

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 10, 2015**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. December 10, 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, Debra Kyser, Donald Seep, Dr. Louis Williams, Larry Jewell, Linda Gentes, Marty Brewer and Virginia Wiedenfeld.

Members Absent: Diane M. Brown.

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

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

Approve November 12, 2015 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Dr. Louis Williams 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 2015 Voucher Report for December 10, 2015 was distributed. The following items required additional discussion:

Voucher #16 – Epanic Button, LLC: This was to pay for an annual renewal fee for our reception desk emergency system.

Voucher #30 – Michael Marshall: This was to pay for partial construction of the ADRC reception desk.

Voucher #51 – Scott Consulting Partner: This was to pay for Richland Fit consultant activities as previously contracted.

Voucher #63 – Western Reserve Distribution: This was to pay for Public Health car seat purchases. Motion by Donald Seep, seconded by Debra Kyser to approve the 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	15	\$8,265.09
Richland County Health and Human Services – 2015 Vouchers	45	\$30,637.68
Richland County Health and Human Services – 2015 Prepaid Vouchers	6	\$3,517.92
<b>TOTAL</b>	<b>66</b>	<b>\$42,420.69</b>

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget surplus of \$82,246 as of October 31, 2015 noting that we are anticipating a surplus by the end of the year, as we are awaiting some significant revenues and hoping to get those before the 2015 books close in March 2016. The 2015 Health & Human Services budget is trying to absorb as much of the Children's Institutional Fund deficit of \$188,012, but it is not likely that we are going to be able to cover all those county costs.

Personnel Updates: Patrick Metz reported that Tracie Lee, Children's Services Case Manager, passed probation and is being recommended to be placed on regular status. Motion by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the probationary period of Tracie Lee, Children's Services Case Manager, effective December 19, 2015. Motion carried.

Patrick Metz stated that Angela Porter, Secretary, submitted her resignation effective December 18, 2015; Teresa Scribbins, Secretary, has announced her plans to retire effective January 4, 2016; and David Dati, Mental Health Therapist, submitted his resignation effective January 6, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Angela Porter, Secretary, effective December 18, 2015; David Dati, Mental Health Therapist, effective January 6, 2016 and the retirement of Teresa Scribbins, Secretary, effective January 4, 2016. Motion carried.

Patrick Metz noted that Chelsey Walters, part-time LTE Receptionist, resigned from the Southwest Wisconsin Workforce Development Board (SWWDB) effective November 30, 2015 and Jenny Nimocks and Annalie Winter have been hired as part-time, leased LTE Receptionists effective November 30, 2015. Patrick Metz stated that Danielle Koepke, LTE Health Educator, also resigned from SWWDB employment effective December 5, 2015.

Patrick Metz stated that we currently have two Mental Health Therapist vacancies, two Secretary vacancies, and a Health & Wellness Educator vacancy. All five county positions are currently being advertised with an intention to fill as soon as possible.

Approve Contracts, Agreements, and Amendments: Discussion was held regarding the continuation of the SWWDB leased employee contract, due largely to the fact that included in the 2015 amended contract amount is over \$30,000 in administrative fees.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES          2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-10-15)</b>		
<b>FAMILY WORKS PROGRAMS, INC.</b>	Due to an increased need for group and treatment foster home services to children who are being served by the Children’s Services Unit. (Madison) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$63,000.</i>  To a total amount not to exceed <b>\$90,000.</b>
<b>HARMONY PLACE ASSISTED LIVING, LLC. DBA HARMONY ACRES</b>	Due to an increased need for adult family home services to a client being served by the Clinical Services Unit. (Cazenovia)	<i>Original Agreement Amount: \$3,000.</i>  To a total amount not to exceed <b>\$9,900.</b>
<b>NORTHWEST PASSAGE, LTD</b>	Due to an increased need for residential assessment and treatment facility care for children who are being served by the Children’s Services Unit. (Frederic) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$60,000.</i>  To a total amount not to exceed <b>\$82,000.</b>
<b>SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD</b>	Due to an increased need for leased employee services. (Platteville)	<i>Original Contract Amount: \$390,000.</i>  To a total amount not to exceed <b>\$445,000.</b>

Motion by Linda Gentes, seconded by Marty Brewer to approve the 2015 amended contracts & agreements, and forward those as necessary onto the County Board for approval. Motion carried.

Discussion and Approval of Creating a Youth Aide Worker Position: Patrick Metz stated that the Children’s Services Unit often experiences peaks and valleys in service provision, but what we have seen over the last few months is a constant peak. Amanda Coorough offered comparable data from 2014 to November 2015: the total of child protection calls screened experienced a 25% increase, total service calls screened experienced a 30% decrease in proactive action, and call volume increased from 293 in 2014 to 339 by November 2015. Amanda Coorough recommended the creation of a 28-hour per week Youth Aide Worker paraprofessional, county position to assist social workers and the needs of the community.

Patrick Metz noted that the workforce issue for child protection is a problem state-wide and is a significant liability to the county, as well as mental health services. New social workers are hired without proper training or licensure, which takes nearly two years to complete. At this time, we have six child protection social workers and three of them are still in training. Amanda Coorough reported that the nature of the cases coming in are significantly more severe and we have been taking custody of at least three children per week over the last few months. The court work and documentation related to removing and placing children is significant. Our community is experiencing a significant increase in abuse and neglect issues largely due to drug abuse or mental health issues. This position would facilitate proactive programs to keep youth and families engaged and hopeful not regress or reoffend.

Don Seep questioned if the State is considering offering assistance to counties to address this issue. Amanda Coorough noted that rural counties are not in the forefront of their assistance since the impact is not significant enough. Discussion was held regarding the regressive problem this county is facing, including the recent closing of the Richland Foundry and Ed’s Family Foods. Amanda Coorough stated that we have “angry, disenfranchised youth that go home to angry, disenfranchised parents.” Patrick Metz reported that he would like to create a new county position at an annual cost of approximately \$45,000;

however, this position is anticipated to reduce placement and officer transport costs. Motion made by Donald Seep, seconded by Debra Kyser to approve the creation of a Youth Aide Worker position, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approval of 2016 Clinical Services Fee Schedule (Mailout #2): Patrick Metz reported a 3% increase from 2015 fees and the addition of a new service: \$70 IDP No Show Fee. It was noted that this fee is routinely charged by other counties when individuals do not show for their Intoxicated Driver Program appointment. Motion made by Virginia Wiedenfeld, seconded by Marty Brewer to approve the 2016 Clinical Services fee schedule. Motion Carried.

Approval of 2016 Public Health Fee Schedule (Mailout #3): Marianne Stanek reviewed the 2016 fee schedule noting that when there was an increase in costs our fees were increased, and flu and pneumonia vaccine fees will be announced in the fall of 2016. Motion made by Marty Brewer, seconded by Dr. Louis Williams to approve the 2016 Public Health fee schedule. Motion Carried.

Approval of Wal-Mart Grant Application for the Senior Nutrition Program: Marianne Stanek distributed a handout that explained the Wal-Mart Grant which could potentially award the Senior Nutrition Program between \$250 - \$2,500 for the core area of Hunger Relief & Healthy Eating. This funding would be awarded from February 1, 2016- December 31, 2016. Motion made by Larry Jewell, seconded by Debra Kyser to approve the application and acceptance of a Wal-Mart Grant for the Senior Nutrition Program, and forward the recommendation onto the County Board for approval. Motion Carried.

Approval of Nutrition Advisory Council Member (Mailout #4): Marianne Stanek announced the replacement of Beverly Burns by Christine Storer representing the volunteer drivers. Motion made by Dr. Louis Williams, seconded by Debra Kyser to approve Christine Storer as a member of the Nutrition Advisory Council, and forward the recommendation onto Committee on Committees and County Board for approval. Motion Carried.

Approval of 2016 Comprehensive Community Services Coordination Committee Membership (Mailout #5): Derek Kalish reviewed the request noting that there are six voting members and at least 1/3 are consumers. The committee membership includes Ricki Bishop, Faye Burghagen, Ashley Hومان, Mary Chris Walling, Don Seep, and Myranda Culver. Don Seep stated that he is the current Health & Human Services Board representative and encouraged others to consider sitting on the committee in the future to expand their knowledge of the services offered by the agency. Motion made by Debra Kyser, seconded by Virginia Wiedenfeld to approve the Comprehensive Community Services Coordination Committee membership list as presented. Motion Carried.

Approval of Richland County Handbook Updates (Mailout #6): Angie Rizner reviewed the updates to the Health & Human Services list of approved county positions that need to be included in the revised version of the Richland County Handbook in 2016. Motion made by Marty Brewer, seconded by Virginia Wiedenfeld to approve the Richland County Handbook updates, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approval of Professional Union Salary Schedule Updates (Mailout #7): Patrick Metz reported that it was recently discovered that the County Clerk's Office was not using the Professional Salary Schedule as was updated by Health & Human Services and presented to the Finance & Personnel Committee after the dissolution of the unions in 2010. Because of this, there were recent Professional wage issues that needed the consultation of Attorney Jon Anderson and additional action needed to be taken by the County Board.

Angie Rizner noted that revisions to the Professional Salary Schedule have occurred over the years, but the County Clerk's Office has not updated the list. The list being presented today includes no changes in salaries, but new positions that were previously approved by the County Board have been added/deleted/renamed. Discussion was held regarding the approval processes of various department addendums since 2010 noting that their individual salary schedules were never formally approved by the County Board or officially posted, but now the County Clerk's Office is requesting this of the Health & Human Services Professional Salary Schedule. It was noted that the Finance & Personnel Committee would need to determine next steps and direct action by the County Clerk's Office. Motion made by Marty Brewer, seconded by Dr. Louis Williams to approve the Professional Salary Schedule updates, and forward the recommendation onto the Finance & Personnel Committee for approval. Motion Carried.

Approval of Health & Human Services Addendum Revisions (Mailout #8): Patrick Metz stated that as a follow-up to last month's meeting discussion, he is proposing the following revisions to the Health & Human Services Addendum:

1. **11.a. Performance Evaluation** – The implementation of performance incentive pay.  
*Patrick Metz noted that the maximum cost to implement at Health & Human Services would be \$15,000-\$18,000 annually. It was noted that a similar process is already being implemented by the Sheriff's Department. Discussion was held regarding the preference of this being implemented county-wide noting that private industry often offer similar incentives to improve performance and increase efficiencies.*
2. **1.d-g. Hiring and Employment Considerations** – The addition of old professional union language was added to clarify the requirements for those hired who are in need of licensure or certification.
3. **3.a. Probationary Period** – Updates were made as previously approved by the County Board.
4. **1.a. Change of Address of Status** – A statement was added that the Office Supervisor must also be notified.
5. **Certification statement and signature was added.**

Discussion was held regarding jury duty and voting policies for county employees. It was noted that the jury duty process is clarified in the Richland County Handbook of Personnel Policies and Work Rules, but there are no existing county policies that address voting. Motion made by Linda Gentes, seconded by Virginia Wiedenfeld to approve the Health & Human Services Addendum revisions, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

The next regular Board meeting is scheduled for Thursday, January 14, 2016 at 9:30am at the Community Services Building.

Adjourn: Motion by Marty Brewer, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor