

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**July 14, 2016**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. July 14, 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, Larry Jewell, Linda Gentes, Lynne Eichinger, and Marty Brewer.

Members Absent: Dr. Louis Williams.

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

Welcome New Health & Human Services Board Member: Lynne Eichinger was introduced to the Board. Ms. Eichinger reported that she retired from the Richland Hospital at the end of 2014 and is excited to be a new member of this Board. All those present introduced themselves and welcomed Lynne Eichinger.

Approve Agenda and Posting: Motion by Marty Brewer, seconded by Dr. Bryan Myers to approve the agenda and proper posting. Motion carried.

Introductions and Review Purpose of the Public Hearing: Bob Bellman noted that the Public Hearing was sufficiently publicized and reviewed the purpose of the Public Hearing. Patrick Metz noted that this is the time of the year that we start developing next year's budget and the Public Hearing is a time for citizens to comment on their needs.

Citizen Comments about the 2017 Budget and Services: Linda Gentes reviewed a letter from ContinuUs which states that they are combining with two other MCOs in the State: Community Care Connections of Wisconsin and Western Wisconsin Cares. This means that the majority of the western part of the State of Wisconsin will be one MCO as of January 2017. Discussion was held regarding the contracting methods and potential privatization. It was noted that this region would now consist of approximately 46 counties and 15,000 clients.

Linda Gentes also questioned if there would be replacement coverage at the Richland Community Free Clinic due to the upcoming retirement of Public Health RN Kay Cunningham. Patrick Metz stated that we received official retirement notification from Ms. Cunningham and began recruiting for the position.

Don Seep noted that the potential remodeling of the Richland County Courthouse has initiated conversations again about whether or not there would be room for another county department to move into the Community Services Building. Patrick Metz noted that with our upcoming remodeling project, vacant space would be reduced to the computer lab area which is also occupied by the County MIS Department and the Richland County Coroner's Office.

Bob Bellman referred to the recent situation in Boscobel and whether this agency has any involvement with preventing postnatal issues. Amanda Coorough stated that we would initially receive a referral from

the hospital and we would then be able to reach out for Birth to Three Program services or Public Health could address Maternal Health issues.

Approve June 9, 2016 Health and Human Services Board Minutes: Motion by Larry Jewell, seconded by Marty Brewer 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 2016 Voucher Report for July 14, 2016 was distributed. The following items required additional discussion:

Voucher #33 – Brett Iverson: This was to pay for signs for the Richland FIT Program.

Voucher #34-35 – JComp Technologies: This was to pay for our Smartnet security package.

Voucher #40 – Michael Marshall: This was to pay for replacement ADA handicap entry operators for the front door of the building and was previously approved.

Voucher #90-92 – Strang Heating & Electric: This was to pay for a variety of air conditioner issues; including the complete replacement of a unit in the newer area of the building.

Previously Paid:

Voucher #1 – Woodland Consultants, Inc.: This was to pay for professional services relating to the Plan Development Phase of the remodeling project and was previously approved.

Voucher #2 – Marco: This was to pay for the two additional front desk phone consoles and was previously approved. Motion by Donald Seep, seconded by Linda Gentes to approve the 2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

### 2016 Vouchers

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2016 Expense Reports	17	\$9,740.11
Richland County Health and Human Services – 2016 Vouchers	51	\$44,890.09
Richland County Health and Human Services – 2016 Prepaid Vouchers	3	\$6,085.90
<b>TOTAL</b>	<b>71</b>	<b>\$60,716.10</b>

2016 Budget Summary: Tim Gottschall distributed two handouts reflecting the 2016 Health & Human Services Budget as of July 8, 2016 noting a surplus of \$106,903 when institutional account balances are removed. Tim Gottschall reviewed the new spreadsheet formats and noted that this balance includes all projected revenues.

Tim Gottschall reported that of the \$1.9M cash flow shortage reported by the County Clerk’s Office at the last Finance & Personnel Committee meeting, Health & Human Services is negative \$638,533 at this time for 2016 and is awaiting revenue payments. The remaining deficit balance is from 2015 and requires a variety of transfers to be completed by the county auditors. Tim Gottschall noted that these transfers have

been seriously delayed this year due to the fact that the State did not release the audit requirements until just last month. The significant adjustments listed on the lower right were reviewed. Patrick Metz noted that this is always a bad time for cash flow issues, since we are waiting for revenues and auditor transfers. It was noted that with the recent change in electronic health record software, we are now experiencing a two week turn around on billing and payment for the Clinical Services Unit. The Board recommended that Patrick Metz and/or Tim Gottschall offer the same report during the next Finance & Personnel Committee meeting.

Personnel Updates: Patrick Metz requested that Alfreda Wilmont, Temporary/Casual Meal Site Worker, pass probation (910 hours completed) and be placed on regular status effective June 20, 2016 and Ashley Hady, Mental Health Therapist, also pass probation and be placed on regular status effective July 25, 2016. Motion by Debra Kyser, seconded by Dr. Bryan Myers to approve the probationary periods of Alfreda Wilmont, Temporary/Casual Meal Site Worker, effective June 20, 2016 and Ashley Hady, Mental Health Therapist, effective July 25, 2016. Motion carried.

Patrick Metz recommended that Lisa Burns', Confidential Administrative Secretary, probationary period be extended another three months to October 4, 2016. Motion by Debra Kyser, seconded by Linda Gentes to approve a three month extension of Lisa Burns' probationary period to October 4, 2016 and notify the County Clerk's Office of the action. Motion carried.

Patrick Metz noted the resignation of Marcia Erickson, Psychiatric RN, effective August 3, 2016. Motion by Marty Brewer, seconded by Dr. Bryan Myers to approve the resignation of Marcia Erickson, Psychiatric RN, effective August 3, 2016. Motion carried.

Patrick Metz announced the retirement of Kay Cunningham, Public Health RN, effective September 2, 2016. Motion by Larry Jewell, seconded by Donald Seep to approve the retirement of Kay Cunningham, Public Health RN, effective September 2, 2016. Motion carried.

Patrick Metz stated that we are currently reviewing applications for vacant Economic Support Specialist positions, and have just started advertising for the Public Health RN and Psychiatric RN vacancies.

Update from Finance & Personnel Committee Meeting: Patrick Metz noted that our remodeling project was approved and will be forwarded onto the County Board for approval later this month. This project will go out for bid once we receive approval and the guarantee of funding.

Patrick Metz announced that the wage and compensation study will be moving forward. The Finance & Personnel Committee also offered a health insurance update, noting that either a health savings or health reimbursement account is being considered with the Unity/Gundersen merger. It is likely this change would mean higher deductibles for staff, but offer a savings to the county totaling \$300,000-\$600,000 annually. The county may then pursue staff reimbursement strategies with each plan and a decision will be announced in August 2016.

Patrick Metz stated that a list of options for 2017 budget reductions was created; including a list of current vacant positions throughout the county that could be deleted. The Finance & Personnel Committee is also looking at reduced or abbreviated publication of County Board minutes in the Richland Observer which cost approximately \$1,000 each month.

Update from Rules & Resolutions Committee Meeting – Rule #5: Don Seep noted that Attorney Ben Southwick will be presenting a resolution clarifying Rule #5 to the Rules & Resolutions Committee in the near future.

Approve Contracts, Agreements, and Amendments (Mailout #1):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-14-16)</b>		
<b>ABILITIES, INC.</b>	Provider of adult family home services for a client being served by the Clinical Services Unit. (Fort Atkinson)	For a total amount not to exceed <b>\$24,000.</b>
<b>RITA’S PLACE</b>	Provider of group home services for a child being served by the Children’s Services Unit. <i>This is due to a change in ownership and name change from the previously approved Wisniewski Group Home, LLC. (Mosinee)</i>	For a total amount not to exceed <b>\$38,000.</b>

Motion by Linda Gentes, seconded by Debra Kyser to approve the new 2016 contracts. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2016 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-14-16)</b>		
<b>LA CROSSE COUNTY HUMAN SERVICES</b>	Due to an increased need for secure detention center services (CORE Program) provided to children being served by the Children’s Services Unit. (La Crosse) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$20,000.</i> To a total amount not to exceed <b>\$50,000.</b>
<b>RAWHIDE, INC.</b>	Due to an increased need for residential treatment provided to children being served by the Children’s Services Unit. (New London) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$60,000.</i> To a total amount not to exceed <b>\$153,000.</b>

Motion by Marty Brewer, seconded by Dr. Bryan Myers to approve the new 2016 amended contracts, and forward them onto the County Board for approval. Motion carried.

Approve 2017 Section 5310 Grant Application (Mailout #2): Roxanne Klubertanz-Gerber noted that this is an annual grant for \$29,061 and there would be no additional cost since the in-kind match includes non-federal transportation funds and indirect costs supported by Health & Human Services. Motion made by Donald Seep, seconded by Linda Gentes to approve the 2017 Section 5310 Grant application, and forward the recommendation onto the County Board for approval. Motion Carried.

Schedule Special Budget Meeting in September: Patrick Metz stated that previously we have held the Special Budget meeting as part of our regularly scheduled meeting in September, but started the meeting earlier. The Board agreed to hold the Special Budget meeting at 9:00am September 8, 2016 as part of the regularly scheduled Health & Human Services Board meeting.

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The next regular Board meeting is scheduled for Thursday, August 11, 2016 at 9:30am at the Community Services Building.

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

Respectfully Submitted,

Angie Rizner  
Office Supervisor