

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**October 9, 2014**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. October 9, 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, Fred Clary, Larry Jewell, and Linda Gentes.

Members Absent: Marilyn Rinehart and Virginia Wiedenfeld.

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

Approve Agenda and Posting: Motion by Linda Gentes, seconded by Diane M. Brown to approve the agenda and proper posting. Motion carried.

Approve September 11, 2014 Health and Human Services Board Minutes: Fred Clary reported that gift cards were previously considered compensation by the Finance & Personnel Committee when they were being distributed by the Fair Committee to event volunteers and workers. Marianne Stanek noted that Richland FIT youth leaders could receive up to \$1,000 in gift cards. Discussion was held regarding whether or not gift cards were considered taxable income for minors. Marianne Stanek was instructed to get clarification on the use of gift cards before issuing them to high school student volunteers.

Fred Clary stated that the Marketplace system is down at this time, but they are working on fixing the issues. Motion by Larry Jewell, seconded by Donald Seep to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Patrick Metz circulated the revised 2015 Health & Human Services Budget with a \$0 balance for signature and offered copies of the updated budget for Board members.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2014 Voucher Report for October 9, 2014 was distributed. The following items required additional discussion:

**2014 Administrative Vouchers:**

Voucher #1 – Damion M. Bredlau – This was to pay for our quarterly window washing service.

Voucher #4 – Burnstads: This was to pay for frozen meals distributed by the Senior Nutrition Program.

Voucher #7 – Cardmember Services: This was to pay for the installation of vehicle restraints in the bus recently surrendered by Schmitt Woodland Hills.

Voucher #27 – Terrence Lins: This was to reimburse mileage for expenses related to attending training.

Voucher #33 – Protection Technologies: This was to pay for repairs on an exterior staff access electronic lock that was not working.

Voucher #59 – Wallace Plumbing & Heating: This was to pay for repairs on a sink at the Viola Meal Site.

Voucher #68 – WI Department of Agriculture: This was to reimburse AmeriCorps for Farm to School employee expenses. Motion made by Donald Seep, seconded by Dr. Louis Williams 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	12	\$9,646.60
Richland County Health and Human Services – 2014 Vouchers	47	\$49,381.02
Richland County Health and Human Services – 2014 Prepaid Vouchers	2	\$270.48
<b>TOTAL</b>	<b>61</b>	<b>\$59,298.10</b>

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget surplus of \$27,970 as of September 4, 2014. Patrick Metz noted that there was a miscalculation at the County Clerk’s Office within the Administration Staff line item, which has now been corrected, so we have absorbed all retirement costs with a surplus of \$15,738. There were no new comments for the ADRC, Regional ADRC, Public Health, or Economic Support line items. Amanda Coorough reported that children’s placements are still of concern and are anticipated to continue into 2015, as the long-term prognosis are severe after a new diagnosis was recently received. Tracy Thorsen noted that, once WIMCR payments are received, the Clinical Services line items should be under budget.

Tracy Thorsen reported that as of today no individuals are in a mental health institution, but high cost institutional placements continued through September for adults. Don Seep questioned if the county approved increasing contributions to the Institutional Funds. Patrick Metz reported that the Finance & Personnel Committee did approve contributing an additional \$50,000 to these funds which would be presented to the County Board in October for the 2015 Health & Human Services budget. Discussion was held regarding the daily costs of placements noting that institutional placements could reach up to \$1,300 per day. Discussion was held regarding the APS placement at the Mississippi Valley Health Services Commission – Lakeview Health Center Nursing Home and the potential for the individual to be moved to a secure facility closer to home.

Personnel Updates: Patrick Metz noted that interviews are beginning for the Confidential Administrative Secretary, Fiscal Specialist, and Business Manager positions. Patrick Metz reported that Tanya Van Risseghem-Webster, Nutrition Program Coordinator, has passed probation and is being recommended to be placed on regular status effective November 11, 2014. Motion made by Larry Jewell, seconded by Diane M. Brown to approve the probationary period of Tanya Van Risseghem-Webster, Nutrition Program Coordinator following a successful performance evaluation. Motion carried.

Tracy Thorsen, Clinical Services Coordinator, announced that she would be resigning from Richland County Health & Human Services to transfer to Monroe County after working 25 years with our Clinical Services Unit. Patrick Metz requested clarification from the Board about replacing this position immediately given that the current position description is seriously outdated and we cannot wait until the county-wide wage study is completed by the Finance & Personnel Committee. Patrick Metz stated that he would like to begin advertising for the position immediately utilizing the current wage and certification requirements, but a draft position description would be posted and applicants would be informed of the

discrepancy. Discussion was held regarding the inability to pursue personnel changes due to a “freeze” imposed by the Finance & Personnel Committee pending a county-wide wage study which could take up to one year to complete. Motion made by Linda Gentes, seconded by Larry Jewell to approve the resignation of Tracy Thorsen, Clinical Services Coordinator, effective November 13, 2014 and begin advertising for her replacement utilizing a draft position description. Motion carried.

Approve Contracts, Agreements, and Amendments: Angie Rizner distributed a handout which reflected the following new 2014 contracts. Amanda Coorough noted that the child placed at the Chileda Institute is 13-14 years of age and the \$45,000 contract is the placement fee through the end of 2014 or only 3 months of the potential 6-9 month placement. It was noted that this contract would receive some IV-E fund reimbursement.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2014 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-9-14)</b>		
<b>BROTOLOC NORTH</b>	Request Board approval to enter into a contract with <u>Brotoloc North</u> (Eau Claire) a provider of CBRF services to a Clinical Services client who is transitioning from the Winnebago Mental Health Institute.	Requesting Board approval to enter into a contract with <u>Brotoloc North</u> for a total amount not to exceed <b>\$29,000</b> .
<b>CHILED A INSTITUTE</b>	Request Board approval to enter into a contract with the <u>Chileda Institute</u> (La Crosse) a provider of residential cognitive and behavioral health treatment for a youth with severe mental health deterioration with a high risk to self and others. Youth is anticipated to be placed for at least 6-9 months related to an autistic diagnosis.	Requesting Board approval to enter into a contract with the <u>Chileda Institute</u> for a total amount not to exceed <b>\$45,000</b> .

Motion made by Diane M. Brown, seconded by Dr. Louis Williams to approve the new 2014 contracts. Motion carried.

Update on Copier Lease Agreement: Patrick Metz reported that the agency’s current 4-year copier lease with Rhyme is due to expire in January 2015, so administration has been working on a competitive bid process with the assistance of the MIS Department. Patrick Metz noted that we are currently paying approximately \$2,100/month and it is looking like this budgeted expense could be reduced to approximately \$1,100/month. Discussion was held regarding entering into another 4-year lease versus buying equipment and how this bidding process could also benefit other county departments. It was noted that the MIS Department tried to organize a joint lease with multiple departments; however, each department has different approval processes, timelines, and needs/wants which complicates the ability to enter into a joint lease. Patrick Metz stated that a proposal is being prepared for next month’s meeting and questioned if the approval process would need to include Finance & Personnel Committee or County Board action. Fred Clary noted that there would be no need for this approval to go before the Finance & Personnel Committee or County Board.

Update on Structural Modifications to Receptionist Desks: Patrick Metz announced that we are working on modifying the three receptionist desks to maintain a warm, welcoming environment while increasing client and staff privacy. Foggy Bottom Woodworks (Muscod a) is currently scheduled to install wooden privacy panels on the side of each cut-out at the Main Front Desk and a section of countertop will be cut down to offer an area for clients to sit down and sign documents. The ADRC receptionist desk is also scheduled to have a small wooden shelf installed as part of this project. Patrick Metz noted that the

addition of a sneeze shield at the Main Front Desk and a glass barrier at the Clinical Services Desk is also being considered.

The next regular Board meeting is scheduled for Thursday, November 13, 2014 at 9:30am at the Community Services Building.

Adjourn: Motion by Diane M. Brown, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor