

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 8, 2018

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on March 8, 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, Kerry Severson, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Members Absent: Dr. Louis Williams (retired February 6, 2018) and Larry Jewell.

Others Present: Angie Rizner, Myranda Culver, Patrick Metz, Rachel Charron, Rose Kohout, Sharon Pasold, Stephanie Ronnfeldt, Victor Vlasak, and Sue Roseberry.

Approve Agenda and Posting: Ingrid Glasbrenner questioned if the procedures to hire a new Director, such as interview process, interview questions, etc. are going to be discussed under the closed session agenda item later in the meeting. Dr. Bryan Myers stated that is the intention. Motion by Linda Gentes, seconded by Debra Kyser to approve the agenda and proper posting. Motion carried.

Approve February 8, 2018 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Approve February 20, 2018 Special Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Marty Brewer to approve the Special Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Patrick Metz stated that he spoke with Richland School District Administrator Jarred Burke yesterday and their collaborative discussions over the last 2-3 years are coming to fruition. The Richland School District is interested in employing a Mental Health Therapist and a Social Worker with child protection training onsite at the Richland School District to address issues with children as they arise. Jarred Burke stated that he plans to request that the Richland School District approve splitting the costs of these two positions 50/50 with Richland County Health & Human Services during their March 19, 2018 meeting. That would equate to approximately \$72,000 annually for each position. Patrick Metz noted that he would be in attendance during that meeting and requested that Myranda Culver and Tim Gottschall also be in attendance to assist with passing this initiative. Patrick Metz stated that the two positions might possibly be employed by Richland County and the financial responsibility would be one full-time equivalent per organization. The costs, responsibilities, supervision, and logistics of the positions are yet to be determined.

Dr. Bryan Myers reported that he intends to have an update from the Richland Hospital in April regarding the need for a shared psychiatrist, but this is a completely different collaboration.

Sue Roseberry noted that there have been some discussions around the mandated and non-mandated services being offered by Health & Human Services again, and questioned whether there has been any

proposed changes to the Senior Nutrition Program. Dr. Bryan Myers stated that there has been no further discussions to change this non-mandated program at this time.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2017/2018 Voucher Report for March 8, 2018 was distributed. The following items required additional discussion:

Voucher #7 – Cardmember Services: This was to pay for computer program support as was previously approved.

Voucher #27 – 29 – GFC Leasing: This was to pay for monthly rental fees and maintenance on our four copy machines.

Voucher #71 – WE Energies: This was to pay for two months of heating the Community Services Building.

Voucher #72-73 – ZirMed, Inc.: This was to pay for two months of invoicing through our electronic medical record software.

Voucher #23 – 24 – D&P Enterprises: This was to pay for two months of snowplowing and snow removal at the Community Services Building. Marty Brewer questioned the historic discussion held regarding the possible collaboration between the Richland County Courthouse and Health & Human Services to share snow plowing equipment. Patrick Metz reported that this topic was reviewed multiple times by the Finance & Personnel Committee a few years ago and it was determined that it was not cost effective for either facility. Patrick Metz stated that he, Angie Rizner and Avery Manning met numerous times to develop a plan, but it was noted that current staff time is already maximized, so additional staff would need to be hired and equipment purchased/rented. Patrick Metz noted that we are not against revisiting this collaborative option; however, the Courthouse has the ability to plow snow into the city streets for pick-up by the city road crews and the Community Services Building does not have that same privilege, so very costly snow removal would still need to be budgeted. Discussion was held regarding other options available; including the involvement of the Highway Department or jointly contracting the service for all county buildings to see if a better price could be offered. Motion by Marty Brewer, seconded by Donald Seep to approve the 2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2018 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2018 Expense Reports	15	\$6,964.66
Richland County Health and Human Services – 2018 Vouchers	34	\$27,603.69
Richland County Health and Human Services – 2018 Prepaid Vouchers	1	\$26.09
TOTAL	50	\$34,594.44

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services budget summary sheet which reflected a surplus of \$98,183 as of March 5, 2018. It was noted that the placement funds have a combined deficit of approximately \$630,000; however, when the anticipated Health & Human Services core budget surplus is figured in, the placement fund deficit reduces to approximately \$530,000.

Patrick Metz reported that the total cost for placements in 2017 reached over \$1.4 million. Tim Gottschall noted that mandated placements often occur at Winnebago or Mendota Mental Health Institutes and the State operates those facilities, so when Richland County has an institutional placement, the State simply reduces the anticipated revenues allocated to Health & Human Services to cover the costs which reached over approximately \$300,000 in 2017. Tim Gottschall stated that we did receive approximately \$100,000 in actual placement revenues and that amount has been added into the \$1.4 million total. Discussion was held regarding the placement fund transfer that is scheduled to occur this spring.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 100% utilization, noting that most invoicing is through December and the auditors do not require a contract to be amended if the overage is less than \$1,000. Angie Rizner noted that most contracts are right on track with the exception of Lori Knapp-Crawford, Inc. and The Richland Hospital, Inc. which will be discussed later in the meeting for amendment.

2018 Budget Update: Tim Gottschall reported that we are just starting to see 2018 bills from providers, so a budget update will not be offered until next month.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-8-18)		
CR THERAPY	A provider of counseling and therapeutic services being provided to children with disabilities being served by the Children's Services Unit. (Spring Green)	Requesting Board approval to enter into a contract with <u>CR Therapy</u> for a total amount not to exceed \$11,000.
LEXINGTON FITNESS	A provider of recreation/alternative activities being provided to children with disabilities being served by the Children's Services Unit. (Spring Green)	Requesting Board approval to enter into an agreement with <u>Lexington Fitness</u> for a total amount not to exceed \$1,000.
RICHLAND SCHOOL DISTRICT - KIDS KLUB	A provider of recreation/alternative activities being provided to children with disabilities being served by the Children's Services Unit. (Richland Center)	Requesting Board approval to enter into an agreement with <u>Richland School District - Kids Klub</u> for a total amount not to exceed \$1,000.

Motion by Linda Gentes, seconded by Debra Kyser to approve the new 2018 contracts and agreements. Motion carried.

Rose Kohout reported that she is uncertain why there is such an increase in the costs at the Rockbridge Meal Site; however, she and Tanya VanRisseghem-Webster intend to meet with the Richland School District to better understand why this increase occurred. Rose Kohout stated that she was under the impression that we should have a credit for not utilizing the Rockbridge Meal Site in July and most of August 2017 due to facility renovations. Angie Rizner reviewed the details of the agreement that was

issued by the Richland School District noting the hourly rental fee increased from \$6.00/hour to \$7.00/hour, the classroom space was increased from 1 room to 2 rooms, and the hours the facility is utilized was increased by more than 2 hours/day. If these details are not renegotiated, the total rental agreement from July 2017-June 2018 could reach \$10,000-\$12,000 which is a substantial increase from \$3,800/year. Patrick Metz stated that he understands the Senior Nutrition Program cannot absorb this kind of increase, but has confidence that the agreement details were issued in error by the Richland School District or Rose Kohout and staff can negotiate better pricing. Regardless, the rent of nearly \$6,200 was already invoiced and paid for out of 2017 funds, so the agreement amendment has to be requested.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-8-18)		
LORI KNAPP – CRAWFORD, INC.	Due to an increased need for supportive home care or consumer directed support services to children with disabilities being served by the Children’s Services Unit. (Prairie du Chien)	<i>Original Contract Amount: \$49,000.</i> <i>Amended to: \$125,000</i> To a total amount not to exceed \$130,000.
RICHLAND SCHOOL DISTRICT	Due to an increase in the hourly rental fee, classroom space utilized, and an increase in hours the Rockbridge School is needed Mondays, Wednesdays, and Fridays to serve seniors at the Rockbridge Nutrition Program Meal Site. (Richland Center)	<i>Original Agreement Amount: \$3,800.</i> To a total amount not to exceed \$6,200.
THE RICHLAND HOSPITAL, INC.	Due to an increased need for speech, occupational, and physical therapy services offered to children being served by the Birth to Three Program. (Richland Center)	<i>Original Contract Amount: \$100,000.</i> To a total amount not to exceed \$103,000.

Motion by Kerry Severson, seconded by Marty Brewer to approve the amended 2017 contracts and agreements. Motion carried.

Personnel Updates: Patrick Metz reviewed the list of six individuals that would be negatively impacted by the implementation of the new wage scale; noting that this Board voted last month to postpone the early passing of their probation until the agenda item could be reconsidered during today’s meeting. Angie Rizner clarified that she did not request that this agenda item be placed on the February 13, 2018 or March 6, 2018 Finance & Personnel Committee agenda. Patrick Metz stated that the Finance & Personnel Committee reported that they would not support taking someone off probation early since that is establishing a county-wide precedent. Patrick Metz reviewed the modified table noting a compromise to the situation. An additional column has been added that lists the closet wage and step that these individuals should be offered once they successfully pass their six month probationary period. These wages would only be issued to those six specific individuals whose offer letters are now being questioned by the Finance & Personnel Committee. It was noted that two of the six individuals have previously worked for Richland County for more than five years and there are no performance issues with any of the individuals.

Dr. Bryan Myers questioned if this agenda item could be taken directly to the County Board to consider the ability to offer these individuals the wage that was promised to them in their offer letter. Don Seep stated that he cannot support bypassing the Finance & Personnel Committee, as this could cause disharmony. Dr. Bryan Myers noted that this agenda item has been placed on the Finance & Personnel Committee agenda two times previously, was thoroughly discussed, and no solution was offered. Kerry Severson recommended that we reach out to Attorney Ben Southwick or Attorney Jon Anderson to see if there could be a potential lawsuit if wages promised in offer letters are not adhered to. Marty Brewer concurred that it is a normal and customary business practice to issue offer letters and this is not precedent setting.

Name	Title	Scheduled to Pass Probation	Post Probation Wage	New Wage Scale Step 2	Difference	Closest Wage
Rose Kohout	Public Health Manager	5/2/2018	\$33.59/hr	\$30.78/hr	(\$2.81)/hr	Step 7 \$34.28
Julie Bollinger-Jones	MH Therapist (Licensed)	5/18/2018	\$27.74/hr	\$25.73/hr	(\$2.01)/hr	Step 6 \$28.07
Eddie Moore	MH Therapist (Non-licensed)	5/27/2018	\$26.49/hr	\$25.73/hr	(\$.76)/hr	Step 4 \$26.90
Breanna Welsh	Case Manager (Temp Cert SW)	5/27/2018	\$19.53/hr	\$18.99/hr	(\$.54)/hr	Step 4 \$19.85
Rachel Charron	CPS/JJ Supervisor	5/27/2018	\$29.10/hr	\$27.42/hr	(\$1.68)/hr	Step 5 \$29.29
Liz Bjorklund	MH Therapist (Licensed)	7/29/2018	\$27.74/hr	\$25.73/hr	(\$2.01)/hr	Step 6 \$28.07

Motion by Ingrid Glasbrenner, seconded by Kerry Severson to recommend the offering of the promised post probationary wage to the six employees (Rose Kohout \$33.59/hour, Julie Bollinger-Jones \$27.74/hour, Edie Moore \$26.49/hour, Breanna Welsh \$19.53/hour, Rachel Charron \$29.10/hour, and Liz Bjorklund \$27.74/hour) after they have successfully passed their probationary period, and forward that onto Finance & Personnel Committee and County Board for approval. Motion carried.

Patrick Metz reported that Emilie Nusse, Children’s Services Case Manager, submitted her resignation effective March 30, 2018. Motion by Kerry Severson, seconded by Debra Kyser to approve the resignation of Emilie Nusse, Children’s Services Case Manager, effective March 30, 2018. Motion carried.

Patrick Metz reviewed our vacant county positions noting that we are not refilling the following vacant, full-time county positions at this time in an effort to offer savings to the budget: Clerical Assistant II, Secretary, Early Intervention Special Educator, Psychiatric RN, and Public Health RN.

Quarterly Review of Organizational Chart: Angie Rizner distributed an updated organizational chart and reviewed the most recent changes. The most significant changes included the removal of the Regional ADRC Office and the implementation of the reorganization of management.

Approve Resolution to Honor Dr. Louis Williams: Patrick Metz noted Dr. Louis Williams has been a member of the Health & Human Services Board since February 9, 2012 and recommended that a resolution be offered at the April County Board session. Motion made by Marty Brewer, seconded by

Linda Gentes to approve a resolution to honor Dr. Louis Williams, Health & Human Services Board Member, for 6 years of service to the citizens of Richland County, and forward the recommendation onto the County Board for action. Motion Carried.

Approve Resolution to Honor Patrick Metz: Dr. Bryan Myers reported that Patrick Metz's last day is April 2, 2018 and a retirement party will be held that afternoon from 1-4pm in the Main Conference Room of the Community Services Building to recognize his 17 years of service and recommended that a resolution be offered at the April County Board session. Motion made by Kerry Severson, seconded by Debra Kyser to approve a resolution to honor Patrick Metz, Director, for 17 years of service to the citizens of Richland County, and forward the recommendation onto the County Board for action. Motion Carried.

Review Board Member Terms (Mailout #2): Dr. Bryan Myers noted that changes to the Health & Human Services Board structure were approved by the County Board late last year reducing the membership from nine members to seven. Dr. Bryan Myers stated that if he doesn't win the election, an alternate physician would need to be pursued. Discussion was held regarding possible alternate physician options. It was noted that the regularly scheduled morning meeting time might need to be adjusted to meet the schedule needs of a different physician. The Health & Human Services Board Member Terms document was reviewed. It was determined that no advertising would be done for the vacant Board position until after the April election, as we will then know whether to advertise for a physician or a citizen member.

Approve Coordinated Services Team Coordinating Committee Members (Mailout #3): Myranda Culver distributed a revised mailout which offered an all-inclusive list of the Coordinated Services Team (CST) Coordinating Committee voting members and explained the activities of the committee. Discussion was held regarding the "Public Health Representative or Designee" member listing. It was determined that the title be changed to "Public Health Manager or Registered Nurse Designee" to offer better clarification of the voting member. Motion by Linda Gentes, seconded by Debra Kyser to approve the Coordinated Services Team (CST) Coordinating Committee Membership list as presented with the change to "Public Health Manager or Registered Nurse Designee", and forward the all-inclusive list onto the Committee on Committees and County Board for approval. Motion carried.

Discuss Disabled American Veterans (DAV) Programming and Transportation: Patrick Metz reported that the DAV van is attempting to secure transportation services here, but we are uncertain of the status at this time. There is an anonymous group that offered approximately \$2,000 this year and last year for additional services, but we are uncertain if that donation will continue in the future. The DAV van is the only other option that we can offer to transport Veterans to their medical appointments. Patrick Metz noted that there are Veterans Transportation Grant funds included in the Richland County Certified Veterans Service Office (CVSO) budget, but those dollars may not be utilized for direct transportation and could be used to offset staff salary expenses.

Patrick Metz stated that the DAV is offering counseling to Veterans in the Community Services Building every Tuesday from 8am-3pm. Additionally, a DAV benefit representative from Tomah has been coming to the Community Services Building every month for a number of years. Patrick Metz noted that the DAV reached out to Health & Human Services and requested a confidential, consistent meeting space on both occasions.

Patrick Metz reported that the Richland County CVSO has been inquiring about obtaining a desk from Health & Human Services, but to our knowledge we have no free-standing desks available. All of the

desks that are not being utilized are built into offices. Patrick Metz noted that the CVSO intended to present this issue to her committee for action and support.

Don Seep questioned the ability for Veterans to attend drug court. Patrick Metz stated that Veterans would have access to the Richland County Operating While Intoxicated Treatment Court which is funded by annual grants through the Wisconsin Department of Justice. It was noted that drug court is a collaborative initiative between Richland County Health & Human Services and Richland County Circuit Court.

Discuss Consultation Options to Offer Assistance to the Programmatic Services Manager: Dr. Bryan Myers noted that this topic was brought up by Todd Romenesko, Calumet County Administrator, in our previous meeting questioning if Myranda Culver could physically manage two large units: Children's Services and Clinical Services. Patrick Metz stated that he has no concerns with her capability or the restructuring of management. Myranda Culver noted that we have sufficient management experience and supervision, so things are running very smoothly right now. Don Seep stated that this discussion is not a negative reflection on the work of Myranda Culver, simply a question of capacity. Patrick Metz stated that this agency has often operated under a siloization of units and this new management structure removes some of those funnels of service. Ingrid Glasbrenner also recommended not making any changes at this time and leave those decisions to the incoming new Director. It was determined that we should let this new structure operate for a while before prematurely making changes.

Convene in Closed Session Per Wis. Statutes 19.85(1) (c) (f) to Discuss the Health & Human Services Director Recruitment & Interview Process & Timeline: Dr. Bryan Myers distributed copies of the Richland County Recruitment Process Flow Chart that was offered for consideration by Todd Romenesko. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to convene in closed session per Wis. Statutes 19.85(1) (c) (f) to discuss the Health & Human Services Director recruitment, interview process, and timeline to include Victor Vlasak if he becomes available. Roll Call Vote. Donald Seep, Debra Kyser, 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 Debra Kyser, seconded by Kerry Severson to return to open session. Motion carried.

Adjourn: The next meeting has been rescheduled to Thursday, April 5, 2018 at 1:00pm. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Administrative Supervisor