

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 17, 2017

A special meeting of the Richland County Health and Human Services Board was called to order at 1:15 p.m. on January 17, 2017 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. Bryan Myers, Linda Gentes, and Marty Brewer.

Members Absent: Dr. Louis Williams, Larry Jewell, and Lynne Eichinger.

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

Approve Agenda and Posting: Motion by Marty Brewer, seconded by Dr. Bryan Myers to approve the agenda and proper posting. Motion carried.

Citizen Comments: None.

Updates from Finance & Personnel Committee Meeting: Patrick Metz stated that there was nothing new to update.

Discuss Mandated versus Non-Mandated Programs and Services: Patrick Metz distributed a draft handout that reflected non-mandated and mandated programs and services and the county tax levy or other funding attached to each. Patrick Metz reviewed the non-mandated programs and services including Transportation, Older Americans Act Programs, Aging & Disability Resource Center (ADRC), Youth Aids, Mental Health Outpatient Clinic, Detox Services, Alcohol & Other Drugs Abuse (AODA) Residential Treatment, AODA Outpatient, Comprehensive Community Services (CCS), Senior Nutrition Program, and Public Health Programming. Patrick Metz clarified how it is not necessary for Older Americans Act - Greater Wisconsin Agency on Aging Resources (GWAAR) programs to be a function of Health & Human Services; however, the programs would need to be performed by another business/agency in the county. Patrick Metz noted that the Mental Health Outpatient Clinic is not a mandated service, but questioned if it is worth the savings to discontinue the service. It was noted that the Senior Nutrition Program has needed an increase in tax levy due to a reduction in donations and increase in expenses over the years, but eliminating that program from Health & Human Services does not mean that the program would be eliminated in the community. At the very least, this program needs to become budget neutral as it was intended. Patrick Metz reported that Public Health programming is not a mandated service at the Level 2 designation. Marianne Stanek noted that there are a few Public Health services that are mandated.

Patrick Metz reviewed the mandated programs and services including Administration, Child Welfare, Birth to Three, Children's Long-Term Support (CLTS), Crisis Services, Intoxicated Driver Program (IDP) Assessments, Adult Protective Services (APS), Income Maintenance, Wisconsin Home Energy Assistance Program (WHEAP), Child Care Administration, and a Public Health Officer. Patrick Metz stated that prevention is key to help reduce long-term high costs, such as institutional or residential placements.

Dr. Bryan Myers reported that all departments were instructed to review their mandated versus non-mandated service lists as approved during today's County Board session. It was noted that we would like to continue GWAAR programs, the Nutrition Program, and Public Health programming, but we must find ways to get those closer to budget neutral. The Mental Health Outpatient Clinic is also extremely expensive and needs to be reviewed further. Patrick Metz stated that we are looking closer at Advanced Practice Nurse Practitioner (APNP) and telepsychiatry services to help reduce the over \$200,000 in annual tax levy for psychiatry. Myranda Culver noted that we would have a better idea of this potential savings in a month or two. The Mental Health Outpatient therapist line item of over \$280,000 was also discussed. Patrick Metz stated that we could also look at reducing those expenses as well. Marty Brewer noted that we need to look very closely at these items before we react. Patrick Metz reported that Health & Human Services is not a very heavy tax levy department in our core budget; where tax levy is high is with mandated placement costs.

The Senior Nutrition Program was further discussed. Patrick Metz stated that one option being considered is to continue delivering home-delivered meals, but shut all congregate meal sites with the exception of the Richland Center Meal Site for the socialization aspect. Another option is to develop a restaurant voucher process for participants to receive a meal at local, area restaurants and continue delivering home-delivered meals. Donald Seep noted that this could be a public relations problem for the county. Patrick Metz reported that we only need to provide a level of service that meets the basic requirements of the program and is in the best interest of the county. Dr. Bryan Myers stated that the County Board is going to require a reduction in tax levy and many Health & Human Services programs are mandated, so there are only a few areas that we can cut. Motion by Dr. Bryan Myers, seconded by Donald Seep to request that management present at the February Health & Human Services Board meeting multiple options for continuing to operate and fund the Older Americans Act Programs, Senior Nutrition Program, and Public Health Programs, and management present at the March Health & Human Services Board meeting multiple options for continuing to operate and fund the Mental Health Outpatient Clinic.

Bob Bellman stated that he and Marty Brewer are on the UW-Richland Committee and the campus kitchen revenues would be impacted by nearly 80% if the Senior Nutrition Program was changed.

Donald Seep questioned the current reductions in tax levy or expenses that Health & Human Services has already implemented. Patrick Metz noted that to help with the current cash flow issues of the county he has implemented a reduction of hours for those employees who were working more hours than their approved job description. Staff who were hired to work 35 or 37.50 hours/week entered into temporary agreements in 2016 to work up to 40 hours/week. This increase in hours was not approved starting January 1, 2017 but will be reviewed quarterly to see if the agreements can be reinstated. It was noted that the agreements included a 14-day termination clause and staff were given adequate notice of the change. Discussion was held regarding the ADRC funding sources utilized for these additional hours. Patrick Metz noted that this situation does not just impact ADRC staff, but all Health & Human Services staff. Patrick Metz stated that other expense reductions were also implemented; including not refilling positions, reducing purchases, and eliminating staff attendance at trainings and conferences. It was noted that these reductions should all help the county cash flow.

Becky Dahl reported on the functions of the Regional ADRC and their need to have a "clear and distinct service". If cash flow is going to be an issue for Richland County, the Regional ADRC is questioning if Richland County should continue to be the fiscal agent of the region. Becky Dahl noted that Health & Human Services receives approximately \$90,000 from the Regional ADRC. Motion carried.

Discuss 2017 Budget Saving Measures: This item was previously reviewed.

Discuss Development of 2018 Budget: Patrick Metz stated that the development of the 2018 budget will be largely impacted by the decisions made to reduce the 2017 budget.

Personnel Updates and Future Hiring Practices: Patrick Metz announced the hiring of Cassandra Paulus and Christian Bremmer, Economic Support Specialists, effective January 9, 2017 and the hiring of Cindy Robinson, Mental Health Therapist, effective January 23, 2017. Motion by Marty Brewer, seconded by Dr. Bryan Myers to approve the hiring of Cassandra Paulus and Christian Bremmer, Economic Support Specialists, effective January 9, 2017 and Cindy Robinson, Mental Health Therapist, effective January 23, 2017. Donald Seep questioned the funding of the positions. Patrick Metz noted that the Economic Support Specialists are funded by the Income Maintenance Program and the Mental Health Therapist is funded by the CCS Program. Dr. Bryan Myers stated that until we make structural changes to the agency's programs or services, we cannot expect the remaining staff to do the same amount of programming with less staff. Once programs or services are changed, we can make changes in staffing as necessary. Motion carried.

Patrick Metz requested that Emilie Nusse, Children's Services Case Manager, pass probation and be placed on regular status effective December 20, 2016. Motion by Donald Seep, seconded by Debra Kyser to approve the probationary period of Emilie Nusse, Children's Services Case Manager, effective December 20, 2016. Motion carried.

Patrick Metz announced that Beth Lange, Public Health RN, submitted her resignation effective January 20, 2017. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Beth Lange, Public Health RN, effective January 20, 2017. Motion carried.

Patrick Metz noted that Linda Laurance-Walsh has been hired through the Southwest Wisconsin Workforce Development Board as a limited term Substance Abuse Counselor working up to 28 hours/week effective January 9, 2017.

Patrick Metz reported that Cassandra Paulus and Christian Bremmer, Economic Support Specialists, and Cindy Robinson, Mental Health Therapist, all requested up to 10 days off without pay in their first year of employment.

Patrick Metz reviewed our vacant county positions noting that we are currently interviewing to fill the vacant AODA Counselor position and the new Treatment Court Coordinator position. We are not refilling the following five vacant county positions at this time in an effort to offer savings to the budget: Mental Health Therapist, Psychiatric RN, Secretary, Confidential Administrative Secretary, and Early Intervention Special Educator.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed an updated organizational chart and reviewed the most recent changes.

Approve Hiring of Public Health Registered Nurse: Patrick Metz reported that the Finance & Personnel Committee has requested that departments go before their governing Board and request to fill positions prior to just automatically refilling. It was noted that it would be difficult to continue Level 2 Public Health programming without a second registered nurse. Dr. Bryan Myers questioned if this would be one of the potential reductions that would be offered next month. Discussion was held regarding reducing to a

Level 1 Public Health Department and postponing the hiring of this position until further discussions are held. It was noted that reducing to a Level 1 takes time and the workload is going to continue. Patrick Metz stated that if it is decided that this is one of the programs to be reduced, this position would be laid off. Motion made by Marty Brewer, seconded by Debra Kyser to approve the hiring of a Public Health Registered Nurse. Motion Carried.

Approve Revision of the AODA Counselor Job Description (Mailout #1): Patrick Metz reviewed the proposed changes to the AODA Counselor job description, title, and wage levels. It was noted that two AODA Counselor positions were included in the 2017 budget, but we are hoping to only fill one at this time. Patrick Metz noted the proposed removal of this position from the old Professional Union wage scale to the Non-Union wage scale. The wage for this position would be determined upon the successful applicant's level of certification as stipulated in DHS 75 and SPS 160:

Certified Substance Abuse Counselor (CSAC)/CSAC Supervisor In-Training	Grade 22
Certified Substance Abuse Counselor (CSAC)/Intermediate Clinical Supervisor	Grade 24
Certified Substance Abuse Counselor (CSAC)/Independent Clinical Supervisor	Grade 26

Patrick Metz reported that the hiring of this position would fulfill the requirements of the Treatment Alternative and Diversion (TAD) grant as was previously approved by the County Board. Motion made by Dr. Bryan Myers, seconded by Linda Gentes to approve the revisions to the AODA Counselor Job Description, and forward the request onto the Finance & Personnel Committee and County Board. Motion Carried.

Review Children's Services Unit Birth to Three Program Compliance Letter (Mailout #2): Amanda Coorough noted that from July 1, 2015 – June 30, 2016 our Birth to 3 Program has had 100% compliance and recently received a letter of accommodation from the Department of Health Services. The Board congratulated the unit on their success and commitment to quality services for young children with developmental delays and disabilities and their families.

Update on Community Services Building Remodeling Project: Patrick Metz stated that the remodeling project is complete and offered a tour after the meeting. Patrick Metz noted that there was a slight overage in the project due to incomplete HVAC plans totaling approximately \$2,200 in additional costs. The County Board approved the project at \$82,000 and the awarded bid was \$78,000 with final project costs of approximately \$84,000. Patrick Metz reported that he is happy with the overall result.

Schedule Additional Health & Human Services Board Meetings: Bob Bellman stated that we have no additional meetings scheduled at this time.

Convene in Closed Session Per Wis. Statutes 19.85(1) (C) to Finalize the Annual Performance Evaluation of the Director: Motion by Marty Brewer, seconded by Linda Gentes to convene in closed session per Wis. Statutes 19.85(1) (C) to finalize the annual performance evaluation of the Director to include Patrick Metz. Roll Call Vote. Dr. Bryan Myers, Donald Seep, Debra Kyser, Bob Bellman, Marty Brewer, and Linda Gentes all voted for the motion. Motion carried.

Return to Open Session: Motion by Donald Seep, seconded by Debra Kyser to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 9, 2017 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor