

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 9, 2018

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on August 9, 2018 by Linda Gentes 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, and Marty Brewer.

Members Absent: Dr. Jerel Berres and Ingrid Glasbrenner.

Others Present: Angie Rizner, Betsy Roesler, Myranda Culver, Rose Kohout, Roxanne Klubertanz-Gerber, Sharon Pasold, Stephanie Ronnfeldt, Tim Gottschall, and Sue Roseberry.

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

Approve July 12, 2018 Health and Human Services Board Minutes: Betsy Roesler requested a change to the meeting minutes and read a paragraph that she wanted inserted into the minutes. Discussion was held regarding the process and timeline for changing meeting minutes. Angie Rizner noted that she would not insert statements that she does not recall being stated, but agreed to remove the statement “therefore, our prior programs/services/efforts have not worked.” Motion by Marty Brewer, seconded by Debra Kyser to approve the amended Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Sue Roseberry stated that she would recommend that meetings be recorded in the future to assist with meeting minute discrepancies. Angie Rizner agreed that would be a good idea to implement next month.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for August 9, 2018 was distributed. The following items required additional discussion:

Voucher #27 – RC Truck and Auto: This was for expenses related to the repairs of a Transportation Program vehicle. Motion by Debra Kyser, seconded by Kerry Severson 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	19	\$8,504.44
Richland County Health and Human Services – 2018 Vouchers	29	\$18,772.75
Richland County Health and Human Services – 2018 Prepaid Vouchers	3	\$774.49
TOTAL	51	\$28,051.68

Preliminary 2017 Post Audit Budget: Tim Gottschall stated that he received an update from the County Clerk’s Office that the audit has not yet been finalized.

2018 Budget Summary: Tim Gottschall distributed the 2018 Health & Human Services Budget as of August 8, 2018 and noted a surplus of \$160,407. The placement funds were reviewed noting that the Children's Placement Fund has a remaining balance of \$171,396 and the Adult's Placement Fund already has a deficit of \$56,302. Tim Gottschall stated, that if the trend continues, the worst case scenario for placement funds is \$1.3 million by the end of the year. Discussion was held regarding the anticipated revenue of \$681,257.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 50% utilization, noting that most invoicing is through June. Angie Rizner noted that most contracts are right on track with the exception of Driftless Counseling, Fireback, Lucky Star 3 Corporation, Regroup Therapy, and Tellurian. Two of those contracts will be considered for amendment later on the agenda and the others will be closely monitored. Angie Rizner stated that she emailed the members of the Richland County Audit Committee on July 18, 2018 to offer assistance; however, she did not hear back from them at this time.

Review Preliminary 2019 Budget: Tim Gottschall distributed and reviewed a draft of the proposed 2019 Health & Human Services Budget noting a proposed deficit of \$74,722 if all programs/services and staffing levels remain unchanged from 2018. Tim Gottschall reviewed the direction given by the Finance & Personnel Committee noting that they announced their intention to borrow for capital expense and reported that the Community Services Building flat roof of approximately \$160,000 was not included in the recent hail damage insurance claim. It was noted that this item is later on the agenda for further discussion.

Tim Gottschall reviewed the following items of note that are included in the proposed deficit:

1. Assumes no growth from 2018 – all positions and programs remain the same.
2. Assumes a 10% increase in Health Insurance premiums – equates to \$90,000.
3. Full debit of individual HRA expense – auditors claim that this should be deducted like a payroll expense.
4. All new positions start at Step 1 on the wage scale.
5. IT expenses will begin a six year depreciation schedule.

Linda Gentes questioned the direct revenue column. Tim Gottschall noted this column is largely fee for service paid by insurance or Medicaid/Medicare. Marty Brewer questioned what this agency might cut to balance the budget. Tim Gottschall stated that he was hopeful that this could be a conversation had here since there is yet to be a Director appointed. Tim Gottschall questioned if he should include options to reduce the \$74,722 deficit; noting the unfunded/unbudgeted non-mandates on the bottom of the handout: (1) position in Public Health and Nutrition Program operating expense.

Sue Roseberry questioned if based upon the 2019 preliminary budget being presented today if the Senior Nutrition Program would be impacted since it is not a mandated service. Linda Gentes stated that we understand the Senior Nutrition Program is a necessary service, but we cannot predict the needs of the entire county budget at this time. Don Seep noted that it is "too early to draw any conclusions". Tim Gottschall also reported that health insurance figures are usually not finalized until November once the department budgets have already been presented to the Finance & Personnel Committee. Linda Gentes questioned what position is the one unfunded/unbudgeted non-mandated Public Health position. Tim Gottschall clarified that the position is the Health & Wellness Coordinator position which was not sufficiently funded in 2017 or 2018 after the expiration of the Obesity Grant in March 2017. Tim Gottschall stated that he would bring the full budget with options to correct the \$74,722 deficit next month for consideration.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS REVENUE CONTRACT (8-9-18)		
SOUTHWESTERN WISCONSIN COMMUNITY ACTION PROGRAM, INC.	For implementation of a Department of Health Services “Southwest Wisconsin Opioid Treatment Capacity Project” Grant. These funds will permit us to hire a full-time, leased Certified Substance Abuse Counselor and part-time, contracted Peer Support Specialist to expand our Intensive Outpatient Program. SW Cap will act as the fiscal agent for the grant funds project period: 5/1/2018-4/30/2019. <i>This will require County Board approval.</i>	2018 Budgeted Revenue \$75,400
THE RICHLAND SCHOOL DISTRICT	For reimbursement of a full-time, leased employee to work with the Richland School District providing mental health/substance abuse and crisis intervention services to youth. The entire funding will be utilized in the 2018-2019 School Year. <i>This will require County Board approval.</i>	2018-2019 Budgeted Revenue \$75,000

Motion by Marty Brewer, seconded by Debra Kyser to approve the 2018 new Revenue Contracts, and forward them onto the County Board for approval. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-9-18)		
FIREBACK, LLC	Due to an increased need for in home individual therapy and wellness management provided to Comprehensive Community Services clients being served by the Clinical Services Unit. (La Crosse)	<i>Original Contract Amount: \$15,000. Amended to: \$30,000</i> To a total amount not to exceed \$49,500.
REGROUP THERAPY, INC.	Due to an increased need for telepsychiatry services for individuals being served by the Clinical Services Unit. (Chicago, IL)	<i>Original Contract Amount: \$30,000.</i> To a total amount not to exceed \$49,500.
SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.	Due to an increased need for leased staff providing services through the Clinical Services Unit. The funding for two new full-time, leased positions will come from either SW Cap grant funds or The Richland School District. (Platteville)	<i>Original Contract Amount: \$150,000.</i> To a total amount not to exceed \$172,500.

Motion by Debra Kyser, seconded by Marty Brewer to approve the amended 2018 contracts. Motion carried.

Personnel Updates: Tim Gottschall announced the hiring of Kayleigh Desmond, Psychiatric RN, and Erin Schueller, Mental Health Therapist (licensed), effective July 30, 2018; the hiring of Amber Platt, Certified Substance Abuse Counselor, effective August 13, 2018; and the hiring of Jessica Stanek, CPS/JJ Supervisor, effective August 19, 2018. Motion by Marty Brewer, seconded by Kerry Severson to approve the hiring of

Kayleigh Desmond, Psychiatric RN, and Erin Schueller, Mental Health Therapist (licensed), effective July 30, 2018; the hiring of Amber Platt, Certified Substance Abuse Counselor, effective August 13, 2018; and the hiring of Jessica Stanek, CPS/JJ Supervisor, effective August 19, 2018. Motion carried.

Tim Gottschall requested that Deb Dittmer, Secretary, pass probation and be placed on regular status effective August 28, 2018. Motion by Kerry Severson, seconded by Donald Seep to approve the probationary period of Deb Dittmer, Secretary, effective August 28, 2018. Motion carried.

Tim Gottschall reported that Jerry Ray, Temporary/Casual Driver/Escort Driver, submitted his resignation effective August 3, 2018. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Jerry Ray, Temporary/Casual Driver/Escort Driver, effective August 3, 2018. Motion carried.

Tim Gottschall announced the hiring of Claire Stoeffler, Certified Substance Abuse Counselor, through the Southwest Wisconsin Workforce Development Board effective July 30, 2018. It was noted that this position would be funded through the Southwest Wisconsin Opioid Treatment Capacity Project Grant via the Southwest Wisconsin Community Action Program (SW Cap) revenue contract that was previously approved.

Tim Gottschall reviewed our vacant county positions noting that we are currently advertising to fill one vacant Temporary/Casual Nutrition Driver position and one Temporary/Casual Driver/Escort Driver position. It was noted that both positions can work up to 17.50 hours per week. 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.

Approve Coordinated Services Team (CST) Coordinating Committee Structure & Review Membership List (Mailout #2): Angie Rizner reported that she forwarded the CST membership list approved last month by the Health & Human Services Board onto the County Clerk for forwarding onto the Committee on Committees and County Board for final approval. The County Clerk instead forwarded the list onto the Rules & Resolutions Committee stating that the committee does not officially exist in the county's committee structure even though it has been recognized as such since 2015. During the Rules & Resolutions Committee meeting on July 18, 2018, Attorney Ben Southwick requested the statutes relating to this committee and recommended that we start over with the approval processes necessary to create the committee structure and required membership. It was noted that the CST Coordinating Committee is statutorily required to review the quality of the CST and Children's Community Options Program (CCOP) initiatives, and there is funding available to pay a per diem plus mileage to each Parent/Guardian member in an effort to increase attendance to reach quorum at these quarterly meetings. Motion made by Marty Brewer, seconded by Debra Kyser to approve the CST Coordinating Committee membership list as presented, and forward the request onto the Rules & Resolutions Committee, Committee on Committees, and County Board for approval. Motion Carried.

Approve 2019-2023 Richland County Transportation Coordination Plan (Mailout #3): Roxanne Klubertanz-Gerber reported that every 5 years the Transportation Coordination Plan is developed regionally and the regional plan is a requirement of funding. Roxanne Klubertanz-Gerber noted that there was not much deviation in the new plan from previous plans. Kerry Severson stated that he appreciates the pursuit of afterhours transportation options for the elder or disabled populations. Discussion was held regarding the non-compete clause and how the ADRC Transportation Program does not compete with local vendors. Roxanne Klubertanz-Gerber noted that this area does have LIFT transportation options, but not local Uber drivers. Motion made by Donald Seep, seconded by Kerry Severson to approve the 2019-2023 Richland County Transportation Coordination Plan as presented, and forward the request onto the County Board for approval. Motion Carried.

Approve 2019 Section 5310 Vehicle and Operating Grant Application (Mailout #4): Roxanne Klubertanz-Gerber noted that the program utilizes Transportation Program Trust Fund dollars to pay the 20% match of approximately \$12,500. Roxanne Klubertanz-Gerber reported that the grant funds will also be utilized to fund the procurement of a new 13-passenger bus. Motion made by Donald Seep, seconded by Debra Kyser to approve the 2019 Section 5310 Vehicle and Operating Grant Application as presented, and forward the request onto the County Board for approval. Motion Carried.

Approve 2016-2021 Richland County Community Health Improvement Plan (Mailout #5): Betsy Roesler reported that the Community Health Improvement Plan (CHIP) is a required project for Public Health every five years and this plan helps us (the community) be proactive about our health. Betsy Roesler explained the difference between treatment and prevention, noting that for every \$1 you spend in prevention you receive \$10 in return. Betsy Roesler reviewed the CHIP Seven Strategies for Community Change noting that policy changes are the most cost effective and sustainable strategy to influence behavior changes. Betsy Roesler also reviewed the CHIP Richland County Strengths and Assets list. This comprehensive, collaborative plan includes our previously identified top three health priorities: 1) Overweight/Obesity Prevention; 2) Substance Abuse Prevention & Treatment; 3) Mental Health Treatment.

Betsy Roesler reported that one of the CHIP objectives is that by 2021 we anticipate a reduction of 5% from the 28% of our Richland County youth who start drinking a sip of alcohol before they are 13 years old. Rose Kohout noted that once the currently draft CHIP is finalized that the plan should be posted on our county website for citizen access.

Betsy Roesler stated that new scientific data reports that 48% of the Richland County population is on Medicaid, and we need to “get ahead of things rather than react to things.” Rose Kohout distributed the Evidence-Based Health Policy Project document that included the new scientific data that Ms. Roesler was referring to. Betsy Roesler questioned “why we (the community) continue to do things that are ineffective?” and noted that the mock accidents offered at local schools are not effective. Discussion was held regarding the proposed financial commitment to implement the CHIP. Betsy Roesler did not offer an exact dollar amount, but instead reported that alcohol kills more youth than any drug combined and the effects of alcohol has cost Richland County \$6.1 million. Motion made by Marty Brewer, seconded by Debra Kyser to approve the 2016-2021 Richland County Community Health Improvement Plan as presented and support the efforts of the plan. Motion Carried.

Update on Community Services Building Flat Roof Project: Tim Gottschall reported that he recently received notification that the county insurance company denied our insurance claim for the recent hail damage; however, he intends to seek out contractors to assist with challenging the claim. It was noted that our preliminary repair estimate was approximately \$160,000 after receiving three estimates from contractors that reported the damage was due to the hail storm which caused significant structural damage that impacts the overall life or integrity of the roof.

Update on Community Services Building and Courthouse Collaborative Efforts: Tim Gottschall stated that he and Angie Rizner have been meeting routinely with the Property Committee to further pursue collaborative options for snow removal and lawn care for the Community Services Building and Courthouse. Jeanetta Kirkpatrick reached out to the City of Richland Center and they intend on putting together a cost estimate for snow plowing, snow removal, clearing sidewalks, and salting both properties this winter season and offering lawn care services as needed. Tim Gottschall noted that the city officials stated that the exits of the Community Services Building parking lots logistically do not work for the collection of pushing snow into the road, so it is likely that snow removal will still need to be a separate expense for us.

Discussion was held regarding the timeline we have for soliciting bids if working with the City of Richland Center is not a viable option and the potential impact to local private vendors. Angie Rizner noted that she usually puts an advertisement in the local papers for two weeks in September and the bids are brought before the Health & Human Services Board in October for consideration and vendor selection. Angie Rizner was instructed to delay advertising until after the Health & Human Services Board meeting on September 13, 2018 when the City of Richland Center pricing and other options can be further discussed. Tim Gottschall reported that the janitorial or maintenance collaborative efforts have not been formally discussed with the Property Committee at this time.

Special Budget Meeting Reminder: Angie Rizner noted that there will not be a separate meeting held to discuss the 2019 budget. This discussion will occur during the next regularly scheduled meeting.

Adjourn: The next meeting is scheduled for Thursday, September 13, 2018 at 9:30 am. Motion by Marty Brewer, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Administrative Supervisor