

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 11, 2017

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 11, 2017 by Dr. Bryan Myers in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Dr. Louis Williams, Donald Seep, Dr. Bryan Myers, Kerry Severson, Larry Jewell, Linda Gentes, Lynne Eichinger, and Marty Brewer.

Others Present: Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, Marianne Stanek, Myranda Culver, Stephanie Ronnfeldt, Tim Gottschall, Sue Roseberry, and Pastor Larry Engel.

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

Approve April 13, 2017 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Dr. Louis Williams to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

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

Motion by Linda Gentes, seconded by Donald Seep to nominate Dr. Bryan Myers as the Health & Human Services Board Chair. Motion by Linda Gentes, seconded by Donald Seep to close nominations and cast a unanimous ballot. Motion Carried.

Motion by Marty Brewer, seconded by Dr. Louis Williams to nominate Donald Seep as the Health and Human Services Board Vice Chair. Motion by Dr. Louis Williams, seconded by Marty Brewer to close nominations and cast a unanimous ballot. Motion Carried.

Motion by Dr. Louis Williams, seconded by Donald Seep to nominate Marty Brewer as the Health and Human Services Board Secretary. Motion by Dr. Louis Williams, seconded by Linda Gentes to close nominations and cast a unanimous ballot. Motion Carried.

Discuss Health & Human Services Board Sub-Committee Structure and Process: Patrick Metz reviewed the list of sub-committees noting that our current practice is once a year the following appointments are reassigned; however, the same representative is usually selected. It was previously discussed that appointment to a Health & Human Services sub-committee should be reassigned possibly every 2 years to allow other Board members the ability to serve on a sub-committee and have further education of our programs and services.

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. Angie Rizner stated that Dr. Louis Williams, Donald Seep, Linda Gentes, and Debra Kyser were on the committee previously with all other Health & Human Services Board members acting as alternates. Motion by Marty Brewer, seconded by Kerry Severson 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 and has served since 2013. Myranda Culver reviewed the duties of the committee and noted that the meeting is held quarterly. Motion by Donald Seep, seconded by Marty Brewer to nominate Kerry Severson to the Comprehensive Community Services Coordination Committee. Motion Carried.

Appointment of Coordinated Services Team (CST) Coordination Committee Representative: Patrick Metz stated that Linda Gentes is currently on the committee and has served since 2015. Myranda Culver reviewed the duties of the committee and noted that the meeting is held every other month. Motion by Marty Brewer, seconded by Kerry Severson to nominate Linda Gentes to the CST Coordination Committee. Motion Carried.

Appointment of Mississippi Valley Health Services Commission Representative: Patrick Metz noted that Linda Gentes is currently on the committee with Dr. Bryan Myers acting as an alternate and both have served since 2016. Motion by Donald Seep, seconded by Marty Brewer to nominate Dr. Louis Williams to the Mississippi Valley Health Services Commission with Dr. Bryan Myers acting as the alternate. Motion Carried.

Appointment of Nutrition Advisory Council Representative: Marianne Stanek stated that this committee is an advisory committee that meets every other month. There are representatives from each of the meal site locations and a current community member vacancy could be filled by a Health & Human Services Board member. Motion by Kerry Severson, seconded by Marty Brewer to nominate Donald Seep to the Nutrition Advisory Council. Motion Carried.

Review Board Member Terms (Mailout #1): Angie Rizner reported that the Board member terms are reviewed at this time every year, noting that Donald Seep and Larry Jewell terms are due to expire in 2019.

Approve Transportation Coordinating Committee Member (Mailout #2): Roxanne Klubertanz-Gerber noted that Lydia Metz would be replacing Angela Young whose term has expired. It was noted that they are both employed by Community Link, Inc. Motion by Kerry Severson, seconded by Debra Kyser to approve Lydia Metz as a Consumer Advocate 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.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2017 Voucher Report for May 11, 2017 was distributed. The following items required additional discussion:

Voucher #8 – Cardmember Service: This was to pay for email encryption software to enable us to send confidential client information securely. It was noted that this will assist with processing releases of information per HIPAA standards.

Voucher #17 – Code 3 Emergency Lighting: This was to pay for three radios for the Richland County ambulances and is being paid for utilizing Public Health Preparedness Grant funds.

Voucher #19-20 – Dex Media: This was to pay our monthly charge for advertising in the yellow pages of the local telephone book. It was noted that we paid for two months to avoid accruing late fees.

Voucher #25 – Godfrey & Kahn, SC: This was to pay our portion of labor law attorney legal fees.

Voucher #41 – Richland Center Utilities: Patrick Metz reported that discussions have been held recently about installing LED lighting county-wide in an attempt to reduce costs. Don Seep questioned if we have ever applied for a Focus On Energy Grant. Patrick Metz stated that this is being reviewed county-wide. Angie Rizner noted that a few years back she and Marianne Stanek worked with a WPPI Energy representative who analyzed the building and offered cost saving options which included installing an energy efficient controller on the Pepsi machine.

Voucher # 48 – Richland School District: This was to pay for three months rent for the Rockbridge Meal Site. Motion by Debra Kyser, seconded by Donald Seep to approve the 2017 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2017 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2017 Expense Reports	21	\$10,567.51
Richland County Health and Human Services – 2017 Vouchers	44	\$34,266.83
Richland County Health and Human Services – 2017 Prepaid Vouchers	2	\$185.14
TOTAL	67	\$45,019.48

Preliminary 2016 Post Audit Budget: Tim Gottschall stated that he has no new numbers to report from the auditors; however, the anticipated Fund 10 transfer has been reduced to around \$400,000. Patrick Metz noted that it is anticipated that we will receive approximately \$63,000 from a client case that Attorney Ben Southwick has been working on, but we are uncertain if that will be resolved in time to be posted into the 2016 budget.

2017 Budget Summary: Tim Gottschall distributed the 2017 Health & Human Services Budget as of May 4, 2017 and noted a surplus in the core budget of \$45,446 largely due to postponing the refilling of vacant positions. Patrick Metz noted that there are a number of delays in State and Federal revenue allocations. The Children’s Placement Fund 44 has current expenses of \$188,225. When revenues are included, the balance of Fund 44 at the end of April is a surplus of \$7,824. The Adult’s Placement Fund 54 has current expenses of \$123,131. When revenues are included, the balance of Fund 54 at the end of April is a surplus of \$19,094. Tim Gottschall reported that both placement funds will be depleted in May.

Don Seep noted that if the placement costs continue to trend throughout the year, the deficit could reach over \$500,000. Don Seep questioned if foster care placements are discretionary. Patrick Metz stated that

if there is a substantiated report of abuse or neglect, we are statutorily obligated to remove the child and place elsewhere. The placement is determined by the level of care the child needs to keep them safe. Myranda Culver noted that the placement level for adults is determined by whether or not the individual is a danger to themselves or others. Don Seep stated that this would be a good topic for the public forum.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed the report noting that we are watching those contracts that are approaching utilization limits. Marty Brewer questioned what service the Southwest Wisconsin Workforce Development provides. Angie Rizner noted that this contract is to employ our leased staff, noting that the number of leased staff continues to reduce and there are currently five staff at a cost of less than \$10,000 per month.

Approve State Review of Programs – Finance & Personnel Committee Request: Patrick Metz stated that the agency continues to participate in the annual county audit conducted by Johnson Block; however, the Finance & Personnel Committee recommended a State review of programs through the UW system to recommend additional efficiencies. Patrick Metz noted that he assumes this to be a lean review of agency programming, but he is not certain of the process or intent. Don Seep reported that the Finance & Personnel Committee does not anticipate this review to uncover any financial mismanagement. Linda Gentes noted that this particular group is only able to offer this free service for Health & Human Services programming and cannot be done on a county-wide basis through this group. Donald Seep stated that a lean government review could be done county-wide.

Dr. Bryan Myers stated that Health & Human Services has been “under a microscope” for a long time and this department has made significant cuts and reductions; however, the other county departments are not being held to the same level of scrutiny or cuts. Dr. Bryan Myers noted that while programmatic transparency is good, he is concerned how this review would impact the workload of our already skeletal staff. Discussion was held regarding the need to educate the community and other county departments on the functions and responsibilities of Health & Human Services. Tim Gottschall stated that the 2016 audit is nearly complete and we should wait for those results before participating in another review. Tim Gottschall noted that each program already receives State programmatic audits, so is the question really how we spend our annual tax levy allocation. **Motion by Marty Brewer, seconded by Debra Kyser to direct Patrick Metz to research what this audit process entails and report back to the Health & Human Services Board before participating in the review. Motion carried.**

Approve Contracts, Agreements, and Amendments (Mailout #3): Angie Rizner distributed a revised mailout. Patrick Metz noted that we have not been able to employ a county AODA Counselor and the June 1, 2017 start date for TAD Grant requires an AODA Counselor to refer clients to. This contract gives 15 hours/week to Richland County clients.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-11-17)		
COMMUNITY SERVICE ASSOCIATES DBA PAUQUETTE CENTER FOR PSYCHOLOGICAL SERVICES	Due to an increased need for AODA Counselor services. (Richland Center)	<i>Original Agreement Amount: \$5,000.</i> To a total amount not to exceed \$30,000.

Motion made by Donald Seep, seconded by Debra Kyser to approve the amended 2017 contract. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-11-17)		
COMMUNICATION DEVELOPMENT CENTER	A provider of daily living skills training to a child with disabilities being served by the Children’s Services Unit. (Madison)	For a total amount not to exceed \$2,000.
NORTHWEST REGIONAL JUVENILE DETENTION CENTER	A provider of secure detention and shelter care to a child being served by the Children’s Services Unit. (Eau Claire)	For a total amount not to exceed \$5,000.
SIERRA GROUP HOME, INC.	A provider of group home services to a child being served by the Children’s Services Unit. (White Lake)	For a total amount not to exceed \$49,500.

Motion made by Marty Brewer, seconded by Linda Gentes to approve the new 2017 contracts/agreements. Motion Carried.

Further Review of Multiple Options for Continuing to Operate and Fund:

Mental Health Outpatient Clinic: Myranda Culver distributed and reviewed a Mental Health Overview handout regarding Community Mental Health Services in Wisconsin. Myranda Culver reported that not having a psychiatric provider in-house has been very difficult for clients and staff and could also seriously impact our budget. Myranda Culver reviewed a current situation with a client who ended up being placed back in the Winnebago Mental Health Institute because a court-order injection was not able to be administered locally. Myranda Culver noted that the Winnebago Mental Health Institute charges \$1,100-\$1,300 per day and client placements will continue to increase if we do not secure a psychiatrist or APNP soon. Dr. Bryan Myers stated that there are a number of local physicians that would be willing to administer injectable medications. Patrick Metz recommended a meeting with local providers to request their assistance with mental health patient court-ordered injectables and teaming collaboration.

Larry Engel stated that the profit margin for mental health services is weak, so private practices are not willing to see vulnerable clients with limited resources. The county is a safety net for the community and it is their role to assist their vulnerable citizens. Dr. Bryan Myers stated that mental health services are more of an access issue rather than a funding issue. Patrick Metz noted that even APNPs need supervision from a psychiatrist.

Discussion was held regarding the continuance of the Mental Health Outpatient Clinic. Myranda Culver stated that right now we have maintained our certification/license and are waiting for Crossing Rivers Health to locate a psychiatrist, we just need more time. Discussion was held regarding other options for therapy in the community for people who “just need someone to talk

to". Patrick Metz stated that we need to engage the community with this topic and develop partnerships to improve resources and create a solution, but that too is going to take more time. Myranda Culver reported that in order to maintain our certification/license we need to offer at least 37.50 hours of therapy per week and a psychiatrist must provide staff supervision. It was noted that Dr. Trannel is meeting the psychiatrist staff supervision element, but he will not see patients. The following options were considered:

1. Rehire 1 therapist and pursue full psychiatrist or APNP services through Crossing Rivers Health.
2. Rehire 1 therapist and offer minimal psychiatry services to maintain our license.
3. Do nothing at this time.

Motion by Marty Brewer, seconded by Donald Seep to approve hiring 1 therapist at 37.50 hours per week and offer minimal psychiatry services in order to maintain our certification/license. Dr. Bryan Myers stated that he feels Health & Human Services should be the coordinator of mental health services, not the provider of mental health services since we can no longer afford this ineffective service. Angie Rizner noted that recruitment and retention of staff is very difficult during these uncertain times. Roll Call Vote. Marty Brewer, Linda Gentes, Dr. Louis Williams, Debra Kyser, Lynne Eichinger voted for the motion. Kerry Severson, Larry Jewell, and Dr. Bryan Myers voted against the motion. Motion Carried.

Personnel Updates: Patrick Metz announced the hiring of Nikita Kellogg, Temporary/Casual Meal Site Worker (Viola Meal Site), effective June 6, 2017. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the hiring of Nikita Kellogg, Temporary/Casual Meal Site Worker, effective June 6, 2017. Motion carried.

Patrick Metz announced that the following 5 staff submitted their intentions to retire or resign:

Luke Arenz, Children's Services Case Manager	Resigned: 4/28/2017
Brandie Anderson, Public Health/Clinical Services RN	Resigned: 5/10/2017
Marianne Stanek, Public Health Manager/County Health Officer	Retired: 5/31/2017
Sara Anderson, Economic Support Program Assistant	Resigned: 6/5/2017
Lois Miller, Volunteer Coordinator	Retired: 6/9/2017

Motion by Linda Gentes, seconded by Marty Brewer to approve the resignation of Luke Arenz, Children's Services Case Manager, effective April 28, 2017; resignation of Brandie Anderson, Public Health/Clinical Services RN, effective May 10, 2017; retirement of Marianne Stanek, Public Health Manager/County Health Officer, effective May 31, 2017; resignation of Sara Anderson, Economic Support Program Assistant, effective June 5, 2017 and the retirement of Lois Miller, Volunteer Coordinator, effective June 9, 2017. Motion carried.

Patrick Metz reported that Brandie Anderson has been rehired through the Southwest Wisconsin Workforce Development Board as the part-time LTE Psychiatric RN effective May 29, 2017 and Rock Chamberlain, part-time Custodian, has submitted his resignation effective May 19, 2017.

Patrick Metz announced that Alfreda Wilmot, Temporary/Casual Meal Site Worker (Viola), requested a medical leave of absence from April 25, 2017 – October 25, 2017. It was noted that Ms. Wilmot is not eligible for FMLA or accrued county benefits. Motion by Marty Brewer, seconded by Debra Kyser to

approve a medical leave of absence for Alfreda Wilmot, Temporary/Casual Meal Site Worker, and forward the request onto the Finance & Personnel Committee for approval.

Patrick Metz reviewed our vacant county positions noting that we are currently advertising to fill the vacant Public Health RN and Certified Substance Abuse Counselor positions. We are not refilling the following eight (8) vacant, full-time county positions at this time in an effort to offer savings to the budget: Secretary, Confidential Administrative Secretary, Child Protective Services Lead Worker, Case Manager, Early Intervention Special Educator, Mental Health Therapist, Psychiatric RN, and Program Assistant.

Approve Health & Human Services Layoff Days Proposal & Qualifying for Holiday Pay: Patrick Metz distributed a handout and reviewed a proposal to implement five (5) layoff days, approve an exemption to county policy, and close the Community Services Building on the following 2017 layoff days: July 3rd, September 1st, September 5th, November 22nd, and December 29th. Patrick Metz noted that this proposal is in response to the county's current financial crisis and its need to reduce costs. Dr. Bryan Myers questioned what other departments are doing to assist with the financial crisis of the county and noted that this proposal simply justifies the misconceptions out there that Health & Human Services is the problem. Patrick Metz stated that he is uncertain what action other county departments are taking, but noted that he has presented a number of cost savings options to this Board over the last few months and very few items have been approved. Health & Human Services needs to do everything possible to keep our core budget operating without a deficit. It was noted that the exemption to the county policy would be to ensure that an employee's accrued benefits and holiday pay are not affected due to these layoff days. Patrick Metz reported that one layoff day at current staffing levels would create an approximate cash flow savings of \$11,275 per day; however, due to the fact that many positions at Health & Human Services are fully funded through non-tax levy sources, the approximate tax levy savings would reduce to \$5,511 per day. The approximate total tax levy savings for five (5) layoff days is \$27,555. Motion made by Donald Seep, seconded by Marty Brewer to approve closing the Community Services Building and implementing five (5) layoff days in 2017 [July 3rd, September 1st, September 5th, November 22nd, and December 29th] noting that the time off without pay will not affect an employee's accrued benefits or holiday pay, and forward the request onto the Finance & Personnel Committee and County Board for approval. It was clarified that this proposal is implementing layoff days for this department only. Patrick Metz stated that he is apologetic to his staff, but something needs to be done that is not permanent to ensure that the Health & Human Services core budget does not impact the General Fund. It was noted that the date selection has been thoughtful to include separate pay periods and additional days off around holidays to make it more palatable for staff. Roll Call Vote. Marty Brewer, Linda Gentes, Kerry Severson, Larry Jewell, Dr. Louis Williams, Donald Seep, and Debra Kyser voted for the motion. Lynne Eichinger and Dr. Bryan Myers voted against the motion. Motion Carried.

Review County Board Public Forum to Discuss Services Provided by the Health & Human Services Department: Patrick Metz reported that the Health & Human Services Department has been granted time to hold a Public Forum one hour before the June County Board session. Discussion was held regarding what topics should be reviewed. It was recommended that a tax levy chart be reviewed to include where tax levy dollars were being spent historically and now with budget cuts; review discretionary versus non-discretionary spending; distribute the packet of materials/graphs titled "Mental Health Institute Costs (Gross) in Counties 30,000 or less population July 2015-June 2016" which show that this is a funding problem and not Health & Human Services overspending in comparison to other counties; and offer examples of placements that are not subjective. It was noted that the presentation should be kept simple to clarify/explain what it is we do and dispel any misinformation that is out there.

Distribute 2016 Annual Report: Angie Rizner distributed copies of the 2016 Annual Report, requested that Board members review the document, and bring the copies back for formal review and questions at the June Health & Human Services Board meeting.

Approve Resolution to Honor Marianne Stanek: A plaque was presented to Marianne Stanek for her 32 years of service and a resolution will be offered at the May County Board session. It was noted that Marianne Stanek's retirement party is scheduled for May 31, 2017 from 2-4pm in the Main Conference Room of the Community Services Building. Motion made by Marty Brewer, seconded by Donald Seep to approve a resolution to honor Marianne Stanek, Public Health Manager/County Health Officer, for 32 years of service to the citizens of Richland County, and forward the recommendation onto the County Board for action. Motion Carried.

Larry Jewell left the meeting.

Approve Interim County Health Officer (Mailout #4): Patrick Metz stated that Marianne Stanek's retirement opens up the County Health Officer requirement and an interim replacement needs to be immediately designated. Once Ms. Stanek retires, only one Bachelor's Degree Nurse would be left in Public Health until two vacant positions are filled. It was noted that Patrick Metz meets the education and experience requirements for the Interim County Health Officer designation. Discussion was held regarding possibly reducing the Public Health Department to a Level I which would also reduce the qualifications and funding. Motion made by Linda Gentes, seconded by Donald Seep to approve Patrick Metz as the Interim County Health Officer, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve Wal-Mart State Giving Program Grant (Mailout #5): Marianne Stanek noted that this grant would be utilized for the low income, elderly population meal costs through the Senior Nutrition Program. Marianne Stanek reported that we would be applying for as much funding as we feel is reasonable. It was noted that the grant funding ranges from \$25,000 to \$200,000. Motion made by Kerry Severson, seconded by Debra Kyser to approve the request to apply for and accept (if selected) the Wal-Mart State Giving Program Grant, and forward the request onto the County Board for approval. Motion Carried.

Approve Medication Assisted Treatment-Prescription Drug and Opioid Addiction (MAT-PDOA) Grant: Patrick Metz stated that we have been collaborating with Columbia and Sauk Counties on this initiative and are scheduled to be the third year recipient of this grant starting August 1, 2017 through July 31, 2018. Patrick Metz noted that we are currently working with Tellurian and Dr. Wright to pursue approximately \$242,000 in grant funding with no county tax levy match. The grant funding would be utilized to hire a Coordinator/Case Manager and a Recovery Specialist to provide service locally. Patrick Metz noted that we could utilize a current employee for these positions and we are not committing to something that is not sustainable moving forward. It was noted that we are still working out some of the details, but a resolution would be presented to the County Board in the near future. Motion made by Dr. Louis Williams, seconded by Debra Kyser to approve the request to apply for and accept (if selected) the Medication Assisted Treatment-Prescription Drug and Opioid Addition (MAT-PDOA) Grant, and forward the request onto the County Board for approval. Motion Carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Conduct the Annual Performance Evaluation of the Director: Motion by Marty Brewer, seconded by Linda Gentes to convene in closed session per Wis. Statutes 19.85(1) (C) to conduct the annual performance evaluation of the Director. Roll Call Vote. Donald

Seep, Debra Kyser, Dr. Louis Williams, Kerry Severson, Marty Brewer, Lynne Eichinger, Linda Gentes, and Dr. Bryan Myers all voted for the motion. Motion carried.

Return to Open Session: Motion by Marty Brewer, seconded by Kerry Severson to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, June 8, 2017 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Kerry Severson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor