

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**November 10, 2016**

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

Members Absent: Lynne Eichinger.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Patrick Metz, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, Tim Gottschall, and Victor Vlasak.

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

Approve October 13, 2016 Health and Human Services Board Minutes: Motion by Dr. Bryan Myers, 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 2016 Voucher Report for November 10, 2016 was distributed. The following items required additional discussion:

Voucher #40 – Marco, Inc.: This was to pay for a telephone upgrade which was previously approved by the Health & Human Services Board and Finance & Personnel Committee.

Voucher #68-78 – Shopping News, Inc.: This was to pay for local advertising and Regional ADRC business cards and stationery.

Voucher #79 – St Anthony’s School: This was to reimburse for purchases made for the Senior Meal Site.

Voucher #22 – WI Dept of Agriculture: This was to pay for a portion of the Richland FIT Farm to School position which receives grant reimbursement. 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.

<b>2016 Vouchers</b>		
Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2016 Expense Reports	19	\$8,837.56
Richland County Health and Human Services – 2016 Vouchers	47	\$51,279.84
Richland County Health and Human Services – 2016 Prepaid Vouchers	5	\$721.10
<b>TOTAL</b>	<b>71</b>	<b>\$60,838.50</b>

2016 Budget Summary: Tim Gottschall distributed a 2016 Health & Human Services Budget handout as of November 3, 2016 which reflected a core budget surplus of \$36,321 when institutional funds are removed. The Adult's Institutional Expenses currently total \$319,636 and Children's Institutional Expenses currently total \$561,744. It was noted that the adult placement expenses are the lowest we have seen this year and the children placement expenses are also down this month. Patrick Metz noted that CCS and WIMCR reconciliations are not included in this budget breakdown yet, as we have yet to receive those program fund reimbursements which are usually significant.

Tim Gottschall reviewed the status of Health & Human Services Cash Flow as of November 3, 2016 noting a negative \$1,099,634. The anticipated Fund 10 transfer breakdown for 2016 is currently as follows:

Fund 56 cash flow	(\$1,099,634)
Unfunded institutional costs	\$604,154
CCS claiming not posted	\$254,575
State Aid claiming not posted	<u>\$277,226</u>
Approximate Fund 10 transfer	\$567,833

Patrick Metz stated that the overage will be closer to \$700,000 by the end of the year. Discussion was held regarding the actions of the agency to attempt to reduce high cost placements. Don Seep stated that he completely supports the agency mission and understands the statutory requirements, but the dwindling county budget is a reality as well. Patrick Metz noted that we are making changes every day; including not refilling vacant positions and looking for other efficiencies. Discussions continued regarding the need and requirement of the county to fund these placements. It was suggested that a few scenarios be offered to clarify the placement situations, while preserving confidentiality, so Board members are able to better understand and explain these scenarios to others. Amanda Coorough distributed a handout with Child A and Child B current, real-life scenarios for review. Bob Bellman stated that the Wisconsin Counties magazine is scheduled to have a featured article next month regarding these high cost placement issues. Bob Bellman noted that we do not need to spend money that we do not have; however, we also need to avoid potential tragedies.

In response to a request last month for what psychiatric services are costing this department, Tim Gottschall distributed a handout that reviewed the Mental Health Outpatient Clinic psychiatric revenues and expenses in 2015. With 1,191 total units rendered, the psychiatric wages paid total \$213,840 with total revenues of \$120,697. This equates to a deficit of \$93,143.

2017 Budget Update: Patrick Metz reported that Health & Human Services was able to return some funds during the 2017 budget process; however, there was a recent announcement from the Finance & Personnel Committee that departments will have to return their health insurance contribution. This totals approximately \$100,000 for Health & Human Services, so our 2017 budget is already short over \$100,000.

Fund 44 - Children's Institutional Fund and Fund 54 - Adult Institutional Fund: Patrick Metz stated that he would like the Finance & Personnel Committee to reconsider modifying these funds in order to offer a better tracking and understanding of placements. This request was initially part of our 2017 budget presentation, which was declined at that time; however, these funds need to include all revenues and expenses for placements to offer transparency and clarity. In order to manage these funds more accurately, they need to be under the management of Health & Human Services. **Motion by Marty**

Brewer, seconded by Linda Gentes to further pursue modifying Fund 44 and Fund 54 to include all placement revenues and expenses and be under the financial management of Health & Human Services, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Continued Discussion on Placements: Amanda Coorough referred to the Child A and Child B scenario handout previously distributed and noted that we are constantly working on addressing needs of children. Representatives from the Department of Children and Families were here last week and our Area Administrator recently noted that Richland County has one of the most progressive truancy policies in the state. It was noted that the truancy policy is on our website and local law enforcement agency websites. Additionally, a private multiagency workgroup has been established to address issues with children. Discussion was held regarding our plan to cover basic services while also not filling vacant positions as they occur. Patrick Metz stated that we immediately refill Children's Services Unit social work positions and the unit is fully staffed at this time, but we are constantly concerned about retention due to the nature of the positions. Tim Gottschall reported that he was at a regional fiscal meeting recently and the lowest budgeted amount of a neighboring county was \$500,000 just for children's placements.

Mental Health Outpatient Clinic Presentation: Dr. Bryan Myers questioned how much money the county loses for operating the Mental Health Outpatient Clinic and should we enter into a partnership with another local provider to be more efficient and cost effective? Patrick Metz reported that current staff includes psychiatrists, therapists, clinicians, RNs, an AODA counselor, and administration support. It costs approximately \$900,000 to operate a Mental Health Outpatient Clinic and revenues do not cover all those expenses, so we experience a loss of approximately \$350,000 annually. Patrick Metz noted that while mental health services are not a mandated service, what will be the ramifications to the community if we no longer offer these services. There are very few other providers in the area and many clients have no insurance or high deductibles. Discussion was held regarding local partnership options and continuing to pursue that option.

Personnel Updates: Patrick Metz requested that Teresa Nundahl, Mental Health Therapist, pass probation and be placed on regular status effective November 16, 2016. Motion by Marty Brewer, seconded by Debra Kyser to approve the probationary period of Teresa Nundahl, Mental Health Therapist, effective November 16, 2016. Motion carried.

Patrick Metz announced that Jackie Hill, Temporary/Casual Spanish Interpreter, submitted her resignation effective October 15, 2016; Angela Reed, Economic Support Specialist, submitted her resignation effective October 28, 2016; and Ashley Hady, Mental Health Therapist, submitted her resignation effective December 2, 2016. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the resignation of Jackie Hill, Temporary/Casual Spanish Interpreter, effective October 15, 2016; Angela Reed, Economic Support Specialist, effective October 28, 2016; and Ashley Hady, Mental Health Therapist, effective December 2, 2016. Motion carried.

Patrick Metz reviewed the four vacant county positions that we are not refilling at this time in an effort to offer savings to the budget: Mental Health Therapist, Psychiatric RN, Early Intervention Special Educator, and Confidential Administrative Secretary.

Update from Finance & Personnel Committee Meeting: No further updates were offered.

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

Victor Vlasak left the meeting.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2016 NEW HHS CONTRACT/AGREEMENT APPROVALS (11-10-16)</b>		
<b>RED DRAGON MARTIAL ARTS ACADEMY</b>	Provider of recreation/alternative activities to children being served by the Children’s Services Unit. (Richland Center)	Requesting Board approval to enter into an agreement with <u>Red Dragon Martial Arts Academy</u> for a total amount not to exceed <b>\$500</b> .

Motion made by Linda Gentes, seconded by Dr. Bryan Myers to approve the new 2016 agreement. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-13-16)</b>		
<b>IMAGINE A CHILD’S CAPACITY  NAME CHANGED TO: FAMILY SERVICE MADISON, INC.</b>	Clinical Services Unit provider of specialized behavioral assessments for children with complex emotional and behavioral issues and ongoing direct services to assist with implementing behavioral plans. (Madison)	Requesting Board approval to enter into a contract with <u>Family Service Madison, Inc.</u> for a total amount not to exceed <b>\$10,000</b> .
<b>KANTON HOME ADULT FAMILY HOME  NAME CHANGED TO: NINOVAN</b>	Clinical Services Unit provider of AFH services for consumers who due to mental health issues are unable to live independently. (Muscoda)	Requesting Board approval to enter into a contract with <u>Ninovan</u> for a total amount not to exceed <b>\$10,000</b> .

Motion made by Dr. Bryan Myers, seconded by Debra Kyser to approve the amended 2017 contracts. Motion Carried.

Approval of 2017 Vehicle Lease Agreements and a Memorandum of Understanding (MOU) (Mailout #2): Roxanne Klubertanz-Gerber stated that this is an annual request and the vendors have sufficient insurance on the vehicles. Bob Bellman stated that Richland County should be listed as an additional insured on the policy. Motion made by Linda Gentes, seconded by Marty Brewer to approve the 2017 Vehicle Lease Agreements with VARC, Inc., the City of Richland Center, and Schmitt Woodland Hills, and a MOU with Pine Valley Community Village. Motion Carried.

Approval of 2017 s.85.21 Specialized Transportation Assistance Grant (Mailout #3): Roxanne Klubertanz-Gerber reported that this is an annual request and Health & Human Services would receive \$69,578 in transportation funding with a county levy match of \$13,915.60. This funding supports the volunteer driver escort program. Motion made by Donald Seep, seconded by Debra Kyser to approve the 2017 s.85.21 Specialized Transportation Assistant Grant with required match totaling \$13,915.60, and forward it onto the County Board for approval. Motion Carried.

Approve Resolution in Support of Increased Funding in the Children and Family Aids Allocation (Mailout #4): Amanda Coorough stated that the Wisconsin Counties Associate (WCA) and Wisconsin Counties Human Service Association (WCHSA) are asking counties to adopt a resolution to increase funding for Children and Family Aids allocation. A resolution prepared by Attorney Ben Southwick was distributed. Patrick Metz reviewed the statistics in the resolution including that referrals of child protective services is up 30% since 2007, and the need to address recruitment and retention efforts of child welfare workers. Bob Bellman stated that we would like to invite legislators here to listen to these problems. Patrick Metz noted that the he understood the governor is already aware of this need. Motion made by Debra Kyser, seconded by Dr. Bryan Myers to approve a resolution in support of increased funding in the Children and Family Aids allocation, and forward it onto the County Board for approval. Motion Carried.

Update on Community Services Building Remodeling Project: Patrick Metz reported that there were issues with the office doors for the area, so the project completion date has been delayed approximately two weeks; however, we are right on budget at this time.

Approval of Updates to Exterior Community Services Building Sign: Patrick Metz stated that the outside sign has been in place since 2000 and there have been many changes in unit programming since the sign was last updated in 2009. The ADRC would like to further brand the exterior of the building in addition to the current ADRC window cling. Patrick Metz distributed a bid received by B-L Signs totaling \$3,736 and offered a picture of the new sign design. Discussion was held regarding the three bid requirement of the county. A typo on the new sign design was noted and it was suggested that “Adult and Children’s Services” be added to the program listing. It was requested that a picture of the current sign also be offered. Motion made by Donald Seep, seconded by Marty Brewer to approve bringing back three exterior sign bids for consideration. Motion Carried.

Department of Health Services (DHS) Administrative Rule 140 Review of Public Health Unit (Mailout #5): Patrick Metz reviewed the Administrative Rules relating to Public Health services and noted that we currently operate a Level II Health Department. It was noted that increased County Board Supervisor involvement during the review was recommended, so Health & Human Services Board members were encouraged to attend the meeting on December 9, 2016 from 9:30am-Noon. Discussion was held regarding the ability for the entire County Board to be invited. It was determined that the meeting should be posted as an official Health & Human Services Board meeting to increase attendance.

Health & Human Services Staff Response to September Flooding: Patrick Metz reviewed a presentation of the Health & Human Services staff response to the area flooding in September 2016. The role of the Health & Human Services Department in emergency situations includes providing food, clothing, shelter, crisis counseling, special needs, and non-emergency medical care. A shelter was opened at the Richland Community Senior Center and staffed 24 hours/day by Health & Human Services county employees. Four individuals needed shelter and 2 stayed overnight. In addition to staffing the shelter, Health & Human Services staff also provided support in the Emergency Operations Center offering Administrative and Public Health information. Health & Human Services provided 221 hours of staff time dedicated to emergency services during the flood at an approximate cost of \$8,049.25. Health & Human Services also delivered and distributed flood clean up kits, processed Food Share and furnace replacement benefits, distributed Goodwill and Salvation Army vouchers, and facilitated American Red Cross assistance for flood victims.

Patrick Metz distributed the 2016 Richland County Area Community Health Needs Assessment. It was suggested that this document be reviewed by Health & Human Services Board members for discussion in December.

Convene in Closed Session Per Wis. Statutes 19.85(1) (C) to Discuss the Annual Performance Evaluation of the Director: Motion by Dr. Louis Williams, seconded by Debra Kyser 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. Donald Seep, Debra Kyser, Dr. Bryan Myers. Dr. Louis Williams, Larry Jewell, Bob Bellman, Marty Brewer, and Linda Gentes all voted for the motion. Motion carried.

Return to Open Session: Motion by Dr. Bryan Myers, seconded by Debra Kyser to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, December 8, 2016 at 9:30am at the Community Services Building.

Adjourn: Motion by Dr. Bryan Myers, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor