

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**February 20, 2018**

A special meeting of the Richland County Health and Human Services Board was called to order at 2:00p.m. on February 20, 2018 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, Ingrid Glasbrenner, Kerry Severson, Larry Jewell, Linda Gentes, and Marty Brewer.

Others Present: Angie Rizner, Myranda Culver, Stephanie Ronnfeldt, Tim Gottschall, and Todd Romenesko via phone.

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

Citizens Comments: None.

Discuss the Health & Human Services Director Search and Interview Process: Dr. Bryan Myers reported that Todd Romenesko has been sought out for consultation in recruiting and hiring a new Health & Human Services Director. It was noted that Mr. Romenesko has been provided a copy of the Health & Human Services Director position description and current agency organizational structure, which was approved for reorganization by the County Board earlier today. Angie Rizner noted that she would email the new revised agency organizational chart to Mr. Romenesko within the next few days.

Dr. Bryan Myers noted that the Finance & Personnel Committee recently denied the recommendation of the Health & Human Services Board to offer a salary range for the Health & Human Services Director position. The offering of a salary range was previously discussed with Todd Romenesko and he thought that was a good idea to assist with recruitment. Dr. Bryan Myers stated that because the salary range option was denied the starting salary for the Health & Human Services Director is firm at \$36.67 per hour which is an annual salary of \$76,000.

The Board telephoned Todd Romenesko, Calumet County Administrator. Mr. Romenesko introduced himself to the Board noting that he has been at Calumet County 21 years, reviewed his employment history, and noted that he has been very active in Human Services actions since 2010. The following categories were discussed:

Health & Human Services Director Position Description:

Todd Romenesko reported that his review of the Director position description, "seems pretty inclusive and our necessary needs would be met." The educational requirements and criteria are accurate.

Health & Human Services Organizational Structure:

Dr. Bryan Myers informed Todd Romenesko that the newly revised organizational structure includes the management of the Children's Services & Clinical Services Units together, the management of the Administration & Economic Support Units together, and the management of the ADRC and Public Health Units separately.

Todd Romenesko stated that his initial concern is with Myranda Culver's workload, which is not a reflection on her, but managing all activities of the Children's Services and Clinical Services Units is going to be difficult. Mr. Romenesko noted that if things are moving along and there are no immediate concerns, we can wait until we get through the Director recruitment process before making any changes, as we would leave possibly changing this structure to the new leader. However, if there are issues we could possibly do something before the Director position is filled with consultation. Angie Rizner was instructed to add to the next Health & Human Services Board agenda: Discuss Consultation Options for Programmatic Services Manager.

Health & Human Services Director Starting Salary:

Todd Romenesko reported that his initial reaction is that "maybe" you could recruit someone at that \$76,000 annual salary, but it will only be competitive if someone is willing to apply at \$36.67 per hour. Mr. Romenesko stated, "it's a mistake taking away the ability to negotiate and this will be challenging". Mr. Romenesko noted that we need to be competitive if the applicant has service experience, but those individuals are likely already making \$76,000 as a Master's Degree level Clinician, as Richland County will only be attractive to people who want to be a director. Discussion was held regarding the recent hiring of a new Pine Valley Community Village Administrator. Dr. Bryan Myers stated that we will wait to see what caliber of individuals apply and then possibly take salary requests to the Finance & Personnel Committee. It was noted that the top salary for the Director position is \$88,691. Mr. Romenesko stated that negotiating additional time off might be appealing to applicants as well.

Hiring Timeline:

Todd Romenesko reported that it could take 3-4 months to fill the Health & Human Services Director position.

Advertising:

Todd Romenesko recommended that the Board is part of recruitment process and noted that he would offer a visual flowchart to assist with advertising to fill the position. Mr. Romenesko stated that he recommended keeping the advertising open-ended without a firm application deadline.

Reviewing Applications:

Todd Romenesko stated that he is willing to review applications, participate in interviews, etc. at no charge; however, if we request that he participate in-person, then he would request that his mileage and related expenses be reimbursed.

Interviews:

Todd Romenesko recommended that we begin interviewing applicants before the deadline approaches to keep things moving. Discussion was held regarding the benefits of an initial phone interview and the need to develop interview questions. Mr. Romenesko stated that he has a list of interview questions prepared. Linda Gentes noted that she also has a list of previous Director interview questions that were used. Discussion was held regarding offering a second interview. Don Seep stated that during the previous Director recruitment processes the County Board Chair asked the interview questions and the entire Health & Human Services Board sat in silence, but took notes and made final recommendations. It was noted that the Health & Human Services Board will reduce to seven members in the near future. Dr. Bryan Myers noted that one-on-one interviews are good too, as they are more personal, and you learn more about a candidate. Dr. Bryan Myers stated that he feels that group interviews are different and you don't get as much out of a candidate.

Todd Romenesko reported that he would email Dr. Bryan Myers a number of relevant documents and Dr. Bryan Myers would forward those onto the entire Board to keep the process confidential and eliminate the inappropriate involvement of current Health & Human Services staff. Dr. Bryan Myers stated that he would speak with Victor Vlasak about his involvement with the Director hiring process moving forward.

Dr. Bryan Myers recommended that a Special Health & Human Services Board Meeting be scheduled in closed session after hours and off site to make decisions regarding the Interim Director position. It was determined that this meeting would be held Thursday, March 1, 2018 from 6-8pm in the County Board Room. Angie Rizner was instructed to send an email to all Health & Human Services internal staff with this new schedule and information in case anyone is interested in being considered for the Interim Director position. It was noted that each internal applicant should submit their cover letter and resume to Patrick Metz as soon as possible, so he can develop an interview schedule for that evening, noting that each applicant would be given approximately fifteen minutes to offer a presentation on why they would be the best Interim Director. Ingrid Glasbrenner requested that Angie Rizner email her the Director position description. Motion by Don Seep, seconded by Ingrid Glasbrenner to approve the following Director hiring timeline: April 1<sup>st</sup> – start advertising after the new County Board and HHS Board is appointed, May 1<sup>st</sup> – start conducting interviews, June 1<sup>st</sup> – offer a decision, July 1<sup>st</sup> new Director starts work. Motion carried.

The next regular Board meeting is scheduled for Thursday, March 8, 2018 at 9:30am at the Community Services Building.

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

Respectfully Submitted,

Angie Rizner  
Administrative Supervisor