

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 10, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. March 10, 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. Louis Williams, Linda Gentes, Marty Brewer, and Virginia Wiedenfeld.

Members Absent: Diane M. Brown and Larry Jewell.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Derek Kalish, Patrick Metz, Stephanie Ronnfeldt, Tim Gottschall, and Tanya Van Risseghem-Webster.

Approve Amended Agenda and Posting: Motion by Dr. Louis Williams, seconded by Linda Gentes to approve the agenda and proper posting. Motion carried.

Approve February 11, 2016 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Marty Brewer to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Linda Gentes stated that Marilyn Rinehart has been made aware that a Public Health RN would be retiring this year, noted that the position has been instrumental at the Richland Community Free Clinic, and requested that the position be refilled to continue that valuable support. Patrick Metz stated that he has not received an official retirement letter at this time.

Bob Bellman requested that the agency offer regular presentations on the WRCO Morning Show. Discussion was held regarding the agency activities and initiatives already being offered.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016 Voucher Report for March 10, 2016 was distributed. The following items required additional discussion:

Voucher #6-13 – **CDW Government, Inc.**: This was to pay for technology items for new staff.

Voucher #15 – **D & P Enterprises**: This was to pay for six different occurrences of snow plowing and removal services.

Voucher #27 – **JComp Technologies**: This was to pay for wireless access points upgrades as was previously approved. Discussion was held regarding the life and warranty of these items.

Voucher #32 – **Omni Technologies**: This was to pay for an upgrade to our swipe card security doors as was previously approved.

Prepaid Vouchers:

Voucher #1 – **Larry Jewell**: This was to pay for mileage reimbursement that was originally processed in error. Motion by Don Seep, seconded by Virginia Wiedenfeld to approve the 2016 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2016 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	17	\$11,110.51
Richland County Health and Human Services – 2016 Vouchers	45	\$29,248.24
Richland County Health and Human Services – 2016 Prepaid Vouchers	2	\$484.60
TOTAL	64	\$40,843.35

2015 Budget Summary: Tim Gottschall distributed a handout that reflected a 2015 Health & Human Services Budget surplus of \$57,566 as of December 31, 2015, and noted that the worst case scenario would be an overall deficit of \$215,949 when \$519,917 in Institutional Costs are factored into our Health & Human Services budget. Patrick Metz reported that the unbudgeted, court ordered institutional costs are a county cost and funds have not been allocated sufficiently over the years. Discussion was held regarding the county’s General Fund balance. Donald Seep noted that the agency’s surplus is significant and institutional costs are out of Health & Human Services control. Bob Bellman requested a historical trend report of the institutional funds to help the Finance & Personnel Committee budget better for next year. Amanda Coorough stated that there are additional, complicated trends in institutional placements for children and all counties are experiencing the same difficulty in budgeting for these unpredictable costs.

Nutrition Program Statistics Update: Tanya Van Risseghem-Webster distributed a handout which reflected Senior Nutrition Program Statistics in 2014/2015 and reviewed the highlights. The drop in Rockbridge Meal Site statistics is due to the facility being closed for three weeks to upgrade the heating system. The Richland Center and Viola Meal Sites served the most meals in 2014 and 2015. Volunteer hours have been in excess of 4,000 hours over the last two years. Discussion was held regarding the voluntary operations of the three day per week Rockbridge Meal Site. Angie Rizner noted that the agreement with the Richland School District is being presented this month for amendment due to rent and phone expenses increasing from \$3,700 to \$5,000 in 2015. Tanya Van Risseghem-Webster stated that she would research the increase and report back. Discussion was held regarding the operations of the Germantown Meal Site.

Personnel Updates: Patrick Metz announced the hiring of Tracie Lee, Resource Center Specialist, who transferred from a Children’s Services Case Worker position effective March 7, 2016. It was noted that Tracie Lee would serve a three month interdepartmental probationary period. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Tracie Lee, Resource Center Specialist, effective March 7, 2016. Motion carried.

Patrick Metz recommended that Ashley Finnell’s, Resource Center Specialist, probationary period be extended another three months to May 26, 2016. Motion by Donald Seep, seconded by Dr. Louis Williams to approve a three month extension of Ashley Finnell’s probationary period to May 26, 2016 and notify the County Clerk’s Office of the action. Motion carried.

Patrick Metz requested that Sarah Iverson, Economic Support Specialist, pass probation effective March 21, 2016 and is being recommended to be placed on regular status. Motion by Linda Gentes, seconded by Debra Kyser to approve the probationary period of Sarah Iverson, Economic Support Specialist, effective March 21, 2016. Motion carried.

Patrick Metz noted the resignation of Tracie Lee, Children's Services Case Worker, who accepted another position within the agency. Motion by Marty Brewer, seconded by Dr. Louis Williams to approve the resignation of Tracie Lee, Children's Services Case Worker, effective March 4, 2016. Motion carried.

Patrick Metz announced that Paula White, Nutrition Site Worker (part-time), requested a medical leave of absence from February 2, 2016 – February 22, 2016. It was noted that Ms. White previously exhausted the two week Wisconsin FMLA available to her, but had sufficient sick leave accrued to be paid during this timeframe. Discussion was held regarding FMLA requirements and the procedures of the county. Motion by Debra Kyser, seconded by Linda Gentes to approve a medical leave of absence for Paula White, Nutrition Site Worker, and forward the request onto the Finance & Personnel Committee for approval.

Patrick Metz stated that we anticipate completing final interviews for the vacant Youth Aide Worker, Children's Services Case Manager, Confidential Administrative Secretary and two Clerical Assistant II positions within the next few weeks.

Update from March 1, 2016 Finance & Personnel Committee Meeting: Patrick Metz stated that the additional Mental Health Therapist position for crisis services was approved, and will be presented to the County Board for consideration next week. The Finance & Personnel Committee also discussed how Governor Walker is considering moving State employees to self-funded health insurance which could have affects to local government employees as well. Becky Dahl stated that Governor Walker announced his plan at a recent Southwest Tech function which is to fund rural broadband initiatives by forcing self-funded healthcare for State employees. Patrick Metz stated that announcements like this affect employee morale and our ability to recruit or maintain quality employees. Discussion was held regarding the potential merger of Gundersen Lutheran and Unity health plans. The Finance & Personnel Committee approved a salary increase for elected officials; however, the county-wide wage and compensation study has been postponed yet again. Virginia Wiedenfeld stated that she is very upset with the Finance & Personnel Committee since she voted for the Pine Valley Healthcare bonus increase as a Board of Trustees member with the understanding that this would be offered county-wide, not just to Pine Valley Healthcare staff. It was noted that this item is on the March County Board agenda.

Economic Support Unit Staff Concern: Patrick Metz reported that a concern was forwarded onto the Finance & Personnel Committee from an Economic Support Unit employee without the prior involvement and consideration by the agency Director and Health & Human Services Board. Patrick Metz distributed an email that he sent to Jeanetta Kirkpatrick on March 9, 2016 which reflected his concerns regarding the actions of the Finance & Personnel Committee in this matter.

The Finance & Personnel Committee directed Health & Human Services to accept the concern of the employee and required that we pay out all earned compensatory time to the employee.

Patrick Metz stated that this action is concerning because the Finance & Personnel Committee went directly against the approved Health & Human Services Addendum and County Handbook language. This is concerning to all members of management and other departments since these documents have

been approved by the County Board and are supposed to be enforced, but the Finance & Personnel Committee did not follow these approved documents which has widespread implications. Bob Bellman clarified that the Finance & Personnel Committee needs to “clean this up” since there was no advanced knowledge or investigation/research of how to handle this concern and make it right.

Patrick Metz noted that other County Board members are not always made aware of the actions of the Finance & Personnel Committee and the minutes are not clear. Donald Seep reported that there have been multiple situations when an employee has bypassed their supervising committee and inappropriately taken items directly to the Finance & Personnel Committee privately in an attempt to bypass an established policy. This should no longer be allowed. It was noted that this is due to the lack of a County Administrator.

Bonus Pay Update: Patrick Metz stated that the Health & Human Services Board recently approved an incentive pay bonus proposal, which was approved by the Finance & Personnel Committee, but was then not forwarded onto the County Board for approval in January and was tabled by the County Board Chair. Instead, the Finance & Personnel Committee was intending to look at a bonus structure that would be implemented county-wide.

Patrick Metz reported that he shared the Health & Human Services incentive pay bonus proposal with Pine Valley Healthcare; however, on March 1, 2016 Pine Valley Healthcare representatives presented a different bonus structure to the Finance & Personnel Committee that was not connected to performance: full-time Pine Valley Healthcare employees would receive a \$600 bonus in April and a \$500 bonus in November; part-time Pine Valley Healthcare employees would receive a \$450 bonus in April and a \$350 bonus in November; and on-call Pine Valley Healthcare employees would receive a \$200 bonus in April and a \$150 bonus in November. It was noted that a comment was made by a Finance & Personnel Committee member that “Pine Valley works with people, other departments work with widgets”.

Patrick Metz noted that our Health & Human Services incentive pay bonus proposal could be absorbed within our 2016 Health & Human Services budget, but Pine Valley Healthcare requested an additional \$122,000 to cover their bonus proposal. The Finance & Personnel Committee approved the Pine Valley Healthcare proposal, but chose not to implement it county-wide; it was awarded only to Pine Valley Healthcare employees and continued to table the Health & Human Services incentive pay bonus proposal that was originally approved in January 2016.

Bob Bellman stated that there are approximately 433 county employees and the county needs to first look at what it can afford. Virginia Wiedenfeld stated that, since the Finance & Personnel Committee did not look at the impact of implementing this county-wide, County Board members should vote no. Donald Seep noted that the \$122,000 split between 433 county employees equates to approximately \$300 per county employee. Donald Seep stated that this is a morale buster and the county needs to be fair to avoid departmental infighting. Patrick Metz noted that the county continues to be inconsistent and needs to first look at the mandated services it offers.

Review and Approve Health & Human Services Addendum Updates: Patrick Metz stated that this has also been tabled by the Finance & Personnel Committee.

Discuss Restructuring of Health & Human Services Wage Scales: Patrick Metz stated that this has also been tabled by the Finance & Personnel Committee.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-10-16)		
SARAH NESTINGEN	A provider of piano lessons to a child being served by the Children’s Services Unit. (Westby)	For a total amount not to exceed \$1,000.

Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the new 2016 agreement. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2015 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-10-16)		
BREININGER LAW OFFICE	Due to an increased need for legal services provided to the Children’s Services and Clinical Services Units. (Richland Center)	<i>Original Contract Amount: \$30,600.</i> <i>Amended Amount: \$48,600</i> To a total amount not to exceed \$49,900.
CHILEDIA INSTITUTE	Due to an increased need for residential cognitive and behavioral health treatment for youth with severe mental health deterioration who pose a high risk to self and others. (La Crosse)	<i>Original Contract Amount: \$180,000.</i> <i>Amended Amount: \$292,000</i> To a total amount not to exceed \$304,000.
LACROSSE COUNTY HUMAN SERVICES	Due to an increased need for secure and non-secure placement facility for children subject to criminal sanctions. (La Crosse)	<i>Original Contract Amount: \$20,000.</i> To a total amount not to exceed \$23,000.
RICHLAND SCHOOL DISTRICT	Due to an increased need for use of the Rockbridge School as the Richland County Nutrition Program Rockbridge Meal Site. (Richland Center)	<i>Original Agreement Amount: \$3,700.</i> To a total amount not to exceed \$5,000.
STREAMLINE HEALTHCARE SOLUTIONS, LLC	Due to an increased need for customizations and upgrades to the Clinical Services Unit EHR system. (Portage, MI)	<i>Original Contract Amount: \$20,000.</i> To a total amount not to exceed \$32,000.

Motion by Donald Seep, seconded by Linda Gentes to approve the 2015 amended agreements and contracts. Motion carried.

Approve New Electronic Health Record (EHR) Software Purchase (Mailout #2): Patrick Metz reported that our current EHR software experienced an upgrade this year which disabled our billing of services totaling nearly \$500,000 in delayed 2015 revenues. In addition, we have experienced various other chronic problems and many of our discharge summaries were lost by the software upgrade. Since this provider has continued to have issues since 2012, we began researching other lower cost options. We would like to pursue the “Kareo Go Practice” software. Patrick Metz noted that it is not uncommon to switch EHR providers and we are currently duplicating work to protect our documents since SmartCare has not replied to our request for data. It was noted that we intend to run the two systems side-by-side for awhile since the contract with SmartCare has to continue to be paid for six months. Patrick Metz stated that he would consult with Attorney Ben Southwick to see if there are any legal implications. Motion made by Marty Brewer, seconded by Virginia Wiedenfeld to approve Health & Human Services entering into a 2016 contract with Kareo for up to \$10,000 and approve the purchase and implementation of “Kareo Go Practice” EHR software not to exceed \$1,000. Motion Carried.

Approve IT Purchases (Mailout #3): Patrick Metz announced that with the addition of new Health & Human Services positions in early 2016, it is essential that we purchase computers for those positions. Motion made by Linda Gentes, seconded by Dr. Louis Williams to approve the purchase of five desktop computers from JComp Technologies in an amount not to exceed \$3,200. Motion Carried.

Approve AED Equipment and Training Purchase (Mailout #4): Patrick Metz reviewed the request to purchase this tool which will need replacement or updates every 5 years. Discussion was held regarding this being implemented county-wide. Motion made by Virginia Wiedenfeld, seconded by Debra Kyser to approve the purchase of an Automatic External Defibrillator (AED) unit and employee training through the Richland County Emergency Management Department at a total cost not to exceed \$2,000. Motion Carried.

Approve Update to Existing Lighting in the Economic Support Area (Mailout #5): Patrick Metz noted that a lighting issue was not realized when the new area was developed. Motion made by Dr. Louis Williams, seconded by Debra Kyser to approve a lighting update by Strang Heating & Electric for a total amount not to exceed \$1,600. Motion Carried.

Discuss the Addition of Offices in the Cubicle Area of Public Health: Patrick Metz reported that the addition completed in 2009 has already run out of private office space and we are proposing relocating the ADRC private staff offices more towards the front of the Community Services Building. There is an area that is primarily cubicle offices and we would need to construct private offices in this older area of the building to meet the needs of ADRC staff. Patrick Metz distributed a handout which outlined the approximate costs and funding sources and noted an error: the area totals 3200 square feet of carpet, not 750. It was noted that rough estimates calculate less than a \$20,000 request from the Health & Human Services budget, and at this time, we would just like approval to move forward with researching the actual project costs. Motion by Marty Brewer, seconded by Debra Kyser to move forward with researching the actual project costs. Motion carried.

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

Adjourn: Motion by Marty Brewer, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Page 7
Health and Human Services Board
March 31, 2016

Respectfully Submitted,

Angie Rizner
Office Supervisor