

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 11, 2016

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on August 11, 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. Bryan Myers, Dr. Louis Williams, Larry Jewell, Linda Gentes, Lynne Eichinger, and Marty Brewer.

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

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

Approve July 7, 2016 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Linda Gentes 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 2016 Voucher Report

Voucher #1 & 2 – Ash Creek Plumbing & Heating: This was to replace two bathroom water faucet sensors.

Voucher #36 – Prevention Research Institution: This was to purchase AODA books for clients.

Voucher #81 – Strang Heating & Electric: This was to service additional air conditioner issues.

Prepaid Vouchers:

Voucher #1 – Med Tech Resources: This was to purchase a new AED unit as was previously approved. Discussion was held regarding how to access the AED unit and upcoming staff training. Motion by Donald Seep, seconded by Marty Brewer 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	\$10,191.94
Richland County Health and Human Services – 2016 Vouchers	39	\$29,969.28
Richland County Health and Human Services – 2016 Prepaid Vouchers	2	\$1,693.38
TOTAL	58	\$41,854.60

2016 Budget Summary: Tim Gottschall distributed a 2016 Health & Human Services Budget handout as of August 10, 2016 which reflected a surplus of \$59,768 when institutional expenses are removed. It was noted that Adult Institutional Expenses currently total \$76,272 and Children Institutional Expenses currently total \$235,557. Tim Gottschall noted that he did not have a cash flow handout for this month due to a delay in the closing of the books until just yesterday.

Tim Gottschall reported that he, Patrick Metz, Victor Vlasak, and Carrie from the auditing firm met a few weeks ago regarding the appearance of the Health & Human Services cash flow. The auditor agreed that Health & Human Services cash flow is never going to be positive and will never reflect a breakeven. Because of this, she recommended a revolving fund to help remove the “shock” from our cash flow situation. The auditor planned to put her recommendations in her executive summary report to the Finance & Personnel Committee: Health & Human Services bears the burden of the institutional fund expenses throughout the year and with a delay in revenues, their budget will never reflect a positive cash flow. Linda Gentes questioned where funds will come from to support a revolving fund for Health & Human Services. Tim Gottschall noted that nearly every year Health & Human Services carries a surplus, and at this time we have to return any surplus to the General Fund annually, but allowing Health & Human Services to retain this surplus will help soften the cash flow shortages. Bob Bellman noted that Pine Valley Healthcare and the Highway Department are the only county departments that have separate, standalone revolving accounts.

2017 Preliminary Budget Update: Patrick Metz noted that Health & Human Services has not received any direction from the Finance & Personnel Committee for development of our 2017 budget at this time. A variety of savings are being considered by the Finance & Personnel Committee; such as a change in staff health insurance benefits, but we have not been given specific figures or guidelines yet. It was noted that Health & Human Services would present their 2017 budget to the Finance & Personnel Committee on September 16, 2016. Discussion was held regarding the health insurance benefit changes that are being anticipated. Bob Bellman noted that there are many unknowns yet, but the Finance & Personnel Committee is making every effort to keep health insurance equivalent for staff, so please help dispel the rumors.

Personnel Updates: Patrick Metz announced the hiring of Darin Steinmetz, Economic Support Lead Worker, effective June 26, 2016 and Angela Reed, Billy Cordero Soto, Michael Lindner, and Michelle Brockway, as Economic Support Specialists, effective August 22, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the hiring of Darin Steinmetz, Economic Support Lead Worker, effective June 26, 2016 and Angela Reed, Billy Cordero Soto, Michael Lindner, and Michelle Brockway, as Economic Support Specialists, effective August 22, 2016. Motion carried.

Patrick Metz requested that Nicole Steldt, Mental Health Therapist, pass probation and be placed on regular status effective July 29, 2016; Linda Batten, Secretary, and Summer Bird, Secretary, pass probation and be placed on regular status effective August 8, 2016; and Betsy Roesler, Health & Wellness Coordinator, pass probation and be placed on regular status effective August 16, 2016. Motion by Linda Gentes, seconded by Dr. Bryan Myers to approve the probationary periods of Nicole Steldt, Mental Health Therapist, effective July 29, 2016; Linda Batten, Secretary, and Summer Bird, Secretary, effective August 8, 2016; and Betsy Roesler, Health & Wellness Coordinator, effective August 16, 2016. Motion carried.

Patrick Metz noted the resignation of Darin Steinmetz, Economic Support Specialist, effective June 25, 2016; Helena Robinson, Economic Support Specialist, effective August 12, 2016, Molly Miligi,

Economic Support Specialist, and Breann Dray, Early Intervention Special Educator, effective August 19, 2016. Motion by Dr. Louis Williams, seconded by Debra Kyser to approve the resignation of Darin Steinmetz, Economic Support Specialist, effective June 25, 2016; Helena Robinson, Economic Support Specialist, effective August 12, 2016, Molly Miligi, Economic Support Specialist, and Breann Dray, Early Intervention Special Educator, effective August 19, 2016. Motion carried.

Patrick Metz announced that Angela Reed and Billy Cordero Soto, Economic Support Specialists, requested up to 10 days off without pay within their first year of employment and Michael Lindner and Michelle Brockway, Economic Support Specialists, requested up to 15 days off without pay within their first year of employment.

Patrick Metz stated that we are currently interviewing for the vacant Public Health RN and Mental Health Therapist vacancies.

Approval of Resolution to Honor Kay Cunningham: Patrick Metz reported that Kay Cunningham has announced her retirement after 41 years of service as a Public Health Nurse (August 20, 1975-September 2, 2016). Kay Cunningham was introduced to the Board and she offered a recap of evolving nursing issues she experienced over the years; including the introduction of AIDS and Preparedness strategies. Marianne Stanek noted that a reception for Kay Cunningham is being planned for August 26, 2016 at 2pm and invitations will be sent out in the near future. Motion by Linda Gentes, seconded by Debra Kyser to approve a resolution honoring Kay Cunningham for over 41 years of service. Motion carried.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner distributed and reviewed the organizational chart noting the changes that occurred since the last review.

Update from Finance & Personnel Committee Meeting: Patrick Metz noted that there are no further updates from what was previously discussed.

Update from Rules & Resolutions Committee Meeting – Rule #5: Patrick Metz noted that there are no further updates at this time.

Update on Community Services Building Remodeling Project: Patrick Metz reported that the project has been advertised for bid and we currently have three active bidders. It was noted that Larry Fowler is the General Contractor on the project and bids are due August 23, 2016. Patrick Metz noted that if bids remain under the previously approved \$82,000 the project will be awarded and proceed.

Approve Contracts, Agreements, and Amendment: None.

Approve ADRC of Eagle Country Governing Board Member (Mailout #1): Becky Dahl requested the approval of Don Stirling to represent the Crawford County Board of Supervisors replacing Elling Jones. Motion made by Marty Brewer, seconded by Dr. Bryan Myers to approve Don Stirling on the ADRC of Eagle Country Governing Board for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Approve Transportation Coordinating Committee Member (Mailout #2): Roxanne Klubertanz-Gerber requested the approval of Robert Shiere as a community member replacing Seth Campbell-Young. Motion made by Linda Gentes, seconded by Debra Kyser to approve Robert Shiere 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.

Approve Commission on Aging & Disability Board Member (Mailout #3): Roxanne Klubertanz-Gerber requested the approval of Sandra Kramer representing people with disabilities replacing Beth Bush. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve Sandra Kramer on the Commission on Aging & Disability Board for a two year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Approve Coordinating Services Team Coordinating Committee Members (Mailout #4): Myranda Culver requested the approval of Faith Peckham and Amanda Miller as parent representatives and Tawny Hardyman (or designee) from Southwest CAP Head Start. It was noted that with the recent dissolution of the Richland County KIDS Council, a few of those members were interested in being on this committee. Motion made by Marty Brewer, seconded by Debra Kyser to approve Faith Peckham, Amanda Miller, and Tawny Hardyman on the Coordinating Services Team Coordinating Committee for a three year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion Carried.

Special Budget Meeting Reminder: The Special Budget meeting is scheduled for 9:00am September 8, 2016 as part of the regularly scheduled Health & Human Services Board meeting.

The next regular Board meeting is scheduled for Thursday, September 8, 2016 at 9:00am at the Community Services Building.

Adjourn: Motion by Linda Gentes, seconded by Dr. Bryan Myers to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor