

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 13, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on July 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, and Marty Brewer.

Members Absent: Lynne Eichinger (submitted resignation 6/8/2017).

Others Present: Angie Rizner, Patrick Metz, Myranda Culver, Roxanne Klubertanz-Geber, Stephanie Ronnfeldt, Tim Gottschall, Angie Arneson, Sue Roseberry, Norma Pyfferoen, and Jolene Coy.

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

Introductions and Review Purpose of the Public Hearing: Dr. Bryan Myers reviewed the Public Hearing instructions noting that the purpose of the meeting is to solicit comments by the public regarding the services and programs of Richland County Health & Human Services to assist in the development of the 2018 budget and plan.

Citizens Comments about the 2018 Budget and Services: Angie Arneson expressed concern with continuing the Richland Center and Rockbridge Meal Sites. Angie Arneson stated that the UW-Richland Kitchen will soon take on preparing meals for the inmates of the Richland County Jail who receive two meals a day, but we cannot figure out how to serve one hot meal a day to our seniors.

Sue Roseberry stated that she wrote a letter to Jarred Burke requesting that the Richland School District consider reducing the rent of the Rockbridge Meal Site. Regardless, the school district would still have to pay for the utilities of the Rockbridge School even if the meal site is closed. Sue Roseberry noted that a benefactor might possibly be interested in paying for the rent and rent only of the Rockbridge Meal Site. Marty Brewer noted that “the taxpayer is footing the bill either way at the Rockbridge Meal Site” since the meal site location is a closed school.

Approve June 8, 2017 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Patrick Metz stated that we have experienced a number of distressed individuals presenting at the agency over the last few months and have had to reach out to law enforcement for action. Often people are very angry and there are no specific, consistent reasons why. Discussion was held regarding our safety protocols when threats are received and the possible need to remodel the front desk in 2018 in an effort to increase the safety of our staff.

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

Voucher #14 – 16 – GFC Leasing: This was to pay for expenses related to our copier leases for two months.

Voucher #22 – Kalahari Resort: This was to pay for Treatment Court TAD Grant training for approximately 10 staff, including the Richland County Judge and District Attorney.

Voucher #54 – Strang Heating & Electric: This was to pay for a complete replacement of a broken faucet and resetting two toilets in our public bathrooms.

Voucher #73 – 4 Imprint, Inc.: This was to pay for Regional ADRC marketing materials.

Prepaid Vouchers:

Voucher #4 – Wal-Mart: This was to pay for gift cards through a voucher program for children and will receive State reimbursement.

Kerry Severson questioned the Cardmember Service purchases. Tim Gottschall noted that these are the agency credit card purchases. Kerry Severson requested a summary of all current expenses and the available balance of the TAD Grant due to the upcoming proposal to remodel the Law Library in the Richland County Courthouse utilizing those funds.

Patrick Metz noted that Voucher #39 is our monthly lights/utilities cost averaging approximately \$2,500 per month and we are working on a possible cost savings proposal for 2018 to transition to LED lighting. Patrick Metz reported that the Community Services Building has 377 fixtures and 951 fluorescent light bulbs. While transitioning to LED lighting could cost approximately \$25,000, we could see a substantial costs savings in just one year and forward. Motion by Dr. Louis Williams, seconded by Marty Brewer to approve the 2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2017 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2017 Expense Reports	20	\$9,436.16
Richland County Health and Human Services – 2017 Vouchers	46	\$33,032.20
Richland County Health and Human Services – 2017 Prepaid Vouchers	1	\$727.89
TOTAL	67	\$43,196.25

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget as of July 10, 2017 and noted a surplus in the core budget of \$58,598. This surplus is likely to trend forward even after initially absorbing \$90,000 for unbudgeted health insurance expenses.

The Children's Placement Fund 44 has current monthly expenses of \$39,109. When revenues are included, the balance of Fund 44 at the end of June is a deficit of \$182,316. The Adult's Placement Fund 54 has current monthly expenses of \$88,162. When revenues are included, the balance of Fund 54 at the end of June is a deficit of \$56,108. Tim Gottschall noted that the placement expenses as of June 2017 are already reaching nearly \$700,000. Myranda Culver reported that at this time Richland County has the most difficult individual in the State placed at the Mendota Mental Health Institute. It is likely that this individual will stay in the Mendota Mental Health Institute through the remainder of this year at a cost of \$1,350 per day. It was noted that the annual costs for this individual could reach approximately \$500,000.

Myranda Culver stated that this individual has injured others both at the Winnebago and Mendota Mental Health Institutes and the placement is likely to continue long-term. This individual could become a ward of the State, but that process also takes time. It was noted that this individual was brought here for services and was not born or raised here. Dr. Bryan Myers stated that this situation is not modifiable and this department cannot pay for this alone. The Finance & Personnel Committee needs to stop ignoring this situation, as it is likely placement costs will deplete the General Fund balance.

Sue Roseberry stated that she reviewed the County Board and Health & Human Services Board minutes recently and she has not noticed any other departments making cuts, as was directed earlier this year, other than those cuts made by Health & Human Services. Don Seep noted that other departments have made cuts or will be making cuts at their committee level and they have been directed to offer the list to the Finance & Personnel Committee. Sue Roseberry questioned why these cuts are not in minutes somewhere for citizens to review. Discussion was held regarding the options available to include seriously reducing services, restructuring, or pursuing referendum. It was noted that borrowing money is no longer an option. Dr. Bryan Myers noted that the placement costs for 2017 could reach from \$750,000 to \$1.2 million and the county needs to start planning for it now. Motion by Kerry Severson, seconded by Debra Kyser to give direction to the Finance & Personnel Committee to attempt to secure \$500,000 in savings from other departmental budgets in 2017 for placement expenses. Motion carried.

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.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-13-17)		
CARLEY ADULT FAMILY HOME	Due to an increased need for adult family home services provided to adults being served by the Clinical Services Unit. (Richland Center) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$10,000. Amended to: \$45,000.</i> To a total amount not to exceed \$75,000.
FITNESS CHOICES	Due to an increased need for psychotherapy and group services provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Viola)	<i>Original Contract Amount: \$15,000.</i> To a total amount not to exceed \$25,000.
FORWARD HOME FOR BOYS	Due to an increased need for group home services provided to children being served by the Children's Services Unit. (Richland Center) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$25,000. Amended to: \$49,500.</i> To a total amount not to exceed \$75,000.
THERAPY WITHOUT WALLS, LLC.	Due to an increased need for Comprehensive Community Services provided to adults being served by the Clinical Services Unit. (Reedsburg) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$55,000.</i> To a total amount not to exceed \$75,000.

Motion made by Marty Brewer, seconded by Debra Kyser to approve the amended 2017 contracts, and forward those necessary onto the County Board for approval. Motion Carried.

Personnel Updates: Patrick Metz requested that Cassandra Paulus and Christian Bremmer, Economic Support Specialists, pass probation and be placed on regular status effective July 9, 2017 and Cindy Robinson, Mental Health Therapist (licensed), pass probation and be placed on regular status effective July 23, 2017. Motion by Dr. Louis Williams, seconded by Donald Seep to approve the probationary period of Cassandra Paulus and Christian Bremmer, Economic Support Specialists, effective July 9, 2017 and Cindy Robinson, Mental Health Therapist (licensed), effective July 23, 2017. Motion carried.

Patrick Metz reported that Paula White, part-time Nutrition Site Worker (Richland Center/Viola) announced her intentions to retire July 14, 2017 and Nikita Kellogg, Temporary/Casual Nutrition Site Worker (Viola), submitted her resignation effective August 16, 2017. Motion by Linda Gentes, seconded by Donald Seep to approve the retirement of Paula White, Nutrition Site Worker, effective July 14, 2017. Motion Carried. Motion by Marty Brewer, seconded by Kerry Severson to approve the resignation of Nikita Kellogg, Temporary/Casual Nutrition Site Worker, effective August 16, 2017. Motion carried.

Patrick Metz reviewed our vacant county positions noting that we are currently advertising to fill the vacant Certified Substance Abuse Counselor, Mental Health Therapist, Economic Support Specialist, Program Assistant, and Public Health RN positions. We are not refilling the following vacant, full-time county positions at this time in an effort to offer savings to the budget: Secretary, Confidential Administrative Secretary, Child Protective Services Lead Worker, Case Manager, Early Intervention Special Educator, Psychiatric RN, and Public Health Manager. It was noted that we have approximately 20 total vacant positions including county and leased. Discussion was held regarding the current status of the Children's Services Unit staffing levels. Myranda Culver reported that staff are currently maintaining 15-16 cases each, which is not much above the norm. Don Seep questioned that status of telepsychiatry. Patrick Metz stated that we are attempting to secure a contract with Regroup Therapy (Chicago, IL) that is sustainable and affordable.

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

Approve Restructuring of Health & Human Services Department: Patrick Metz distributed a handout that reflected a proposal which restructures the hierarchy of the Agency units to offer a cost savings while not seriously eliminating services but offering efficiencies. Patrick Metz stated that this is just a concept and we would need to finalize details before including it in the 2018 budget, but we wanted to see if this is something that we should even pursue. The details of the handout and organizational structure were reviewed. It was noted that the siloization of the units would be eliminated, which has always been an agency issue. Patrick Metz stated that the proposed restructuring would include the elimination of two manager positions and offer an approximate cost savings of \$226,461 in tax levy. Dr. Bryan Myers noted that the Clinical Services plan would continue the reduction of psychiatric services and would adjust that savings of \$142,845 to closer to \$80,000.

Patrick Metz noted that the upcoming Department of Children & Families review will only evaluate Children's Services programming. Discussion was held regarding the ability to name current staff into the positions rather than make them competitively interview. Patrick Metz noted that there is past precedent to name current staff into these positions which may or may not include a title change and/or salary increase. It was noted that public perception is also of concern, as applicants often realize that they

got their hopes up for a position that an internal applicant is already earmarked for. Patrick Metz noted that the full plan and position descriptions would still need to be finalized. Motion made by Kerry Severson to proceed with the restructuring of the Health & Human Services Department, and forward it onto the Finance & Personnel Committee for action. No second. Motion Denied.

Motion made by Kerry Severson, seconded by Linda Gentes to proceed with the further development of a plan to restructure the Health & Human Services Department. Motion Carried.

Select Health & Human Services RN Board Member: Dr. Bryan Myers read aloud the letter of interest from Ingrid Glasbrenner. It was noted that advertisements were placed in the Richland Observer and Shopping News for two weeks and no other applications were received. Motion by Marty Brewer, seconded by Donald Seep to recommend Ingrid Glasbrenner as the Health & Human Services RN Board member, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve Amendment to Committee Structure for the ADRC of Eagle Country: Patrick Metz reviewed the history of the renaming of the ADRC of Eagle Country which originally occurred in 2012; however, was not changed in the Richland County committee structure listing so this needs to be formally corrected. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve an amendment to the committee structure from the “ADRC of Southwest WI – North Governing Board D/B/A ADRC of Eagle Country” to the “Aging and Disability Resource Center of Eagle Country”, and forward the recommendation onto the Rules and Resolutions Committee and County Board for approval. Motion Carried.

Approve ADRC of Eagle Country Governing Board Member: Becky Dahl stated that Teresa Wolkowski is interested in being an ADRC of Eagle Country Governing Board member and her appointment was previously approved by the ADRC of Eagle Country. Motion made by Donald Seep, seconded by Debra Kyser to approve Teresa Wolkowski representing Adults with Mental Health and Alcohol and Other Drug Abuse (MH/AODA) on the Aging and Disability Resource Center of Eagle Country Governing Board for a three year term, and forward the recommendation onto the Committee and Committees and County Board for approval. Motion Carried.

Approve Antivirus Purchase: Patrick Metz reported that we budgeted \$4,500 in 2017 for antivirus software renewal. Motion made by Marty Brewer, seconded by Kerry Severson to approve the antivirus purchase from JComp Technologies, Inc. totaling up to \$1,609.60. Motion Carried.

Approve Smartnets Purchase: Patrick Metz stated that we budgeted \$3,433 in 2017 for updated Smartnets which guarantee replacement of failed equipment. It was noted that the county previously approved the purchase of upgraded switches, as the current switch was so old that the Smartnet would no longer be able to support failed equipment. Motion made by Linda Gentes, seconded by Debra Kyser to approve the Smartnet purchase from Cisco totaling up to \$2,381. Motion Carried.

Update and Possible Action on Viola Senior Meal Site: Patrick Metz reported that with the resignation of Nikita Kellogg in August and the recent retirement of Paula White, by mid-August we will have no staff dedicated to operate the Viola Senior Meal Site. There have been unsuccessful attempts to increase participants and we have been unable to recruit staff in that area. Patrick Metz noted that the bulk of meals being served are home delivered and Vernon County has agreed to offer those meals out of their Lafarge or Readstown Meal Sites. It was noted that the Health & Human Services Board approved on

April 13, 2017 to reevaluate the situation again in 90 days to see if participation has increased. Patrick Metz reviewed the participation numbers noting that they have continued to decline and now we have serious staffing issues.

Discussion was held regarding the public awareness and press notification regarding the closing of this site. Patrick Metz stated that the meal site participants have been properly notified of today's Public Hearing and referred to an article on the front page of the March 23, 2017 EpiTaph-News titled "Viola Senior Meal Site in Jeopardy of Closing". Patrick Metz noted that per our 2017 agreement with the Village of Viola, we must offer a 30-day written notice of our intent to terminate the payment of rent for utilization of the Viola Village Office Building as the Viola Senior Meal Site. Patrick Metz stated that our Nutrition Program Coordinator will contact meal site participants to develop a transition plan. **Motion by Kerry Severson, seconded by Donald Seep to suspend the operations of the Viola Meal Site after meals are provided on August 16, 2017. Motion carried.**

Schedule Special Budget Meeting in September: Patrick Metz stated that previously we have held the Special Budget meeting as part of our regularly scheduled meeting in September, but started the meeting earlier. The Board agreed to hold the Special Budget meeting at 9:00am September 14, 2017 as part of the regularly scheduled Health & Human Services Board meeting.

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 eventually include Patrick Metz. Roll Call Vote. Donald Seep, Debra Kyser, Dr. Louis Williams, Larry Jewell, Kerry Severson, Marty Brewer, Linda Gentes, and Dr. Bryan Myers 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, August 10, 2017 at 9:30am at the Community Services Building.

Adjourn: **Motion by Marty Brewer, seconded by Debra Kyser to adjourn the meeting. Motion carried.**

Respectfully Submitted,

Angie Rizner
Office Supervisor