

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
June 11, 2015

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. June 11, 2015 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, Larry Jewell, Linda Gentes, Marty Brewer and Virginia Wiedenfeld.

Members Absent: Dr. Louis Williams.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Marianne Stanek, Myranda Culver, Patrick Metz, and Tim Gottschall.

Approve Amended Agenda and Posting: Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the amended agenda and proper posting. Motion carried.

Approve May 14, 2015 Health and Human Services Board Minutes: Motion by Larry Jewell, seconded by Linda Gentes 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 2015 Voucher Report for June 11, 2015 was distributed. The following items required additional discussion:

Economic Support Project Vouchers:

Voucher #4 – Badgerland Flooring: This was to pay for carpeting in the newly remodeled area.

Voucher #14 – Foggy Bottom Woodworks: This was to pay for the addition of glass at the Clinical Services Desk.

Voucher #38 – Quill Corporation: This was to pay for the cubicle walls in the newly remodeled area for Economic Support Specialist offices.

Voucher #73 – 78 – Gordy's Market: This was to pay for a variety of items purchased through either Gordy's or Burnstads charge accounts during their transition of ownership.

Voucher #79 – All American Do It Center: This was to pay for the materials for the Richland Fit Community Gardens.

Previously Paid:

Voucher #8 – Wal-Mart: This was to pay for a meal served during a local training for the Transportation Program. Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the 2015 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2015 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2015 Expense Reports	19	\$8,426.84
Richland County Health and Human Services – 2015 Vouchers	45	\$28,576.79
Richland County Health and Human Services – 2015 Prepaid Vouchers	6	\$1,016.13
TOTAL	70	\$38,019.76

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget effective May 8, 2015 noting a surplus of \$58,185. It was noted that the Economic Support project received reimbursement from Dane County for many of the initial expenses. Tim Gottschall noted that the Children’s Institutional Fund has already expensed \$180,673 this year which reflects an overage of \$45,673 and these placements are anticipated to continue for awhile. Discussion was held regarding the Children’s Services Unit Institutional Fund activity. Amanda Coorough stated that efforts have begun to attempt to return two children home or to lesser cost residential care before school starts this fall.

Acknowledgement of Retiree Linda Symons: Patrick Metz noted that a plaque would be given to Linda Symons acknowledging her years of service.

Personnel Updates: Patrick Metz reported that Dan Hardy, Temporary/Casual Driver/Escort Driver, has passed probation of 910 hours and is being recommended to be placed on regular status effective June 26, 2015. Patrick Metz reported that Breann Dray, Early Intervention Special Educator, has also passed probation and is being recommended to be placed on regular status effective June 15, 2015. Motion by Marty Brewer, seconded by Linda Gentes to approve the probationary period of Dan Hardy, Temporary/Casual Driver/Escort Driver and Breann Dray, Early Intervention Special Educator. Motion carried.

Amanda Coorough stated that the Children’s Services Unit will be facilitating a summer program for children open for services within the agency. Sierra Gaffney, LTE FIT KIDZ Summer Program Coordinator, has been employed for up to 20 hours per week through the Southwest Wisconsin Workforce Development Board effective June 15, 2015 through August 14, 2015.

Patrick Metz reviewed the vacancies within the agency including a Children’s Services Case Manager/Social Worker and the ADRC Manager. Discussion was held regarding the advertising conducted for the ADRC Manager position.

Discuss Changes in Employee Compensation: Patrick Metz stated that he attended many of the Finance & Personnel Committee meetings over the years when changes are made that impact employee compensation and he would like to have a discussion or educational session regarding this topic. A spreadsheet was distributed that reflects the impact to employees. Patrick Metz noted that he would like this document to be forwarded onto the Finance & Personnel Committee and County Board for review.

Tim Gottschall reviewed the spreadsheet and the impact to a sample position - a Registered Nurse making \$26.01 per hour has realized a reduction in take home pay from 2010 to 2016 totaling (\$6,535.05) for a family. When the increased costs to the county are factored in, the employee still has a reduction of (\$3,837.75) per family. It was noted that the Consumer Price Index has risen 9% from 2010 to 2015. Discussion was held regarding the percentage increase in benefit costs which have not been offset by salary increases. County employees have not only been asked to absorb the 9% increase in the Consumer

Price Index, but also the continued increase in benefit contributions. Don Seep recommended that a percentage comparison be added to the spreadsheet. It was also recommended that a salary percentage reduction be added to the spreadsheet.

Amanda Coorough reviewed a current hiring situation where we are losing applicants because our salary and benefit package options are no longer competitive. Discussion was held regarding the salary and benefit packages offered by other surrounding counties. It was recommended that those figures be researched and shared. Bob Bellman stated that every public employee is feeling this “big dilemma” and recommended that we sell the State retirement package when recruiting new hires. Bob Bellman noted that the county cannot increase taxes and equalized value has been flat lined in the county. Patrick Metz stated that economic development is key to the prosperity of our community, so we can get families to move here and ultimately increase our tax base. Donald Seep noted that a referendum is the only other way to increase taxes and it is likely that the voters will not approve it.

Angie Rizner reported that she has been recruiting new hires for many years now and has noticed a declining trend of interested applicants or individuals revoking their applications once the salary and benefit package is revealed. The lack of vacation in the first year of employment also makes it difficult to recruit degreed professionals. Discussion was held regarding other vacation options and the ability to negotiate wage and benefits in the private sector. Patrick Metz noted that the Finance & Personnel Committee recently considered removing the fifth week of vacation offered after 23 years of employment and adding it to the first year of employment as earned vacation time. Motion by Virginia Wiedenfeld, seconded by Donald Seep to approve forwarding this spreadsheet with noted revisions onto the Finance & Personnel Committee for their review, and request that they also reconsider adjusting the vacation schedule to assist with recruitment and retention. Donald Seep questioned the status of the wage and compensation study. Bob Bellman stated that the Finance & Personnel Committee has not moved forward with the wage and compensation study. Discussion was held regarding the potential implications if the wage study continues to be delayed. Amendment to Motion by Marty Brewer, seconded by Diane M. Brown to also encourage the Finance & Personnel Committee to follow through with the wage and compensation study and offer a status report at their next meeting. Motion carried.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout. Discussion was held regarding the impact of telehealth on our in-person psychiatric services. Patrick Metz noted that we are building a pool of psychiatrist options.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-11-15)		
MATTHEW A. FELGUS, M.D.	Provider of psychiatric services for the Outpatient Mental Health Clinic, Crisis Services, and Comprehensive Community Services Program. Dr. Felgus would act as the agency’s Medical Director and provide psychiatric services and consultation to area professionals/agencies. (Madison) <i>This would require County Board approval.</i>	For a total amount not to exceed \$70,000.
UPLAND POINT CORPORATION	Provider of CBRF services to a client served by the Clinical Services Unit. (Dodgenville)	For a total amount not to exceed \$33,000.

Motion by Marty Brewer, seconded by Virginia Wiedenfeld to approve the new 2015 contracts. Motion carried.

Patrick Metz noted that Alicia Breininger has been previously approved to provide Child in Need of Protective Services (CHIPS), Termination of Parental Rights (TPR), and Chapter 51 Civil Commitment legal services to the agency as an additional Assistant Corporation Counsel. Discussion was held regarding the timely need for further specialized legal services to reduce the agency’s liability and increase efficiencies. Bob Bellman recommended a conversation with the county’s Corporation Counsel and Assistant Corporation Counsel. Discussion was held regarding the process and hierarchy of contacting legal counsel for assistance as approved by the County Board a few years ago. Amanda Coorough stated that a policy that clarifies attorney roles and responsibilities is currently being developed with the assistance of Attorney Ben Southwick and it could be brought forward next month for review.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-11-15)		
BREININGER LAW OFFICE	Due to the additional need for Special Corporation Counsel legal services for Chapter 55 Guardianship/Adult Protective Services cases when the Corporation Counsel and Assistant Cooperation Counsel are unavailable to represent Richland County. (Richland Center)	<i>Original Contract Amount: \$30,600.</i> To a total amount not to exceed \$48,600.

Motion by Virginia Wiedenfeld, seconded by Donald Seep to approve the amended 2015 contract with the development of a policy that is to be brought back next month for review. Motion carried.

Select Health & Human Services Citizen Board Member from Applications: Patrick Metz stated that last month the Board made a motion to forward the selection of the Health & Human Services citizen board member onto the Interview Sub-Committee; however, that meeting was not able to occur due to the lack of a quorum. It was recommended that Patrick Metz read the letters of interest aloud, each Board member select their top applicant by anonymous vote, and we forward the top applicant onto the Committee on Committees for consideration. Discussion was held regarding whether all of these applicants met the position requirements. Patrick Metz noted that it is implied to the best of our knowledge that these applicants meet the requirements.

Patrick Metz read the following letters of interest aloud: Carolyn Denman, Debbie Kyser, Bonnie Tydrich, David Scribbins, Christy Duhr, and Michael Breininger. Each Board member anonymously voted for their top applicant. Two votes were received for Debbie Kyser, two votes were received for David Scribbins, one vote was received for Christy Duhr, one vote was received for Carolyn Denman, and one vote was received for Bonnie Tydrich. Since two votes were received for both Debbie Kyser and David Scribbins, each Board member anonymously voted for either Debbie Kyser or David Scribbins. Debbie Kyser received four votes and David Scribbins received three votes. Virginia Wiedenfeld noted that per Jeanetta Kirkpatrick the Health & Human Services Board does not need to send over all applicants to the Committee on Committees, just our sole recommendation as has been done in previous years. Debbie Kyser was awarded the Health & Human Services citizen Board member recommendation, and will be forwarded onto the Committee on Committees and County Board for approval.

Approval of Transportation Coordinating Committee Member: Patrick Metz reported that the Committee on Committees prematurely assigned Paul Kinney to the Transportation Coordinating Committee prior to receiving a recommendation from that committee. The Transportation Coordinating Committee has since

voted to replace Marie Rakow's consumer advocate position with Sue Fruit. Discussion was held regarding the make-up of the Transportation Coordinating Committee to include only eleven members and of those only two County Board members: Virginia Wiedenfeld representing the Pine Valley Board and Linda Gentes representing the Health & Human Services Board. Angie Rizner noted that adding a third County Board member would require an additional per diem/mileage expense and could require a change in bylaws. Discussion was held regarding the previous Committee on Committees notification processes and the confusions that have occurred this year. Motion made by Virginia Wiedenfeld, seconded by Diane M. Brown to approve Sue Fruit representing a consumer advocate on the Transportation Coordinating Committee, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Review 2014 Annual Report: Patrick Metz reviewed the highlights of 2014 including significant changes in key management staff and long-term employees, an unusually high year for unbudgeted institutional court-ordered placements, and significant increases in child protective services and crisis intervention services.

Myranda Culver stated that the Clinical Services Unit has had a significant increase in crisis service contacts, a reduction in CHOICES services and AODA assessments, and the implementation of the Coordinated Services Team initiative. Linda Gentes noted a significant increase in crisis incidents during office hours.

Marianne Stanek reported on the Public Health Unit programs including the need for a critical response in communicable disease control and a reduction in immunizations which is directly related to the implementation of the Affordable Care Act. The Richland FIT and Farm to School initiatives continued for a third year and the Senior Nutrition Program continues to be successful.

Amanda Coorough noted that the Children's Services Unit remained stable in 2014. Child find efforts for the Birth to Three Program continue, where the Children's Long Term Support Program has no wait list and our numbers are solid. The Juvenile Justice Program was static and we continue to recruit Foster Care and Kinship Care providers. Amanda Coorough stated that Birth to Three and Foster Care Coordinators have been actively recruiting in the community.

Patrick Metz reviewed the highlights of the Aging & Disability Resource Center (ADRC) Richland Center Office and Regional ADRC. Information and Assistance Specialist contacts have increased 13% from 2013 to 2014 and enrollment into Long Term Care Programs and Adult Protective Services has also increased. The monetary impact of Elder Benefit Specialists and Disability Benefit Specialists continue to rise. Patrick Metz noted that the Regional ADRC Board prioritized specific goals to address unmet needs; including the lack of awareness/stigma/outreach to inform people that the ADRC is not just for the "old and poor" and the continued exploration of options to reach people who are socially isolated. Discussion was held regarding the Governor's budget implications on the ADRCs. Bob Bellman noted that the graph on page #24 is misleading and needs a better explanation.

Approve Updated ADRC Manager & Clinical Services Manager Position Descriptions (Mailout #2): Patrick Metz reported that the county's Administrative Manual states that departments shall review position descriptions when positions are vacant. The ADRC Manager position is currently vacant and a few revisions are being recommended as noted in red. Motion made by Marty Brewer, seconded by Linda Gentes to approve the updated ADRC Manager position description, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried. The Clinical Services Manager position description revisions were reviewed; including the

addition of Adult Protective Services supervision. Discussion was held regarding the agency's HIPAA Privacy Officer and the potential need for a county-wide HIPAA Privacy Officer. It was noted that Barb Scott acts as the county's HIPAA Security Officer. Angie Rizner stated that once this revised position description receives all the necessary approvals, we would then need to request a resolution to name Myranda Culver as the HIPAA Privacy Officer to replace Tracy Thorsen. Motion made by Diane M. Brown, seconded by Marty Brewer to approve the updated Clinical Services Manager position description, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve Clinical Services Unit Management Restructure (Mailout #3): Patrick Metz reviewed the restructure plan noting that the Clinical Services Unit needs a dedicated Business Systems Supervisor position to maximize revenues and improve the business flow of their complicated programs. Discussion was held regarding not refilling the Clinical Services Supervisor position. Motion made by Donald Seep, seconded by Linda Gentes to approve the Clinical Services Unit management restructure plan to include the creation of a Business Systems Supervisor position Grade 23 (non-union \$22.95/hour) at 40 hours/week, and forward the recommendation and position description onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Demonstration of iPad and Android Tablet Options: Barb Scott reported that the County Board recently approved the creation of a county email for all County Board Supervisors, and with that process, is considering purchasing tablets for each County Board Supervisor. Barb Scott stated that MIS recommends the purchase of iPads, but other device options to consider are android tablets or Windows based tablets. Barb Scott demonstrated an iPad and a Samsung android tablet. Discussion was held regarding the purchase of a keyboard or pen for each device. MIS is recommending that all the same devices be purchased and is presenting the device options to the County Board next Tuesday for consideration. Barb Scott noted that all emails sent utilizing these devices would be stored on the county's server and that training would be offered.

Approval of Tablet Purchase (Mailout #4): Patrick Metz reviewed the cost comparison and noted that it is estimated that Health & Human Services would save approximately \$1,800 per year with not having to print and mail meeting materials. Diane M. Brown requested to use her own iPad and not have to maintain two devices. Motion by Marty Brewer, seconded by Virginia Wiedenfeld to approve the purchase of eight iPad Air tablets with accessories in an amount not to exceed \$4,500. Motion Carried.

Schedule 2016 Budget Public Hearing: Patrick Metz stated that previously we have held the Public Hearing as part of our regularly scheduled meeting, but started the meeting at 9am.

The next regular Board meeting is scheduled for Thursday, July 9, 2015 at 9:00am at the Community Services Building.

Adjourn: Motion by Marty Brewer, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor