

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**April 13, 2017**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 13, 2017 by Dr. Bryan Myers 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, Kerry Severson, Larry Jewell, Linda Gentes, Lynne Eichinger, and Marty Brewer.

Others Present: Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, Marianne Stanek, Myranda Culver, Stephanie Ronnfeldt, Tim Gottschall, Rose Kohout, Roxanne Klubertanz-Gerber, Tanya Van Risseghem-Webster, Amanda Coorough, Karn Schauf, Sheriff Jim Bindl, Jim Patch, Joanne Rausch, Beverly Pittman Burns, Marlene Curtis, Christina Beach-Baumgartner, Sheri Siemers, Sue Roseberry, and Daniel Bach.

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

Approve March 9, 2017 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.

Department of Health Services Division of Public Health Certificate Presentation: Marianne Stanek introduced Sheri Siemers and Christina Beach-Baumgartner from the Wisconsin Department of Health Services Division of Public Health noting that they are here to present the Public Health 140 Review certificate. Christina Beach-Baumgartner reported that the Administrative Rule 140 Review is a requirement every 5 years and is a time to evaluate the Richland County Public Health Level 2 Health Department status. The strengths that were noticed in Richland County are communication, community involvement, focus on youth, emergency preparedness, and the recent Community Health Needs Assessment to name a few. Christina Beach-Baumgartner stated that Marianne Stanek needs to be commended for her “leadership, passion and expertise.”

Further Review of Multiple Options for Continuing to Operate and Fund:

Senior Nutrition Program – Viola Meal Site Action Plan: Marianne Stanek distributed a Viola Meal Site Work Plan and stated that she met with participants of the Viola Meal Site who intend to reach out to citizens to increase participation. As discussed last month, Eugene Gabrysiak met with members of the Village of Viola and the rent of the Viola Meal Site will be decreased from \$200/month to \$100/month starting June 2017. Tanya Van Risseghem-Webster is working with the ADRC in Vernon County to research and discuss options for the Vernon County residents who are receiving meals at the Viola Meal Site. Marty Brewer noted that the elimination of funding for this program is being considered at the federal level. Dr. Bryan Myers stated that this proposal projects growth and is not a cost savings measure. The previous deficit presented was approximately \$20,000 to serve five Vernon County residents at this meal site and a growth proposal is not going to remedy that financial issue.

Donald Seep questioned if the administrative costs of operating the Senior Nutrition Program have been further reviewed. Patrick Metz noted that we cannot reduce administrative costs when the plan is to spend additional staff time on growing the Viola Meal Site to maintain it five days per week. The discussions last month recommended extending this proposal to the end of 2017 to give the citizens time to increase participation. Discussion was held regarding the proposed timeline and reasoning for approximately \$11,000 in administrative costs. Patrick Metz stated that those administrative costs would be shifted for awhile until the impact of closing the site is completely settled. The approximate savings of \$20,000 was reviewed to include the elimination of transporting meals, site rental, staff time, and meal costs. Marlene Curtis requested that five days per week be offered through the end of the year and then, if necessary, reduce further to three days per week if participation does not increase. Motion by Marty Brewer, seconded by Dr. Louis Williams to keep the Viola Meal Site as is, attempt to increase participation, accept the reduction in rent starting June 2017, and reassess the situation December 31, 2017. Discussion continued. Motion by Kerry Severson, seconded by Debra Kyser to amend the motion to accept the reduction in rent, reduce the Viola Meal Site to three days per week effective June 1, 2017, and review the situation again in 90 days to reevaluate if participation has increased. Discussion continued. It was clarified that frozen and home delivered meals would still be offered to those in need in the Viola area. Roll Call Vote to accept the amendment. Marty Brewer, Dr. Louis Williams, Donald Seep, and Lynne Eichinger voted against the amendment. Linda Gentes, Kerry Severson, Larry Jewell, Debra Kyser, and Dr. Bryan Myers voted for the amendment. Amendment Approved. Kerry Severson questioned where the savings from reducing the Viola Meal Site to three days per week would go. Patrick Metz noted that it would be a budget reduction and the savings would go back into the 2017 Health & Human Services budget. Roll Call Vote to accept the Motion as amended. Dr. Bryan Myers, Dr. Louis Williams, and Lynne Eichinger voted against the amended motion. Linda Gentes, Kerry Severson, Marty Brewer, Larry Jewell, Donald Seep, and Debra Kyser voted for the amended motion. Motion Carried.

Mental Health Outpatient Clinic: Myranda Culver reported that during the last meeting the Board approved her ability to hire two leased therapists in the Mental Health Outpatient Clinic; however, the applicants we interviewed are only qualified to fill Comprehensive Community Services (CCS) therapist positions. We would propose shifting current county CCS therapists into providing therapy services to clients in the Mental Health Outpatient Clinic and employ leased therapists to provide CCS services. Patrick Metz noted that this option offers the ability to also generate additional revenues at a higher level due to the county staff having increased qualifications. Patrick Metz stated that there is also another option being considered at this time, but meetings have not been able to occur prior to this meeting. Dr. Bryan Myers stated that he is concerned with transferring full-time, county staff to a program that is not mandated. Myranda Culver noted that if the Mental Health Outpatient Clinic is further reduced, the county employees would shift back into providing CCS services and the leased employees would be laid off. Motion by Marty Brewer, seconded by Kerry Severson to rescind the previous motion from the March 9, 2017 meeting regarding the refilling of two vacant leased therapist positions. Motion Carried.

Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of two leased, full-time positions into the Clinical Services Unit. Motion Carried.

Dr. Bryan Myers reported that the Pauquette Center recently hired an Advanced Practice Nurse Prescriber (APNP) who is available to see clients one day per week. Patrick Metz noted that Dr. Fischer, current Medical Director and psychiatrist, is one month into serving his last 90 days at

Health & Human Services. A request to contract with a new Medical Director is being requested later in this meeting. It was noted that Crossing Rivers Health is still pursuing a telepsychiatrist and could also have an APNP available to us very soon as well. Dr. Bryan Myers requested that we contact Pauquette Center representatives to see if they are willing to work together on increasing their local psychiatric services.

Discuss Offering Public Forum: Patrick Metz stated that our management team suggested that we offer Public Forums to educate and outreach to the community about the current issues we are facing at Health & Human Services and how the community can help. Donald Seep noted that this would be valuable if offered as a requirement of the County Board. Dr. Bryan Myers recommended that a Health & Human Services feature also be offered in the Richland Observer. Motion by Donald Seep, seconded by Kerry Severson to forward a recommendation onto the County Board to convene a Public Forum to discuss the services provided by Health & Human Services. Motion Carried.

Discuss Passages Annual Appropriation: Patrick Metz reported that the Finance & Personnel Committee forwarded this annual appropriation back to the Health & Human Services Board for consideration. Copies of the letter Passages presented to the Finance & Personnel Committee were distributed for review. Jim Patch stated that he has served on the Passages Board for more than 20 years, also served on the County Board for 10 years, and Community Programs and Health & Human Services Board for many years. Jim Patch noted that he understands the tough financial times the county is experiencing, and would suggest that the percentage reduction being required by the County Board be considered as a reduction to the Passages annual appropriation as well, and not just completely eliminated. Beverly Burns and Joanne Rausch offered additional information regarding the needs of Passages, noting that the annual appropriation of \$3,000 is used for food to feed families and the increased utility costs at the shelter. It was noted that last year 71 individuals were sheltered and some needed to stay up to 8 months. It was noted that Passages serves men, women, and children at a cost of approximately \$40 per person per night. Marty Brewer questioned where the additional funding necessary to operate the shelter come from. Joanne Rausch stated that the Department of Justice and Department of Children & Families covers 79% of their operational costs and donations cover the rest; however, it was noted that these funding sources continue to decrease as well. Sheriff Jim Bindl reported that he intends to request an increase in Passages funding since the Richland County Sheriff's Department recently busted a significant drug ringleader in the area, and he is predicting an influx in services for those affected families county-wide. Motion by Donald Seep, seconded by Marty Brewer to reduce the Passages Annual Appropriation from \$3,000 to \$2,600 for 2017. Dr. Bryan Myers noted that the county's financial situation is very disturbing and we need to make cuts. Motion Carried.

Discuss Strategies Regarding Revenue Collections and Accounting Functions: Tim Gottschall stated that a discussion was held at a recent Finance & Personnel Committee meeting which reviewed strategies regarding revenue collection, and the perception was given that Health & Human Services is not fully collecting revenues. Tim Gottschall noted that a Department of Health Services statute requires the financial exploration of any client to determine their ability or inability to pay for services rendered. Health & Human Services is not able to send clients with no income or limited income to collection firms, which is the majority of our clients. There is a possibility that we could be successful in collecting on 1 or 2 client accounts per year. Tim Gottschall noted that our current level of Medicaid reimbursement is high and institutional placement payments result in a pursuit by the State to an individual's insurance company for payment after expenses are already paid by the county.

Donald Seep questioned how we handle fraudulent reporting. Tin Gottschall stated that we attempt to resolve the discrepancy, but really have no legal involvement, so we could refer fraudulent reporting to the State for input.

Discuss Formalized Purchasing Policy and Procedures: Tim Gottschall reported that it was revealed during a recent Finance & Personnel Committee meeting that all vendors must now offer proof of insurance that meets the County Board approved limits prior to receiving payment. This interpretation is new to Health & Human Services and a situation presented itself where a client needed a sign-language interpreter during mental health therapy services, which we are required to provide under the Americans with Disabilities Act. The State approved sign-language interpreter who provided the service is now being asked to present proof of insurance prior to being paid approximately \$190. Unfortunately, it was discovered that the sign-language interpreter does not have insurance that meets the County Board approved limits, so the only other option to get this individual paid is to have her become a county employee. However, there is no vacant sign-language interpreter position in the county. The Finance & Personnel Committee's response is to have the sign-language interpreter take Richland County to small claims court for payment. Unfortunately, this response is not a good business practice and we need to retain relationships with private vendors who are difficult to locate, such as sign-language interpreters.

Tim Gottschall noted that additionally the County Clerk's Office is no longer offering a blanket W-9 for county purchasing, which is not the usual practice. The recent changes to the county purchasing practices have become problematic for Health & Human Services to function. If necessary, we may need to establish an approved vendor list and utilize those companies exclusively, which is very similar to how the State handles their procurement of goods and services. Patrick Metz stated that this topic would be a good project for the County Department Head meetings that have been recently approved. Motion by Linda Gentes, seconded by Kerry Severson to recommend the Finance & Personnel Committee develop a county-wide purchasing policy. Motion carried.

Motion by Marty Brewer, seconded by Debra Kyser to approve paying the sign-language interpreter invoice utilizing Health & Human Services petty cash up to \$190. Donald Seep stated that there could be legal implications with this action and it is not good practice to override the actions of the Finance & Personnel Committee. Motion denied.

Discuss Health & Human Services Board Sub-Committee Structure and Process: Patrick Metz stated that the management team discussed the potential reassignment of Health & Human Services Board members to sub-committees after a short term limit to allow other Board members the ability to be on a sub-committee and have further education of our programs and services. It was noted that the term limit on Health & Human Services sub-committees would have to be less than what the term limit is on the Health & Human Services Board. Health & Human Services Board members can serve 2-3 year terms excluding partial terms, so the appointment to a Health & Human Services sub-committee should be reassigned possibly every 2 years. It was noted that all appointments made by the Health & Human Services Board are then referred onto the Committee on Committees and County Board for final approval. Board members agreed that this was a good idea to be pursued.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016/2017 Voucher Report for April 13, 2017 was distributed. The following items required additional discussion:

Voucher #1 – Ash Creek Plumbing & Heating: This was to pay for repairs to three furnaces.

Voucher #29 – Brett Iverson: This was to pay for printed materials, and will receive reimbursement from the Richland FIT grant.

Voucher #49 – Shopping News, Inc.: This was to pay for the annual Get Active book, and will receive reimbursement from the Richland FIT grant.

Voucher #63 – WATCP: This was to pay for various county staff to attend training for the Treatment Alternatives and Diversion (TAD) grant. WATCP stands for Wisconsin Association of Treatment Court Professionals.

Voucher #64 – WCHSA: This was to pay the annual membership fee for the Wisconsin Counties Human Services Association. Motion by Donald Seep, 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	18	\$9,609.36
Richland County Health and Human Services – 2017 Vouchers	42	\$38,723.18
Richland County Health and Human Services – 2016 Prepaid Vouchers	1	\$48.00
Richland County Health and Human Services – 2017 Prepaid Vouchers	3	\$219.88
<b>TOTAL</b>	<b>64</b>	<b>\$48,600.42</b>

2016 Budget Summary: Tim Gottschall distributed a 2016 Final Estimate (un-audited) noting that the approximate Fund 10 transfer is projected to reach \$445,281. This amount includes all anticipated revenues and expenses for 2016, but could fluctuate slightly. Tim Gottschall noted that the county audit is scheduled to occur next week.

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget as of April 13, 2017 and noted a surplus in the core budget of \$2,233. The Children’s Placement Fund 44 has current expenses of \$171,859. When revenues are included, the balance of Fund 44 at the end of March is a surplus of \$23,719. The Adult’s Placement Fund 54 has current expenses of \$114,510. When revenues are included, the balance of Fund 54 at the end of March is a surplus of \$27,715. It was noted that it is likely that the placement funds will be depleted by the end of April. Patrick Metz stated that there are some small residual revenues that still need to be transferred into the placement funds. Dr. Bryan Myers noted that projecting forward placement costs could reach \$1 million by the end of 2017. Dr. Bryan Myers requested a list of savings that this agency has done thus far to prepare for presenting during an upcoming Finance & Personnel Committee meeting. Patrick Metz noted that he has presented a list of budgetary saving options to the Health & Human Services Board numerous times and very little has been acted upon. It may now be time for the Agency Director to take action and make those savings independent from the Health & Human Services Board.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed the report noting that those 2017 contracts which are already approaching utilization limits are on the agenda for amendment later in this meeting. Those contracts include the Carley Adult Family Home, Dane County Juvenile Detention Center, and Forward Home For Boys.

Approve Contracts, Agreements, and Amendments (*Mailout #1*):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-13-17)</b>		
<b>CARLEY ADULT FAMILY HOME</b>	Due to an increased need for adult family home services provided to adults being served by the Clinical Services Unit. (Richland Center)	<i>Original Contract Amount: \$10,000.</i>  To a total amount not to exceed <b>\$45,000.</b>
<b>CHILDREN'S HOSPITAL OF WISCONSIN COMMUNITY SERVICES – CHILDREN'S SERVICE SOCIETY</b>	Due to an increased need for treatment foster care services for youth being served by the Children's Services Unit. (Milwaukee)	<i>Original Agreement Amount: \$9,500.</i>  To a total amount not to exceed <b>\$36,000.</b>
<b>DANE COUNTY JUVENILE DETENTION CENTER AND SHELTER CARE</b>	Due to an additional need for secure detention for youth being served by the Children's Services Unit. (Madison)	<i>Original Contract Amount: \$10,000.</i>  To a total amount not to exceed <b>\$30,000.</b>
<b>FORWARD HOME FOR BOYS</b>	Due to an increased need for group home services for youth being served by the Children's Services Unit. (Richland Center)	<i>Original Contract Amount: \$25,000.</i>  To a total amount not to exceed <b>\$49,500.</b>
<b>ORION FAMILY SERVICES</b>	Due to an increased need for psychotherapy and psychoeducation services provided to Comprehensive Community Services adults being served by the Clinical Services Unit. (Madison)	<i>Original Agreement Amount: \$7,000.</i>  To a total amount not to exceed <b>\$45,000.</b>

Motion made by Linda Gentes, seconded by Marty Brewer to approve the amended 2017 contracts. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-13-17)</b>		
<b>ADRC OF EAGLE COUNTRY – JUNEAU COUNTY</b>	Due to a special construction project. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding. (Mauston) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$325,000.</i>  To a total amount not to exceed <b>\$378,000.</b>

Motion made by Marty Brewer, seconded by Linda Gentes to approve the amended 2016 contract, and forward it onto the County Board for approval. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES</b> <b>2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-9-17)</b>		
<b>COULEE REGION</b> <b>PSYCHIATRIC SERVICES, S.C.</b>	A provider of in-person clinical/psychiatric supervision and consultation to the Clinical Services Unit. Dr. Thomas Tranel will serve as the Medical Director. (Onalaska)	For a total amount not to exceed <b>\$15,000</b> .

Motion made by Debra Kyser, seconded by Dr. Louis Williams to approve the new 2017 contract. Motion Carried.

Personnel Updates: Patrick Metz requested that Dennis Hribar, Temporary/Casual Escort Driver, pass probation and be placed on regular status effective April 4, 2017. It was noted that Mr. Hribar has worked the required 910 hours. Motion by Linda Gentes, seconded by Marty Brewer to approve the probationary period of Dennis Hribar, Temporary/Casual Escort Driver, effective April 4, 2017. Motion carried.

Patrick Metz reported that Breann Dray has been rehired through the Southwest Wisconsin Workforce Development Board as the part-time LTE Birth To Three Educator effective April 17, 2017. Patrick Metz noted that Cathie Ryan, FRAUD/FEV/Day Care Certification/W-2 worker in the Economic Support Unit, has been laid off effective April 30, 2017 through September 5, 2017 and will return from layoff for the WHEAP Season.

Patrick Metz reviewed our vacant county positions noting that we have re-advertised to fill the vacant Certified Substance Abuse Counselor position and we received no applications for the Nutrition Site Worker position at the Viola Meal Site. 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 Organizational Chart: Angie Rizner distributed an updated organizational chart and reviewed the most recent changes.

Reconsideration of the March Health & Human Services Board Approval of Additional Work Hours for Health & Human Services Staff: Don Seep stated that he requested for this item to be brought before this Board again. Motion made by Marty Brewer, seconded by Dr. Louis Williams to rescind the previous motion from the March 9, 2017 meeting regarding the approval of additional work hours for only three Resource Center Specialist staff. Donald Seep stated that the action encroached Director Patrick Metz's authority and could be considered discriminatory action since only three employees were designated. It is also sending an inconsistent message from the Finance & Personnel Committee's request for all departments to cut costs. Motion Carried.

Motion by Donald Seep, seconded by Marty Brewer to return the authority to the Agency Director in determining the work hours for all Health & Human Services staff. Discussion was held regarding the financial separation of the ADRC from Health & Human Services and the county's cash flow issues from January 1, 2017 to April 1, 2017. Patrick Metz stated that due to last month's motion staff morale was seriously impacted, so he opened the ability for other staff to work additional hours if the request was justified. Motion carried.

Approval of Ordinance Assessing Reasonable Costs In Certain Guardianship and Protective Placement/Services Court Proceedings (Mailout #2): Patrick Metz stated that the ordinance was created by Attorney Ben Southwick and the fee structure is similar to other surrounding counties. Motion by Linda Gentes, seconded by Dr. Louis Williams to approve the ordinance assessing reasonable costs in certain guardianship and protective placement/services court proceedings, and forward it onto the County Board for approval. Motion Carried.

Approval to Purchase Server Switches (Mailout #3): Patrick Metz stated that we have switches that are beyond end of life and need to be replaced immediately. Discussion was held regarding checking to see if this purchase is budgeted to be considered a capital expense. Angie Rizner noted that MIS informed her that this expense was not included in the 2017 Health & Human Services budget. Motion by Donald Seep, seconded by Debra Kyser to approve the purchase of two Cisco switches from JComp Technologies, Inc. totaling up to \$5,548.24. Motion Carried.

Approval to Purchase a Laptop (Mailout #4): Patrick Metz noted that the expense will be charged to the Wisconsin Department of Justice TAD Grant for use by the Treatment Court Coordinator. Motion by Kerry Severson, seconded by Dr. Louis Williams to approve the purchase of one laptop and accessories from JComp Technologies, Inc. totaling up to \$1,580.92. Motion Carried.

Board Member Attendance at Spring WCHSA Conference: Patrick Metz stated that the Wisconsin Counties Human Services Association (WCHSA) Conference is scheduled for May 3-5, 2017 in Elkhart Lake. The full conference cost is \$219/person or members can chose to attend only a single day. Those Board members interested in attending were instructed to contact Angie Rizner.

Convene in Closed Session Per Wis. Statutes 19.85(1)(b) to Consider the Dismissal or Disciplinary Action of a Public Employee: Motion by Marty Brewer, seconded by Donald Seep to convene in closed session per Wis. Statutes 19.85(1) (C) to consider the dismissal or disciplinary action of a public employee to include Patrick Metz and time for Attorney Daniel Bach and Amanda Coorough to offer a presentation. Roll Call Vote. Donald Seep, Debra Kyser, Dr. Louis Williams, Kerry Severson, Marty Brewer, Lynne Eichinger, Linda Gentes, and Dr. Bryan Myers all voted for the motion. Motion carried.

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

Patrick Metz distributed a packet of materials/graphs for Board members to review titled “Mental Health Institute Costs (Gross) in Counties 30,000 or less population July 2015-June 2016.”

The next regular Board meeting is scheduled for Thursday, May 11, 2017 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Marty Brewer to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor