

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 14, 2016

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

Members Absent: Diane M. Brown.

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

Approve Agenda and Posting: Motion by Marty Brewer, seconded by Virginia Wiedenfeld to approve the agenda and proper posting. Motion carried.

Approve March 10, 2016 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: None.

Use of Community Services Building Parking Lot during a Special Event: Amber Burch stated that she is the Chairperson of Ocoochapalooza and they would like to use the Community Services Building parking lot on Saturday, June 4, 2016 for event parking while festivities are being held downtown that day. It was noted that the festivities on Sunday are around the area, not downtown. It was noted that this would be the third year the parking lot would be used for this event. Motion by Linda Gentes, seconded by Virginia Wiedenfeld to approve the use of the Community Services Building parking lot on June 4, 2016 for Ocoochapalooza. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016 Voucher Report for April 14, 2016 was distributed. The following items required additional discussion:

Voucher #3-7 – Cardmember Service: This was to pay for a number of online purchases made by the Children’s Long Term Support Program. It was noted that the purchases are reimbursable.

Voucher #68 & 69 – Strang Heating & Electric: This was to pay for HVAC repairs and electrical changes as was previously approved.

Previously Paid

Voucher 4-6 – Wal-Mart: Virginia Wiedenfeld stated that the statement “Miscellaneous-Bills No Line Detail” is troubling to her. Patrick Metz noted that the County Clerk’s Office often uses this statement for one time or minimal purchase line items instead of creating a new line item that is seldom used.

Motion by Donald Seep, seconded by Marty Brewer to approve the 2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2016 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	16	\$9,210.94
Richland County Health and Human Services – 2016 Vouchers	46	\$35,007.10
Richland County Health and Human Services – 2016 Prepaid Vouchers	5	\$1,292.09
TOTAL	67	\$45,510.13

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget Close-Out (unaudited) breakdown. It was noted that our audit is scheduled for next week, so we will be able to present 2015 audited figures and a glimpse of the 2016 budget next month. Tim Gottschall reported the following:

Revenue posted back to 2015	\$852,829.36
Total liabilities	- <u>\$1,102,571.94</u>
Projected fund deficit	(\$249,742.58)
Unfunded Institutional expenses	+ <u>\$281,899.00</u>
2015 HHS Budget surplus	\$32,156.42

Personnel Updates: Patrick Metz announced the hiring of Lisa Burns, Confidential Administrative Secretary, who transferred from a Secretary position effective April 4, 2016. The hiring of Jennifer Nimocks, Clerical Assistant II (ADRC), Stephanie Stowell, Clerical Assistant II (Admin), and Eric Ives, Youth Aide Worker, all effective April 11, 2016 and Katie Sweet, Children’s Services Case Manager, effective April 18, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Lisa Burns, Confidential Administrative Secretary, effective April 4, 2016; Jennifer Nimocks, Clerical Assistant II (ADRC), Stephanie Stowell, Clerical Assistant II (Admin), & Eric Ives, Youth Aide Worker, effective April 11, 2016; and Katie Sweet, Children’s Services Case Manager, effective April 18, 2016. Motion carried.

Patrick Metz requested that Derek Kalish, Business Systems Supervisor, pass probation effective March 21, 2016 and be placed on regular status. Motion by Linda Gentes, seconded by Donald Seep to approve the probationary period of Derek Kalish, Business Systems Supervisor, effective March 21, 2016. Motion carried.

Patrick Metz noted the resignation of Lisa Burns, Secretary, who accepted another position within the agency effective April 1, 2016; the resignation of Kara Bennett, Temporary/Casual Nutrition Driver (part-time) effective April 4, 2016 and the resignation of Bethany Helmich, Children’s Services Case Manager, effective May 1, 2016. Motion by Dr. Louis Williams, seconded by Donald Seep to approve the resignation of Lisa Burns, Secretary, effective April 1 2016, Kara Bennett, Temporary/Casual Nutrition Driver, effective April 4, 2016, and Bethany Helmich, Children’s Services Case Manager, effective May 1, 2016. Motion carried.

Patrick Metz announced the resignation of Jennifer Nimocks, leased Southwest Wisconsin Workforce Development Board LTE Receptionist, effective April 8, 2016 since she accepted a county position.

Patrick Metz announced that Clerical Assistant II's, Stephanie Stowell and Jennifer Nimocks, requested up to 20 days off without pay within their first year of employment. Eric Ives, Youth Aide Worker, and Katie Sweet, Children's Services Case Manager, requested up to 10 days off without pay within their first year of employment.

Patrick Metz stated that we are currently interviewing for the vacant Mental Health Therapist and Temporary/Casual Nutrition Driver positions and are advertising for the vacant Secretary and Children's Services Case Manager positions at this time.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed copies of the most recent organizational chart and reviewed the updates. It was noted that Tim Gottschall, Business Manager, is the Deputy Director per his position description and assumes the role of Director in the absence of the Director, Patrick Metz.

Update from April 5, 2016 Finance & Personnel Committee Meeting: Patrick Metz reviewed the agenda items and clarified the highlights of the meeting. Patrick Metz noted that the Health & Human Services proposed performance incentive pay bonus that was previously approved by the Health & Human Services Board and the Finance & Personnel Committee in January has been tabled pending review of other bonus structure proposals. The Finance & Personnel Committee then approved a proposal by Pine Valley Healthcare which was not approved by the County Board; however, the Finance & Personnel Committee more recently approved a completely different bonus structure for every county department. Patrick Metz noted that the following bonus structure is scheduled to go before the County Board:

- \$1,000.00 for employees working 35 hours or more per week
- \$ 750.00 for employees working from 25 to 34 hours per week
- \$ 500.00 for employees working from 17.5 to 24 hours per week
- \$ 250.00 for employees working a minimum of 100 hours per year

It was noted that this structure is based on hours worked in 2015, but has nothing to do with quality of work or the employee's previous work performance. Patrick Metz noted that this is scheduled to be awarded to all county employees the first pay period in May. Bob Bellman stated that the Finance & Personnel Committee is working on being fair and consistent across the county; however, there are issues that still need to be considered. Patrick Metz distributed a Proposed 2016 Employee Bonus handout for active Health & Human Services employees and reviewed the details. It was noted that the approximate total cost of \$57,982 reduces to a total county cost of \$28,905 when other Health & Human Services funding sources are factored in. Employee eligibility requirements were discussed. Discussion was held regarding how county departments are going to absorb these costs. Patrick Metz noted that it is likely Health & Human Services would have to postpone the refilling of a vacant position in order to cover the costs. Donald Seep requested to review the impact of salary and benefit reductions over the years once again. Patrick Metz stated that he would bring back the breakdown next month.

Patrick Metz reported that the Finance & Personnel Committee stated that the wage and compensation study is still on hold, but is likely to be considered again next month. The Finance & Personnel Committee also discussed potential 2017 health insurance changes which could include becoming self-funded. It was noted that these conversations are not anticipated to begin until June or July 2016. Virginia Wiedenfeld questioned what would happen to retired employees. Patrick Metz stated that it is likely they would be affected the same as current employees. The Finance & Personnel Committee also discussed the Administrative Handbook noting that it was previously presented as a guideline and many

departments do not actually follow the language. Patrick Metz reported that Health & Human Services is following the language in the Administrative Handbook.

Department of Children & Families Acknowledgement of Child Welfare Staff: Amanda Coorough distributed and reviewed the highlights of a letter received by the Department of Children & Families noting Richland County’s documentation of caseworker contacts for children in out-of-home care. “As one of the highest performing county’s statewide, Richland County demonstrated exceptional performance of 100%”. Amanda Coorough introduced and thanked the following Child Protective Services Team members: Jessica Stank, Cherith Dilley, Laurie Couey, Bethany Helmich, and Eric Ives. Members not present include: Luke Arenz, Bryann McGuire and Katie Sweet.

Review and Approve Health & Human Services Addendum Updates (Mailout #1): Patrick Metz noted that the Health & Human Services Addendum needs to be updated again to reflect the recent Finance & Personnel Committee action. The updates include the removal of the performance evaluation bonus structure that Health & Human Services was proposing, as this has now been replaced with the new county-wide bonus being proposed. Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the updated Health & Human Services Addendum, and forward it onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Discuss Restructuring of Health & Human Services Wage Scales: This item was tabled.

Approve Contracts, Agreements, and Amendments (Mailout #2):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-14-16)		
HARMONY PLACE ASSISTED LIVING, LLC	Provider of CBRF services to a Comprehensive Community Services consumer being served by the Clinical Services Unit. (Richland Center)	For a total amount not to exceed \$49,000.

Motion by Linda Gentes, seconded by Debra Kyser to approve the new 2016 contract. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-14-16)		
LORI KNAPP CRAWFORD, INC.	Due to an increased need for supportive home care or consumer directed support services provided to children with disabilities served by the Children’s Services Unit. <i>This will require County Board approval.</i> (Prairie du Chien)	<i>Original Contract Amount: \$29,500.</i> To a total amount not to exceed \$66,000.

Motion by Donald Seep, seconded by Marty Brewer to approve the 2015 amended contract, and forward it onto the County Board for approval. Motion carried.

Approve Community Garden Lease Agreement (Mailout #3): Marianne Stanek noted that the previous lease was for three years and this is an extension for one more year. It is uncertain who will be responsible for the garden in the future, as it will no longer be the responsibility of Richland County

Health & Human Services. Discussion was held regarding the hold-harmless requirement. Marianne Stanek noted that all volunteers and participants have to sign a document waiving liability. Motion made by Linda Gentes, seconded by Debra Kyser to approve entering into the 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.

Approve Woodland Consultants, Inc. Remodeling Project Proposal (Mailout #4): Patrick Metz stated, as previously discussed, that with the hiring of new employees and increased programmatic needs we would like to build five new offices in the cubicle area of the building. Linda Gentes questioned how the project is going to be funded. Patrick Metz stated that \$65,000 is his preliminary total cost estimation. The Regional ADRC has already committed \$38,000 and Public Health has already committed \$10,000 to the project; this leaves roughly \$20,000 to be covered by the agency. Patrick Metz noted that we would like to only pursue the Plan Development Phase at this time to see if the project is even affordable. Motion made by Virginia Wiedenfeld, seconded by Larry Jewell to approve pursuing the Plan Development Phase with Woodland Consultants, Inc. totaling \$3,580 to determine if the remodeling project is affordable, and if so, bring the proposal back to the Health & Human Services Board for further consideration. Motion Carried.

Approve ADRC of Eagle Country Governing Board Member (Mailout #5): Patrick Metz reported that the ADRC of Eagle Country is requesting to appoint Belinda Granger. Motion made by Marty Brewer, seconded by Virginia Wiedenfeld to approve Belinda Granger representing Youth in Transition on the Aging and Disability Resource Center of Eagle Country Governing Board for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Approve Nutrition Advisory Council Member (Mailout #6): Marianne Stanek stated that the Nutrition Advisory Council is requesting to appoint Don P. Roseberry. Motion made by Marty Brewer, seconded by Dr. Louis Williams to approve Don P. Roseberry representing the Rockbridge Meal Site on the Nutrition Advisory Council for a two year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Approve Commission on Aging & Disability Board Members (Mailout #7): Roxanne Klubertanz-Gerber noted that the Commission on Aging & Disability Board is requesting to appoint Sharyn Knudson and Virginia Wiedenfeld. Motion made by Linda Gentes, seconded by Dr. Louis Williams to approve Sharyn Knudson as a Service Provider Advocate and Virginia Wiedenfeld as an Elderly Representative on the Commission on Aging & Disability Board for a two year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Virginia Wiedenfeld abstained from voting. Motion Carried.

Hospice Services Discussion: Patrick Metz distributed and reviewed a handout regarding Agrace establishing a Richland Center Community Engagement Committee. The next meeting is scheduled for April 27, 2016 from 1-2:30pm at the Brewer Public Library to assist with the understanding of this community and creating connections. Discussion was held regarding Agrace entering into MOUs with local facilities and the hiring of staff within this area to provide in-home hospice services supported by Agrace. Discussion was held regarding the potential development of a facility in this area.

Board Member Attendance at Spring WCHSA Conference: Patrick Metz noted that there are two break-out sessions specifically for Health & Human Services Board members this year and an invitation is being extended to all board members. Debra Kyser requested to attend the conference.

Citizen Comments: Marty Brewer questioned the situation with two male juveniles being referred to Health & Human Services in relation to a video being posted on Facebook. Patrick Metz noted that the Department of Natural Resources and District Attorney's Offices are leading the investigation. It was noted that the juveniles had valid agriculture tags which made this a valid hunt, but the problem stems from what occurred after. Patrick Metz stated that we are managing this situation just like we would any other juvenile offender.

The next regular Board meeting is scheduled for Thursday, May 12, 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