

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 13, 2018**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:33 a.m. on September 13, 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, Dr. Jerel Berres, Ingrid Glasbrenner and Marty Brewer.

Others Present: Angie Rizner, Myranda Culver, Rose Kohout, Roxanne Klubertanz-Gerber, Sharon Pasold, Jessica Stanek, Tim Gottschall, Meghan Rohn 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 August 9, 2018 Health and Human Services Board Minutes: Motion by Ingrid Glasbrenner, seconded by Marty Brewer to approve the amended Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Jessica Stanek was introduced as the new CPS/JJ Supervisor. Meghan Rohn, Confidential Administrative Secretary, was also introduced. Meghan Rohn will be taking minutes for the Health and Human Services Board Meetings going forward. The meetings will also be audio recorded.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Consider the Continued Employment of a Public Employee: Motion by Debra Kyser, seconded by Kerry Severson, to Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Consider the Continued Employment of a Public Employee to include Tim Gottschall. Roll Call Vote. Donald Seep, Debra Kyser, Kerry Severson, Linda Gentes, Dr. Jerel Berres, Ingrid Glasbrenner and Marty Brewer all voted for the motion. Motion carried.

Return to Open Session: Motion by Marty Brewer, seconded by Ingrid Glasbrenner to return to open session. Motion carried.

Review and Approve the 2019 Health & Human Services Budget: Tim Gottschall distributed the 2019 budget sheet. Linda Gentes questioned if the long budget sheet with designated area for signatures was available and it was determined that could be brought at a future date if needed by the Finance and Personnel Committee. Tim Gottschall reviewed the document and noted the only potential change that could occur would be if the needed repairs to the roof are not covered under an insurance claim. If this is the case, an estimated \$160,000 would need to be added to the list of capital expenses to be taken to the Finance and Personnel Committee. Tim Gottschall also noted that the salary for the new director was budgeted at step one, therefore if a director is hired at a higher wage the additional cost is not factored in. Linda Gentes requested that the director's salary be budgeted at the high end of the range at a cost of approximately \$10,000. When including this additional expense Health and Human Services will be presenting a budget with a \$54,000 deficit. Discussion was held regarding the format in which the budget should be submitted to the Finance and Personnel Committee and Don Seep noted the committee likes to review the budget line by line. As a result it was decided the long form should be utilized and institutional costs would be included as well.

Discussion regarding placement costs was held. Costs have been trending higher creating a five year average of approximately \$1.1 million. This number is likely higher after the last two years. Tim Gottschall explained he would always advocate the \$850,000 the county has designated for these costs increase every year. Don Seep suggested requesting \$1 million be allocated for these costs. Linda Gentes agreed more needs to be set aside for these costs, however after the first round of budget presentations there is already a \$100,000 deficit and the necessary cuts have not been made. Discussion was held regarding where these cuts should be made and Kerry Severson emphasized cuts need to be made county wide. Tim Gottschall noted the message he would like portrayed to the county as a whole is that funds should be added to this account every year until the goal of \$1 million is reached.

Currently for 2018 it is estimated there will be a \$935,000 deficit in addition to the \$850,000 allocated for a total of almost \$1.8 million in placement costs. Tim Gottschall explained he was asked to bring the worst case scenario and this is it. Best case scenario would be closer to \$1.3 million. It was noted the number of individuals who have presented in crisis has increased and as a result Winnebago costs are uncharacteristically high. Work continues to reduce the cost of one current placement, however the number of individuals who are presenting for the first time has increased. Linda Gentes questioned if these are individuals who have been living in the community or have recently moved here. Myranda Culver stated that three of the four high cost placements are individuals who have been long term residents.

Discussion was held regarding how the Chapter 51 process works. Once an individual is chaptered Health and Human Services has no choice but to place them and there are only about three places in the state where these individuals can go. The cost for placing an individual at the Winnebago Mental Health Institute is approximately \$1400 per day. Tim Gottschall explained that these rates are set by the state and the ultimate solution to the problem needs to come from the state level. Linda Gentes suggested an editorial in the paper explaining the Chapter 51 process. Ingrid Glasbrenner questioned what the members of the Health and Human Services Board are doing to educate the other County Board members on this subject since the common belief is that these high costs are due to poor management. Linda Gentes noted there has been effort to educate but many county board members still do not understand the process. **Motion by Ingrid Glasbrenner, seconded by Marty Brewer to approve the 2019 core budget as presented. Motion carried.**

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for September 12, 2018 was distributed. The following items required additional discussion:

Voucher #1 – Ash Creek Plumbing: This was for emergency bathroom maintenance costs.

Voucher #30 – Midwest Monitoring & Surveillance: This was to pay for urinalysis supplies, reimbursed by the TAD grant.

Previously Paid Voucher #3 – WI Department of Transportation: This was to pay match amount for the minivan that was approved through the 5310 grant last year.

Voucher #15 – Card member Services: This was to pay for parking for an employee who was attending a conference.

**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	20	\$9,840.24
Richland County Health and Human Services – 2018 Vouchers	38	\$34,588.84
Richland County Health and Human Services – 2018 Prepaid Vouchers	6	\$8,808.41
<b>TOTAL</b>	<b>64</b>	<b>\$53,237.49</b>

Preliminary 2017 Post Audit Budget: Tim Gottschall discussed the 2017 Post Audit and the only subject of note was that revenues were down, however this was a direct correlation to expenses being down. This occurs as a result of certain revenues only being received if there is an expense. All the account transfer appropriations were taken care of in advance.

2018 Budget Summary: Tim Gottschall distributed the 2018 Health & Human Services Budget as of September 11, 2018 and noted a surplus of \$126,067 in the core budget. Current monthly utilization should be 67%, however utilization is trending at 61% through continued attrition. Received revenues have been good due to the level of insurance claiming. Marty Brewer suggested providing some examples of the types of situations where a person would be placed as a result of a chapter. Ingrid Glasbrenner added the goal should be to explain the Chapter 51 process and Health and Human Services’ role in that process. This would need to be done in a manner that would not compromise the identity of any client.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 58% utilization, noting that most invoicing is through July. Angie Rizner noted that most contracts are right on track with the exception of Driftless Counseling, Evergreen Manor, Fireback, Lucky Star 3 Corporation, Northwest Counseling & Guidance Clinic and Tellurian. The contract for Evergreen Manor LLC will be considered for amendment later on the agenda and the others will be closely monitored.

Discussion was held regarding a possible method for distinguishing between contracts that are paid for through levy or another funding source. Angie Rizner explained the complexity of identifying contracts in this manner since often times there are multiple funding sources involved. Tim Gottschall added it was previously requested that the funding source being identified when a contract is being amended. Angie Rizner questioned if Winnebago Mental Health Institute should be added to this list of contracts. The board agreed this would be helpful. Angie Rizner noted she received a request to have this report mailed to the three audit committee members which she has done.

Donald Seep questioned if placement to a facility such as Winnebago Mental Health Institute is based off of an evaluation. Tim Gottschall explained that placements are based on an assessment and the least restrictive placement is always required. Myranda Culver added that anyone who is in a placement is either under a guardianship or a commitment order. There is also a contract in place with Gundersen Health System for these cases.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2018 NEW HHS CONTRACT/AGREEMENT APPROVALS (9-13-18)</b>		
<b>CITY OF RICHLAND CENTER</b>	Request Board approval to enter into a contract with the <u>City of Richland Center</u> to provide snow plowing of Community Services Building parking lots, sidewalks, salting and snow removal as needed at the rate of \$65.00 per hour per person. Lawn mowing services will also be provided at a rate of \$45.00 per hour per person. Effective October 1, 2018 – September 30, 2019. <i>This is a collaborative effort with the Courthouse and Property Committee.</i>	For a total amount not to exceed <b>\$6,000.</b>
<b>STRUCK &amp; IRWIN FENCE, INC.</b>	Request Board approval to enter into a contract with <u>Struck &amp; Irwin Fence, Inc.</u> for the installation of a fence at a home of a child with disabilities being served by the Children’s Services Unit. (Madison)	For a total amount not to exceed <b>\$20,000</b>

Motion by Marty Brewer, seconded by Donald Seep to approve the 2018 New HHS Contracts/Agreements. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-8-18)</b>		
<b>EVERGREEN MANOR, INC.</b>	Request Board approval to amend the contract with Evergreen Manor, Inc. (Necedah) due to an increased need for CBRF services provided to Comprehensive Community Services consumers being served by the Clinical Services Unit.	<i>Original Contract Amount: \$10,000</i>  Requesting Board approval to amend the current contract with <u>Evergreen Manor, Inc.</u> to total amount not to exceed <b>\$25,000.</b>

Motion by Donald Seep, seconded by Linda Gentes to approve the amended 2018 contract. Motion carried.

Personnel Updates: Tim Gottschall announced the hiring of Darla Bennett, Temp/Casual Driver/Escort Driver, effective September 11, 2018; and William Lickel, Temp/Casual Nutrition Driver, effective September 19, 2018. Motion by Dr. Jerel Berres, seconded by Debra Kyser to approve the hiring of Darla Bennett, Temp/Casual Driver/Escort Driver, effective September 11, 2018; and William Lickel, Temp/Casual Nutrition Driver, effective September 19, 2018. Motion carried.

Tim Gottschall reported that Christian Bremmer, Economic Support Specialist, submitted her resignation effective September 14, 2018; Dustin Thew, Children & Families Case Manager, submitted his resignation effective September 18, 2018; and Deb Schwingle, Economic Support Specialist, submitted her resignation effective September 21, 2018. Motion by Mary Brewer, seconded by Debra Kyser to approve the resignation of Christian Bremmer, Economic Support Specialist, effective September 14, 2018; Dustin Thew, Children & Families Case Manager, effective September 18, 2018; and Deb Schwingle, Economic Support Specialist, effective September 21, 2018. Motion carried.

Tim Gottschall reviewed our vacant county positions noting that we are currently advertising to fill two vacant Economic Support Specialist positions as well as the Children & Families Case Manager 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, Occupational Therapist (28 hours per week), Speech and Language Pathologist (28 hours per week), Psychiatric RN, and Public Health RN. Marty Brewer questioned if salary ranges are being placed on the advertisements. Angie Rizner noted only the starting wages are being listed, no ranges.

Approve the Creation of another Children & Families Case Manager Position with the Elimination of the Juvenile Justice Lead Worker Position (Mailout #2): Tim Gottschall explained that prior to Jessica Stanek taking on the position of the CPS/JJ Supervisor she was a lead worker. Changes have been made statewide since that position was originally created requiring a structure of Supervisor to Case Worker be maintained. As a result, it is being requested that the currently vacant Lead Worker Position be transitioned to a Case Manager. This change would also result in a cost savings for the agency. Motion by Donald Seep, seconded by Kerry Severson to approve the creation of a fifth Children & Families Case Manager position with the elimination of the Juvenile Justice Lead Worker position, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve 2018-2019 Influenza Immunization Fees (Mailout #3): Rose Kohout reviewed the proposed fee schedule noting there is no change from last year since our costs have not changed drastically. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve charging \$65.00 for high dose influenza and \$40.00 for the quadrivalent influenza vaccine. Motion carried.

Approve Laptop Purchase for ADRC (Mailout #4): Roxanne Klubertanz explained that the ADRC receives Nursing Home Relocation funding based on the work done with people residing in nursing homes. This funding can be used to purchase various items needed for the ADRC. The laptop currently used by the Elder Benefit Specialist was purchased in 2013 and needs to be replaced. Motion by Donald Seep, seconded by Debra Kyser to approve the purchase of one laptop and accessories from JComp Technologies, Inc. totaling up to \$2,190.99. Motion carried.

Approve Laptop Purchase for Clinical Services Unit (Mailout #5): Tim Gottschall explained this is to replace an outdated laptop used by an employee of the Clinical Services unit. Motion by Donald Seep, seconded by Marty Brewer to approve the purchase of one laptop and accessories from JComp Technologies Inc. totaling up to \$2,190.99. Motion carried.

Approve Laptop Purchase for Economic Support Unit (Mailout #6): No discussion. Motion by Donald Seep, seconded by Marty Brewer to approve the purchase of one laptop and accessories from JComp Technologies Inc. totaling up to \$2,190.99. Motion carried.

Approve the Purchase of an Additional Panel for Door Access System (Mailout #7): Tim Gottschall explained that when the new Public Health and ADRC area was retrofitted there was a security card door reader that was not installed due to a capacity issue on the server. The door affected separates an area that is frequently used by the public from areas that should be restricted. Motion by Donald Seep, seconded by Debra Kyser to approve the Purchase of one card access door reader from Omni Technologies, LLC totaling up to \$1,912.12. Motion carried.

Update on Community Services Building and Courthouse Collaborative Efforts: Tim Gottschall gave an update on the potential collaboration between the Community Services Building and the Courthouse for

snowplowing and lawn maintenance. This collaboration will continue to be monitored to make sure services are being provided efficiently.

Update on community Services Building Flat Roof Project: Tim Gottschall noted the need for a new roof is still there, however this is on hold until further action is taken by the County Board. Marty Brewer explained the County Board is working to obtain a third party to work between the County and the insurance company. The engineer for the insurance company claims there was no hail damage while three other outfitters are stating there was. Angie Rizner noted she is concerned about damage that was done to the air conditioning units on the roof as well.

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

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary