

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 9, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 9, 2017 by Donald Seep in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Dr. Louis Williams, Donald Seep, Dr. Bryan Myers, Linda Gentes, Lynne Eichinger, and Marty Brewer.

Members Absent: Larry Jewell.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, Marianne Stanek, Myranda Culver, Roxanne Klubertanz-Gerber, Tim Gottschall, Tanya VanRisseghem-Webster, Tiffany Johnson, Victor Vlasak, Pauline White, Angie Arneson, Ron Jasper, Janet Jasper, Arlen Andreae, Elaine Andreae, Carol McKittrick, Bev Krans, LaVerne Coy, Jolene Coy, Barb Ames, Sue Stibbe, Sue Roseberry, Jo Ann Schmitz, Colleen Schroeder, Eva Jo Putz, Cheryl Heffner, Gary Hardy, Shane Stibbe, Sharry Rucinski, Norma Pyfferoen, and Julie Bannister.

The Board and members of the agency introduced themselves to those present. Donald Seep thanked Bob Bellman for his years of service on the Health & Human Services Board noting that he announced his retirement from the Board at last month's meeting during closed session.

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

Committee on Committees Update: Patrick Metz stated that this was put on the agenda in case the Committee on Committees had announced a replacement County Board member for Bob Bellman; however, that has not occurred but is likely to be acted on later this month.

Election of Officers: Donald Seep announced that he would not like to be considered for Health & Human Services Board Chair due to personal reasons and schedule. Motion by Marty Brewer, seconded by Linda Gentes to nominate Dr. Bryan Myers as the Health & Human Services Board Chair. Motion carried.

Motion by Linda Gentes, seconded by Debra Kyser to nominate Donald Seep as the Health & Human Services Board Vice Chair. Motion carried. It was noted that Larry Jewell will remain the Health & Human Services Board Secretary.

Approve January 12, 2017 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the Health & Human Services Board meeting minutes. Motion carried.

Approve January 17, 2017 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Discussion was held regarding how the various citizens should present their comments after each topic is presented.

Review Multiple Options for Continuing to Operate and Fund: Patrick Metz noted that a County Board resolution in January directed department heads to come forward with a list of non-essential services by March 2017. The following non-mandated programs or services were determined to need additional discussion during the January 17, 2017 Health & Human Services Board meeting.

Senior Nutrition Program: Marianne Stanek distributed a handout which reflected the costs associated with operating the Senior Nutrition Program in 2016, a proposal to cut the Viola Meal Site but leave the rest of the program alone in 2017, and a proposed full revision of the program in 2018.

Marianne Stanek reviewed the handout noting that 33,586 meals were served in 2016 at a cost of \$273,845. When revenues are factored in, it is anticipated that the Senior Nutrition Program will need \$60,766 in 2016 to support the program. Tim Gottschall noted that when he presents the 2016 budget later in the meeting it will be slightly different from the numbers being presented in the handout. Patrick Metz stated that this program needs more tax levy every year largely due to federal reimbursements being reduced over the years and suggested donations, which are not required, continue to decrease.

Ron Jasper questioned where the state taxes he pays are going. Patrick Metz noted that no state tax is contributed to this program. It is a mandated service that the state must provide, but the county is not required to provide the service. A different entity could provide the service and the Greater Wisconsin Agency on Aging Resources (GWAAR) would have to locate another provider in the county. Patrick Metz noted that this transitional process would be quite lengthy and not quick. It was noted that GWAAR funds all Older Americans Act Programs, and if Health & Human Services no longer provides one Older Americans Act Program, we can no longer provide any of the other services. GWAAR would have to locate a different entity to provide all the Older Americans Act Programs.

Sue Roseberry questioned who to speak to at the state level to initiate change. Patrick Metz stated that individuals should reach out to their state representatives or legislators. Linda Gentes further questioned the 2016 financials. Patrick Metz noted that we have not received GWAAR funds from Oct-Dec at this time, but the approximate need for an additional \$60,000 is likely. Ron Jasper questioned how many other programs are in financial trouble county-wide. Dr. Bryan Myers noted that there are other cost saving discussions being held across the county in other departments. Dr. Bryan Myers stated that options are simply being presented today for consideration during this challenging time. Donald Seep noted that this situation is similar to what the state parks are experiencing right now.

Marianne Stanek continued to review the handout noting that an option for consideration is to close the Viola Meal Site in 2017, noting that it is the most expensive meal site to operate and serves the fewest meals. It was noted that home delivered meals are currently being served to only Vernon County residents and there are two Vernon County Meal Sites within 6-8 miles of Viola. Marianne Stanek reported that this option would reduce the need for additional tax levy in 2017 from over \$60,000 to approximately \$38,495.

Marianne Stanek reviewed other options for consideration in 2018:

- Transition the Rockbridge Meal Site to a restaurant model and move it to Turbo's Restaurant in Hub City.
- Transition the Richland Center Meal Site to a restaurant model utilizing existing restaurants in Richland Center. Only home delivered meals would be prepared by the UW-Richland kitchen and county staff and volunteers would deliver.

Marianne Stanek stated that there would be no changes to the Germantown Meal Site at this time. It would be recommended that the suggested donation increase by \$.10/meal in 2017 and \$.15/meal in 2018. It was noted that these changes would either require approval from GWAAR and/or the Nutrition Advisory Committee. Patrick Metz reviewed the potential tax levy savings ranges if the meal sites transitioned to a restaurant model:

- If the program paid \$4.50/meal to the restaurant, the tax levy savings would be approximately \$36,595.
- If the program paid \$5.00/meal to the restaurant, the tax levy savings would be approximately \$31,395.
- If the program paid \$5.50/meal to the restaurant, the tax levy savings would be approximately \$24,171.

Donald Seep questioned if the suggested donation could be increased more to help make the program more cost neutral. Tanya Webster stated that it is recommended that the increases be implemented slowly and the suggested donation is currently \$3.50/congregate meal and \$4.00/home delivered meal. Sue Roseberry noted that people are not going to drive 28 miles for lunch roundtrip and meal sites are also essential for people's mental health. Paula White stated that the Richland Center Meal Site has progressively grown and this meal site's attendees are often not able to pay the current suggested donation and will not be able to accommodate any increase.

Patrick Metz reviewed the following options that were previously discussed:

1. Make no changes – results in the need for additional tax levy every year at a minimum of \$60,000/year.
2. Eliminate the Viola Meal Site only – offers a savings of approximately \$22,000/year.
3. Transition to a Restaurant Model – offers a savings of approximately \$24,000-\$36,000/year depending upon how much each restaurant charges the program per meal.

Marty Brewer noted that there is another significant impact to the county when discussing these options. Angie Arneson stated that the UW-Richland kitchen has prepared the meal site meals for over 30 years and a change to this would be a \$15,000 hit to their budget if we transition to a restaurant model. It was noted that the UW-Richland kitchen currently charges the program \$3.50/meal. Angie Arneson reported that the UW-Richland kitchen would have to serve 4,285 more meals/month to overcome this change and that is impossible to sustain when serving meals to only enrolled students. Angie Arneson stated that removing the Viola Meal Site only would not significantly impact the UW-Richland kitchen. Dr. Bryan Myers noted that the UW-Richland kitchen is a county funded entity and we need to begin removing departmental silos, especially if it offers savings for the program. Julie Bannister questioned why the UW-Richland kitchen cannot serve the meals at their building and eliminate the \$300/month fee for the Richland Center Community/Senior Center. Angie Arneson stated that she would have to pose that question to UW-Richland, but sufficient parking and space may be an issue.

Linda Gentes questioned if Health & Human Services has attempted to negotiate the rental rate at the Rockbridge Meal Site. Marianne Stanek stated that we have negotiated the lowest possible rate from the Richland School District. Discussion was held regarding the support staff costs at each meal site. Don Seep suggested that participants of the Rockbridge Meal Site contact the Richland School District to see if they are willing to waive or reduce the rent further. It was noted that the Rockbridge Meal Site rental is \$24.00/day and is only open Mondays, Wednesdays, and Fridays at a total annual rent of approximately \$3,800. Sue Roseberry questioned if anyone has approached Turbo's Restaurant. Tanya VanRisseghem-Webster stated that we have been in contact with them and they are interested, but details have yet to be finalized.

Linda Gentes questioned the overhead costs of the Richland Center Meal Site. Marianne Stanek stated that there are more costs associated with that site due to the larger quantity of meals served, but the site is the least cost per meal served. It was noted that the Rockbridge Meal Site operates largely with volunteers. Paula White stated that the Richland Center Meal Site also operates largely with volunteers or participants who help out because they can't afford the suggested donation. The paid driver delivers meals to all the area meal sites and other paid staff do bookwork and dishes. Shane Stibbe stated that a request to reduce the rental fee at the Richland Center Community/Senior Center would need to be presented to the City of Richland Center Parks & Recreation Committee for consideration. Discussion was held regarding how this meeting was posted to notify the citizens of the community.

Dr. Bryan Myers stated that this was good discussion today. Marty Brewer noted that this is one program that he is not in favor of cutting or changing at all. Dr. Louis Williams noted that the socialization is often more important than the meal. Dr. Bryan Myers stated that we need to make cuts, as this county is in financial trouble. Patrick Metz recommended that the meal site participants continue advocating for the program to other organizations to show an effort to reduce costs and increase efficiencies or fundraising. Motion by Donald Seep, seconded by Marty Brewer to instruct Patrick Metz to find efficiencies in the Senior Nutrition Program that benefit the county and the participants with an action plan to be presented during the March Health & Human Services Board meeting. Linda Gentes noted that is what the Health & Human Services Board previously tasked him and we discussed here today. Dr. Bryan Myers stated that the motion does not give any further direction to Patrick Metz than what was just presented, but the restaurant model seems to be not favorable. Tim Gottschall reported that in reviewing the current trends of the Senior Nutrition Program over the last five years, a continued increase in tax levy has been necessary, so to do nothing to the program means that additional tax levy will be necessary every year. Paula White noted that the Viola Meal Site largely consists of citizens of Vernon County. Motion carried. Various citizens commented that the Senior Nutrition Program is not just for the socialization, as gas costs are increasing and food stamps are reducing, and understood that they need to help advocate and reduce costs of the program.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016/2017 Voucher Report for February 9, 2017 was distributed. The following items required additional discussion:

Voucher #10 – Brett Iverson: This was to pay for marketing materials for Richland FIT.

Voucher #4-5 – Cardmember Service: This was to pay for our Clinical Services Unit electronic health record (EHR) software monthly fee that has increased significantly. This equates to a nearly

\$1,000/month overage or \$12,000 annually which has not been budgeted for. Tim Gottschall noted that we are currently on month-to-month terms and are looking at options to reduce users or negotiate annual contract terms in an effort to reduce the monthly costs.

Voucher #39 – Richland Medical Center: This was to pay for contractual services through Richland FIT for the Medical Director, and will receive grant reimbursement.

Voucher #48 – Woodland Consultants, Inc.: This was to pay the final engineer fee for the remodeling project. Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the 2016/2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2016/2017 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2017 Expense Reports	17	\$8,033.30
Richland County Health and Human Services – 2016 Vouchers	10	\$5,084.12
Richland County Health and Human Services – 2017 Vouchers	35	\$28,901.09
Richland County Health and Human Services – 2016 Prepaid Vouchers	1	\$293.56
Richland County Health and Human Services – 2017 Prepaid Vouchers	2	\$457.30
TOTAL	65	\$42,769.37

Dr. Louis Williams left the meeting.

2016 Budget Summary: Tim Gottschall distributed the 2016 Health & Human Services Budget as of February 8, 2016 and noted a surplus in the core budget of \$23,474 when placement expenses are removed. The Adult Placement Expenses currently total \$165,936 and Children Placement Expenses currently total \$725,661 for 2016. Tim Gottschall noted that the end of year estimate is the need for a Fund 10 transfer that totals \$590,897 for 2016.

Review 2017 Contract Monitoring Report Format (Mailout #1): Angie Rizner reviewed the 2017 contract monitoring report format noting that expenses should begin to show over the next few weeks, so the actual monitoring will be completed and a report will be offered in this format next month. Dr. Bryan Myers requested that the report be sorted by manager/unit rather than alphabetically by provider.

Update from Finance & Personnel Committee Meeting: Patrick Metz stated that the county continues to look for cost saving measures. The Richland County Treasurer report stated that as of January 31, 2017 the county has \$4.8 million which includes the January tax levy settlement. An additional \$2 million is expected in February tax levy settlements from the townships. Patrick Metz noted that the entire county payroll is \$1.5 million per month and it is likely the county checkbook will be reduced to \$1.1 million once January and February expenses are paid. The Finance & Personnel Committee had reported that we “need cash and need it quick.” Carlson Dettman Consulting, LLC offered a paid time off (PTO) presentation during the Finance & Personnel Committee meeting; however, it was revealed that the option would not offer monetary savings to the county. Patrick Metz noted that Carlson Dettman Consulting, LLC continues to complete the wage and compensation study since that was previously approved to pursue. The Finance & Personnel Committee gave direction to the Department Heads that in the short-term don’t spend it if you don’t absolutely need it. It was noted that the county’s financial struggles right now are not just a Health & Human Services issue, as the county has been balancing their budget for other

departments with General Fund 10 in 2014-2016. As a result, the Finance & Personnel Committee is requesting a list of non-essential services from each county department. Patrick Metz reported that Health & Human Services offered a list of mandated versus non-mandated services and the MIS Department offered that their only option would be to eliminate a full-time position which would result in the elimination of the county's website. The Pine Valley Community Village created a list, but did not offer to review it at that time and no other departments offered a list of non-essential services. Patrick Metz stated that action is needed quickly and encouraged other county departments move on the creation of their lists.

Review Multiple Options for Continuing to Operate and Fund:

Older Americans Act Programs: Roxanne Klubertanz-Gerber distributed a packet and reviewed the Older Americans Act Programs including the monetary impact of each. One option is to eliminate the Low Vision Support Group, layoff the part-time employee, and transfer the GWAAR funds of \$5,686 to the Elder Benefit Specialist Program to reduce the tax levy need of \$8,619 to \$2,933 for that program. Roxanne Klubertanz-Gerber stated that the Low Vision Support Group ranges from 5-6 attendees in the winter to 20-25 attendees in the summer. Roxanne Klubertanz-Gerber noted that we offer very robust services for the limited amount of tax levy funds needed to sustain the Older Americans Act Programs.

Public Health Programs: Marianne Stanek distributed a handout that reviewed the six required services of Local Health Departments at Level I, II or III. Marianne Stanek distributed a handout that listed the required service categories of all local health departments and the breakdown of the services offered by Richland County Public Health. Marianne Stanek stated that the Public Health Unit employs two full-time nurses and herself. As a Level II Local Health Department, the unit provides 4,360 direct service hours at a cost of \$211,547. Marianne Stanek reported that Public Health nurses are completely tax levy supported and the block grant dollars have to be utilized for services. The following services could be provided by a provider other than Richland County: Flu, Free Clinic, HHS Wellness, Oral Health, School Nursing, and Senior Nutrition.

Marty Brewer questioned if we can move from different Public Health tier levels. Patrick Metz stated that there could be some ways to shift services to make us a Level I, but that is not necessarily a good idea. The staff infrastructure of Public Health needs to be maintained in order to be able to address Public Health disasters when they occur. Patrick Metz noted that the Governor's budget proposal includes the ability to possibly regionalize Public Health, Adult Protective Services, Child Support and Veteran's Service. We are also looking at the ability to share a Public Health Nurse within our agency in an effort to utilize other funding sources to support the position.

Discussion was held regarding the continued funding of Richland FIT. Linda Gentes reported that she received an email stating that if we do not have a Health & Wellness Coordinator, then we do not have the ability to pursue another grant for further funding of these initiatives. Marianne Stanek stated that the plan is to have the Richland FIT Coalition continue in the community. Patrick Metz noted that the intention of the Richland FIT Grant was to sustain itself in the community separate from Richland County. The Health & Wellness Coordinator position will only continue past March if additional grants are secured and no tax levy will be utilized to support the position.

Mental Health Outpatient Clinic: Patrick Metz reported that our current psychiatrist has submitted a 30-day resignation and his last day will be March 9, 2017. Crossing Rivers Healthcare also lost their telehealth psychiatrist recently, so they are pursuing replacements as well. Angie Rizner distributed a handout which lists the southwest Wisconsin mental health service providers that she found on the Substance Abuse and Mental Health Services Administration website. Patrick Metz noted that this list is broken down by Richland, Vernon, Grant/Iowa, Crawford and Sauk County providers. It clearly shows how Richland County has very few mental health service providers in comparison to other surrounding counties, which

Further Discuss Mandated versus Non-Mandated Programs and Services (Mailout #2): Patrick Metz reviewed the non-mandated versus mandated programs and services list. Angie Rizner was instructed to add the potential elimination of the \$3,000 donated to Passages to the next Health & Human Services agenda.

Final 2017 Health & Human Services Budget: Patrick Metz stated that the 2017 Health & Human Services Budget had a few revisions when presented to the Finance & Personnel Committee and the final version is in need of Health & Human Services Board member signatures. The final version of the budget was circulated for signature.

Discuss 2017 Budget Saving Measures: This agenda 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: Patrick Metz requested that Billy Cordero Soto, Economic Support Specialist, pass probation and be placed on regular status effective February 22, 2017. Patrick Metz noted that Michael Lindner, Economic Support Specialist, will be placed on a six month probationary period extension until August 22, 2017. Motion by Marty Brewer, seconded by Linda Gentes to approve the probationary period of Billy Cordero Soto, Economic Support Specialist, effective February 22, 2017 and the six month probationary extension of Michael Lindner, Economic Support Specialist, until August 22, 2017. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #3): It was noted that most of these expenses have already been paid and we are simply cleaning up the approved contract balances for the auditors. Dr. Bryan Myers stated that the contract monitoring report being offered in 2017 will assist with tracking these expenses more closely throughout the year.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-9-17)		
BREININGER LAW OFFICE	Due to an increased need for legal services provided to the Children's Services Unit. (Richland Center) This will require County Board approval.	<i>Original Contract Amount: \$25,000.</i> <i>Amended Amount: \$49,500</i> To a total amount not to exceed \$55,000.

CHILED A INSTITUTE	Due to an increased need for residential cognitive and behavioral health treatment for youth being served by the Children's Services Unit who have severe mental health deterioration and pose a high risk to self and others. (La Crosse)	<i>Original Contract Amount: \$225,000.</i> To a total amount not to exceed \$236,000.
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: \$132,000.</i> To a total amount not to exceed \$141,000.
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. (Prairie du Chien) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$49,000.</i> To a total amount not to exceed \$96,000.
NEW VISIONS TREATMENT HOMES	Due to an increased need for treatment foster home care provided to a child being served by the Children's Services Unit. (Eau Claire)	<i>Original Agreement Amount: \$1,400.</i> To a total amount not to exceed \$4,100.
ORION FAMILY SERVICES	Due to the increased need for therapy services provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Madison)	<i>Original Agreement Amount: \$7,000.</i> To a total amount not to exceed \$9,500.
REDWOOD TOXICOLOGY LABORATORY, INC.	Due to an increased need for drug use laboratory testing and equipment provided to parents and/or juveniles being served by the Children's Services Unit. (Santa Rosa, CA)	<i>Original Agreement Amount: \$1,000.</i> To a total amount not to exceed \$1,500.
THE PSYCHOLOGY CENTER	Due to an increased need for counseling and therapeutic resources provided to children being served by the Children's Services Unit. (Madison)	<i>Original Contract Amount: \$15,000.</i> To a total amount not to exceed \$19,000.
THE RICHLAND HOSPITAL, INC.	Due to an increased need for physical, occupational and speech therapies provided to Birth to Three Program children being served by the Children's Services Unit. (Richland Center)	<i>Original Contract Amount: \$100,000.</i> To a total amount not to exceed \$102,000.
UNITED CEREBRAL PALSY OF GREATER DANE COUNTY	Due to an increased need for home-based respite and specialized transportation provided to children with disabilities served by the Children's Services Unit. (Madison)	<i>Original Contract Amount: \$11,000.</i> To a total amount not to exceed \$13,000.

ZIRMED, INC.	Due to an increased need for electronic claims submission and management software for the electronic health record (EHR) being utilized by the Clinical Services Unit. (Louisville, KY)	<i>Original Agreement Amount: \$4,000.</i> To a total amount not to exceed \$5,000.
---------------------	---	---

Motion made by Linda Gentes, seconded by Marty Brewer to approve the amended 2016 contracts/agreements, and forward those necessary onto the County Board for approval. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-9-17)		
BETHEL HOME AND SERVICES	A provider of skilled nursing home services to an APS adult being served by the Clinical Services Unit. (Viroqua)	For a total amount not to exceed \$9,500.
RAWHIDE, INC.	A provider of residential treatment to a child being served by the Children's Services Unit. (New London)	For a total amount not to exceed \$49,500.
JESSE CRAWFORD RECOVERY CENTER, INC.	A provider of AODA residential treatment to an adult being served by the Clinical Services Unit. (Madison)	For a total amount not to exceed \$1,000.

Motion made by Marty Brewer, seconded by Donald Seep to approve the new 2017 contracts/agreements. Motion Carried.

Approve Resolution Approving the Release of a Money Judgment Lien on a Tax Delinquent Parcel (Mailout #4): Patrick Metz noted that this resolution will remove our lien but not the judgment, so the county can move forward with selling the property. Motion made by Marty Brewer, seconded by Debra Kyser to approve the resolution approving the release of a money judgment lien on a tax delinquent parcel and forward it onto the County Board for approval. Motion Carried.

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

Adjourn: Motion by Linda Gentes, seconded by Donald Seep to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor