

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 12, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. May 12, 2016 by Bob Bellman in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Debra Kyser, Donald Seep, Dr. Bryan Myers, Dr. Louis Williams, Larry Jewell, Linda Gentes, and Marty Brewer.

Members Absent: Diane M. Brown.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Derek Kalish, Marianne Stanek, Myranda Culver, Patrick Metz, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, and Tim Gottschall.

Approve Agenda and Posting: Motion by Linda Gentes, seconded by Marty Brewer to approve the agenda and proper posting. Motion carried.

Welcome New Health and Human Services Board Member: Patrick Metz welcomed Dr. Bryan Myers to the Health & Human Services Board. It was noted that Dr. Bryan Myers is Virginia Wiedenfeld's County Board Supervisor replacement. All introduced themselves to Dr. Bryan Myers.

Committee on Committees Update: Patrick Metz reviewed the Committee on Committees listing and updates. It was noted that the Committee on Committees appointed Linda Gentes to the Mississippi Valley Healthcare Commission as a replacement for Virginia Wiedenfeld.

Annual Election of Officers: Patrick Metz reported that the previous Chair was Bob Bellman, Vice Chair was Donald Seep, and Secretary was Larry Jewell. Angie Rizner reminded the Board that the new county rule states that the Health & Human Services Board Chair must be a County Board Supervisor. Motion by Marty Brewer, seconded by Linda Gentes to nominate Bob Bellman as the Health & Human Services Board Chair. Motion by Marty Brewer, seconded by Donald Seep to close nominations and cast a unanimous ballot. Motion Carried.

Motion by Linda Gentes, seconded by Marty Brewer to nominate Donald Seep as the Health and Human Services Board Vice Chair. Motion Carried.

Motion by Donald Seep, seconded by Linda Gentes to nominate Larry Jewell as the Health and Human Services Board Secretary. Motion Carried.

Committee Appointments

Appointment of Interview Sub-Committee: Patrick Metz noted that two members of the Health and Human Services Board must attend the final interview for any county position. It was noted that we first contact members of the Interview Sub-Committee to see if they are available to attend before contacting other members of the Board. Patrick Metz stated that Dr. Louis Williams, Virginia Wiedenfeld, and Donald Seep were on the committee previously with Linda Gentes, Marty Brewer and Bob Bellman acting as alternates. Motion by Larry Jewell, seconded by Marty Brewer to nominate Dr. Louis Williams,

Donald Seep, Linda Gentes, and Debra Kyser to the Interview Sub-Committee with all other Health & Human Services Board members acting as alternates. Motion Carried.

Appointment of Comprehensive Community Services Coordination Committee Representative: Patrick Metz noted that Donald Seep is currently on the committee. Myranda Culver reviewed the duties of the committee and noted that the meeting is held quarterly. Motion by Debra Kyser, seconded by Dr. Louis Williams to nominate Donald Seep to the Comprehensive Community Services Coordination Committee. Motion Carried.

Appointment of CST Coordination Committee Representative: Myranda Culver stated that this committee is an advisory committee that meets every other month and Linda Gentes is currently on the committee. It was noted that CST stands for Coordinated Services Team. Motion by Dr. Louis Williams, seconded by Debra Kyser to nominate Linda Gentes to the CST Coordination Committee. Motion Carried.

Dissolution of the Richland County KIDS Council: Myranda Culver announced that this committee is no longer necessary and all contractual requirements will be met by the Comprehensive Community Services Coordination Committee. Motion by Debra Kyser, seconded by Dr. Bryan Myers to dissolve the Richland County KIDS Council. Motion Carried.

Discuss Health & Human Services RN Board Member Potential Replacement: Patrick Metz reported that Diane M. Brown continues to have difficulty attending meetings due to her new work schedule. Discussion was held regarding inviting letters of interest and maintaining transparency in government. Patrick Metz requested that a county-wide policy be established for all departments to follow which addresses our issues. Motion by Dr. Bryan Myers, seconded by Marty Brewer to establish a standard practice of advertising for all vacant positions on the Health & Human Services Board now and in the future.

Motion by Donald Seep, seconded by Marty Brewer to recommend that the Finance & Personnel Committee give consideration to establishing a county-wide policy which requires local advertisement whenever a Board/Committee member vacancy occurs at a minimum of a class two notice and establish guidelines for replacement of a Board/Committee member due to three consecutive meeting absences.

Motion by Dr. Bryan Myers, seconded by Marty Brewer to recommend that the Finance & Personnel Committee give consideration to establishing a county-wide policy clarifying that an exiting Board/Committee member can return to a Board/Committee after a term limit of no less than one year. Motion Carried.

Approve April 14, 2016 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Becky Dahl reported on the activities of the Career Education Cooperative (CEC) Board and noted that 34 students are looking for summer volunteer opportunities.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016 Voucher Report for May 12, 2016 was distributed. The following items required additional discussion:

Voucher #2 – Bear Graphics, Inc.: This was to purchase carbon copy receipt books for the fiscal operations of the agency.

Voucher #36 – Marco, Inc.: This was to purchase a replacement phone console for the Main Front Desk. It was noted that this was an emergent need.

Voucher #77 – 4-Imprint, Inc.: This was a Regional ADRC purchase of additional marketing materials.

Prepaid Vouchers:

Voucher #2 – WCHSA Spring Conference: This was to pay for Patrick Metz and Debra Kyser’s attendance at the conference.

Voucher #8 – Wal-Mart: This was to purchase educational materials for a Family Support Program client which will receive reimbursement. Motion by Debra Kyser, seconded by Marty Brewer to approve the 2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2016 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	19	\$9,058.49
Richland County Health and Human Services – 2016 Vouchers	41	\$32,968.80
Richland County Health and Human Services – 2016 Prepaid Vouchers	4	\$1,076.36
TOTAL	64	\$43,103.65

Preliminary 2015 Post Audit Budget: Tim Gottschall noted that the auditors were here in mid-April and we are awaiting their final report. The County Clerk’s Office was consulted and they have no new information to offer either.

Bob Bellman reported that during the last Finance & Personnel Committee he and other members of the Health & Human Services Board were questioned regarding the \$1.4 million cash flow deficit in Health & Human Services Fund 56. Tim Gottschall distributed a handout clarifying the 2015 Health & Human Services budget and stated that the agency operates with many funds, but Fund 56 acts as our “checkbook”. We are not able to move any of the fund accounts balances into other accounts, only auditors are able to perform this action. Additionally, the cash flow deficit includes 2015 and 2016 budgets combined until the 2015 audit is finalized and there are various delays in State and Federal revenues. The Adult and Children’s Institutional expenses have been applied to our Health & Human Services Fund; however, the auditors transfer the monies allocated for these expenses into our Health & Human Services Fund during their audit process. It was noted that the following funds are under Health & Human Services accounting structure: Fund 56 Health & Human Services, Fund 34 Public Health, Fund 53 ADRC, Fund 59 Nutrition Program, Fund 63 Transportation Program, Fund 18 Aging Care Replacement, Fund 44 Children’s Institutional, and Fund 54 Adult’s Institutional.

Tim Gottschall noted that this time of the year always looks bad and a 7% disparity in our budget equates to approximately \$400,000. The details of the handout were reviewed noting the following timeline for incoming revenues:

January–June

State Categorical Programs/State Basic Allocation	55% annually
County Tax Levy	23% annually
Medicaid	19% annually
Other Funding Sources	3% annually

As of July 1

The maximum amount of revenue possibly realized is 43%
We will have payed more than 50% of our expenses

Dr. Bryan Myers questioned why we function with this type of accounting system. Patrick Metz noted that we have requested a revolving fund for Fund 56 (much like what the Highway Department and Pine Valley Healthcare utilize), but that request has not been well received by the Finance & Personnel Committee in the past. It was noted that this accounting system has never worked and has historically been a problem. Discussion was held regarding requesting advice from the auditors on modifying this accounting structure and the institutional fund accounts.

2016 Budget Summary: Tim Gottschall distributed a handout reflecting the 2016 Health & Human Services Budget as of May 3, 2016 noting a surplus of \$90,529 when institutional costs are removed. Dr. Bryan Myers requested the addition of a budget year to date column. Dr. Bryan Myers questioned the 90 day wait on Medicaid payments. Patrick Metz stated that our EHR software has not enabled us to complete a successful claim since last July and there are also delays in documentation entry by staff. Patrick Metz noted that we are hopeful to reduce that delay in payments to 60 or 45 days.

Distribute 2015 Annual Report: Angie Rizner requested that Board members review the report and bring back questions next month, as it will be formally reviewed with agency managers at that time and then forwarded onto the County Board for review and approval in July.

Personnel Updates: Patrick Metz announced the hiring of Patrick T. Connors, Temporary/Casual Nutrition Driver, effective April 25, 2016 and the hiring of Teresa Nundahl, Mental Health Therapist, effective May 16, 2016. Motion by Dr. Louis Williams, seconded by Dr. Bryan Myers to approve the hiring of Patrick T. Connors, Temporary/Casual Nutrition Driver, effective April 25, 2016 and Teresa Nundahl, Mental Health Therapist, effective May 16, 2016. Motion carried.

Patrick Metz requested that the following staff pass probation and be placed on regular status: Hope Donough, Economic Support Specialist, effective May 18, 2016; Lukas Arenz, Children’s Services Case Manager, effective May 23, 2016; and Ashley Finnell, Resource Center Specialist, effective May 26, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the probationary period of Hope Donough, Economic Support Specialist, effective May 18, 2016; Lukas Arenz, Children’s Services Case Manager, effective May 23, 2016; and Ashley Finnell, Resource Center Specialist, effective May 26, 2016. Motion carried.

Patrick Metz noted the resignation of Kris Monahan, Economic Support Lead Worker, effective May 6, 2016. Motion by Marty Brewer, seconded by Linda Gentes to approve the resignation of Kris Monahan, Economic Support Lead Worker, effective May 6, 2016. Motion carried.

Patrick Metz announced that Teresa Nundahl, Mental Health Therapist, requested up to 10 days off without pay within her first year of employment.

Patrick Metz stated that we are currently interviewing for the vacant Secretary and Children’s Services Case Manager positions and are advertising for the vacant Program Assistant and Economic Support Lead Worker positions at this time.

Update from Finance & Personnel Committee Meeting: No further updates were offered.

Discuss Changes in Employee Compensation: Patrick Metz reported that the Finance & Personnel Committee is considering employee health plan changes and noted that a Unity/Gundersen merger or self-funded is being considered. Patrick Metz stated that the average take-home salaries of staff have dropped \$4,000-\$6,000 each since 2010. Discussion was held regarding turnover and the inability to recruit and retain quality employees. Patrick Metz stated that he would update the changes in employee compensation summary he had offered in the past and mail it to Board members.

Discuss Restructuring of Health & Human Services Wage Scales: No further updates were offered.

Approve Contracts, Agreements, and Amendments (Mailout #1): Debra Kyser circulated handouts regarding information on this provider.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-12-16)		
SAINTA, INC.	Provider of Neurosequential Model of Therapeutics (NMT) assessments to determine treatment needs of a youth being served by the Children’s Services Unit. (Milwaukee)	For a total amount not to exceed \$2,000.

Motion by Donald Seep, seconded by Debra Kyser to approve the new 2016 agreement. Motion carried.

Approve Purchase of MiVoice Business Consoles (Mailout #2): Patrick Metz reported that he had to purchase one MiVoice Business Console due to an emergent need, and is requesting to purchase two more since the older consoles have been discontinued and are no longer supported. Angie Rizner noted a typo on the mailout: Mitel should be replaced with Marco and stated that the three consoles and wireless headsets would be used at the Main Front Desk. We are proposing updating these three consoles in order to keep those trained to work the Main Front Desk on consistent systems. The two remaining, older consoles would be utilized by the Clinical Services and ADRC reception desks. It was noted that the original Marco digital IP system as was purchased in 2009. Motion made by Dr. Bryan Myers, seconded by Marty Brewer to approve the purchase of three MiVoice Business Console Bundles from Marco totaling \$3,270 and three Plantronics wireless headsets totaling \$503.79 from CDW-G for a total project cost of \$3,773.79. Motion Carried.

Approve the Transportation Program’s Participation in a Study (Mailout #3): Roxanne Klubertanz-Gerber noted that the Richland County Transportation Program would like to participate in a study created to investigate and solve regional transportation issues. Discussion was held regarding the 20% split. It was noted that Richland County’s share would be \$1,334. Motion made by Dr. Louis Williams, seconded by Debra Kyser to approve the Richland County Transportation Program’s involvement in a southwest Wisconsin regional transportation needs, coordination and mobility management study. Motion Carried.

Approve Transportation Coordinating Committee Member (Mailout #4): Roxanne Klubertanz-Gerber requested the approval of Eric Rynes as a representative from Schmitt Woodland Hills replacing Ursula Strait. Motion made by Linda Gentes, seconded by Marty Brewer to approve Eric Rynes on the Transportation Coordinating Committee for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Approve ADRC of Eagle Country Governing Board Member (Mailout #5): Becky Dahl requested the approval of Elling Jones to represent the region's older adults replacing June Leirmo. Motion made by Donald Seep, seconded by Linda Gentes to approve Elling Jones on the ADRC of Eagle Country Governing Board for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Approve Entering into a Wisconsin Works (W-2) Work Training Site Agreement (Mailout #6): Marianne Stanek stated that the Senior Nutrition Program is always in need of volunteers to assist at the meal sites. The W-2 Forward Service Corporation would like to place Community Service Job (CSJ) participants at the meal sites to develop practical work experience. Marianne Stanek noted that two CSJ participants would be placed at the Richland Center Meal Site, one at the Viola Meal Site, and potentially one at the Rockbridge Meal Site and one at the Cazenovia Meal Site. It was noted that the CSJ participants would be background checked, supervised at all times, and not permitted to deliver Meals on Wheels. Motion made by Marty Brewer, seconded by Dr. Bryan Myers to approve entering into a Wisconsin Works (W-2) Work Training Site agreement for placement of Community Service Job Placement participants at the Richland County Senior Nutrition Program Meal Sites. Motion Carried.

Approve Human Health Hazards Ordinance Revisions (Mailout #7): Marianne Stanek noted that this ordinance has been in place since 1988 and many minor revisions have occurred since. Citation authority needs to be added to give "teeth" when a property needs to be cleaned up. Attorney Ben Southwick has prepared revisions for the County Board's consideration next week relating to revisions in the Citation Ordinance and the Health & Human Services Ordinance. Marianne Stanek stated that the actual document has not been re-written; it is the old ordinance with multiple amendments. Dr. Bryan Myers noted that he has a hard time voting for these revisions when he has not seen a final copy of the ordinances. Motion made by Marty Brewer, seconded by Donald Seep to approve Human Health Hazards Ordinance revisions to include citation authority, and forward the request onto the County Board for approval. Dr. Bryan Myers voted against the motion. Motion Carried.

The next regular Board meeting is scheduled for Thursday, June 9, 2016 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Bryan Myers, seconded by Marty Brewer to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor