

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 14, 2017**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on September 14, 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, Becky Dahl, Derek Kalish, Patrick Metz, Roxanne Klubertanz-Geber, Stephanie Ronnfeldt, Tim Gottschall, Miranda Cosgrove, and Sue Roseberry.

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

Approve August 10, 2017 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Miranda Cosgrove, Administrative Services Intern, was introduced to the Board noting that she would be working as a Southwest Technical College Intern through December. Linda Gentes questioned the status of Ingrid Glasbrenner who was approved to be a member of this Board in July. Angie Rizner noted that we had to run advertisements again for two consecutive weeks; however, the Richland Observer agreed to run the advertisements at no cost this time due to their previous error. The County Board will be taking action on this nomination during their September meeting.

Review and Approve Management Restructuring Proposal: Patrick Metz reported that we have an opportunity with multiple vacant manager positions including the Public Health Manager, County Health Officer and Children's Services Manager, to make some significant changes and efficiencies to our management structure. Patrick Metz distributed an organizational chart with the proposed changes to reduce to four managers who would report directly to him and five supervisors that report directly to the managers. The following details of the proposal were reviewed:

**Manager of Programmatic Services** – Myranda Culver is currently functioning in the position. Increase the position from Grade 30 to Grade 32. This position would oversee the following positions:

*Business Systems Supervisor* – Derek Kalish is currently functioning in the position at Grade 23.

*CPS/JJ Supervisor* – this new position is currently being presented to County Board at Grade 27.

**Manager of Operations** – Tim Gottschall is currently functioning in the position. Increase the position from Grade 30 to Grade 32. This position would oversee the following positions:

*Administrative Supervisor* – Angie Rizner is currently functioning in the position. Increase the position from Grade 23 to Grade 27.

*Economic Support Supervisor* – Stephanie Ronnfeldt is currently functioning in the position. Increase the position from Grade 23 to Grade 27.

**Health, Aging & Disability Resource Center (HADRC) Manager** – this new position would replace the vacant Public Health Manager position which is currently vacant at Grade 30.

*Aging & Disability Resource Center (ADRC) Supervisor* – Roxanne Klubertanz-Gerber is currently functioning in the position at Grade 27.

**Regional Aging & Disability Resource Center (ADRC) Manager** – Becky Dahl is currently functioning in the position. Increase the position from Grade 27 to Grade 30.

Patrick Metz reported that the proposal eliminates the Children's Services Manager position at Grade 30 and one Children's Services Lead Worker position at Grade 24 is being replaced by CPS/JJ Supervisor position at Grade 27. Without this proposal, we would need to request additional tax levy to balance our 2018 budget in order for us to fill the vacant positions as they are currently structured. This restructuring proposal offers a conservative savings of approximately \$100,000. Tim Gottschall noted that we currently pay \$3 million in salary annually, when a 2% salary increase and 9% increase in health insurance is factored into the 2018 budget, which equates to roughly \$100,000 if we make no changes to the current staffing levels. Dr. Bryan Myers stated that requiring current management staff to apply/interview for the positions that they are currently functioning in could be catastrophic. It was determined that current management staff would be named to the positions as presented. It was noted that the wage and compensation study results have yet to be released and a timeline has not been announced.

Discussion was held regarding the status of the supervision levels of the ADRC staff. Roxanne Klubertanz-Gerber stated that she would prefer not to be dually supervised by both the Regional ADRC Manager and the HADRC Manager. Marty Brewer questioned how the other county offices operate. Becky Dahl stated that the other county offices are not under Health & Human Services and function as their own department, so the managers report directly to their department head. Don Seep recommended that the ADRC Supervisor move under the Regional ADRC Manager with a lateral connection to Health & Human Services. Patrick Metz stated that he prefers the current structure because there is less siloization and a consistent approach to the HADRC functions and collaboration. Marty Brewer noted that Public Health roles have diminished over the years and this proposal offers an additional responsibility to the HADRC Manager position. To eliminate another manager position, Patrick Metz recommended moving the HADRC Manager under the Manager of Operations as a Public Health Supervisor/County Health Officer reduced from Grade 30 to Grade 28. Dr. Bryan Myers stated that changes in wage should also include a change in job description and responsibilities.

Discussion was held regarding including this proposal in the 2018 budget process instead of waiting for the wage and compensation study to be presented. Patrick Metz noted that he had conversations with the wage and compensation study representative during the data collection process and revealed this management restructuring plan to him and the Health & Human Services Board previously. Since this is a cost savings effort for the 2018 budget, it is being included in the presentation at this time. The revised details of the proposal were reviewed:

**Manager of Programmatic Services** – Myranda Culver is currently functioning in the position. Increase the position from Grade 30 to Grade 32. This position would oversee the following positions:

*Business Systems Supervisor* – Derek Kalish is currently functioning in the position at Grade 23.

*CPS/JJ Supervisor* – this new position is currently being presented to County Board at Grade 27.

**Manager of Operations** – Tim Gottschall is currently functioning in the position. Increase the position from Grade 30 to Grade 32. This position would oversee the following positions:

*Administrative Supervisor* – Angie Rizner is currently functioning in the position. Increase the position from Grade 23 to Grade 27.

*Economic Support Supervisor* – Stephanie Ronnfeldt is currently functioning in the position. Increase the position from Grade 23 to Grade 27.

*Public Health Supervisor/County Health Officer* – this position would replace the Public Health Manager position which is currently vacant at Grade 30 and be reduced to Grade 28.

**Regional Aging & Disability Resource Center (ADRC) Manager** – Becky Dahl is currently functioning in the position. Increase the position from Grade 27 to Grade 30.

*Aging & Disability Resource Center (ADRC) Supervisor* – Roxanne Klubertanz-Gerber is currently functioning in the position at Grade 27.

Motion by Marty Brewer, seconded by Kerry Severson to approve the Management Restructuring Proposal of three managers and six supervisors to include position title changes, wage increases, and the naming of current staff into those positions as presented. Debra Kyser questioned if the Regional ADRC Manager should be at Grade 32 similar to the other managers of that level instead of Grade 30. Becky Dahl noted that she is uncertain if the Regional ADRC could afford an additional increase to Grade 32, so the position should remain as presented at Grade 30. **Motion Carried.**

Review and Approve the Remodeling of the Main Front Desk to Increase Security (Mailout #1): Angie Rizner reported that in the first half of 2017, Health & Human Services has contacted law enforcement for assistance six times due to seriously threatening or intimidating behavior by clients and/or visitors. While other internal steps are being taken, Health & Human Services management has determined that a more secure area needs to be offered for those staff working at the Main Front Desk.

Angie Rizner distributed a revised mailout to include the pricing of all three options being considered:

Option #1 – add a tempered glass shield to the ceiling w/2 access points	\$2,250.00
Option #2 – add walls to enclose the desk, tempered glass shield w/2 access points	\$1,825.00
Option #3 – add walls to enclose the desk, bullet-proof glass w/2 access points	\$4,060.00

It was noted that Foggy Bottom Woodworks is not interested in constructing new walls, so those costs have been excluded from these prices and would have to be provided by another vendor. This would significantly increase the costs for options #2 & #3. Angie Rizner stated that she submitted “Wisconsin Court Security Threat and Incident Reports” on each of the six incidents to the Director of State Courts Office, but we are uncertain if any funds will be made available as part of this process.

Members of the Board left the conference room and viewed the area being discussed. Angie Rizner stated that option #1 would at least offer a physical barrier to eliminate many threats. It was noted that threatening situations also occur after workhours when staff are walking to their car or are out in the community. Discussion was held regarding the vulnerability of the ADRC and other public areas of the Community Services Building. Discussion was held regarding option #1 being an affordable option which could offer staff an increased sense of security, noting that remodeling to prepare for an active shooter scenario would be a much larger project. It was noted that the remodeling project could be completed in 2017. **Motion by Larry Jewell, seconded by Kerry Severson to approve the remodeling of the Main Front Desk – option #1 from Foggy Bottom Woodworks totaling up to \$2,250. Motion carried.**

Approve the Purchase of a Panic Button System (Mailout # 3): Angie Rizner stated that due to an influx of threatening situations at the Community Services Building, management would recommend purchasing wireless panic buttons for front desk and crisis staff use. It was noted that this new system would send a request for assistance directly to law enforcement and includes a total of seven wrist watch panic buttons for staff to wear. Motion by Linda Gentes, seconded by Debra Kyser to approve the purchase of a panic button system from Mid-Wisconsin Security, Inc. totaling up to \$2,650. Motion carried.

Larry Jewell left the meeting.

Review and Approve the 2018 Health and Human Services Budget: Dr. Bryan Myers noted that his conversations with Jeanetta Kirkpatrick confirmed that Health & Human Services would have no reduction in tax levy for 2018; however, she was “hopeful that we would find some savings to transfer to the placement funds”. Tim Gottschall distributed the 2018 budget noting that he would need to modify the Health, Aging & Disability Resource Center (HADRC) section due to previous discussions regarding the management restructuring proposal which was slightly altered; however, the changes would not significantly impact these numbers. Tim Gottschall reported that in 2019 he intends to consolidate the multiple revenue sources into just a few categories to ease confusion.

Patrick Metz stated that Health & Human Services has made core budget reductions of over \$113,000 the last two budget years and offered further savings due to under-spending at the end of each year. The management restructuring proposal in 2018 will also offer approximately \$100,000 in long-term savings. Patrick Metz reported on the trends of the placement funds, and noted that if the current tax levy amount is all that is allocated to these funds, the funds will be short approximately \$800,000 in tax levy for 2018.

Dr. Bryan Myers questioned what we anticipate the projected savings in tax levy will be for the 2017 core budget. Tim Gottschall stated that we are projecting an approximate surplus of \$150,000-\$200,000 for 2017 which is not necessarily all tax levy. Dr. Bryan Myers noted that the county is not going to be able to come up with an additional \$500,000 at the end of each year for placements. Discussion was held regarding the long-term county citizens in institutions and the potential for out-of-state high cost child placements as well.

Patrick Metz reported that most county department budgets that have been presented to the Finance & Personnel Committee are not offering a reduction in tax levy as Jeanetta Kirkpatrick requested, nor have they offered any long-term saving options. Patrick Metz stated that all Health & Human Services has left to offer in 2018 is to reduce staff hours from 40 to 37.50 hours per week or reduce/eliminate non-mandated services, which we all know has not gone well in the past and we go through the motions but nothing is reduced. It was noted that the Senior Nutrition Program and Mental Health Outpatient Clinic are the only non-mandated services that we have left. All services were reviewed line by line and options were discussed.

Tim Gottschall stated that our large building has no revolving enterprise capital fund as many other county buildings have. We could implement such an enterprise fund, and if the monies are not utilized in a given year, they could be reallocated to the placement funds. Tim Gottschall noted that this enterprise fund in essence becomes an insurance policy.

Patrick Metz noted that we are trying to build resources outside our agency which would then create less of a financial and workforce burden on Health & Human Services. Discussion was held regarding the mandated services of Public Health and our Level 2 designation. Patrick Metz stated that the Health

Educator position has an offsetting revenue source included in budget, so if that grant does not materialize, the position will be eliminated.

Don Seep reported that other county departments presented \$136,000 in savings to the Finance & Personnel Committee at this time. It was noted that the Finance & Personnel Committee will either have to force other county departments to reduce their tax levy or request a referendum. Don Seep noted that maintaining tax levy levels is a cut, as expenses continue to increase. Motion by Marty Brewer, seconded by Donald Seep to approve the 2018 Health & Human Services Budget as presented. Roll Call Vote. Kerry Severson, Marty Brewer, Dr. Louis Williams, Debra Kyser, and Don Seep all voted for the motion. Linda Gentes and Dr. Bryan Myers voted against the motion. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2017 Voucher Report for September 14, 2017 was distributed. The following items required additional discussion:

Voucher #1 – Ash Creek Plumbing: This was to repair the motor on two air conditioner/heater units.

Voucher #4 – 8 – Cardmember Service: This was to purchase pre-paid gift cards for Coordinated Services Team (CST) Program clients to utilize.

Voucher #28 – Godfrey & Kahn, SC: This was pay our portion of the monthly labor law attorney fees.

Voucher #52 – 56 – Richland County Food Service: This was to purchase food supplies for the Senior Nutrition Program in August. It was noted that this includes congregate and home delivered meals for the Richland Center, Rockbridge and Viola Meal Sites.

Voucher #60 & 61 – Sanofi Pasteur, Inc.: This was to purchase bulk vaccinations for the Public Health Unit to administer at the Community Services Building and in the community. It was noted that we will be administering vaccinations at a number of private industries in the community, which is a new revenue source for us this year. Motion by Linda Gentes, seconded by Donald Seep to approve the 2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2017 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2017 Expense Reports	18	\$10,979.60
Richland County Health and Human Services – 2017 Vouchers	41	\$36,649.61
Richland County Health and Human Services – 2017 Prepaid Vouchers	3	\$1,135.46
<b>TOTAL</b>	<b>62</b>	<b>\$48,764.67</b>

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget report noting that our under-spending has resulted in a budget surplus of \$124,621 as of September 8, 2017. The placement funds were reviewed and it was noted that the Children’s Placement Fund 44 balance is currently negative \$226,474 and the Adults Placement Fund 54 balance is currently negative \$122,036. It was reported that the placement fund balances are likely to be short approximately \$750,000 by the end of year, as it is likely that the high-cost individuals will continue in these placements long-term.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 70% utilization. The “Current Month Invoiced” column has been changed to December if we no longer intend on utilizing that provider in 2017. It was noted that most contracts are right on track.

Approve Contracts, Agreements, and Amendments: Angie Rizner distributed a handout with two new 2017 agreement providers. Patrick Metz noted that we are attempting a collaboration with the Richland Medical Center for psychiatric services to be provided by Randall Cullen, M.D., but we will not know if they are going to work with us until after their October Board meeting.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (9-14-17)</b>		
<b>OXFORD HOUSE, INC.</b>	A provider of transitional residential services to Clinical Services Unit clients. (Madison)	For a total amount not to exceed <b>\$5,000</b> .
<b>RANDALL CULLEN, M.D.</b>	A provider of in-person psychiatric services, supervision and consultation to Clinical Services Unit clients and staff. Dr. Randall Cullen will serve as the Medical Director. (Madison)	For a total amount not to exceed <b>\$9,500</b> .

Motion by Kerry Severson, seconded by Debra Kyser to approve the new 2017 agreements. Motion carried.

Personnel Updates: Patrick Metz announced the hiring of the following 4 staff:

Kayla Williams, Children’s Service Case Manager (internal transfer)	Effective 9/3/2017
Lexi Nickols, Children’s Services Case Manager	Effective 9/11/2017
Hannah Robertson, Program Assistant	Effective 9/11/2017
Carly Fish, Temp/Casual Nutrition Site Worker	Effective 8/28/2017

Motion by Kerry Severson, seconded by Marty Brewer to approve the hiring of Kayla Williams, Children’s Service Case Manager, effective September 3, 2017; Lexi Nickols, Children’s Services Case Manager, effective September 11, 2017; Hannah Robertson, Program Assistant, effective September 11, 2017 and Carly Fish, Temp/Casual Nutrition Site Worker, effective August 28, 2017. Motion carried.

Patrick Metz requested that Tiffany Olson (Johnson), Treatment Court Coordinator, pass probation and be placed on regular status effective September 6, 2017. Motion by Marty Brewer, seconded by Linda Gentes to approve the probationary period of Tiffany Olson, Treatment Court Coordinator, effective September 6, 2017. Motion carried.

Patrick Metz reported that Suzanne Sharp, Temp/Causal Nutrition Site Worker, submitted her resignation effective August 21, 2017; Carly Fish, Temp/Casual Nutrition Site Worker, submitted her resignation effective August 29, 2017; Kayla Williams, Program Assistant, submitted her resignation to transfer internally effective September 2, 2017; and Katie Sweet, Children’s Services Case Manager, submitted her resignation effective September 27, 2017. Motion by Donald Seep, seconded by Marty Brewer to

approve the resignation of Suzanne Sharp, Temp/Casual Nutrition Site Worker, effective August 21, 2017; Carly Fish, Temp/Casual Nutrition Site Worker, effective August 29, 2017; Kayla Williams, Program Assistant, effective September 2, 2017; and Katie Sweet, Children's Services Case Manager, effective September 27, 2017. Motion carried.

Patrick Metz reported that Lexi Nickols, Children's Services Case Manager and Hannah Robertson, Program Assistant 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 advertising to fill the vacant Public Health RN and Children's Services Case Manager 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, Early Intervention Special Educator, Psychiatric RN, and Public Health Manager.

Approval to Request Financial Assistance from the City of Richland Center: Patrick Metz stated that Kerry Severson was at a City Council meeting recently and the Mayor questioned why the county has not requested financial assistance from the City of Richland Center for placement expenses. It was noted that it is not customary for a city to contribute towards a county placement expense; however, it was requested that an anonymous analysis be compiled which lists the placement costs for individuals that live in the City of Richland Center. The analysis showed that of these high-cost placements, 18 adults and 10 children reside within the City of Richland Center. The placement costs for those 28 Richland Center residents total approximately \$500,000. Patrick Metz stated that he would present this information to the City Council at a future meeting if the Health & Human Services Board requested he do so. Motion by Kerry Severson, seconded by Debra Kyser to approve requesting financial assistance from the City of Richland Center for Richland County placement expenses. Motion carried.

Approve 2017-2018 Influenza Immunizations Fees (Mailout #2): Patrick Metz reviewed the proposed fee schedule noting that Kraemer Brothers and Rockwell Automation have requested we administer vaccinations to their employees this year, which is a new revenue source for us. Motion made by Dr. Louis Williams, seconded by Debra Kyser to approve charging \$65.00 for high dose influenza and \$40.00 for the intradermal and quadrivalent injectable. Motion Carried.

Approve Commission on Aging & Disability Board Member (Mailout #4): Roxanne Klubertanz-Geber reported that we advertised and attempted to recruit an individual who met the eligibility requirements; however, our attempts were unsuccessful and David Scribbins has been off the Board for a while but is willing to serve another term. Motion by Linda Gentes, seconded by Dr. Louis Williams to approve David Scribbins representing people who are 18-59 years of age with a physical disability on the Commission on Aging and Disability Board for a two year term, and forward the recommendation onto the Committee on Committees and County Board for approval.

Substance Abuse Prevention Update: Patrick Metz stated that together with the Richland County Children & Families Advocacy Council (RCCFAC) we are attempting to educate the public on opioid and substance abuse in this community. A number of Town Hall meetings have been held this year and we are utilizing a five evidence-based pillar approach to empower the community and build resources outside our agency. The five pillars are: Harm Reduction, Workplace/Business, Prevention, Treatment, and Law Enforcement. The group has identified five people in the community who are not government employees to lead the five pillars.

Our intention is to effect change to offer a robust community health program and secure grants that could develop a sober living home locally. We are also working on securing a Mentoring Grant and Drug Free Community Grant through Southwest Cap which would be effective in 2018. If Southwest Cap is successful in securing these grants, our county Health Educator position would then transfer employment to Southwest Cap. It was noted that the Drug Free Community Grant could offer up to 10 years of funding. Patrick Metz noted that the group meets regularly to continue discussions.

Adjourn: Motion by Marty Brewer, seconded by Kerry Severson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor