

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**February 13, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. February 13, 2014 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Bob Holets, Diane M. Brown, Donald Seep, Fred Clary, Larry Jewell, Marilyn Rinehart, and Virginia Wiedenfeld.

Members Absent: Dr. Louis Williams.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, Tracy Thorsen, Veterans Service Officer Sandy Kramer, and County Clerk Victor Vlasak.

Approval of Amended Agenda and Posting: Donald Seep questioned agenda item #5's lack of specificity due to open records law. It was determined that this would be discussed further when the agenda item is reviewed. Motion by Diane M. Brown, seconded by Marilyn Rinehart to approve the amended agenda and proper posting. Motion carried.

Approve January 9, 2014 Health and Human Services Board Minutes: Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Discuss and Approve the Recruitment and Hiring Process of a New Health & Human Services Director Including:

Job Description/Salary: Randy Jacquet distributed a copy of his current job description for review. Discussion was held regarding the "Minimum Training and Experience Required to Perform Essential Job Functions" section. Randy Jacquet noted that he has a Master's Degree in Social Work, but in the State statutes the definition is broad, as is the details in the current job description. Discussion was held regarding the potential deficits of a Bachelor's Degree compared to a Master's Degree in relation to budgetary training and leadership knowledge. Randy Jacquet expressed that over the years Human Service Directors have been selected that possess degrees other than social work. Discussion was held regarding other counties who designate a Deputy Director. Randy Jacquet noted that his knowledge base is broad and he relies on his unit managers to know the specifications of each program. Angie Rizner stated that the format of the current job description is out of date in comparison to what is currently being used by Health & Human Services. Randy Jacquet stated that the hiring of this position is authorized by the Health & Human Services Board. Motion by Fred Clary, seconded by Donald Seep to approve the revised Health & Human Services Director position description to make minor format updates and insert "Reports to: County Board of Supervisors and Health & Human Services Board", and forward it onto the Finance and Personnel Committee and County Board for consideration. Motion carried.

Discussion was held regarding the job being paid at non-union Grade 35. Randy Jacquet noted that the Health & Human Services Director position was created in 2000 at Grade 35 which was

when the Family Care Program was in its infancy. Discussion was held regarding the potential reduction of 1 grade level and the difference between the Director and unit managers would then be approximately \$7 per hour. Discussion was held regarding surveying surrounding counties for salary comparisons. Randy Jacquet noted that the Richland County Health & Human Services Department has a broader responsibility, as many counties do not have Public Health or ADRC programs within their department. Randy Jacquet stated that he would recommend leaving the position grade at 35.

Timelines for Advertisement: Randy Jacquet noted that Victor Vlasak would be responsible for the advertising for the position per the County Handbook. It was determined that advertising could not begin until the revised position description is approved by the County Board.

Scope of Advertisement: It was noted that the position at a minimum has to be advertised for two weeks in the Richland Observer. All free posting on the Richland County website, online Job Net website, and the State online website should also be pursued. Discussion was held regarding advertising in the Wisconsin State Journal, other publication, or online service. Randy Jacquet noted that he feels the best applicant is already sitting at this table. Angie Rizner stated that her experience with the Wisconsin State Journal and LaCrosse Tribune advertising included a package of both print advertising and online advertising, such as Monster.com. The approximate cost for such advertising is \$1,200-\$1,600 which is determined by the ad size and length of time advertising. Angie Rizner was instructed to offer Victor Vlasak her contact information for advertisers. Sandy Kramer also offered to distribute the advertisement to her Veterans Service Office contacts. Victor Vlasak was instructed, once the position description is approved by the County Board, to advertise for three weeks in the Richland Observer and all free online publications including a free Veterans Service Office listing.

Possible Need for State Assistance in Screening and Interviewing: Randy Jacquet offered assistance in screening and interviewing from State individuals. Discussion was held regarding developing an in-house screening tool to be used to include human service programs and budgeting experience. It was determined that a screening tool would be developed by members of the Health & Human Services Board. It was also determined that the interviewing would be held at the Courthouse and Victor Vlasak would be responsible for developing and posting agendas, taking minutes, and would also be included in the interviews as a recorder.

Possible Need for Interim Director: Randy Jacquet noted that making revisions to the position description would delay the hiring process until approval is received at the March 18, 2014 County Board meeting. Discussion was held regarding forwarding the temporary/interim appointment onto the Finance and Personnel Committee due to discussions regarding a wage adjustment to the Health & Human Services Director position which would also need to be approved by the County Board. Randy Jacquet recommended starting the Interim Director position at the probationary rate of Grade 35. Discussion was held regarding naming a member of the existing staff into the position during the March Health & Human Services Board meeting. Motion made by Virginia Wiedenfeld, seconded by Donald Seep to approve the Finance and Personnel Committee create an Interim Director position, establish the wage, forward the recommendation back to the Health & Human Services Board for appointment, and forward onto the County Board for approval. Motion carried.

Victor Vlasak left the meeting.

Approval of 2014 Veterans Service Office Grant and Discuss Use of the Grant Funds: Sandy Kramer stated that the 2014 grant actual dollar amount is still undetermined, but annual approval is necessary. Motion made by Donald Seep, seconded by Virginia Wiedenfeld to approve the 2014 Veterans Service Office Grant, and forward it onto the County Board for approval. Motion carried.

Sandy Kramer distributed copies of the Veterans Service Office statutes to members of the Board, reviewed the statutes, and questioned the details of the disbursement of these grant funds into the General Fund. Fred Clary noted that the approximate \$8,500 in funds are used to operate the Veterans Service Office and the expenses of the department. Sandy Kramer stated that she never sees her budgeted revenues and is concerned with a potential audit. It was noted that these funds are kept separate from the Soldiers and Sailors Fund. Motion made by Donald Seep, seconded by Diane M. Brown to approve the Finance and Personnel Committee directing the county auditors to re-check the compliance of s45.81 in relation to the Veterans Service Office grant funds and require the auditors put something in writing to clarify and finalize this issue. Motion carried.

Veterans Commission/Veterans Committee: Sandy Kramer reviewed the rules of the Veterans Commission; noting that there is a meeting held every other month and the three member's per diems and mileage expenses come directly out of her budget. Sandy Kramer recommended that this commission replace the Health & Human Services Board as her supervising committee. Fred Clary stated that the Health & Human Services Board is responsible for the Veterans Service Office budget and the Veterans Commission does not have a majority of County Board members to make decisions regarding the budget. It was noted that the Veterans Service Office has direct connections to the ADRC, so the Health & Human Services association makes sense. Sandy Kramer noted that she has not had an annual evaluation. Sandy Kramer was instructed to review these issues with the Rules and Resolutions Committee during their meeting on March 11, 2014 at 1pm.

Sandy Kramer left the meeting.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013/2014 Voucher Report for February 13, 2014 was distributed. Patrick Metz noted that a few 2013 vouchers are still coming in. The following items required additional discussion:

**2013/2014 Administrative Vouchers:**

Voucher #42 – Scott Consulting Partner: This was to pay for consultation services as part of the Partnership Grant and the contract received prior Board approval. Motion made by Donald Seep, seconded by Bob Bellman to approve the 2013/2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2013/2014 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2014 Expense Reports	14	\$7,498.20
Richland County Health and Human Services – 2014 Vouchers	41	\$30,801.06
Richland County Health and Human Services – 2013 Vouchers	19	\$6,605.55
Richland County Health and Human Services – 2013 Prepaid Vouchers	4	\$82.01
<b>TOTAL</b>	<b>78</b>	<b>\$44,904.81</b>

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of December 31, 2013 and noted a surplus of \$72,310 when factoring out the

unbudgeted \$.75 staff salary increase. This surplus also includes the Children's Institutional Fund overage of \$88,822. Patrick Metz noted that he is currently working on the 2012 and 2013 Comprehensive Community Services reconciliations. It was noted that the County Board requested that the auditor's present the audit report more timely this year.

Further Review 2013 Advertising Expenses: Patrick Metz distributed a handout that summarized the 2013 advertising expenses noting that Health & Human Services spent \$6,362 in advertising separate from what is supported by grant funds. Patrick Metz noted that the approved budgets for non-grant funded advertising totaled \$2,605 which is over budget \$3,757 largely due to staff turnover. It was noted that grant funded Public Health and ADRC advertising expenses were over budget because the grant fund budgets are reviewed at the end of year and make additional purchases based upon excess funds.

Personnel Updates: Randy Jacquet requested the hiring of Jackeline Hill, Temporary/Casual Spanish Interpreter, effective January 20, 2014. Randy Jacquet requested the transferring of Jennifer Carter from the Temporary/Casual Nutrition Driver (Viola Meal Site) to the Temporary/Casual Nutrition Site Worker (Viola Meal Site), effective February 3, 2014. Randy Jacquet requested the hiring of Nikita McCann, Temp/Casual Nutrition Driver (Viola Meal Site), effective February 10, 2014. Randy Jacquet requested the hiring of Cheryl Blair, Psychiatric RN, effective February 24, 2014 with up to 10 days off without pay within her first year of employment. Motion made by Virginia Wiedenfeld, seconded by Bob Bellman to approve the hiring of Jackeline Hill, Temporary/Casual Spanish Interpreter, effective January 20, 2014; Jennifer Carter's transfer to the, Temporary/Casual Nutrition Site Worker (Viola Meal Site), effective February 3, 2014; Nikita McCann, Temporary/Casual Nutrition Driver (Viola Meal Site), effective February 10, 2014; and Cheryl Blair, Psychiatric RN, effective February 24, 2014 with up to 10 days off without pay in her first year of employment. Motion carried.

Randy Jacquet announced the following county position resignations: Rebecca Gomez, Temporary/Casual Spanish Interpreter, effective December 26, 2013 and Kim L'Hote, Temporary/Casual Nutrition Site Worker (Viola Meal Site), effective January 30, 2014. Randy Jacquet announced the retirement of Linda Rohn, Clerical II, effective April 4, 2014. Randy Jacquet also announced his retirement as the Health & Human Services Director effective April 10, 2014. Motion made by Bob Bellman, seconded by Diane M. Brown to approve the following resignations/retirements: Rebecca Gomez, Temporary/Casual Spanish Interpreter, effective December 26, 2013; Kim L'Hote, Temporary/Casual Nutrition Site Worker (Viola Meal Site), effective January 30, 2014; Linda Rohn, Clerical II, effective April 4, 2014; and Randy Jacquet, Director, effective April 10, 2014. Motion carried.

Randy Jacquet announced the following Southwest Wisconsin Workforce Development Board (SWWDB) leased staff updates: Susan Price, LTE Language Enriched Exercise Plus Socialization (LEEPS) Coordinator, will be ending employment February 28, 2014 due to the conclusion of the LEEPS grant project and Holly Shafer, Sauk County ADRC Information & Assistance Specialist, will be ending her position with SWWDB and transferring to a Sauk County position effective March 16, 2014.

Approve Contracts, Agreements, and Amendments (Mailout #1): Amanda Coorough reported that the Attorney Henry Plum Termination of Parental Rights case was a conflict of interest for District Attorney Amy Forehand. Angie Rizner noted that most of these amendments are a clean-up for the auditors.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2013 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-13-14)</b>		
<b>ATTORNEY HENRY PLUM</b>	Due to an increased need for Termination of Parental Rights (TPR) legal services and court appointed special prosecutor for complicated CHIPS cases. (Wauwatosa) <i>This will need County Board approval.</i>	<i>Original Contract Amount: \$45,000.</i>  To a total amount not to exceed <b>\$54,000.</b>
<b>D &amp; P ENTERPRISES</b>	Due to an increased need for snowplowing and removal services in the spring of 2013. (Richland Center)	<i>Original Agreement Amount: \$4,000.</i>  To a total amount not to exceed <b>\$6,111.</b>
<b>FAMILY &amp; CHILDREN'S CENTER</b>	Due to an increased need for residential, group, and treatment foster care with onsite special education services provided to children served by the Children's Services Unit. (La Crosse)	<i>Original Contract Amount: \$130,000.</i>  To a total amount not to exceed <b>\$139,000.</b>
<b>ZIRMED, INC.</b>	Due to an increased need for Clinical Services Unit electronic claims submission and management software expenses for the electronic health record (EHR) system. (Louisville, KY)	<i>Original Agreement Amount: \$4,000.</i>  To a total amount not to exceed <b>\$5,000.</b>

Motion made by Donald Seep, seconded by Larry Jewell to approve the amended 2013 contracts/agreements, and forward those necessary onto the County Board for approval. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-13-14)</b>		
<b>ADRC OF EAGLE COUNTRY – SAUK COUNTY</b>	Due to the transferring of a leased Sauk County employee to full-time Sauk County employment. Additional Regional ADRC State GPR and Federal Medicaid funds will be allocated to Sauk County. (Baraboo) <i>This will need County Board approval.</i>	<i>Original Contract Amount: \$799,479.</i>  To a total amount not to exceed <b>\$838,730.</b>
<b>ATTORNEY HENRY PLUM</b>	Due to an increased need for Termination of Parental Rights (TPR) legal services which were finalized in January 2014. (Wauwatosa)	<i>Original Agreement Amount: \$1,750.</i>  To a total amount not to exceed <b>\$5,500.</b>

Motion made by Bob Bellman, seconded by Diane M. Brown to approve the amended 2014 contracts/agreements, and forward those necessary onto the County Board for approval. Motion carried.

Review Board Member Terms (Mailout #2): Randy Jacquet noted that the schedule was distributed for informational purposes only. Bob Holets stated that he has posed the question of extending Health & Human Services Board member terms due to the complexity of the Health & Human Services Department.

Approve the Renaming of a Fiscal Specialist Position to a Nutrition Program Coordinator Position (Mailout #3): Marianne Stanek stated that this request is to pursue additional support for the Nutrition Program and is also being requested due to the announcement of Linda Rohn's upcoming retirement. Marianne Stanek noted that there are a number of additional duties assigned to the program and she simply wishes things could be done better; including a presence at the meal sites, increasing participation, and training volunteers. Patrick Metz noted that there are two vacant Fiscal Specialists and the second position would not be refilled at this time. It was noted that the Nutrition Program Coordinator would "own" the program instead of segregating duties among numerous Administrative and management staff. Motion made by Fred Clary, seconded by Donald Seep to approve the elimination of one vacant Fiscal Specialist position at Grade 8 (Courthouse) and create a Nutrition Program Coordinator at Grade 8 (Courthouse), approve the new position description, and forward the request onto the Finance and Personnel Committee and County Board effective April 5, 2014. Motion carried.

Approve an Increase in Hours for the Children's Long Term Support (CLTS) Case Manager (Mailout #4): Amanda Coorough requested an increase of 12 hours per week for the CLTS Case Manager to allow for additional time to assist in the coverage of the child protection emergency on-call system and provide Birth to Three Program service coordination. The Children's Services Unit budgeted \$115,000 for Birth to Three therapy services provided by the Richland Hospital, so reducing that annual contract by \$15,000 and allocating those funds to this position would pay for the increase in hours. It was noted that of the \$115,000 allocated for therapies in 2013, only \$84,000 was actually utilized. Discussion was held regarding the specific employee not taking health insurance. Amanda Coorough stated that she considered only increasing the position to 35 hours per week, but the shortages in service coverage in several programming areas warrants more hours. Motion made by Virginia Wiedenfeld, seconded by Marilyn Rinehart to approve the request to increase the CLTS Case Manager's hours from 28 hours/week to 40 hours/week, approve the new position description, and forward the request onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Electronic Health Record (EHR) Software Update: Tracy Thorsen reported that, since our on-site visit with SmartCare representatives, they have offered timelier responses to our issues. It was noted that this is a very complex system and is a process that is progressing every day. Patrick Metz noted that the provider is more aware of the problems we are having and their business is growing rapidly. Randy Jacquet stated that he is confident that we are heading in the right direction.

Approval of File Transfer Protocol (FTP) Software Purchase (Mailout #5): Tracy Thorsen reported that the Comprehensive Community Services Program routinely contracts with service providers in the community and it is now a requirement of the program that all provider documentation/case noting must be supplied and housed within the Health & Human Services electronic client record. It can no longer be maintained by the community providers. Barb Scott noted that this software enables contracted providers to securely transfer their documentation onto the Health & Human Services server and the software is HIPAA compliant. Motion made by Larry Jewell, seconded by Diane M. Brown to approve the purchase of WS\_FTP Server software for the Clinical Services Unit from IPSWITCH totaling \$1,495. Motion carried.

Approval of Windows 7 Licensing Purchase (Mailout #6): Patrick Metz stated that this purchase is in response to the last Finance and Personnel Committee meeting requesting that departments move forward with the upgrading of Windows 7 licensing. Barb Scott noted that several Health & Human Services computers already have been upgraded and are in addition to the remaining 48 licenses that need to be purchased. Randy Jacquet noted that the agency has roughly 75 total computers that needed the upgrade. Fred Clary questioned how the agency would deal with computers that are not able to accept the upgrade.

Barb Scott stated that the computer would still function, but hackers could attack XP systems as the holes in the system would not be patched after April 9, 2014. Motion made by Diane M. Brown, seconded by Bob Bellman to approve the purchase of 48 Windows 7 Licenses totaling \$6,144, and forward the recommendation onto the Finance and Personnel Committee for approval. Motion carried.

Approve Designating Richland County Health & Human Services as the Administering Agency for the Coordinated Services Team (CST) Program: Tracy Thorsen reported that the State included in their 2013-2015 biennial budget an expansion of the CST Program. This model is a family-centered teaming approach for working with individuals and families with multiple and often serious needs. It was noted that this is not a new model of service provision for our staff, as we have been continuing to utilize the CST training we previously received; however, this is a new program that needs to be fully implemented. It is not a grant, but an additional funding source. Tracy Thorsen stated that it is not likely that we would add any full-time county staff, rather increase a currently leased employee's hours. This is a model that is written into the statutes and requires designation as the Administering Agency. Motion made by Virginia Wiedenfeld, seconded by Diane M. Brown to approve the designation of Richland County Health & Human Services as the Administering Agency for the CST Program, and forward the request onto the County Board for approval. Motion carried.

Further Discuss Jail Health Needs: Fred Clary stated that the proposal that was discussed at the Health & Human Services Board previously is being forwarded onto the County Board for consideration this month. Fred Clary noted that it is likely that Public Health would not need to offer jail health services after next month and the mental health services would begin.

Hospice Care Update: No further updates.

The next regular Board meeting is scheduled for Thursday, March 13, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Diane M. Brown, seconded by Bob Bellman to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor