

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 11, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. February 11, 2016 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, Donald Seep, Dr. Louis Williams, Linda Gentes, Marty Brewer, and Virginia Wiedenfeld.

Members Absent: Diane M. Brown and Larry Jewell.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Derek Kalish, Marianne Stanek, Myranda Culver, Patrick Metz, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, and Tim Gottschall.

Approve Amended Agenda and Posting: Motion by Linda Gentes, seconded by Debra Kyser to approve the agenda and proper posting. Motion carried.

Approve January 14, 2016 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Marty Brewer to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Bob Bellman stated that he understood that Agrace is now providing hospice care in Richland Center and his dream is to one day have a hospice house located here. Virginia Wiedenfeld noted that at this time Pine Valley Healthcare & Rehabilitation Center will care for hospice patients.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2015/2016 Voucher Report for February 11, 2016 was distributed. The following items required additional discussion:

2015 Voucher #1 & 2 – Cardmember Service: This was to pay for Family Support Program expenses which will be fully reimbursed by the program.

2016 Voucher #1 – Cardmember Services: This was to pay for Coordinated Services Team Program gift card expenses which will be fully reimbursed by the program.

Voucher #29 – Omni Technologies: This was to pay for upgrades to our door swipe card readers as was previously approved.

Prepaid Vouchers:

2015 Voucher #2 – Sanofi-Pasteur, Inc.: This was to pay for Public Health vaccines. Marianne Stanek explained an invoicing and credit statement problem that has since been resolved. Discussion was held regarding the process of purchasing and administering influenza vaccinations.

2016 Voucher #1 – WECC: This was to pay for a staff member to attend Wisconsin Energy Conservation Corporation training.

Motion by Marty Brewer, seconded by Linda Gentes to approve the 2015/2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2015/2016 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	16	\$9,795.50
Richland County Health and Human Services – 2015 Vouchers	7	\$5,286.57
Richland County Health and Human Services – 2016 Vouchers	32	\$27,140.67
Richland County Health and Human Services – 2015 Prepaid Vouchers	4	\$7,106.38
Richland County Health and Human Services – 2016 Prepaid Vouchers	2	\$241.84
TOTAL	61	\$49,570.96

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget surplus of \$250,130 as of December 31, 2015. Tim Gottschall noted that the agency should be able to cover a substantial amount of the county institutional fund balances and still remain with a small surplus of approximately \$8,818 at this time. Discussion was held regarding the cash flow of the agency and a normal delay in State and Federal revenues. Patrick Metz also noted that the county institutional fund balances will not hit our Health & Human Services budget until a transfer is performed by the auditors. Discussion was held regarding county enterprise funds and institutional funds.

Personnel Updates: Patrick Metz announced the hiring of Linda Batten, Secretary (ADRC) and Summer Bird, Secretary (Clinical Services), effective February 8, 2016. Patrick Metz also announced the hiring of Betsy Roesler, Health & Wellness Coordinator, effective February 15, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Linda Batten, Secretary (ADRC) and Summer Bird, Secretary (Clinical Services), effective February 8, 2016 and Betsy Roesler, Health & Wellness Coordinator, effective February 15, 2016. Motion carried.

Patrick Metz reported that Emily Shelton, Children’s Long Term Support Case Manager, passed her 3 month extended probation and is being recommended to be placed on regular status. Motion by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the 3 month extended probationary period of Emily Shelton, Children’s Long Term Support Case Manager, and place her on regular status effective February 18, 2016. Motion carried.

Patrick Metz stated that Robin Varney, Program Assistant, has submitted her resignation effective February 9, 2016. Motion by Linda Gentes, seconded by Debra Kyser to approve the resignation of Robin Varney, Program Assistant, effective February 9, 2016. Motion carried.

Patrick Metz noted that Linda Batten, LTE Receptionist (ADRC), resigned from the Southwest Wisconsin Workforce Development Board (SWWDB) effective February 5, 2016.

Patrick Metz announced that Linda Batten, Secretary (ADRC) has requested up to 5 days off without pay in the first year of employment; Summer Bird, Secretary (Clinical Services), has requested up to 15 days off without pay in the first year of employment; and Betsy Roesler, Health & Wellness Coordinator, has requested up to 20 days off without pay in the first year of employment.

Patrick Metz stated that we hope to complete final interviews for the vacant Resource Center Specialist position next week and are currently advertising for two Clerical Assistant II vacancies, a Confidential Administrative Secretary vacancy and the recently created Youth Aide Worker position. Discussion was held regarding the Birth to Three therapy positions that are still on hold.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-11-16)		
DR. LAKSHMI SUBRAMANIAN	A provider of psychosexual evaluations of a child being served by the Children’s Services Unit. (Cottage Grove)	For a total amount not to exceed \$2,200.
RAWHIDE, INC.	A provider of residential treatment to a child being served by the Children’s Services Unit. (New London) <i>This will require County Board approval.</i>	For a total amount not to exceed \$60,000.
REDWOOD TOXICOLOGY LABORATORY, INC. (ALERE COMPANY)	A provider of laboratory testing and equipment for drug use and abuse of parents and/or juveniles being served by the Children’s Services Unit. (Santa Rosa, CA)	For a total amount not to exceed \$1,000.

Motion by Donald Seep, seconded by Dr. Louis Williams to approve the new 2016 contract and agreements, and forward the contract onto the County Board for approval. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-11-16)		
FORWARD HOME FOR BOYS	Due to an increased need for group home services for children being served by the Children’s Services Unit. (Richland Center)	<i>Original Contract Amount: \$10,000.</i> <i>Amended Amount: \$75,000</i> To a total amount not to exceed \$86,250.
LUTHERAN SOCIAL SERVICES OF WI AND UPPER MICHIGAN, INC.	Due to an increased need for Comprehensive Community Services psychosocial support services for Clinical Services Unit consumers. (Milwaukee)	<i>Original Contract Amount: \$33,000.</i> <i>Amended Amount: \$69,000</i> To a total amount not to exceed \$72,000.

<p>SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD</p>	<p>Due to an increased need for leased employment services. (Platteville)</p>	<p><i>Original Contract Amount: \$390,000.</i></p> <p><i>Amended Amount: \$445,000</i></p> <p>To a total amount not to exceed \$480,000.</p>
<p>THERAPY WITHOUT WALLS, LLC.</p>	<p>Due to an increased need for Comprehensive Community Services psychotherapy services for Clinical Services Unit consumers. (Reedsburg)</p>	<p><i>Original Contract Amount: \$30,000.</i></p> <p>To a total amount not to exceed \$40,000.</p>

Motion by Linda Gentes, seconded by Marty Brewer to approve the 2015 amended contracts. Motion carried.

<p align="center">RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-11-16)</p>		
<p>CENTER POINT COUNSELING SERVICES</p>	<p>Due to the additional need for supervision for psychotherapy/ADOA to Clinical Services Unit staff. (Viroqua)</p>	<p><i>Original Contract Amount: \$5,000.</i></p> <p>To a total amount not to exceed \$15,000.</p>

Motion by Debra Kyser, seconded by Virginia Wiedenfeld to approve the 2016 amended contracts. Motion carried.

Review Board Member Terms (Mailout #2): Patrick Metz reviewed the Board Member Terms handout and announced that Diane M. Brown is uncertain if she is going to be able to maintain her position on the Health & Human Services Board due to her new employment role. Patrick Metz was instructed to contact Ms. Brown and see if attending meetings via phone is a possibility when she cannot attend in person, as Board members would like to explore all options to maintain her invaluable presence on the Board. Patrick Metz was also instructed to check with Victor Vlasak to see if there are any attendance rules for county meetings. Linda Gentes noted that Lynn Eichenger, RN, recently retired from the Richland Hospital and she might be interested in a position on the Health & Human Services Board (if necessary).

Discuss Electronic Health Record (EHR) Software Issues & Future Plans: Patrick Metz announced that the current EHR software for the Clinical Services Unit has been problematic for some time, and a recent update in September 2015 has caused further problems. Since the update, we have been unable to bill through the system and staff work-arounds have become very burdensome and inefficient. Patrick Metz reported that at this time we are waiting to submit approximately \$500,000 in billable claims because of the system limitations, and we are approaching the inability to submit claims to certain insurance providers.

Patrick Metz stated that we have been meeting regularly to research other software options. It was noted that our contract with Streamline Healthcare Solutions - SmartCare software system includes a six month notification for termination and there is no ability to pursue them legally since they are meeting minimum access requirements. Patrick Metz reported that we are losing money staying with Streamline Healthcare Solutions and it is not getting better quick enough. It was noted that our representative has been replaced multiple times over the last few years and that has been incredibly inefficient. Patrick Metz noted that we have invested significant funds to the SmartCare software system reaching nearly \$100,000 since October 2012.

Patrick Metz noted that Kareo is the new software system that we are considering and we would anticipate running this program in tandem with the SmartCare software system until a complete transition occurs. The MIS Department has been consulted and instrumental in locating new software providers. Patrick Metz was instructed to move forward with a replacement and present a proposal to the Health & Human Services Board in the near future.

Approval of Additional Mental Health Therapist Position for Crisis Services (Mailout #3): Myranda Culver distributed a 2015 crisis data handout and reviewed the details of the proposal to add a Mental Health Therapist position to assume crisis services duties. Those crisis services include Chapter 34 emergency mental health services and Chapter 51 emergency detentions/hospitalizations and commitment and settlement orders. Myranda Culver noted that the new position would be funded by Emergency Detention Grant funds and Medicaid billable services. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the addition of a Mental Health Therapist position, and forward the recommendation and crisis services addendum to be attached to the existing position description onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Discuss Restructuring of Health & Human Services Wage Scales: Patrick Metz stated that the Finance & Personnel Committee has not announced the implementation of a wage and compensation study, but have alluded to the fact that there is no extra money to invest into a study and possible implementation. Patrick Metz noted that it is likely not going to happen, so he would like to resurrect his proposal from the 2016 Health & Human Services Budget proposal. This proposal includes merging all Health & Human Services wage scales and making positions more tempting since our benefits have become more equivalent to other competitive area businesses. Patrick Metz stated that since 2010, the average take home pay for a staff member within Health & Human Services has dropped \$4,000-\$6,000 per year and we cannot continue to sustain that and retain employees. There has also been no salary increase since 2013. Patrick Metz stated that he is “losing really good employees and those left might be encouraged to look elsewhere if something doesn’t change soon.”

Bob Bellman reported that he has personally pursued information regarding a wage and compensation study, but those efforts have not become a priority at the Finance & Personnel Committee level. Bob Bellman stated that a few departments are pursuing bonus options for staff and we are hoping Department Heads can work together to develop something county-wide. Patrick Metz was instructed to develop a proposal and present it to the Health & Human Services Board in March.

Discuss Richland County Civil Rights Compliance Plan: Patrick Metz reported that an issue recently arose with our contract with Dane County as part of the activities of the Capital Consortium, as they are requesting the completion of documents relating to the Richland County Civil Rights Compliance (CRC) Plan. Patrick Metz noted that historically we have completed the plan in-house, but the county-wide implementation of the plan has not occurred. The County Clerk’s Office has not taken the required action

as presented and recommended by this agency to the Finance & Personnel Committee in 2014. Patrick Metz noted that this is not a Health & Human Services issue, it is a county issue. Patrick Metz stated that this is a huge liability for the county and there could be significant penalties and financial implications for multiple county departments.

Bob Bellman stated that he recently spoke with a representative of Dane County and they are willing to accept this document if it is completed by Health & Human Services. Patrick Metz noted that the Dane County document requires county data and information that only the County Clerk's Office has access to and the signature of the Richland County Equal Employment Opportunity Coordinator (EEOC), Victor Vlasak, is required. Patrick Metz noted that this issue needs to be resolved by March 2016.

Patrick Metz stated that this county needs an individual to direct and counsel other departments regarding CRC, as this request from Dane County is just the start. Additional CRC programmatic requests and audits are coming and the county has to be prepared. Angie Rizner reported on her previous involvement with the creation of the county CRC plan and how the plan has seriously evolved over the last 9 years; requiring additional signatures, ownership, and follow-through on corrective action items. Angie Rizner noted that the current plan is scheduled to expire December 31, 2017 and new plan requirements should be released late 2016/early 2017. The 2014-2017 plan requirements and assignments should have been worked on over the last few years, but we are uncertain if those county-wide action items have been followed up on yet. In addition to fulfilling those county-wide action items, the new plan will have to be written and approved prior to January 1, 2018. Patrick Metz reiterated that this is a county issue, not a Health & Human Services issue. Bob Bellman stated that the topic would be discussed further by the Finance & Personnel Committee.

Update on Utilization of Vacant Space: Patrick Metz stated that the Richland County Coroner is scheduled to move into the Community Services Building in the near future. A storage space is being developed for agency equipment and supplies in order to accommodate the Coroner's Office.

The next regular Board meeting is scheduled for Thursday, March 10, 2016 at 9:30am at the Community Services Building.

Adjourn: Motion by Marty Brewer, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor