

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 12, 2015

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. March 12, 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, Dr. Louis Williams, Fred Clary, Marilyn Rinehart, Larry Jewell, Linda Gentes, and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Linda Symons, Marianne Stanek, Myranda Culver, Patrick Metz, Tim Gottschall, Lynn Biba, Marty Brewer, and Robert Johnson and Amber Burch of Neighborhood Housing Services.

Approve Agenda and Posting: Linda Gentes questioned whether or not the Governor's Budget was going to be discussed today. Patrick Metz stated that this would be discussed under agenda item #11. Motion by Dr. Louis Williams, seconded by Linda Gentes to approve the agenda and proper posting. Motion carried.

Approve February 12, 2015 Health and Human Services Board Minutes: Bob Bellman requested an insertion of a specific percentage that he recalled the Children's Services Unit was not in compliance of State reporting requirements. Angie Rizner was instructed to work with Amanda Coorough to update the minutes as necessary. Motion by Diane M. Brown, seconded by Linda Gentes to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Marianne Stanek announced that the Senior Nutrition Program would be hosting a share night at Culver's restaurant to raise funds and promote awareness of the program as part of the March for Meals campaign. A brochure was distributed and all were encouraged to attend on March 18, 2015 from 4 to 8 pm.

Use of the Community Services Building Parking Lot during a Special Event: Patrick Metz introduced Robert Johnson and Amber Burch of Neighborhood Housing Services of Southwest Wisconsin. Amber Burch reviewed the events planned in downtown Richland Center for Ocoochapalooza on June 6, 2015 including a block party with live music, kids activities, food vendors, and shopping. Amber Burch requested to utilize the Community Services Building parking lot for visitor parking and easy access to the downtown area and events as was done last year. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the utilization of the Community Services Building parking lot for event parking during Ocoochapalooza on June 6, 2015. Motion carried.

Fred Clary arrived.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2015 Voucher Report for March 12, 2015 was distributed. The following items required additional discussion:

2015 Administrative Vouchers:

Voucher #2 – Ash Creek Plumbing & Heating: This was to pay for the final replacement faucet and repairs to the public drinking fountain.

Voucher #13 – CDW Government, Inc.: This was for headsets for the current Economic Support Unit staff and was paid for utilizing FSET funding.

Voucher #18 – Department of Military: This was for one Public Health employee to receive emergency management training.

Voucher #27 – GFC Leasing: This is our first invoice for our new copier lease and actual photocopies.

Fred Clary questioned when office supplies were last priced. Angie Rizner noted that office supplies are put out for bid every year and Quill has been the lowest bidder for the last several years.

Discussion was held regarding the utilization of Language Line versus on-site interpreter services. Angie Rizner noted that the county interpreters we have on staff are only able to speak or translate documents Spanish-English. Language Line offers the ability to communicate with clients who speak languages other than Spanish. It was noted that often on-site Spanish interpreters are necessary and actually cost less when lengthy, visual services are offered, such as in-home therapy. Motion by Virginia Wiedenfeld, seconded by Donald Seep to approve the 2014/2015 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	13	\$9,623.70
Richland County Health and Human Services – 2015 Vouchers	43	\$30,533.38
Richland County Health and Human Services – 2015 Prepaid Vouchers	2	\$191.30
TOTAL	58	\$40,348.38

2014 Budget Summary: Tim Gottschall distributed a handout that reflected a 2014 Health & Human Services Budget surplus of potentially \$70,699 which includes the Children’s Institutional Fund deficit of \$145,655. The Administration line item received a significant WIMCR payment and is reflecting a surplus. The overage of \$41,775 for the Economic Support Unit is due to a delay in revenues from Dane County. Discussion was held regarding the potential future delays in revenues from Dane County that could also affect the Economic Support Unit hiring proposal that is scheduled to be approved by the County Board next week. Fred Clary noted that the County Board is concerned with timely payments that could affect the cash flow of the county. Patrick Metz stated that there is usually a 30 day delay.

Patrick Metz reported that the Adult Institutional Fund is currently reflecting a deficit of \$229,263; however, a 2013 unaudited Comprehensive Community Services Program reconciliation could return \$126,000 to the 2014 Health & Human Services budget. If this occurs, the Health & Human Services budget could cover all but \$32,000 of the Adult Institutional Fund overage, but there is no guarantee that this will occur.

Personnel Updates: Patrick Metz announced the hiring of Bethany Helmich, Children’s Services Case Manager effective March 23, 2015. It was noted that Ms. Helmich would be transferring employment from the Richland County Sheriff’s Department. Motion made by Marilyn Rinehart, seconded by Dr. Louis Williams to approve the hiring of Bethany Helmich, Children’s Services Case Manager, effective March 23, 2015. Motion carried.

Patrick Metz reported that Merlin Leverenz, Temporary/Casual Driver/Escort Driver, has passed his 910 hour probation and is being recommended to be placed on regular status effective December 6, 2014. Patrick Metz reported that Jennifer Carter, Nutrition Site Worker, has passed her 910 hour probation and is being recommended to be placed on regular status effective January 23, 2015. Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the probationary period of Merlin Leverenz, Temporary/Casual Driver/Escort Driver to regular status retroactive to December 6, 2014 and Jennifer Carter, Nutrition Site Worker to regular status retroactive to January 23, 2015. Motion Carried.

Patrick Metz noted that the Clinical Services Psychiatric RN position is still vacant due to an offer for employment being denied. It was noted that interviewing for the vacant Children's Services Lead Social Worker position will begin in the near future.

Quarterly Review of Organizational Chart: Patrick Metz reviewed each change to the agency's organizational chart noting the addition of Kane Sharp, IT Assistant, to the Administrative Services organizational structure. He then reviewed the projects that Kane Sharp has been instrumental in implementing. Patrick Metz noted that the position would be employed through the Southwest Wisconsin Workforce Development Board for approximately six months of 2015. Fred Clary stated that the MIS Department had employed the position for six months in 2014, but was not able to continue employment into 2015 due to lack of funding.

Patrick Metz stated that the ADRC organizational structure could potential add a fourth driver under the Temp/Casual Driver/Escort Drivers, as is being proposed to the County Board next week. Fred Clary reported that the Disability Benefit Specialist Program on the Federal level is scheduled to be bankrupt as of October 2016 and it is likely that individuals receiving SSI and Medicare benefits would see a reduction in benefits by up to 24%. It was requested that this topic be placed on a future agenda for further discussion.

The Children's Services organizational structure was reviewed and discussion was held regarding the need to retain current staff. Patrick Metz noted that the Clinical Services organizational structure included the hiring of Myranda Culver and the increase of two therapist/clinicians to full time starting in January 2015.

Patrick Metz reported that the Economic Support organizational structure could change significantly with the potential addition of nine new positions, as is being proposed to the County Board next week. The Regional Enrollment Network (REN) Coordinator has been employed from January-June 2015 to assist individuals with signing up for insurance through the Affordable Care Act. Discussion was held regarding the processes involved.

The Public Health organizational structure was updated with the elimination of Sara Richie due to the expiration of the grant that funded her position.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Patrick Metz noted that with the resignation of Tracy Thorsen, we lost the AODA Program supervision that she was certified to provide. It was noted that Myranda Culver would be pursuing the certification which could take up to two years to complete.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-12-15)		
CENTER POINT COUNSELING SERVICES	Due to the addition of on-site and telephone substance abuse supervision and consultation to Clinical Services Unit staff. (Viroqua)	<i>Original Agreement Amount: \$5,000.</i> To a total amount not to exceed \$13,000.

Motion by Marilyn Rinehart, seconded by Diane M. Brown to approve the 2015 amended contract. Motion carried.

Review and Approve Modifications to Jail Mental Health Services: Patrick Metz reported that late last year Health & Human Services was approached by the Richland County Sheriff’s Department to offer mental health services to inmates. A social worker at Pine Valley Healthcare was providing this service through our contract with Northwest Counseling & Guidance Clinic; however, she recently resigned from her position with Pine Valley Healthcare. It was noted that we are now looking at offering this service in-house again. Patrick Metz stated that by making changes and efficiencies to existing staff schedules within the Clinical Services Unit, we can offer up to five hours of mental health services per week to inmates and no longer utilize contracted staff. Myranda Culver noted that Clinical Services staff would respond to the jail in the event of crisis calls or routine therapy services during their normal work hours.

Economic Support Unit Hiring Project – Approve Vacant Space Remodeling Plans (Mailout #2): Angie Rizner distributed an updated mailout to include approximate vendor costs totaling up to \$20,000. Patrick Metz reviewed the new cost estimates and details of the project. It was noted that these are cost estimates, not bids. Discussion was held regarding the specifications of the wall, and whether or not this project needs to be put out for bid based upon the total project being over \$5,000. Angie Rizner noted that she worked with Attorney Ben Southwick to develop a resolution for County Board next week and he did not specify that the project had to be put out for bid. Patrick Metz stated that we would follow-up with the county bid requirement rules before the March County Board meeting. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the vacant space remodeling plans of up to \$20,000 for the Economic Support Unit hiring project, and forward the recommendation onto the County Board for approval. Motion carried.

Economic Support Unit Hiring Project – Approve Purchase of Office Equipment and Supplies (Mailout #3): Patrick Metz reviewed the new cost estimates and details of the purchases totaling up to \$33,000. Patrick Metz stated that we would follow-up with the county bid requirement rules before the March County Board meeting. Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to approve the office equipment and supplies purchases of up to \$33,000 for the Economic Support Unit hiring project, and forward the recommendation onto the County Board for approval. Motion carried.

Approve Creation of Resolution to Address the 2015-2017 Governor’s Budget Impact on ADRCs and Family Care: Patrick Metz reported that the potential implications of the Governor’s budget would affect not only clients, but also individuals working and living in this county. The potential layoff of 55-60 workers in this county alone has a fairly catastrophic implication to this community, not to mention state-wide. If a private enterprise such as Humana is awarded the bid, some workers may maintain employment, but many jobs will be dissolved and services will be managed in another state. This is a significant economic change, as smaller communities like ours cannot easily absorb these displaced workers.

Linda Symons reviewed the language changes in the Governor's budget that affects ADRCs:

1. Dismantles current long-term care services that are offered to citizens (currently 55,000 individuals receive IRIS services). A privatization of long-term care would offer services more like an MCO corporation.
2. Dismantles locally operated ADRCs. A privatization of the ADRC could create a Regional Call Center.
3. Debundles the ADRC core services.

Fred Clary stated that he understood that the ADRCs could be put out for bid similar to the MCO. Linda Symons stated that her understanding of the language is that counties would not be permitted to bid. Discussion was held regarding how long-term care has transitioned over the years from being county operated, to being regionalized into ContinuUs, and now possibly implemented state-wide or nationally. Patrick Metz reviewed the timeline of this "fast track" budget approval process. It was noted that a possible schedule would include RFPs being due later this year, 2016 would be the selection of a new provider, and full implementation would occur in 2017.

Patrick Metz noted that if ADRCs are dissolved, this agency would reduce revenues of approximately \$100,000 in indirect costs, and we rely heavily upon those revenues to operate and maintain the Community Services Building. Patrick Metz stated that the agency would be presenting a resolution to the Health & Human Services Board and County Board in April to request to preserve the local ADRCs. Patrick Metz reported that his discussions with State representatives have been that this initiative was a "bomb dropped" and the inclusion of the ADRCs was not predicted. Fred Clary noted that the MCO audits that occurred over the last few years were not favorable.

Discussion was held regarding the economic impact to the agency and county if the local ADRC was eliminated. It was noted that the Elder Benefit Specialist Program would remain and possibly the Transportation Program, but the funding is so minimal that the programs could not sustain independently. Patrick Metz stated that Administrative staff would also be impacted and nearly a dozen Health & Human Services staff could be unemployed.

Linda Symons reported that we need to recommend the removal of the mention of the ADRC language from the budget and not include it with the unpopular MCOs. A discussion of this topic is on the agenda at the County Board meeting next week and Board members were recommended to use their voice to spread the word, inform the public, and speak with legislatures. Diane Brown and Dr. Louis Williams requested that informational materials on this topic be emailed or mailed to them. A handout was distributed that reflected an Informational Session on March 18, 2015 from 4:30-6:30pm at UW-Richland Center and a Regional Public Hearing March 26, 2015 from 10am-5pm at the Reedsburg High School.

Approval of Health & Human Services Addendum Revisions (Mailout #4): Patrick Metz reviewed two revisions to the Health & Human Services Addendum. The first update inserted similar language under Compensatory Time to On-Call Compensatory Time on page #4. Discussion was held regarding public sector employees who are designated as non-exempt employees do not receive time and a half.

Patrick Metz noted that the second update for On-Call Compensatory Time is reflected on page #3 and changes when payment for pager duty occurs. It was questioned if payment for pager duty could occur as part of payroll like other expenses, and not a separate check that needs to go to the Audit Committee either monthly or quarterly. Patrick Metz noted that this option is better for staff, and would be pursued if possible. Angie Rizner was instructed to make further changes and print updated copies for the Health &

Human Services Board members in April. Motion by Donald Seep, seconded by Fred Clary to approve the Health & Human Services Addendum revisions, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Discuss Use of Tablets During Health & Human Services Board Meetings: Patrick Metz questioned if the Health & Human Services Board members would like to pursue the purchase of iPads or tablets for their use at board/committee meetings and eliminate paper mailed documents. Patrick Metz noted that iPads are approximately \$329 each and tablets are approximately \$229 each. If Health & Human Services purchased 9 of these devices, they would be paid for in 8 months with the reduction of other relevant costs.

Fred Clary stated that there is no rule against changing this process, but the devices would be county property and not for personal use. It was noted that personal use of equipment for county business is discouraged due to open records requests and the need to preserve county emails on a server. Angie Rizner noted that if this occurs, Board members would have to review their incoming emails regularly in case of updates. Patrick Metz was instructed to consult with MIS and present the pros and cons of this process next month for further review and consideration.

Finance & Personnel Committee Updates: No further updates were offered.

The next regular Board meeting is scheduled for Thursday, April 9, 2015 at 9:30am at the Community Services Building.

Adjourn: Motion by Linda Gentes, seconded by Larry Jewell to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor