,098 which must be removed from our budget. It is likely that those county-wide savings would be used to bring the General Fund up to 25% of the total budgeted expenditures for the year; the minimum balance that needs to be maintained in the General Fund per county resolution. Patrick Metz noted that he left health insurance static in this budget since we do not have the rates yet and it is anticipated that there will be no significant savings. Discussion was held regarding the current health insurance plan noting that full-time employees pay 12% of their premiums.

Don Seep questioned how our agency would make up the \$123,937 if no additional tax levy is allocated. Patrick Metz noted that layoff days would offer a savings of approximately \$17,000 per day. Bob Bellman stated that layoff days are not being considered by the Finance & Personnel Committee at this time and the implementation of a wage compensation study is in its infancy. Discussion was held regarding the differing work hours of Health & Human Services staff noting that some work 35 hours per week, 37.5 hours per week and 40 hours per week and how we staff this building from 8am to 5pm. Angie Rizner noted that not refilling a recently vacated Clerical Assistant II position and increasing all Administrative staff to 40 hours per week is necessary to keep all three reception desks functional.

Patrick Metz distributed version #2 of the 2016 Health & Human Services Budget "Maintaining Current Salary Structure" which reflected a zero deficit, but included the following revisions for five employees:

1. Approve reclassification of Regional ADRC Manager from Grade 27 to Grade 30.
2. Approve reclassification of Economic Support Manager from Grade 23 to Grade 27.
3. Create a county Mental Health Therapist position/s at Grade 26.
4. Create a county Mental Health Therapist In Training position/s at Grade 25.
5. Create a county Mental Health Technician position at Grade 19 (part-time, 20 hrs/wk).

It was noted that these five position descriptions would need updated position descriptions. Discussion was held regarding the potential implementation of what the wage compensation study would find. Health & Human Services management was instructed to update all current position descriptions in preparation for the wage compensation study. Marty Brewer stated that he understands what is being proposed, but similar requests have been made to the Finance & Personnel Committee and they have not been approved. Health & Human Services must be prepared to present a no wage changes balanced budget. Patrick Metz stated that he will have that option available as well. It was noted that the 2016 Health & Human Services Budget will be presented to the Finance & Personnel Committee on September 18, 2015. Motion by Donald Seep, seconded by Marty Brewer to approve Version #2 of the 2016 Health & Human Services Budget, and forward it onto the Finance & Personnel Committee and County Board

for approval. Roll Call Vote. Linda Gentes, Debra Kyser, Diane M. Brown, Don Seep, Dr. Louis Williams, Larry Jewell, Marty Brewer and Bob Bellman all voted for the motion. Motion carried.

Review and Approve 2016 Position Changes: Patrick Metz noted that these were reviewed previously during the version #2 budget discussion. Motion by Marty Brewer, seconded by Linda Gentes to approve the five 2016 position changes with updated position descriptions, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Diane M. Brown stated that the two management positions, Regional ADRC Manager and Economic Support Manager, should be offered salary increases right now since there is no tax levy included in those wages and they have been grossly underpaid. Motion by Diane M. Brown, seconded by Donald Seep to approve two management wage changes: Regional ADRC Manager from Grade 27 to Grade 30 and Economic Support Manager from Grade 23 to Grade 27, effective immediately to include updated position descriptions, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Further discussion was held regarding the affects of this motion on the overall budget approval process. It was noted that these management wage increases are not included in the current 2015 Health & Human Services budget and would have to be absorbed by their programmatic revenues, not tax levy. Discussion was held regarding the potential implications and timeliness of this activity. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2015 Voucher Report for September 10, 2015 was distributed. The following items required additional discussion:

Voucher #1 – Capital Newspapers: This was to pay for vacant position advertising for the Children’s Services Lead Worker position.

Voucher #17 – CESA 3: This was to pay for a visual assessment of a child being served by the Children’s Services Unit.

Voucher #43 – Nutri-Systems Corporation: This was to pay for new meal trays for the Senior Nutrition Program.

Voucher #44 – Prevention Research Institute: This was to pay for AODA classroom materials.

Voucher #61 – Scott Consulting Partner: This was to pay for Richland Fit consultant activities as previously contracted.

Voucher #79 – Western Reserve Distribution: This was to pay for Public Health car seats.

Tim Gottschall questioned if the Board members would like to have the voucher report available for viewing on their iPads. It was determined that both options would be offered; a printed copy and iPad view. Motion by Diane M. Brown, 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**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2015 Expense Reports	14	\$9,299.26
Richland County Health and Human Services – 2015 Vouchers	44	\$38,999.70
Richland County Health and Human Services – 2015 Prepaid Vouchers	2	\$807.76
<b>TOTAL</b>	<b>60</b>	<b>\$49,106.72</b>

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget effective August 6, 2015 noting a deficit of \$5,557. It was noted that the Children’s Institutional Fund is currently over budget \$132,026 and that balance is likely to continue to increase.

Personnel Updates: Patrick Metz announced the hiring of Ashley Finnell, Resource Center Specialist effective August 26, 2015 and Derek Kalish, Business Systems Supervisor effective September 21, 2015. Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the hiring of Ashley Finnell, Resource Center Specialist effective August 26, 2015 and Derek Kalish, Business Systems Supervisor effective September 21, 2015. Motion carried.

Patrick Metz reported that Bethany Helmich, Children’s Services Case Manager, has passed her 6 month probation and is being recommended to be placed on regular status effective September 23, 2015. Motion by Debra Kyser, seconded by Diane M. Brown to approve the probationary period of Bethany Helmich, Children’s Services Case Manager. Motion carried.

Patrick Metz stated that Rita Connors, Temporary/Casual Nutrition Site Worker (Germantown Meal Site), submitted her resignation effective August 17, 2015 and Julie Drake, Economic Support Specialist, has also submitted her resignation effective September 18, 2015. Motion by Marty Brewer, seconded by Linda Gentes to approve the resignation of Rita Connors, Temporary/Nutrition Site Worker, and Julie Drake, Economic Support Specialist. Motion carried.

Patrick Metz noted that Chelsey Walters, LTE Receptionist, was hired through the Southwest Wisconsin Workforce Development Board effective August 31, 2015. It was noted that Ms. Walters is working part-time at the Main Front Desk to allow other full-time staff the ability to take time off during the upcoming holidays, while also giving them time to commit to other fall/winter projects including immunization clinics and the Wisconsin Home Energy Assistance Program (WHEAP).

Patrick Metz noted that he approved up to 10 days off without pay in the first year of employment for Ashley Finnell, Resource Center Specialist, and up to 14 days off without pay in the first year of employment for Derek Kalish, Business Systems Supervisor. Patrick Metz also reviewed the vacancies within the agency including the Children’s Services Lead Worker, Nutrition Site Worker, and Economic Support Specialist.

Approve Contracts, Agreements, and Amendments (Mailout #1): Amanda Coorough noted that in general terms the self defense aspect of karate would help this child given the nature of the diagnosis.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2015 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (9-10-15)</b>		
<b>MIDWEST PROFESSIONAL            KARATE</b>	Provider of recreation/ alternative activities for a child with disabilities being served by the Children’s Services Unit. (Richland Center)	Total amount not to exceed <b>\$1,000.</b>

Motion by Marty Brewer, seconded by Diane M. Brown to approve the new 2015 agreement. Motion carried.

Approve the 2015-2016 Influenza and Pneumonia Immunization Fees (Mailout #2): Marianne Stanek reviewed the details of this year’s immunization fees and noted that these rates are similar to what other counties are charging. Discussion was held regarding the strain that was prevalent last year and the amount a private provider charges. Motion made by Diane M. Brown, seconded by Dr. Louis Williams to approve the 2015-2016 Influenza and Pneumonia immunization fees to include \$50 for high dose influenza, \$40 for intradermal and quadrivalent injectable, and \$75 for pneumonia immunizations. Motion Carried.

Update on Rural Health Care Services Outreach Program Tele-Health Grant: Patrick Metz stated that equipment has been purchased and should be delivered within the next few weeks. It was noted that we are hopeful to do test runs in early October.

Update on Use of Community Services Building Space by Other Departments: Patrick Metz reported that the Property Committee has been reviewing the possibility of relocating the Veterans Service Office, Child Support Office, and Coroner’s Office into the Community Services Building. Our understanding is that at this time, the Coroner’s Office is the only department being considered for relocation. Discussion was held regarding the space available noting that storage space is still lacking. Bob Bellman questioned if there is an advantage in having the Veterans Service Office or Child Support Office in this building. Patrick Metz stated that Health & Human Services has experts in benefit specialist work, and Veterans already come here for transportation and/or other benefit needs, so it makes sense to have the Veterans Service Office in our building. The Child Support Office works closely with our agency already and we routinely communicate issues via email, so having them in this office also makes sense.

Convene in Closed Session Per Wis. Statutes 19.85(1) (C) to Discuss the Annual Performance Evaluation of the Director (Mailout #3): Motion by Linda Gentes, seconded by Marty Brewer to convene in closed session per Wis. Statutes 19.85(1) (C) to discuss the annual performance evaluation of the Director to include Patrick Metz. Roll Call Vote. Linda Gentes, Debra Kyser, Diane M. Brown, Donald Seep, Dr. Louis Williams, Larry Jewell, Marty Brewer and Bob Bellman all voted for the motion. Motion carried.

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

The next regular Board meeting is scheduled for Thursday, October 8, 2015 at 9:30am at the Community Services Building.

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

Respectfully Submitted,

Angie Rizner  
Office Supervisor