

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

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 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, Donald Seep, Dr. Bryan Myers, Dr. Louis Williams, Kerry Severson, Larry Jewell, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Others Present: Becky Dahl, Betsy Roesler, Meghan Rohn, Patrick Metz, Stephanie Ronnfeldt, Tim Gottschall, Jeanetta Kirkpatrick, Angie Alexander, Teresa Deckert, and Sue Roseberry.

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

Approve November 9, 2017 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Dr. Bryan Myers noted he was stepping out of his role as chairman for a moment and addressed the board as a citizen. Dr. Bryan Myers voiced concern over the level of frustration that has been met, not only by him, but by the community as a whole. He noted he is receiving many calls from community members who are very angry over the 18% tax increase and feel the raise is unacceptable. In addition to concerns about the increase in taxes, there is also a great deal of frustration over the large amount of false and inaccurate information that is being circulated through the community. People want information that is factual and accurate and they want to know how the problems facing the county are going to be fixed. As a result, Dr. Bryan Myers has written an editorial aiming to dispel false rumors and provide a more accurate picture of why taxes were increased and where he feels a lot of the true problems lie.

Dr. Bryan Myers discussed the misconception that the cause of the financial crisis of the county lies entirely with Health and Human services and the large cost of placements each year. It needs to be understood that these costs are mandated by the courts and are completely out of the control of this department. In the meantime, this is one of the few county departments that has continued to make numerous cuts and take actions to reduce spending.

It was also noted that this editorial is being written on a personal level and not as the chairman of the Health and Human Services Board. Jeanetta Kirkpatrick spoke and noted she has read the editorial and is concerned that there are several inaccuracies within it especially pertaining to statements made regarding Pine Valley Community Village. Jeanetta Kirkpatrick gave her understanding of why the decisions were made to increase taxes to cover the debt services as opposed to taking the funds from Pine Valley Community Village at this point and noted this was a decision made by the Finance and Personnel Committee for cash flow purposes. Dr. Bryan Myers noted he would be happy to discuss any concerns Jeanetta Kirkpatrick had with the editorial one on one. Jeanetta Kirkpatrick also noted she does not feel it is appropriate for the chairman of the Health and Human Services Board to be sharing his personal opinions in an editorial to the paper or during this board meeting.

Don Seep questioned if this editorial has already been submitted to the paper or if it was only given to the Health and Human Services Board and department heads. Dr. Bryan Myers explained that the document has not been submitted to the paper at this time and was only sent by him to the Chair of the Richland County Board. It is unclear how the document was then sent out by the County Clerk to the Finance and Personnel Committee and all other department heads. Don Seep voiced his concerns about the editorial going in the paper and feels it would be very divisive. We need to address the misinformation that is circulating in the community and if people are contacting representatives of the County Board, those members should address their concerns on an individual basis.

Angie Alexander, Director of Nursing at Pine Valley Community Village, noted her appreciation for the hard work that has been done by this board and the difficult decisions that have been made; however, she emphasized that Pine Valley Community Village has been making some of those same hard decisions. Angie Alexander added that she is concerned about the divisive environment that currently exists between county departments. A motion was made by Donald Seep to encourage Dr. Myers to bring his concerns forward at the next County Board Meeting for discussion instead of moving forward with his editorial. It was noted that action cannot be taken unless the item has been posted on the agenda. Don Seep withdrew the motion and noted this is simply his suggestion.

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

Voucher #65 & #66 – Alzheimer’s & Dementia Alliance: This serves as a pass through for the Alzheimer’s and Dementia Alliance which has historically been done.

Voucher #68 – GFC Leasing: This was to pay for annual maintenance on the leased printers.

Voucher #62 – 4 Imprint, Inc.: This was to pay for marketing materials that will be 100% reimbursed through the Regional ADRC.

Voucher #64 – Kwik Trip Stores Inc.: This was to pay for services provided by the Symons Recreation Complex through the Prevention Grant.

Motion by Marty Brewer, seconded by Kerry Severson to approve the 2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

Tim noted there should be approximately \$100 of meals vouchers listed on the front page that are missing; however, the totals are correct. Amended motion by Marty Brewer, seconded by Kerry Severson to approve the 2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below with the addition of meal vouchers.

**2017 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2017 Expense Reports	17	\$7,167.64
Richland County Health and Human Services – 2017 Vouchers	38	\$31,162.03
Richland County Health and Human Services – 2017 Prepaid Vouchers	3	\$1,716.92
<b>TOTAL</b>	<b>58</b>	<b>\$40,046.59</b>

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget report as of November noting a surplus of \$221,638. This should be an accurate projection of how things will look at the end of the year with the exception of any changes in placements and Medicaid Cost Reporting.

Discussion was held regarding the percentage of utilization. Tim Gottschall explained that currently if we were exactly on budget we should be at 92% utilization. However, since we are under budget we have currently only used 76% of our 2017 budget. The projected \$221,638 surplus will be utilized to help cover the overage in placement costs.

Tim Gottschall explained that the children's placement fund balance is up to date; however, the adult placement fund is not. The delay is mainly due to the transition we are experiencing due to staff turnover. A more accurate picture should be available next month. With that in mind, it is projected that there will be approximately a \$700,000 shortage for placements costs for 2017 after the \$221,638 surplus is applied.

Discussion was held regarding what types of costs are considered placement costs and if things such as foster homes and adult family homes are included. Tim Gottschall explained that any mandated out of home placement for a child other than kinship would be considered a placement expense. Adult family homes would also be a placement cost as long as the placement is mandated. It was also noted that approximately \$100,000 of revenue is used to help cover these cost. Patrick Metz explained that when these types of placements occur this agency technically assumes legal guardianship for these individuals and therefore are eligible to receive payments such as Social Security Disability Income, child support, Community Recovery Services or private pay.

Discussion was held regarding the large fluctuation in placement costs. Patrick noted keeping kids in their home is always the goal, and while a lot of work is done, it is not always an option. The county continues to incur some very high institutional costs especially with some adults. Dr. Bryan Meyers noted that a large percentage of these costs can be attributed to a small number of individuals.

Patrick Metz discussed the history of the placement funds and how they were initially set up. There is a lot of confusion regarding difference between these two accounts and the Health and Human Services core budget. Jeanetta Kirkpatrick stated she felt the resolutions where these accounts were established need to be amended to reflect the way they are actually used. Patrick Metz added that in the end costs of placements have gone up dramatically; however, these costs are separate from our core budget which is showing a surplus.

2017 Contract Monitoring Report: Tim Gottschall distributed and reviewed those contracts on the report that currently exceed 83% utilization. It was noted that most contracts are right on track with the exception of Children's Hospital of Wisconsin which is scheduled to be amended later this meeting and will be closely monitored for the remainder of the year. Tim Gottschall noted that while Rawhide is over utilized this was due to a very acute situation over the summer and should not increase any further this year. Kerry Severson asked for clarification regarding whether we are still doing business with Dr. Donald Fischer. Patrick explained that our work with Dr. Donald Fischer is complete and has been for a few months.

2018 Budget Update: Tim Gottschall reported that we continue to be on budget. Patrick Metz added that he has been in contact with the Department of Health Services Secretary's office, as well as the Department of Children and Families Secretary, and is requesting they release the full funding allocation up front. Patrick Metz noted that it appears this may be a possibility, and if it is approved, these funds

would bring close to \$1 million dollars to the county within the first four months of the year to assist with cash flow. Changes to the ADRC fiscal agent will also contribute to a better cash flow situation for Richland County.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-14-17)</b>		
<b>PLATTEVILLE FAMILY RESOURCE CENTER</b>	Provider of psychological/parenting ability testing to individuals being served by the Children’s Services Unit. (Platteville)	Total amount not to exceed <b>\$5,000.</b>

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-14-17)</b>		
<b>MARION’S PLACE</b>	Provider of adult family home residential care for Clinical Services Unit consumers who due to mental health issues are unable to live independently. (Richland Center)	Total amount not to exceed <b>\$49,500.</b>
<b>OXFORD HOUSE</b>	Provider of transitional residential services to Clinical Services Unit clients. (Madison)	Total amount not to exceed <b>\$5,000.</b>

Motion by Marty Brewer, seconded by Debra Kyser to approve the new 2018 contract and agreement. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-14-17)</b>		
<b>CHILDREN’S HOSPITAL OF WISCONSIN COMMUNITY SERVICES – CHILDREN’S SERVICE SOCIETY OF WISCONSIN</b>	Due to an increased need for treatment foster care, supervised visitation, and respite provided to children being served by the Children’s Services Unit. (Milwaukee)	<i>Original Contract Amount: \$36,000.</i>  To a total amount not to exceed <b>\$49,500.</b>
<b>THERAPY WITHOUT WALLS, LLC</b>	Due to an increased need for community skills development, psychoeducation, psychotherapy, and recovery education & wellness management provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Reedsburg)	<i>Original Contract Amount: \$55,000.</i> <i>Amended to: \$75,000</i>  To a total amount not to exceed <b>\$85,000.</b>

Motion by Kerry Severson, seconded by Dr. Louis Williams to approve the amended 2017 contracts. Motion carried.

Personnel Updates: Patrick Metz reported that Charlene Gald, Mental Health Therapist, submitted her resignation effective December 21, 2017. Motion by Kerry Severson, seconded by Linda Gentes to approve the resignation of Charlene Gald, Mental Health Therapist, effective December 21, 2017. Motion carried.

Patrick Metz stated that Faith Peckham, Parent Peer Specialist, has been hired through the Southwest Wisconsin Workforce Development Board (SWWDB) starting November 15, 2017 and will be working up to 28 hours/week. Elizabeth Bjorklund, Mental Health Therapist, has also been hired through SWWDB and will be working up to 32 hours/week. Derek Kalish, LTE Administrative Support, has resigned from SWWDB effective December 31, 2017 since the county Business Systems Supervisor position has been filled and trained. Cathie Ryan, Economic Support Assistant, has been laid off from SWWDB effective December 31, 2017.

Interview Sub-Committee Discussion and Possible Restructure: Discussion was held regarding the need to continue to have an Interview Sub-Committee for the purpose of hiring positions within the Health and Human Services Department. It was determined that this step in the interview process is hard to coordinate, micro manages the management team, and is not necessary. There is also a cost associated with adding this layer to the hiring process, as well as adding unnecessary length to the hiring process. Motion by Linda Gentes, seconded by Ingrid Glasbrenner to eliminate the use of the Interview Sub-Committee for positions below the director or management level effective January 1, 2018. Motion carried.

Update and Possible Action From 12/2/2017 County Board Decisions: It was reported that the management restructure and job descriptions that were approved by this board, as well as the Finance and Personnel Committee, did not pass the full Richland County Board. A lengthy discussion was held regarding the reasons for the denial including the issue some board members found with increasing all Health and Human Services staff to 40 hour work weeks. It was noted that due to this action the old structure is technically still in place which causes a problem with the 2018 Health and Human Services Budget that has already been approved. This budget was created to include the restructure and as the approximate \$106,000 savings that would result. If the restructure is now being denied, that savings will need to be made up if no further action is taken.

Additional conversation was held regarding the increase for all Health and Human Services staff to increase to 40 hours since the building operates from 8:00am to 5:00pm. Dr. Bryan Myers noted the restructure will not work unless support staff hours are increased to accommodate the additional work load that will be needed to support the restructure and one cannot be successful without the other. Jeanetta Kirkpatrick noted she felt the restructure could be brought back for reconsideration, but without the increase in hours. Jeanetta Kirkpatrick noted she felt increasing staff to 40 hours per week should be looked at county-wide and not just for one department. Victor Vlasak has been asked to provide information on what the cost would be to increase all county employees to 40 hours per week. Jeanetta Kirkpatrick added that Patrick Metz has a tool in place that he has been utilizing that allows employees to work a 40 hours work week until their job descriptions could officially be changed to reflect that if the county chooses to proceed.

Patrick Metz explained that while most of these employees are already working the additional hours through voluntary agreements, benefit accrual is still occurring at the rate of the hours listed on their job descriptions. As a result, these employees are being taken advantage of and their patience is running out. Patrick Metz expressed frustration that this plan was approved through the 2018 budget process, but now that job descriptions are being revised to coincide with that plan, they are being denied. This puts him in a difficult position since staff are now being asked to take on additional duties that are not accurately reflected in their job descriptions.

Discussion was held regarding how to move forward and what Patrick Metz would find the most useful given the current situation. Jeanetta Kirkpatrick stated she felt the restructure needs to be brought back for another vote without the increased hours and she feels it would pass. There was some confusion on how to bring forward the restructure for a vote without updating the affected job descriptions to match. Discussion was held on the process for bringing this item back for another vote and it was noted that a voting member who voted no to the action must bring it back for reconsideration. Motion by Donald Seep, seconded by Marty Brewer to request that the resolution proposing changes to 2018 job descriptions be brought back for reconsideration by the full County Board. Roll Call Vote. Donald Seep, Debra Kyser, Dr. Louis Williams, Kerry Severson, Marty Brewer, Ingrid Glasbrenner and Linda Gentes voted for the motion. Dr. Bryan Myers voted against the motion. Motion passed.

Possible Board Response to Recent Editorial: An editorial written by Bob Holets was discussed and Patrick Metz voice concern and frustration with the nature of the article and the large amount of misinformation that continues to be spread about this agency. Patrick Metz noted he has written a four page response, but is unsure what to do with it. Patrick Metz spoke to the incredible work done by the agency to provide a safety net for the most vulnerable populations in the best interest of the county and the community, not what is in the best interest of the agency. The choice to implement furlough days for the employees of the Health and Human Services Department was done in the best interest of the county, not this agency. The constant need to defend Health and Humans Services and correct false information has become exhausting and the amazing people doing this work are tired of being beat up for doing the important work that needs to be done.

Patrick Metz questioned how the board envisions educating other board members, as well as members of the community, on the value and necessity of the work provided by Health and Human Services noting that it does not work if it comes from him and it needs to come from someone higher up. Patrick Metz went on to discuss some of the critical issues facing the county including the opioid crisis and other factors that continue to contribute to the vulnerable populations we serve. We need this board to educate their fellow board members on what we do and why we do it.

Kerry Severson discussed assembly bill 309 and encouraged Patrick Metz and the board to educate themselves on it. The bill addresses the continued shift of costs from the state to the local level and may be something that would warrant a letter of support from this board.

Approval of 2018 Clinical Services Fee Schedule (Mailout #2): Patrick Metz reviewed the changes to the Clinical Services fee schedule and noted most items increased slightly with a few exceptions that remained the same. Motion by Donald Seep, seconded by Debra Kyser to approve the 2018 Clinical Services Fee Schedule. Motion carried.

Approval of 2018 Public Health Fee Schedule (Mailout #3): Patrick Metz reviewed the changes to the Public Health fee schedule and highlight an increase in fluoride and flu vaccines. Motion by Donald Seep, seconded by Kerry Severson to approve the 2018 Public Health Fee Schedule. Motion carried.

Regional ADRC Update: Becky Dahl discussed the recent decision to move the fiscal agent for the region away from Richland County to Juneau County and thanked Richland County for their continued support of the region during this time of transition. The state is very interested in the new model and the increase in authority it gives to the Regional Aging and Disability Resource Center (ADRC) Governing Board.

Becky Dahl explained how the transition will work for the two regional employees who are currently Richland County Employees. These two individuals will become Juneau County employees and all sick time that was accrued by Becky Dahl from her years of service to Richland County prior to working for the region will be paid out by Richland County. The region will cover the cost for any remaining benefit time. This has brought about conversation at the state level since this is somewhat uncharted territory since the regional staff is funded by all four offices. Therefore, when there is costs associated with a retirement those costs should be covered across the region and not have the entire burden fall to one county. As we expected, there will be a lot of start-up expenses. It was noted the current Regional ADRC office staff will be continue to be located in Richland County until a new location in the community can be established. Discussion was held regarding the cost for continuing to house these employees here if some sort of rent would be expected. Becky Dahl stated some form of rent would be paid and they are currently working with Tim Gottschall to determine the cost

Substance Abuse Prevention Update: Betsy Roesler, Health & Wellness Coordinator, offered a presentation regarding the activities relating to substance abuse in Richland County. Betsy Roesler is providing technical support to the Richland County Children and Family Advocacy Council (RCCFAC), a community coalition prioritized to work on substance abuse prevention. During 2017, the RCCFAC has been conducting a series of town hall meetings to engage the county.

Betsy Roesler discussed the FIVE Pillars, which is a method of community organizing that addresses the immediate need of problems with opioid use when it is not prescribed. The FIVE Pillars are Harm Reduction, Prevention, Treatment, Law Enforcement and Workplace/Business. During a recent town hall meeting, county residents reviewed state recommendations for each pillar. It was discovered that while Richland County does have some recommendations in place, there are gaps which should be addressed.

The process of reducing substance abuse takes time and is only accomplished with community involvement. Betsy Roesler emphasized the importance of prevention and the need to look at the environment people are existing in and how those environments affect risk of abuse and addiction. Betsy Roesler highlighted some of the resources that are evolving as a result of the work being done and how these resources are being made available to the public.

Looking to the future, Betsy Roesler noted that RCCAFC will be writing a 5 year \$125,000/year federal Drug Free Communities Grant that could be renewed for another 5 years with positive outcomes. A grant writing team will be working on the application. This is a highly sought after and competitive grant and the work being done to be prepared for it has been very beneficial in itself.

The RCCFAC has recently become a member of the Alliance for Wisconsin Youth. The benefits of this alliance include resources, technical support and forms of financial assistance including \$8,000 worth of resources to work on the local opioid epidemic. Betsy Roesler also distributed a youth survey highlighting

underage drinking. The survey results are proof that prevention works and is an effective way to address these types of issues in the community.

There will be a roller skating party New Year's Eve for underage kids and Betsy Roesler noted this one example of changing the environment to reduce risk. Discussion was also held regarding the recent work done on the reduction of tobacco use. Betsy Roesler noted that unfortunately with the introduction of e-cigarettes these numbers are on the rise again.

Patrick Metz discussed a needle exchange program and noted we have been in touch with a company that could provide this service. The company would need a location approximately once a month where needles could be collected and our Public Health clinic would fit these needs. Patrick Metz is looking for the opinion of this board if this is something we should pursue. It was agreed that this should be put on the next agenda for possible action.

Requesting Financial Assistance from the City of Richland Center Update: Patrick Metz reported that the City Council is interested in providing financial support for certain services, such as psychiatry, but are wanting more information. They are not interested in helping fund institutional placements. Patrick Metz added that it will take the various groups coming together to sit down and review what resources we have and how we can work together to use these resources in the most effective way. Dr. Bryan Myers asked how we move forward in making this meeting happen and Patrick noted that the Southwest Community Action Program (SW CAP) Behavioral Health Coalition may play a role in facilitating this conversation and has a lot of data available.

Convene in Closed Session Per Wis. Statutes 19.85(1)(b) to Consider the Dismissal or Disciplinary Action of a Public Employee: Motion by Donald Seep, seconded by Linda Gentes to convene in closed session per Wis. Statutes 19.85(1) (b) to consider the dismissal or disciplinary action of a public employee to include Patrick Metz and Tim Gottschall. Roll Call Vote. Donald Seep, Debra Kyser, Dr. Louis Williams, Kerry Severson, Marty Brewer, Ingrid Glasbrenner, 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.

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

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary