

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**May 16, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. May 16, 2014 by Marilyn Rinehart in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Diane M. Brown, Donald Seep, Dr. Louis Williams, Larry Jewell, and Marilyn Rinehart.

Members Absent: Fred Clary, Linda Gentes, and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Stephanie Ronnfeldt, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Donald Seep, seconded by Dr. Louis Williams to approve the agenda and proper posting. Motion carried.

Welcome New Health and Human Services Board Member: It was noted that Linda Gentes would not be able to attend today's meeting.

Annual Election of Officers: Angie Rizner reported that the staggered terms of Health and Human Services Board members makes an annual election necessary. Angie Rizner noted that the previous Chair was Bob Holets, Vice Chair was Marilyn Rinehart, and Secretary was Larry Jewell. Motion by Diane M. Brown to nominate Donald Seep as the Health & Human Services Board Chair. Donald Seep respectfully declined the nomination. Motion by Dr. Louis Williams, seconded by Diane M. Brown to nominate Bob Bellman as the Health and Human Services Board Chair. Motion by Larry Jewell, seconded by Dr. Louis Williams to close nominations and cast unanimous ballot. Motion Carried. Bob Bellman stated that he would do the best that he can in this position and noted that there is a lot more to do, as it is "a big job and an important task". Bob Bellman assumed the role of the Health & Human Services Board Chair.

Motion by Dr. Louis Williams, seconded by Diane M. Brown to nominate Marilyn Rinehart as the Health and Human Services Board Vice Chair. Discussion was held regarding the new county rule that the Health & Human Services Board Chair must be a County Board Supervisor. Marilyn Rinehart expressed the need to replace her as Vice Chair if the Chair is going to be vacated for an extended period of time. Motion by Dr. Louis Williams, seconded by Larry Jewell to close nominations and cast unanimous ballot. Motion Carried.

Motion by Marilyn Rinehart, seconded by Diane M. Brown to nominate Larry Jewell as the Health and Human Services Board Secretary. Motion by Marilyn Rinehart, seconded by Dr. Louis Williams to close nominations and cast unanimous ballot. Motion Carried.

Committee Appointments

Appointment of Interview Sub-Committee: Angie Rizner noted that two members of the Health and Human Services Board must attend the final interview for any county position, and she first contacts members of the Interview Sub-Committee to see if they are available to attend before contacting other members of the Board. Angie Rizner noted that Robert Holets, Marilyn Rinehart, and Virginia Wiedenfeld were on the committee previously. Motion by Donald Seep, seconded by Larry Jewell to

nominate Bob Bellman, Marilyn Rinehart, and Virginia Wiedenfeld to the Interview Sub-Committee and all other Health and Human Services Board members will act as alternates. Motion Carried.

Appointment of Comprehensive Community Services Coordination Committee Representative: Tracy Thorsen stated that this committee is an advisory committee that meets every other month and is a requirement of Comprehensive Community Services. Tracy Thorsen noted that Donald Seep is currently on the committee. Motion by Dr. Louis Williams, seconded by Marilyn Rinehart to nominate Donald Seep to the Comprehensive Community Services Coordination Committee. Motion Carried.

Appointment of Richland County KIDS Council Representative: Amanda Coorough stated that this council reviews the Family Support Plan for children with both seen and unseen disabilities. Amanda Coorough noted that Virginia Wiedenfeld is currently on the council. Motion by Diane M. Brown, seconded by Donald Seep to nominate Virginia Wiedenfeld to the Richland County KIDS Council. Motion Carried.

Approve April 10, 2014 Health and Human Services Board Minutes: Larry Jewell stated that in the Hospice Care Report he reported that the Bekkedal Center for Hospice Care in Viroqua had expansion capabilities for up to sixteen patients and they actually would have room for up to twenty patients. Larry Jewell also noted that the Vernon Memorial Hospital Board clarified that Gundersen Lutheran Healthcare was a donator to the facility, but not a significant organizer of the project. Motion by Dr. Louis Williams, seconded by Marilyn Rinehart to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for May 16, 2014 was distributed. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #23-25: JComp Technologies, Inc.: This was to pay for previously approved computer purchases and anti-virus software. Patrick Metz noted that the amount of voucher #24 would be increased from \$2,351.40 to \$2,354.40 due to a typo.

Voucher #50 – Scott Consulting Partners: This was to pay for consultation services as part of the Partnership Grant and the contract received prior Board approval.

Voucher #51 – Seton Identification: This was to pay for a new Braille sign at the Community Services Building.

Voucher #54 – Strang Heating and Electric: This was to pay for replacement emergency lighting at the Community Services Building.

Motion made by Donald Seep, seconded by Diane M. Brown to approve the 2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2014 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2014 Expense Reports	12	\$8,963.48
Richland County Health and Human Services – 2014 Vouchers	42	\$35,597.47
Richland County Health and Human Services – 2014 Prepaid Vouchers	2	\$309.09
<b>TOTAL</b>	<b>56</b>	<b>\$44,870.04</b>

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Year-end Fund Balances (unaudited) and reviewed the details of each line item. Patrick Metz noted that at this time the Health & Human Services Fund 56 is reflecting a deficit which is due to the unbudgeted \$.75 staff salary increases implemented by the County Board. Patrick Metz noted that General Fund transfers would have to occur to balance the Health & Human Services Fund 56 (-\$35,783.99), Nutrition Program Fund 59 (-\$14,988.31), and Transportation Program Fund 63 (-\$15,344.90). The total anticipated transfer from the General Fund at this time would be \$66,117.20. Discussion was held regarding potential Comprehensive Community Services revenues and the opening of a local Dialysis Clinic which should help reduce Transportation Program expenses in 2014. Patrick Metz noted that the auditors would make the necessary transfer requests to the County Board in the near future.

2014 Budget Update: Patrick Metz distributed a handout that reflected 2014 Health & Human Services Budget surplus of \$5,922. Patrick Metz noted that snowplowing services and previously approved computer purchases caused the Administrative Services line item to be over budget \$10,818. Patrick Metz noted that the summary next month would include retirement payouts of approximately \$50,000 which are unbudgeted expenses. Patrick Metz noted that Health & Human Services current accounting structure does not allow us to budget for retirements or carry-over funds for anticipated retirements. Discussion was held regarding how the agency could estimate for anticipated retirements during the upcoming 2015 budget preparations. Patrick Metz noted that the overall budget report reflects little activity, but expenses/revenues will be more accurate as the year progresses.

Personnel Updates: Patrick Metz requested the hiring of Monica Sella, Temporary/Casual Spanish Interpreter, effective May 8, 2014. Patrick Metz requested the hiring of Tanya Van Risseghem-Webster, Nutrition Program Coordinator, effective May 12, 2014, with up to 10 days off without pay during her first year of employment. Patrick Metz requested the hiring of two Children’s Services Case Managers: Bryann McGuire, effective May 12, 2014 and Lacey Dickman, effective May 20, 2014. Both new hires requested up to 10 days off without pay during their first year of employment. Motion made by Diane M. Brown, seconded by Donald Seep to approve the hiring of Monica Sella, Temporary/Casual Spanish Interpreter, effective May 8, 2014; Tanya Van Risseghem-Webster, Nutrition Program Coordinator, effective May 12, 2014 with up to 10 days off without pay during her first year of employment; Bryann McGuire, Children’s Services Case Manager, effective May 12, 2014 with up to 10 days off without pay during her first year of employment; and Lacey Dickman, Children’s Services Case Manager, effective May 20, 2014 with up to 10 days off without pay during her first year of employment. Motion carried.

Patrick Metz noted that Tanya Van Risseghem-Webster, LTE Receptionist, and Bryann McGuire, LTE Family Preservation Worker, terminated their SWWDB employment due to their offer of county employment.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed copies of the updated organizational chart noting that, as requested, she specified if vacant positions have been

vacant less than or more than 12 months. Angie Rizner reviewed each unit’s organizational structure noting any changes that have occurred since the last report was offered. Discussion was held regarding the intention of filling positions that have been vacant for more than 12 months.

Approve Contracts, Agreements, and Amendments (Mailout #1): Marianne Stanek noted that this agreement would meet the needs of the Nutrition Program due to the retirement of Debbie Lord. It was noted that Pine Valley Healthcare also contracts this service with the Richland Hospital. Marianne Stanek reported that the Richland Hospital charges \$50 per hour and the Nutrition Program requires 8-10 hours of service per month. It was noted that this agreement is for the remainder of the year and recruitment for a replacement Dietician would continue as needed.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-16-14)</b>		
<b>THE RICHLAND HOSPITAL, INC.</b>	To include a provision for certified Dietician services for the Richland County Senior Nutrition Program. This is in addition to the therapy services being offered to the Birth to Three Program. (Richland Center)	<i>Original Contract Amount: \$115,000.</i>  To a total amount not to exceed <b>\$118,500.</b>

Motion made by Dr. Louis Williams, seconded by Donald Seep to approve the amended 2014 contract. Motion carried.

Viola Meal Site Update: Marianne Stanek noted that last month the Board expressed an interest in receiving an update on the activities of the Viola Meal Site. As previously discussed, one bid was received from Tazzee’s Wonder Bar and Restaurant (Soldiers Grove) for \$4.75 per meal. A contract was entered into for 2014, but Marianne Stanek was instructed to contact other area restaurants to further explain the needs of the program. Marianne Stanek noted that she spoke with the Kickapoo Inn and they were not interested in providing meals to the Viola Meal Site. Marianne Stanek also spoke with Kickapoo Corners, and while they didn’t realize that meals would only go to the Viola Meal Site, they didn’t believe they could deliver the meals during their lunch hour, as they do not have excess staff to assist with transporting.

Discussion was held regarding the quality of the meals being provided by Tazzee’s Wonder Bar and Restaurant. Marianne Stanek reported that she and other county Nutrition Program organizers met with Tazzee’s Wonder Bar and Restaurant representatives to discuss the concerns. Marianne Stanek stated that the situation did improve for awhile; however, issues are flaring up again as they are not necessarily following the pre-set menus. Marilyn Rinehart questioned the delivery of prepackaged meals to these residents to offer consistency. Patrick Metz noted that the cost of prepackaged meals is often excessive. Marianne Stanek reported that 250 meals per month are being served or approximately 10 meals per day Monday through Friday. Marianne Stanek stated that she is excited to have the new Nutrition Program Coordinator position assist with these issues and recruit meal site participants.

Communicable Disease Update: Marianne Stanek reported that there was an individual recently hospitalized at the UW Hospital in Madison with Tuberculosis (TB) who resides in Richland County. The individual was safely isolated at the UW Hospital, largely due to the fact that we could not locate an isolation facility in Richland Center. The potential TB exposure to the community increased the workload of our agency and specifically the Public Health Unit. Two of our Public Health RNs were authorized to temporarily increase their work hours from 35 hours per week to 40 hours per week to

facilitate more than 60 contacts, administer preventative medication, conduct lab testing, follow-up, and complete required paperwork.

Marianne Stanek requested that the County Board consider adding one or two isolation rooms at the new facility being proposed for Pine Valley Healthcare. At the very least, a reverse ventilation room should be considered. Marilyn Rinehart noted that communicable diseases are on the rise due to the country's immigration issues. Often healthcare professionals lose track of the individuals because they are attempting to evade the issue. Patrick Metz noted that we were lucky that this disease was not drug resistant. Marilyn Rinehart stated that it was extremely valuable to have a Public Health RN working at the Richland Community Free Clinic when this individual presented symptoms. Marianne Stanek noted the language barrier and transportation issues that were encountered during this situation and our need to solve those problems as well. The Board expressed gratitude to the Public Health RNs and other Health & Human Services staff that were involved with the situation. Motion made by Donald Seep, seconded by Marilyn Rinehart to approve that Marianne Stanek submit a letter to the Pine Valley Healthcare Board of Trustees and Fred Clary with a copy to the Richland County Board Chair outlining the communicable disease concerns and the need for an isolation room in Richland County. Motion carried.

Approval of Public Health Preparedness Purchases (Mailout #2): Angie Rizner distributed a revised handout noting that the portable multi-band radio was too expensive for this project, so an additional need is being presented. Marianne Stanek stated that the \$4,300 could only be used specifically for Preparedness purchases. Software would be installed on the iPads to offer a language translation application that enables staff to communicate with non-English speaking clients. The UW Hospital used a similar device to assist them with the communicable disease situation previously discussed. Additionally, Barb Scott explained that the county is in need of a second NAS Box to ensure successful access to county-owned data in the event of a fire, natural disaster, or manmade disaster. A previously purchased NAS Box will be located at Pine Valley Healthcare and the second NAS box would be located at the Highway Shop. During a disaster, it is imperative to have data backed-up and available from several different locations. Marianne Stanek noted that the cost of the 2 iPads would be fully funded by the additional Preparedness funds; however, the Preparedness funds would only pay for up to \$2,500 of the NAS Box costs. Barb Scott stated that the MIS Department would pay the remaining costs of the NAS Box out of their existing 2014 budget, as this was a budgeted expense. Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve the request to purchase 2 iPads and a NAS Box not to exceed \$4,300 in additional Preparedness Funding. Motion carried.

Approval of ADRC of Eagle Country Governing Board Member (Mailout #3): Becky Dahl reported that Donna McGinley is from the Mauston area and is a retired nurse. Donald Seep noted that this was previously approved by the Committee on Committees and County Board. Motion made by Diane M. Brown, seconded by Larry Jewell to approve Donna McGinley as a citizen member of the Aging & Disability Resource Center of Eagle Country Governing Board for a three year term, as previously approved by the Committee on Committees and County Board. Motion carried.

Approval of Birth to Three Program Evaluation Tools (Mailout #4): Amanda Coorough stated that the evaluation tools would be utilized during in-home assessments and therapy sessions for children being served by the Birth to Three Program. Motion made by Marilyn Rinehart, seconded by Donald Seep to approve the request to purchase Birth to Three Program evaluation tools not to exceed \$2,000. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c)(f) to Discuss the Health & Human Services Director Interview Process: Motion by Marilyn Rinehart, seconded by Diane M. Brown to convene in

closed session per Wis. Statutes 19.85(1)(C) to discuss the Health & Human Services Director Interview Process. Roll Call Vote. Diane M. Brown, Marilyn Rinehart, Larry Jewell, Dr. Louis Williams, Donald Seep, and Bob Bellman all voted for the motion. Motion carried.

Return to Open Session: Motion by Marilyn Rinehart, seconded by Diane M. Brown to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, June 12, 2014 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Louis Williams, seconded by Donald Seep to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor