

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 8, 2016**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on September 8, 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, Becky Dahl, Marianne Stanek, Myranda Culver, Patrick Metz, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, and Tim Gottschall.

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

Approve August 11, 2016 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 the 2017 Health & Human Services Budget: Patrick Metz stated that the agency has not received any direction from the Finance & Personnel Committee this year, so we are uncertain if our budget assumptions are accurate. Health & Human Services is offering a 2017 budget with \$0 increase and \$1,100,199 in tax levy. Patrick Metz reviewed the historic budget allocations noting that Health & Human Services was the only department that made up the health insurance difference of \$40,000 in 2016 and we think it is “fair” to not require that of us again this year, so we included the return of the \$40,000 in our 2017 budget. Patrick Metz noted that this budget includes no increase in staff salaries, a 5% decrease in health insurance, and all other expenses are holding the line from 2016.

Patrick Metz reported that we have requested an agenda item on the next Finance & Personnel Committee meeting regarding how to prioritize and plan for placements. It was noted that all but 3 mental health placements have returned home or have been placed in the community; however, those 3 remaining placements are very costly. Tim Gottschall noted that those adult placements are included in Line #28 of the 2017 budget. Health & Human Services also has very high needs children that are not safe in a community placement. Tim Gottschall noted that those child protection placements are included in Lines #16-18 of the 2017 budget.

Patrick Metz noted that the Finance & Personnel Committee needs to put more tax levy into the institutional placements, as the real court-ordered placement budget is nearly \$500,000 annually. Bob Bellman requested additional details on the placements while de-identifying clients and their situation. Amanda Coorough noted that placements are a “rollercoaster” and there are often disruptions that could seriously impact the financial picture. Patrick Metz reported that the average annual court-ordered placement costs over the last 4 years are \$1.4 million and the county has not budgeted appropriately. Patrick Metz stated that a recent meeting with the county auditor was held and her report will reflect a recommendation to remove court-ordered placements from the Health & Human Services budget.

Dr. Bryan Myers noted that the Health & Human Services budget is not an accurate picture and it will never be correct; either all court-ordered services need to be removed from the budget or all are included in this budget and we accurately fund it with tax levy. Patrick Metz questioned if we should include all court-ordered services in our 2017 Health & Human Services budget and recommended that, if that is done, the revenues to cover those services should also be included in our budget. It was noted that the current accounting structure to track these court-ordered placements is insufficient. It was recommended that all court-ordered placement expenses and revenues be together in separate institutional Funds 54 & 44 and 3 budgets should be presented to the Finance & Personnel Committee. Tim Gottschall noted that Health & Human Services staff should be given access to Funds 54 & 44, as the Health & Human Services budget will be seriously impacted if all expenses are paid by Fund 56 and all revenues are included in Funds 54 & 44. It was noted that Health & Human Services needs access to the revenues and the ability to exclusively manage Fund 54 & 44 if this is going to work.

Patrick Metz noted that Richland County is in a financial crisis and Fund 10 (county's checkbook) is dwindling. A prioritization of mandated services county-wide should be reviewed, as we are reviewing those options at Health & Human Services; however, when we attempted to remove or reduce non-mandated services in the past it was not well received by the community. Motion by Dr. Bryan Myers, seconded by Larry Jewell to approve moving Fund 54 & Fund 44 under the control of Health & Human Services to permit proper budgeting for court-ordered placements. Discussion was held regarding the possible need for a special joint meeting of the Health & Human Services Board and Finance & Personnel Committee meeting to address questions. Motion carried. Discussion was held regarding optional Public Health services and prioritizing staff time. Motion by Dr. Bryan Myers, seconded by Marty Brewer to approve the 2017 Health & Human Services Budget to include \$1,100,199 in tax levy minus the costs and revenues related to Funds 54 & Fund 44. Motion carried.

Patrick Metz noted that Health & Human Services presents their 2017 budget to the Finance & Personnel Committee Friday, September 16, 2016 at 2:45pm.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2016 Voucher Report:

Voucher #23 – Eagle Promotions: This was to purchase Regional ADRC marketing promotional items.

Voucher #35 – Tracy Johnson: This was to purchase a building permit for the remodeling project.

Voucher #41 – 51 – Quill Corporation: This was to purchase office/janitorial supplies and copy paper before winter.

Voucher #67 – Strang Heating & Electric: This was to pay for repairs to a leaky ceiling air conditioner.

Bob Bellman questioned the staff training and conferences. Tim Gottschall noted that this is the annual time for staff recertifications and licensing. Motion by Donald Seep, seconded by Debra Kyser 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	\$10,259.00
Richland County Health and Human Services – 2016 Vouchers	44	\$30,049.50
Richland County Health and Human Services – 2016 Prepaid Vouchers	3	\$220.87
<b>TOTAL</b>	<b>64</b>	<b>\$40,259.37</b>

2016 Budget Summary: Tim Gottschall distributed a 2016 Health & Human Services Budget handout as of September 7, 2016 which reflected a deficit of \$49,375 when institutional expenses are removed. Tim Gottschall noted that the nearly \$50,000 deficit is largely due to the unfunded staff bonuses. It was noted that Adult Institutional Expenses currently total \$101,419 and Children Institutional Expenses currently total \$453,167. Tim Gottschall reported that the new EHR software is going very well and trending positive for revenue posting in the Clinical Services Unit.

Tim Gottschall distributed a September Cash Flow handout as of September 7, 2016 that was further revised for clarity which reflected a negative cash flow of \$1,034,122. However, when additional claiming and Fund 54 & 44 balances are transferred in the negative should reduce to \$49,375.

Dr. Bryan Myers questioned the financial status of the remodel project. Patrick Metz noted that he met recently with the contractor and he is pleased to report that with the repurposing of three doors and since the project does not need to be bonded, we should notice a savings of approximately \$6,000 already.

Personnel Updates: Patrick Metz announced the hiring of Rose Kohout, Public Health RN, effective September 19, 2016. Motion by Marty Brewer, seconded by Dr. Bryan Myers to approve the hiring of Rose Kohout, Public Health RN, effective September 19, 2016. Motion carried.

Patrick Metz requested that Darin Steinmetz, Economic Support Lead Worker, pass probation and be placed on regular status effective September 26, 2016. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the probationary period of Darin Steinmetz, Economic Support Lead Worker, effective September 26, 2016. Motion carried.

Patrick Metz noted that Brandie Anderson, Psychiatric RN (part-time), was hired through the SWWDB effective September 12, 2016 and is replacing a full-time county RN position that recently resigned. Patrick Metz announced that Rose Kohout, Public Health RN, requested up to 10 days off without pay within her first year of employment. It was noted that we are no longer recruiting for the vacant Mental Health Therapist position or the vacant Birth to Three Parent Educator position at this time.

Update from Finance & Personnel Committee Meeting: Patrick Metz noted that the Finance & Personnel Committee has been considering other health insurance options for 2017. An M3 representative recommended that the county stay with the current state health insurance plan, but that offers little savings to the county. Wallace, Cooper & Elliott presented going to an HRA with Unity/Gundersen which includes significant cost sharing by employees, but offers bigger savings to county. Bob Bellman noted that every presentation there are little changes presented to the committee members. Patrick Metz stated that the county has until the end of November to rescind their resignation from the State plan.

Patrick Metz reported that he will be requesting a transfer of \$906,000 above previous allocations to the Institutional Funds 54 & 44 for 2016.

Update from Rules & Resolutions Committee Meeting – Rule #5: No updates were offered.

Update on Community Services Building Remodeling Project: Patrick Metz announced that CCJ Construction, Craig Johnson owner, (Muscodia) was awarded the project with additional sub-contracted local vendors, and they are hoping to get in here before October 1, 2016. Patrick Metz noted that in-house staff worked on tearing out the cubicle area last night and we are awaiting the building permit before the project can proceed further.

Updated on Rural Health Care Services Outreach Program Tele-Health Grant: Patrick Metz stated that we are in the process of finalizing our certification and a site audit is scheduled for mid-October. Health & Human Services will be partnering with Crossing Rivers (Prairie du Chien) who is contracting with Dr. Ivey for tele-health services and we also intend on contracting with two other providers; possibly the Richland Hospital for clients 65 or older. Patrick Metz noted that the collaboration is going very well. Dr. Bryan Myers questioned how the prescriptions are verified via tele-health. Patrick Metz stated that he believed our Kareo EHR program offered this feature, possibly via fingerprint.

Approve Contracts, Agreements, and Amendment (Mailout #1): Dr. Bryan Myers questioned what services the Pauquette Center offers that we cannot. Myranda Culver noted that they offer in-home therapeutic mentors and we do not have the capacity to do this with our staff alone. Discussion was held regarding comparing the costs of hiring in-house instead of contracting the service out to the Pauquette Center. Tim Gottschall noted that we receive approximately 70% in reimbursement for this service.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT APPROVALS (9-8-16)</b>		
<b>CARLEY ADULT FAMILY HOME</b>	A provider of adult family home respite services for clients being served by the Clinical Services Unit. <i>(Richland Center)</i>	For a total amount not to exceed <b>\$5,000.</b>
<b>COMMUNITY SERVICE ASSOCIATES DBA PAUQUETTE CENTER FOR PSYCHOLOGICAL SERVICES</b>	A provider of mental health <del>and substance abuse treatment</del> services for clients being served by the Clinical Services Unit. <i>(Richland Center)</i>	For a total amount not to exceed <b>\$5,000.</b>
<b>HOPE HAVEN</b>	A provider of community residential services for clients being served by the Clinical Services Unit. <i>(Madison)</i>	For a total amount not to exceed <b>\$9,500.</b>

Motion made by Donald Seep, seconded by Debra Kyser to approve the new 2016 agreements. Motion Carried.

Approve the 2016-2017 Influenza Immunization Fees (Mailout #2): Marianne Stanek noted that we do receive a slight profit from these injections, but the number of injections we offer has reduced significantly. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve charging \$60 for high dose influenza and \$40 for the intradermal and quadrivalent injectable. Motion Carried.

Approve Revisions to COP Risk Reserve Fund Resolution 2000-92 (Mailout #3): Tim Gottschall reported that the state dissolved the Community Options Program (COP) within the Clinical Services Department, and have now rolled those funds into a new Children's Community Options Program Risk Reserve Fund. Tim Gottschall noted that this is essentially just a name change and the fund balance is approximately \$12,000. Motion made by Marty Brewer, seconded by Dr. Bryan Myers to approve revisions to the Community Options Risk Reserve Fund Resolution 2000-92 to include Victor Vlasak, Jeanetta Kirkpatrick and Julie Keller as authorized signers, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve Commission on Aging & Disability Board Member (Mailout #4): Roxanne Klubertanz-Gerber requested the approval of Carolyn Denman representing people over the age of 60 replacing Steven Boomfield. Motion made by Debra Kyser, seconded by Marty Brewer to approve Carolyn Denman 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.

Convene in Closed Session Per Wis. Statutes 19.85(1) (C) to Discuss the Annual Performance Evaluation of the Director (Mailout #5): Motion by Linda Gentes, seconded by Marty Brewer to convene in closed session per Wis. Statutes 19.85(1) (C) to discuss the annual performance evaluation of the Director to include Patrick Metz. Roll Call Vote. Lynne Eichinger, Debra Kyser, Dr. Bryan Myers, Dr. Louis Williams, Larry Jewell, Marty Brewer, Donald Seep, Linda Gentes, and Bob Bellman all voted for the motion. Motion carried.

Return to Open Session: Motion by Debra Kyser, seconded by Linda Gentes to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, October 13, 2016 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Bryan Myers, seconded by Marty Brewer to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor