

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**May 10, 2018**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 10, 2018 by Donald Seep in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Donald Seep, Kerry Severson, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

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

Others Present: Angie Rizner, Betsy Roesler, Meghan Rohn, Rachel Charron, Rose Kohout, Roxanne Klubertanz-Gerber, Sharon Pasold, Tanya Van Risseghem-Webster, Tim Gottschall, and Sue Roseberry.

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

Approve April 5, 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.

Citizen Comments: Sue Roseberry requested that this agenda item be revisited after the Rockbridge Meal Site discussion.

Annual Election of Officers: Don Seep noted that he is not interested in running for the position of Chair due to both personal and professional reasons. It was noted that the county rule states that the Health & Human Services Board Chair must be a County Board Supervisor. Motion by Marty Brewer, seconded by Debra Kyser to nominate Linda Gentes as the Health & Human Services Board Chair. Motion by Kerry Severson, seconded by Marty Brewer to close nominations and cast a unanimous ballot for Linda Gentes as the Health & Human Services Board Chair. Motion Carried. Linda Gentes thanked those present for the nomination and is looking forward to working together as a team. Linda Gentes had two requests: name tents for those who routinely attend meetings and taking time to stretch at least once during each meeting to improve the health and wellbeing of those in attendance.

Motion by Donald Seep, seconded by Debra Kyser to nominate Marty Brewer as the Health and Human Services Board Vice Chair. Motion by Kerry Severson, seconded by Debra Kyser to close nominations and cast a unanimous ballot for Marty Brewer as the Health & Human Services Board Vice Chair. Motion Carried.

Motion by Marty Brewer, seconded by Debra Kyser to nominate Kerry Severson as the Health and Human Services Board Secretary. Motion by Donald Seep, seconded by Debra Kyser to close nominations and cast a unanimous ballot for Kerry Severson as the Health & Human Services Board Secretary. Motion Carried.

Discuss Health & Human Services Board Sub-Committee Structure and Process: Tim Gottschall reviewed the list of sub-committees noting that our current practice is to recommend a Health & Human Services Board member onto these sub-committees once a year following the County Board election and committee appointments; however, the same representative is usually selected. It was noted that the Committee on Committee took action on some of these appointments already.

### Committee Appointments

Appointment of Interview Sub-Committee: Tim Gottschall noted that two members of the Health and Human Services Board must attend the final interview for any county management position. It was noted that we first contact members of the Interview Sub-Committee to see if they are available to attend before contacting other members of the Board. Angie Rizner stated that Dr. Louis Williams, Donald Seep, Linda Gentes, and Debra Kyser were on the committee previously with all other Health & Human Services Board members acting as alternates. Motion by Donald Seep, seconded by Marty Brewer to nominate Ingrid Glasbrenner, Marty Brewer, Linda Gentes, and Debra Kyser to the Interview Sub-Committee with all other Health & Human Services Board members acting as alternates. Motion Carried.

Appointment of Comprehensive Community Services (CCS) Coordination Committee Representative: Angie Rizner noted that Kerry Severson is currently on the committee. Motion by Donald Seep, seconded by Debra Kyser to nominate Kerry Severson to the CCS Coordination Committee. Motion Carried.

Appointment of Coordinated Services Team (CST) Coordination Committee Representative: It was noted that Linda Gentes is currently on the committee and has served since 2015. Tim Gottschall reviewed the duties of the committee and noted that the meeting is held every other month. Motion by Marty Brewer, seconded by Debra Kyser to nominate Linda Gentes to the CST Coordination Committee. Motion Carried.

Appointment of Mississippi Valley Health Services Commission Representative: Tim Gottschall noted that Linda Gentes is currently on the committee and Dr. Bryan Myers was acting as an alternate. Linda Gentes stated that she has not been asked to attend one of these meetings since her appointment. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to nominate Linda Gentes to the Mississippi Valley Health Services Commission with Kerry Severson acting as the alternate. Motion Carried.

Appointment of Nutrition Advisory Council Representative: Donald Seep stated that he is currently on the committee and would like to continue serving on this council. Motion by Marty Brewer, seconded by Debra Kyser to nominate Donald Seep to the Nutrition Advisory Council. Motion Carried.

Select Health & Human Services Physician Board Member: Tim Gottschall read aloud the letter of interest from Dr. Jerel Berres. It was noted that advertisements were placed in the Richland Observer for two weeks and no other applications were received. Linda Gentes requested that Tim Gottschall contact Dr. Berres and offer him a tour of the building and education on the agency. Motion by Kerry Severson, seconded by Debra Kyser to recommend Dr. Jerel Berres as the Health & Human Services Physician Board member, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Discuss Future Health & Human Services Board Meeting Times: Tim Gottschall stated that since he took over as Interim Director five individuals have reached out to him and requested that the Health & Human Services Board meeting be held after 5 p.m. at least part of the year. Tim Gottschall noted that staff could adjust to afterhours meetings and earn compensatory time or flex their time. Kerry Severson recommended evening meetings in the summer when there are less after school activities affecting staff personal schedules. Angie Rizner recommended that evening meetings occur strategically when there are educational sessions being offered or sensitive budget issues are being discussed. Angie Rizner noted that the 2017 Health & Human Services Annual Report is scheduled to be reviewed during the June meeting and the creation of the 2019 budget is scheduled to occur August-September. Linda Gentes requested that this item be placed on the next agenda for further discussion to consider additional evening meetings. Marty Brewer stated that offering an annual evening meeting for citizen input is a good idea; however, during the school year he would not be available until after 6:00 p.m. due to his work schedule. Discussion was held regarding other Board member and management schedule issues. It was recommended that Tim Gottschall survey the management team and compile the approximate staff costs for holding an evening meeting. Motion by Donald Seep, seconded by

Ingrid Glasbrenner to approve changing the June 14, 2018 Health & Human Services Board meeting time from 9:30 a.m. to 5:00 p.m. Motion carried. Angie Rizner was instructed to place an advertisement in the Richland Observer announcing the change in meeting time and what educational opportunities would be offered to citizens.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for May 10, 2018 was distributed. The following items required additional discussion:

Voucher #13 – Cardmember Service: This was to pay for a number of individuals lodging while attending the Treatment Court Conference.

Voucher #34 – JComp Technologies, Inc.: This was to pay for Symantec endpoint hard drive encryption on 22 county-owned laptops. It was noted that this was a previously approved purchase.

**Previously Paid**

Voucher #6 – WATCP – This was to pay for a number of individual’s registration to attend the Treatment Court Conference. Motion by Donald Seep, seconded by Marty Brewer to approve the 2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2018 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2018 Expense Reports	17	\$7,523.77
Richland County Health and Human Services – 2018 Vouchers	35	\$33,882.99
Richland County Health and Human Services – 2018 Prepaid Vouchers	6	\$3,644.11
<b>TOTAL</b>	<b>58</b>	<b>\$45,050.87</b>

Preliminary 2017 Post Audit Budget: Tim Gottschall stated that the auditors were here, there were no noted issues, and we hope to offer their post audit report next month.

2018 Budget Update: Tim Gottschall distributed the 2018 Health & Human Services Budget noting a surplus of \$34,264 as of May 8, 2018. It was noted that this core budget surplus is directly related to positions sitting vacant for some time. Discussion was held regarding the placement fund expenses. Linda Gentes noted that the placement fund balances are over \$350,000 in the first four months of 2018, and if that trend is projected forward, the end of year balance could reach nearly \$1.6 million. Tim Gottschall reported that we are working on transitioning some high cost individuals either out of the institution or into a lower cost placement, which should offer a savings to the placement funds. One of those situations is being discussed later in the meeting and we are requesting a new contract provider.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 25% utilization, noting that most invoicing is through March. Angie Rizner noted that most contracts are right on track with the exception of Driftless Counseling, Therapy Without Walls, and Tellurian which will be discussed later in the meeting for amendment. Angie Rizner stated that she would continue to monitor Abilities, Fireback, and Marion’s Place closely, but they are not anticipated to exceed the approved contract level by the end of the year.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout. Discussion was held regarding the concern of County Board members with the addition of another large contract. Tim Gottschall stated that these two contracts would be in place in an effort to transfer a client out of the Winnebago Mental Health Institution. The client was placed at Creative Community Living Services on April 14, 2018 and we are hopeful that this adult family home placement will be successful. If that placement is not successful, the client could be transferred to Innovative Wisconsin. Regardless, either placement is far less expensive than a continued institutional placement.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-10-18)</b>		
<b>CREATIVE COMMUNITY LIVING SERVICES, INC.</b>	A provider of adult family home services to an adult being served by the Clinical Services Unit. (Watertown) <i>This will require County Board approval.</i>	For a total amount not to exceed <b>\$125,500.</b>
<b>INNOVATIVE WISCONSIN, INC.</b>	A provider of supportive home care to an adult being served by the Clinical Services Unit. (Green Bay)	For a total amount not to exceed <b>\$49,500.</b>

Motion by Marty Brewer, seconded by Debra Kyser to approve the new 2018 contracts, and forward those necessary onto the County Board. Motion carried.

Discussion was held regarding the amended contracts. Tim Gottschall reported that the first two are Comprehensive Community Services (CCS) providers and those expenses are fully reimbursed and do not require tax levy. Angie Rizner stated that these two CCS providers are in essence an extension of our workforce. It was noted that CCS clients must be offered choice and a variety of service options. Tim Gottschall noted that tax levy is utilized for Tellurian expenses and there has been an increased need for alcohol and/or drug detoxification or crisis services this year.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-10-18)</b>		
<b>DRIFTLESS COUNSELING, LLC</b>	Due to an increased need for individual skill development and psychotherapy to Comprehensive Community Services clients being served by the Clinical Services Unit. (Viroqua) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$45,000.</i>  To a total amount not to exceed <b>\$200,000.</b>
<b>THERAPY WITHOUT WALLS, LLC</b>	Due to an increased need for recovery education, wellness management, individual skill development and psychotherapy to Comprehensive Community Services clients being served by the Clinical Services Unit. (Reedsburg) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$75,000.</i>  To a total amount not to exceed <b>\$300,000.</b>
<b>TELLURIAN, INC.</b>	Due to an increased need for detoxification services, medically monitored residential treatment, and crisis intervention services to clients being served by the Clinical Services Unit. (Monona)	<i>Original Contract Amount: \$25,000.</i>  To a total amount not to exceed <b>\$49,500.</b>

Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the amended 2018 contracts, and forward those necessary onto the County Board. Motion carried.

Update on Rockbridge Meal Site and 2018 Richland School District Contract: Tim Gottschall reported that the Richland School District contract has been historically \$3,000-\$3,500 per year for use of the Rockbridge School for the Senior Nutrition Program; however, this year the rent was increased by nearly \$8,000 or a total annual expense of approximately \$12,000. As requested during last month's meeting, Rose Kohout and Tanya Van Risseghem-Webster met with Kathy Stoltz of the Richland School District in April to discuss the differences between the contract years. It was the opinion of Ms. Stoltz that the space being utilized is two rooms, not one. The number of hours the group occupies the site was also increased from 4 to 6 hours per day and the hourly rate was increased from \$6.00 to \$7.00 per hour. Rose Kohout noted that we are routinely being charged for 6 hours per day (8am-2pm) even though our utilization varies and might be less than that each day. Rose Kohout reported that an additional meeting is being scheduled with the Richland School District in the near future to attempt to resolve the rent issue. Tanya Van Risseghem-Webster noted that we are exploring options for an alternate location in case the rent issue cannot be resolved with the Richland School District. Discussion was held regarding the possible need to contact the Richland School Board members (if necessary) and question if the Richland School District has alternative options for competing tenants or a different vision for the facility.

Sue Roseberry questioned the legality of the contract, who increased the number of rooms, and if it is even legal for them to implement such a significant increase in rent. Sue Roseberry referenced recent articles in the Richland Observer noting a deficit and then a surplus for the Richland School District. Rose Kohout noted that we were given a Richland School District blank facility use agreement, we inserted our utilization needs, and the Richland School District then calculates the charge. Angie Rizner stated that this has been the standard practice every year; however, their contract year follows the school year from July to June instead of the standard calendar year from January to December. Rose Kohout noted that the facility was closed due to a scheduled building remodel in July and August of 2017. We were invoiced for the facility use from August 28, 2017 to December 27, 2017 and paid the increased rent for that quarter totaling \$4,116. The Health & Human Services Board highly encouraged Rose Kohout and Tanya Van Risseghem-Webster to make this issue a priority and attempt to resolve the increase in rent before the next quarterly invoice is received. Rose Kohout and Tanya Van Risseghem-Webster were instructed to meet with Ms. Stoltz immediately and the Richland School Board (if necessary) while continuing to seek out alternate sites for the Rockbridge Senior Nutrition Program Meal Site.

Discuss Partnership with Southwestern Wisconsin Community Action Program (SWCAP) for Opioid Crisis State Targeted Response (STR) Program: Tim Gottschall reported that Patrick Metz had been meeting with SWCAP and offered a verbal agreement to potentially house two positions within Health & Human Services if SWCAP was successful in receiving an Opioid Crisis STR Program Grant. Tim Gottschall stated that he was recently contacted by SWCAP and made aware of the situation, as SWCAP was awarded the grant and they wanted to finalize the partnership details. The grant specifies that two positions: a 40 hour per week Peer Support Specialist and a 32 hour per week Substance Abuse Counselor would be hired and housed within Health & Human Services. Tim Gottschall stated that his initial calculations reflect a \$20,000 annual deficit to employ these positions and noted that the grant is renewable for up to three years, but ultimately there is a lack of grant funding. Marty Brewer questioned if this grant was intended to be "seed" money with the expectation that the county would then have to fully sustain the program. Motion made by Marty Brewer, seconded by Ingrid Glasbrenner to request that Interim Director Tim Gottschall notify the Southwestern Wisconsin Community Action Program (SWCAP) that, while the Richland County Health & Human Services Board believes in the opioid crisis issues, Health & Human Services has no additional funds available to support the Opioid Crisis State Targeted Response (STR) Program; therefore, this project must be made cost neutral for Health & Human Services to participate in the SWCAP grant initiatives. Motion Carried.

Approve Medical College of Wisconsin Healthier Kids' Meals Project Grant (Mailout #2): Betsy Roesler stated that this is a step in the process to access and hopefully improve the kids' menus available in Richland

County restaurants. Motion made by Donald Seep, seconded by Marty Brewer to approve acceptance of the Medical College of Wisconsin Healthier Kids' Meals Project Grant totaling \$1,418 and forward the recommendation onto the County Board for approval. Motion Carried.

Personnel Updates: Tim Gottschall announced the hiring of Kristine Olson, Resource Center Specialist, Matthew Cram, Mental Health Therapist, Dustin Thew, Children's Services Case Manager, and Morgan Montgomery, Children's Services Case Manager. Motion by Kerry Severson, seconded by Donald Seep to approve the hiring of Kristine Olson, Resource Center Specialist, Matthew Cram, Mental Health Therapist, Dustin Thew, Children's Services Case Manager, and Morgan Montgomery, Children's Services Case Manager, effective May 7, 2018. Motion carried.

Tim Gottschall requested that Edie Moore, Mental Health Therapist, and Rachel Charron, CPS/JJ Supervisor pass probation and be placed on regular status effective May 27, 2018. Motion by Marty Brewer, seconded by Debra Kyser to approve the probationary period of Edie Moore, Mental Health Therapist, and Rachel Charron, CPS/JJ Supervisor, effective May 27, 2018. Motion carried.

Tim Gottschall reported that Sandi Hinrichs and Pat Connors, Temporary/Casual Nutrition Drivers, recently submitted their resignations. Sandi Hinrichs last day is scheduled for May 11, 2018 and Pat Connors last day is May 25, 2018. Motion by Donald Seep, seconded by Marty Brewer to approve the resignations of Sandi Hinrichs, Temporary/Casual Nutrition Driver, effective May 11, 2018 and Pat Connors, Temporary/Casual Nutrition Driver, effective May 25, 2018. Motion carried.

Tim Gottschall reported that Matthew Cram, Mental Health Therapist, Dustin Thew, Children's Services Case Manager, and Morgan Montgomery, Children's Services Case Manager all requested up to 15 days off without pay in their first year of employment. Kristine Olson, Resource Center Specialist, requested up to 10 days off without pay in her first year of employment.

Tim Gottschall reviewed our vacant county positions noting that we are actively advertising to fill one Mental Health Therapist and Psychiatric RN position. 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.

Distribute 2017 Annual Report: Copies of the 2017 Health & Human Services Annual Report were distributed. Tim Gottschall noted that this would be formally reviewed at the next meeting, so please review the report between now and then and bring it back with any questions you might have.

Review Focus on Energy Audit Report (Mailout #3): Angie Rizner stated that she recently met with the Focus on Energy and WPPI representatives as instructed by the Property Committee so they could conduct an energy audit on the Community Services Building. Angie Rizner noted that the energy representatives toured the building and viewed the contents of each of our six mechanical rooms. The energy audit was previously mailed to the Board for their review and consideration.

Angie Rizner reported that the energy advisor recommends an upgrade to our existing interior and outdoor light fixtures and bulbs. Tim Gottschall noted that in a previous audit of our lighting it was reported that we have over 900 fluorescent light bulbs. Angie Rizner referenced in the report the energy conservation opportunities and incentives that we would qualify for with each project; however, was uncertain what the upfront costs would be and noted that the energy advisor recommended doing the project in sections. The Focus on Energy representative also reported that Richland County could apply for a shared savings loan, as was recently done for the City of Richland Center.

Angie Rizner stated that the next step per the energy advisor would be to put out an RFP for electricians to submit their recommendations on how they would proceed with the project and include a cost estimate. Tim Gottschall noted that if we wish to proceed with this project the costs would have to be included during the creation of the 2019 budget.

Approve HVAC System Maintenance (Mailout #4): Tim Gottschall reminded that Board that this issue was presented last month, but the Board wanted to hear the results of the energy audit report before making a decision. Angie Rizner reported that the Focus on Energy and WPPI representatives offered no recommendations for our current HVAC system issues, but noted that the multiple mechanical rooms and numerous HVAC systems are problematic and will be an ongoing issue for this building.

Tim Gottschall noted that the current HVAC issues are due to a wall being added in the vacant cubicle space to create an Economic Support Call Center; however, the project did not include appropriate modifications to the HVAC system. Two solutions were offered by Wertz Plumbing & Heating: The first option would be adding a new system to the area totaling \$18,500 and the second option would be to install a cap to redirect the existing vents totaling up to \$3,000. Donald Seep questioned if doing the \$3,000 option would preclude us from doing the \$18,500 option later. Tim Gottschall noted that the \$3,000 option would offer a resolution to the issue at this time, but not solve the bigger issue. It was noted that there is money in the maintenance fund to cover the more expensive option; however, that would deplete our maintenance fund and no longer cover other maintenance issues that could occur over the remainder of the year. Motion made by Marty Brewer, seconded by Debra Kyser to approve the HVAC system maintenance option of up to \$3,000 by Wertz Plumbing & Heating. Motion Carried.

Discuss Possible Collaboration with Property Committee & Schedule a Joint Meeting: Tim Gottschall noted that the Finance & Personnel Committee requested that Health & Human Services possibly hold a joint meeting with the Property Committee of the Richland County Courthouse to discuss maintenance collaboration options. It was noted that the Property Committee usually meets the first Wednesday of every month at 3:00 p.m. Motion by Donald Seep, seconded by Kerry Severson to request Health & Human Services management staff attend an upcoming Property Committee meeting, request a joint meeting between the Health & Human Services Board and the Property Committee, and forward the Focus on Energy Audit Report onto the Property Committee for their input since they requested the audit of the Community Services Building. Motion carried.

Adjourn: Debra Kyser requested that the Health & Human Services Board review the blog/report distributed by Teri Richards after she attended the April 5, 2018 Health & Human Services Board meeting. Kerry Severson stated that he would forward via email the electronic version of the blog/report to every member of the Health & Human Services Board. The next meeting is scheduled for Thursday, June 14, 2018 at 5:00 pm. Motion by Donald Seep, seconded by Marty Brewer to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Administrative Supervisor