

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 11, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. September 11, 2014 by Bob Bellman 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, Linda Gentes, Marilyn Rinehart, and Virginia Wiedenfeld.

Members Absent: Fred Clary.

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

Approve Amended Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the amended agenda and proper posting. Motion carried.

Approve August 14, 2014 Health and Human Services Board Minutes: Motion by Larry Jewell, seconded by Dr. Louis Williams to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Don Seep stated that he recently noticed a newspaper article which announced the Federal Health & Human Services decision to change the Marketplace enrollment period. Stephanie Ronnfeldt explained that the open enrollment period for individuals to apply to the Marketplace for 2015 begins November 15, 2014. Individuals must enroll by December 15, 2014 in order to receive insurance as soon as January 1, 2015 and the 2015 open enrollment period ends February 15, 2015. Stephanie Ronnfeldt noted that our agency will assist in some way during this timeframe, but will not necessarily be as involved as during the initial open enrollment period.

Bob Bellman noted that he has viewed ADRC television advertisements recently. Linda Symons stated that the State initiated those advertisements.

Marilyn Rinehart arrived.

Review and Approve the 2015 Health & Human Services Budget: Patrick Metz distributed the Health & Human Services Proposed Budget for 2015 noting an initial deficit of \$58,932 which includes a 10% increase in health insurance. Patrick Metz noted that the Finance & Personnel Committee issued a letter to department heads recently requesting that they stretch projected revenues and are conservative with expenses. There was no direction given to include an increase in health insurance; however, there has been discussion that health insurance could increase by as much as 16%. Bob Bellman noted that the Finance & Personnel Committee has been researching alternative health insurance options through 3M and those options should be issued in the near future, hopefully around the time we receive notification from the State health insurance plan.

Patrick Metz noted that we have not received formal revenue notification from the Department of Human Services (DHS) or the Department of Children and Families (DCF) at this time, so we kept the revenue projections for 2015 the same as what was received in 2014. Patrick Metz reported that we received

notification that Energy Assistance revenues would be reduced, Capital Consortium funding would also be reduced \$13,000, and the Well Woman Program would be receiving about half of their annual revenue.

Patrick Metz distributed a handout which reflected a comparison of the 2014 and 2015 Budgets. Don Seep questioned the increase of \$104,096 in staff expense for 2015. Patrick Metz explained that there are currently vacant positions that we are proposing to fill since the reorganization of the Administrative Services Unit did not occur; including the Confidential Administrative Secretary position which costs approximately \$50,000 annually. We also included a projection of an additional \$22,000 for health insurance increases. Patrick Metz noted that we have been collaborating with the Courthouse Maintenance Supervisor, at the request of the Property Committee, to explore sharing custodian positions. With the potential upcoming retirement of the Courthouse Custodian in 2015, we would propose sharing two custodian positions between the Courthouse and Community Services Building. This proposal would be an additional cost of \$16,000 to our budget, but would offer consistency and depth to the positions. Patrick Metz stated that the Finance & Personnel Committee tabled all reorganizations and reclassifications until a county-wide wage study can be completed, so later on the agenda we would like to pursue refilling the Business Manager, Fiscal Specialist, and Confidential Administrative Secretary positions which are existing vacant county positions. Lastly, our copier lease is due to expire in 2015 and a variety of other operational expenses are increasing as well.

Diane M. Brown and Linda Gentes arrived.

Marianne Stanek offered an update on the Public Health Unit budget noting that the Well Woman Program funding has been significantly reduced, Community Transformation Grant funding is schedule to expire in 2014, and Senior Nutrition Program revenues continue to diminish. Patrick Metz noted that the Senior Nutrition Program recently added a full-time position to support the program, but there could be some carry-over funds from 2014 to help support the program into 2015. Discussion was held regarding the impact of the Affordable Care Act on Public Health programs.

Linda Symons reported that the ADRC will experience a loss of revenue for Elderly Services programs in 2015, but we are projecting an increase in revenues for the Transportation Program.

Stephanie Ronnfeldt announced that the Economic Support Unit should experience a surplus in 2015 largely due to a reduction in staff work hours from 40 per week to 37.5 per week, and the unit also experienced a change from a family health insurance plan to a single health insurance plan for two employees. Patrick Metz noted that the Wisconsin Home Energy Assistance Program (WHEAP) is anticipating an increase in revenues similar to last year and we have already begun planning for the propane needs of clients this heating season.

Amanda Coorough stated that the Children's Services Unit is cautiously planning for one child to be in placement through the entire year, but has been conservative when planning for other potential placements. It was noted that additional Birth to Three programmatic changes are being presented later on the agenda due to a recent State audit which could reduce some costs.

Tracy Thorsen reported that the Clinical Services Unit should be able to receive a substantial increase in reimbursements for the Comprehensive Community Services (CCS) Program due to regionalization; however, there could be a delay in reconciliations, so we are being conservative in our projections. Patrick Metz noted that we just received the 2012 CCS reconciliation totaling nearly \$40,000 and 2013 reconciliation documents were just received. Don Seep questioned statements that he has read regarding the CCS Program reducing revenues.

Patrick Metz stated that we have prepared a Plan B with a \$0 budget; however, there is a real risk with that plan. Those risks include an over-projection of revenues and reduction in placement budgets that management is not comfortable with, so we are not presenting it today.

Patrick Metz reported on the institutional funds noting that in 2014 Children's Institutional Fund 44 received an allocation of \$135,000 from the county and Adult Institutional Fund 54 received an allocation of \$92,000 from the county. On an average year we are spending \$145,000 for institutional costs, but when there are above average placement years, those allocations are not enough and the county is put at risk. Institutional placement costs are not Health & Human Services costs; they are county tax levy costs. Patrick Metz noted that in 2014 institutional placement projections could reach over \$422,000 due to some potentially long-term placements. The county auditors recommended annual allocations to these funds that were supposed to build up a reserve to cover above average years, but the allocations have been only enough to cover average years. Tracy Thorsen noted that we are certainly trying to transfer these individuals into lower cost placements; however, Mendota Mental Health is currently having difficulty stabilizing these individuals and lower cost placements will simply not take high risk individuals. Amanda Coorough noted that for children, correctional placements are just not appropriate and residential placement options for children are difficult to find and they charge significant fees.

Patrick Metz was instructed to write on the side of the 2015 proposed budget the list of items discussed today that are contributing to the 17.3% increase in Administration as an explanation for the Finance and Personnel Committee. Motion made by Donald Seep, seconded by Virginia Wiedenfeld to approve the 2015 Health & Human Services Proposed Budget as presented, and forward it onto the Finance & Personnel Committee and County Board for approval. Don Seep questioned the historic contributions the county has transferred into the institutional funds. Patrick Metz noted that the "budget shock" from institutional placements was significant in 2011 and the auditors recommended creating separate accounts to cover these unbudgeted costs. Over time the county contributions to these accounts have decreased or carry-over funds have not been able to accumulate funds to cover above average years like we are experiencing this year. Patrick Metz recommended raising the allocations to \$500,000 per year to cover both funds and to return those fund balances to \$500,000 at the end of each year. There are not enough funds available to cover this year's institutional placements, so the general fund will have to be utilized. It is anticipated that the remaining fund balances will be exhausted by September 2014 and the county will have to cover any costs in excess of the institutional fund balances. Bob Bellman stated that Dane County is also experiencing this issue. Patrick Metz noted that there was an institutional freeze implemented at one point this year. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for September 11, 2014 was distributed. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #15 – Commercial Lighting: This was to pay for long lasting bulbs and ballasts for the building.

Voucher #30 – Marco, Inc.: This was a budgeted annual fee for maintaining our telephone system.

Voucher #77 – Dana Fischer: This was to reimburse Ms. Fischer for Youth Empowerments Solutions training expenses. 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**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2014 Expense Reports	16	\$7,891.23
Richland County Health and Human Services – 2014 Vouchers	49	\$45,409.57
Richland County Health and Human Services – 2014 Prepaid Vouchers	4	\$580.03
<b>TOTAL</b>	<b>69</b>	<b>\$53,880.83</b>

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget overage of \$45,371 and reviewed the highlights. The Administration Staff line item is over largely due to an account revenue adjustment for 2013 that the auditors were not able to transfer back to 2014. The Administration Operations line item is over largely due to the \$103,000 Worker’s Compensation invoice we recently received, but it is likely that a significant refund will be received once our actual payroll costs are audited. The ADRC overage is largely due to an APS placement at Mississippi Valley Health Services Commission – Lakeview Health Center Nursing Home which is anticipated to be long-term. The current Public Health Senior Nutrition Program surplus of \$23,133 we are hoping to continue and carry-over into 2015 to help with that budget year. The Economic Support Unit has good revenue flow at this time.

Discussion was held regarding the Institutional Fund balances and the inability of the accounts to cover this year’s placement expenses. The Children’s Services Unit is anticipating an additional \$45,000 of institutional costs that would not be covered by institutional fund balance by the end of the year. The Clinical Services Unit currently has four individuals in institutional placements that have significant illnesses and dangerous behaviors. Tracy Thorsen noted that two individuals are likely to continue in placement long-term and the other two will hopefully be transferred to local placements in September. It was noted that the current Adult Institutional Fund balance would only cover two days for two people.

Patrick Metz reported that all Health & Human Services accounts have a healthy surplus on the county cash flow in August.

Personnel Updates: None.

Approve Contracts, Agreements, and Amendments: None.

Approve the 2015-2015 Influenza and Pneumonia Immunization Fees (Mailout #1): Marianne Stanek noted that each year vaccines are purchased by Public Health and administered to those that wish to receive them from our nursing staff. The cost of the vaccines increased this year, so we are proposing increasing the fees appropriately to include administrative costs as well. Marianne Stanek noted that we do bill Medicare and Medicaid insurances; however, the amount paid is generally less than we are requesting. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve charging \$40 per influenza immunization and \$75 per pneumonia immunization for the 2014-2015 flu season. Motion carried.

Approval of Richland County Senior Nutrition Advisory Council Member (Mailout #2): Marianne Stanek recommended Eva Jo Putz to replace Harriett Hendricks on the Senior Nutrition Advisory Council representing the Richland Center Meal Site. Motion by Marilyn Rinehart, seconded by Larry Jewell to approve Eva Jo Putz as a member of the Richland County Senior Nutrition Advisory Council, and forward the request onto the Committee on Committees and County Board for approval. Motion carried.

Approval of Public Health Richland FIT Gift Care Purchase (Mailout #3): Marianne Stanek reported that the Wisconsin Partnership Program work plan includes the development of the Richland County Youth Health Initiative (RCYHI) and their goal is to engage area youth in creating a healthier community. Four high school age Richland FIT youth leaders, who recently received Youth Leadership Training, were selected to document their hours spent working on the initiative and we would like to pay these individuals a stipend in the form of gift cards to be distributed quarterly. Marianne Stanek noted that the Wisconsin Partnership Program Grant and work plan included budgeted funds for this initiative.

Virginia Wiedenfeld stated that the Finance & Personnel Committee had issues with the Fair Committee purchasing gift cards for Richland County Fair volunteers in the past and these funds were included in the annual fair budget as well. Discussion was held regarding this being the only way to compensate youth for their work since they cannot be on the county payroll. It was noted that the Richland School District is the only local school district involved at this point. Marianne Stanek noted that we were considering compensating these youth up to \$10 per hour in the form of a stipend. Motion by Virginia Wiedenfeld, seconded by Donald Seep to forward the use of gift cards as a form of stipend for volunteers onto the Finance & Personnel Committee and Corporation Counsel for review. Discussion was held regarding this further delaying the initiative activities. Marianne Stanek noted that a precedent was set when Tobacco Coalition gift cards were used as payment for youth involved with annual tobacco checks. Virginia Wiedenfeld stated that the Fair Committee would independently pursue this again in the future with the Finance & Personnel Committee. The motion and second were withdrawn. Motion by Marilyn Rinehart, seconded by Linda Gentes to approve the purchase of \$3,000 in gift cards to be used as stipends for Richland FIT youth leaders.

Approve Revisions to Children's Services Unit Position Descriptions (Mailout #4): Amanda Coorough reviewed the proposal noting that the addition of these three positions in 2012 was initiated to save funds by employing therapists in-house and reducing or eliminating our annual contract with the Richland Hospital. Since then, a recent State audit gave us an opportunity to look at these positions differently. A reduction in hours for these three positions would no longer allow the ability to earn benefits, but also allows interested applicants the ability to work other jobs as well. This reduction in hours should increase our recruitment efforts and reduce our annual contract with the Richland Hospital.

Amanda Coorough reported that we are currently serving 15-16 Birth to Three children - 2 receive physical therapy, 14 receive occupational therapy, and 5-7 receive speech therapy. We will have to maintain our annual contract with the Richland Hospital for physical therapy due to licensure requirements. Diane M. Brown questioned where the therapists actually perform their work. Amanda Coorough noted that they either work in the child's home or in a community setting, are then paid hourly, and their schedule would adjust based upon client need. Discussion was held regarding early intervention efforts noting that there is no year gap in services from 0-3, but there are children who may not qualify for ongoing therapy services or school after 3 years of age. Patrick Metz noted that this proposal would offer a savings of approximately \$33,000 annually. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve revising the Occupational Therapist position description to 17.50 hours/week at \$30.50/hour(Grade 29 non-union); the Speech and Language Pathologist position description to 17.50 hours/week at \$30.50/hour (Grade 29 non-union); the Early Intervention Specialist position description to 17.50 hours/week at \$20.93/hour (Grade 21 non-union), and forward the recommendation and updated position descriptions onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approval of Vehicle Lease Agreement with the City of Richland Center (Mailout #5): Linda Symons noted that two vehicles were recently returned by Schmitt Woodland Hills and the agency has no use for

one bus. The Park and Recreation Board would like to pursue utilizing this vehicle to take adults and children to events and community programs. Linda Symons noted that the City of Richland Center would have to pay for vehicle maintenance/upkeep, an appropriately licensed driver, and maintain the Department of Transportation requirements to serve the elderly and disabled population. Linda Symons was instructed to consult with Corporation Counsel to ensure the insurance requirements are sufficient before presenting it to the City of Richland Center for signature. Motion by Diane M. Brown, seconded by Linda Gentes to approve entering into a vehicle lease agreement with the City of Richland Center after checking with Corporation Counsel on the lease agreement insurance limits, and forward the recommendation onto the County Board for approval. Motion carried.

Approval to Refill Vacant Administrative Services Unit Positions: Patrick Metz reported that the Finance & Personnel Committee was recently instructed by their Labor Law Attorney to table our reorganization and reclassification requests until a county-wide wage study can be performed. Patrick Metz noted that he has been acting as Interim Director and Director since April 11, 2014, Business Manager since 2006, and Fiscal Specialist since January 1, 2014; however, he is having difficulty maintaining this pace and workload. Patrick Metz requested the ability to fill three currently vacant county positions as Plan B. Patrick Metz proposed filling the Business Manager, Fiscal Specialist, and Confidential Administrative Secretary positions to move forward in a way that we are not putting our services, community, clients, and staff at risk. Relief is needed now to hopefully have these existing county positions filled before the end of October. Discussion was held regarding the reorganization proposal being tabled and how refilling these positions now could affect the overall reorganization. Don Seep questioned if the current budget and 2015 proposed budget included these positions. Patrick Metz stated that refilling these positions would not affect either budget, as we will have to make it work since there are no other available options at this time. Linda Gentes questioned whether the Business Manager position could legally be reduced or eliminated after the wage study is completed. Patrick Metz noted that previous wage studies took more than a year to complete and then there is the implementation of the wage study results, which may not even be implemented. Discussion was held regarding the application, interview, and approval process to include the Interview Sub-Committee of the Health & Human Services Board, not the full Board. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve refilling the vacant Administrative Services Unit full-time positions – Business Manager at \$32.02/hour (Grade 30 non-union), Confidential Administrative Secretary at \$16.52/hour (Grade 16 non-union), and Fiscal Specialist \$16.20/hour (Grade 8 courthouse). Motion carried.

Expansion of Medicaid/BadgerCare Referendum Update: Bob Bellman reported that the County Board voted down the ability to pose this referendum question on the county ballot.

Discuss Future Use of Vacant Space: Bob Bellman requested that this Board resurrect discussions regarding the productive use of the vacant space in the Community Services Building, such as the addition of Housing Authority office space. Diane M. Brown questioned if the Ambulance Department is still in need. Patrick Metz stated that there are internal needs that we have proposed, such as a drop off center for children or a county computer lab which is currently actively used. All these proposals would cost some money to develop and create confidential separation from the agency. Patrick Metz commented on the development of a local Industrial Area Foundation which is also interested in putting money into creating an educational area for youth. Amanda Coorough noted that agency staff have multiple class ideas that could also be implemented for youth in this space. Discussion was held regarding developing a potential Life Skills Center and the increased workload this could create for staff, but would be a tremendous asset to the community.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c)(f) to Discuss Personnel Matters: This item was not necessary.

Return to Open Session: This item was not necessary.

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

Adjourn: Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor