

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 8, 2018

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 8, 2018 by Dr. Bryan Myers in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Donald Seep, Dr. Bryan Myers, Kerry Severson, Larry Jewell, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Members Absent: Dr. Louis Williams.

Others Present: Angie Rizner, Myranda Culver, Patrick Metz, Rachel Charron, Rose Kohout, Roxanne Klubertanz-Gerber, Sharon Pasold, Stephanie Ronnfeldt, and Victor Vlasak.

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

Approve January 11, 2018 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Debra Kyser 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 2017/2018 Voucher Report for February 8, 2018 was distributed. The following items required additional discussion:

Voucher #7 – Richland School District: This was to pay for 4 months of rent at the Rockbridge Meal Site. Discussion was held regarding the potential future use of the Rockbridge School.

Voucher #2 – Cardmember Service: This was to pay for a 3-day mandatory TAD Grant staff training.

Voucher #25 – Pelitteri Waste Systems: This was to pay for confidential document shredding service. Motion by Marty Brewer, seconded by Linda Gentes to approve the 2017/2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2017/2018 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2018 Expense Reports	15	\$7,458.15
Richland County Health and Human Services – 2017 Vouchers	6	\$7,034.57
Richland County Health and Human Services – 2018 Vouchers	28	\$22,709.34
Richland County Health and Human Services – 2018 Prepaid Vouchers	0	\$0
TOTAL	49	\$37,202.06

2017 Budget Summary: Patrick Metz stated that Tim Gottschall has been out of the office recently due to a family emergency, and he was not able to be present today or prepare a budget summary. Patrick Metz noted that it is likely that the Placement Funds will be short approximately \$600,000 - \$650,000 once the Health & Human Services core budget surplus is utilized. It was noted that the Placement Funds total \$1.3 million this year.

2017 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 90% utilization, noting that most invoicing is through November or December. Angie Rizner noted that she would offer the 2017 report one more time in March, as most final invoices should be in at that time. Most contracts are right on track with the exception of Driftless Counseling, Lucky Star 3 Corporation, Sierra Group Home, and Therapy Without Walls which will be discussed later in the meeting for amendment. Don Seep questioned the Chileda Institute costs of \$182,500. It was noted that these costs are due to the placement of one child and it is anticipated to be a long-term placement.

2018 Budget Update:

Further Discuss Non-mandated Programs and Services: Patrick Metz questioned if there is any need to further discuss these issues to assist with the 2018 budget. Patrick Metz noted that there is no additional tax levy savings to anticipate from the County Board vote to not increase hours for those 35-37.50 hour per week positions that were proposed, as those positions are not attached to tax levy. However, pursuing the management restructure without salary increases did offer a savings in tax levy. It was noted that the increase in hours proposal was budget neutral and is scheduled to be reviewed again by the Finance & Personnel Committee and County Board in January 2019.

Psychiatrist Update: Dr. Bryan Myers stated that he spoke with Brian Puls and the Richland Hospital is interested in partnering to hire a local psychiatrist; however, due to turnover, illness, and the implementation of a new EHR system, they requested that we give them 60 days to come forward with a proposal.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout. Don Seep questioned the physical differences between an AFH and a skilled nursing facility. Myranda Culver noted that AFH or Group Home placements are often utilized for step-down services from a mental health facility and the cost is established based upon the client care needs.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-8-18)		
MARION'S PLACE	A provider of AFH residential care and respite to adults who due to mental health issues are unable to live independently. (Richland Center)	For a total amount not to exceed \$49,500 .

Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the new 2017 contract. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-8-18)		
RICHLAND ELECTRIC COOPERATIVE	A provider of first alert systems provided to Aging & Disability Resource Center clients. (Richland Center)	For a total amount not to exceed \$1,000.

Motion by Marty Brewer, seconded by Kerry Severson to approve the new 2018 agreements. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2017 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-8-18)		
DRIFTLESS COUNSELING, LLC	Due to an increased need for individual skill development and psychotherapy provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Viroqua)	<i>Original Contract Amount: \$30,000.</i> To a total amount not to exceed \$49,500.
HOPE HAVEN	Due to an increased need for Community Residential Services provided to Comprehensive Community Services and AODA consumers being served by the Clinical Services Unit. (Madison)	<i>Original Agreement Amount: \$5,000.</i> To a total amount not to exceed \$9,500.
LUCKY STAR 3 CORPORATION	Due to an increased need for AFH and CBRF services provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Dodgeville)	<i>Original Contract Amount: \$55,000.</i> To a total amount not to exceed \$62,500.
SIERRA GROUP HOME, INC.	Due to an increased need for Group Home services provided to a child being served by the Children's Services Unit. (White Lake) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$49,500.</i> To a total amount not to exceed \$55,000.
THERAPY WITHOUT WALLS, LLC	Due to an increased need for individual skill development and psychotherapy provided to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Reedsburg) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$85,000.</i> To a total amount not to exceed \$115,000.

Motion by Linda Gentes, seconded by Donald Seep to approve the amended 2017 contracts and agreements. Motion carried.

Personnel Updates: Patrick Metz read a letter of resignation from Dr. Louis Williams. Motion by Marty Brewer, seconded by Linda Gentes to approve the retirement of Dr. Louis Williams effective February 6, 2018. Motion carried. Dr. Bryan Myers commended Dr. Louis Williams for his years of service and requested that recognition be placed on the Board meeting next month. Discussion was held regarding the

reduction down to seven members on the Health & Human Services Board and the Public Health physician requirements. It was determined that we should wait to advertise to fill the position until after the April election.

Patrick Metz announced the hiring of:

Liz Bjorklund, Mental Health Therapist	Effective: 1/29/2018
Rose Kohout, Public Health Manager/County Health Officer (internal transfer)	Effective: 2/4/2018
Lisa Kusssmaul, Psychiatric RN	Effective: 2/13/2018
Jaymie Bruckner, Confidential Administrative Secretary	Effective: 2/28/2018
Deb Dittmer, Secretary	Effective: 2/28/2018

Motion by Debra Kyser, seconded by Kerry Severson to approve the hiring of Liz Bjorklund, Mental Health Therapist, effective January 29, 2018; the internal transfer of Rose Kohout, from a Public Health RN position to the Public Health Manager/County Health Officer position effective February 4, 2018; the hiring of Lisa Kusssmaul, Psychiatric RN, effective February 13, 2018; and the hiring of Jaymie Bruckner, Confidential Administrative Secretary, and Deb Dittmer, Secretary effective February 28, 2018. Motion carried.

Patrick Metz requested that the following staff pass probation and be placed on regular status:

Sharon Pasold, Business Systems Supervisor (3 month probation)	Effective: 2/13/2018
Lori Brinkley, Economic Support Specialist	Effective: 2/14/2018
Shawna Charneski, Economic Support Specialist	Effective: 2/14/2018
Hayley Maxwell, Substance Abuse Counselor In-Training	Effective: 2/28/2018
Kayla Williams, Children's Services Case Manager	Effective: 3/6/2018
Lexi Nickols, Children's Services Case Manager	Effective: 3/11/2018
Hannah Robertson, Program Assistant	Effective: 3/11/2018

Motion by Donald Seep, seconded by Marty Brewer to approve the probationary period of Sharon Pasold, Business Systems Supervisor, effective February 13, 2018; Lori Brinkley and Shawna Charneski, Economic Support Specialists, effective February 14, 2018; Hayley Maxwell, Substance Abuse Counselor In-Training, effective February 28, 2018; Kayla Williams, Children's Services Case Manager, effective March 6, 2018; and Lexi Nickols, Children's Services Case Manager, and Hannah Robertson, Program Assistant, effective March 11, 2018. Motion carried.

Patrick Metz reported that Rose Kohout, Public Health RN, submitted her resignation effective February 4, 2018 in order to transfer to the Public Health Manager/County Health Officer position. Motion by Linda Gentes, seconded by Debra Kyser to approve the resignation of Rose Kohout, Public Health RN, effective February 4, 2018. Motion carried.

Patrick Metz announced that Liz Bjorklund, Mental Health Therapist, submitted her resignation from the Southwest Wisconsin Workforce Development Board effective January 28, 2018 in order to accept an offer of county employment.

Patrick Metz stated that Liz Bjorklund, Mental Health Therapist, Lisa Kusssmaul, Psychiatric RN, Jaymie Bruckner, Confidential Administrative Secretary, and Deb Dittmer, Secretary, requested up to 15 days off without pay in their first year of employment.

Patrick Metz reviewed our vacant county positions noting that we are not refilling the following vacant, full-time county positions at this time in an effort to offer savings to the budget: Clerical Assistant II, Secretary, Early Intervention Special Educator, and Psychiatric RN.

Implementing New 2018 Wage Structure:

Approve Modifications to Management Restructure Proposal (Mailout #2): Patrick Metz reported that two issues have developed since the County Board approved the management restructure proposal: the Regional ADRC Manager was transferred to Juneau County. The ADRC Supervisor is no longer able to report to that manager; therefore, we are proposing that the ADRC Manager report directly to the Agency Director. Secondly, the new wage and compensation study placed the Public Health Supervisor/County Health Officer a wage grade above the Manager of Operations who this position is supposed to report to; therefore, we are requesting that the Public Health Manager/County Health Officer report directly to the Agency Director. Don Seep questioned the organizational changes to the ADRC. Roxanne Klubertanz-Gerber reported that the Regional ADRC is in support of this change of her reporting directly to the Agency Director. Motion by Marty Brewer, seconded by Donald Seep to approve modifications to the Management Restructure proposal and nine related position descriptions to include title changes, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve the Correction of Job Titles and Insertion of Missing Positions into the New Wage Structure (Mailout #3): Dr. Bryan Myers recommended that the two agenda items be addressed separately. Patrick Metz noted that three job titles were listed incorrectly in the new wage and compensation study, noting that there is no change in wage, just the correction of job titles:

1. Grade L – HHS Juvenile Lead Wrkr should be listed as HHS CPS/JJ Supervisor.
2. Grade K – HHS Econ Supprt Manager should be listed as HHS Economic Support Supervisor.
3. Grade J – HHS Office Supervisor should be listed as HHS Administrative Supervisor.

Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the 3 title changes in the Richland County Wage & Compensation Study, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Patrick Metz reported that there are five positions that are missing from the new wage and compensation:

1. HHS Juvenile Justice Lead Worker.
2. HHS Certified Substance Abuse Counselor.
3. HHS Nutrition Site Worker (6).
4. Driver/Escort Driver (4).
5. Nutrition Driver (2).

Motion by Kerry Severson, seconded by Ingrid Glasbrenner to recommend that the Finance & Personnel Committee request that Carlson Dettmann place the 5 positions appropriately into the Wage & Compensation Study, and forward the recommendation onto the County Board for approval. Motion carried.

Approve Moving New Staff off Probation on April 1, 2018 (Mailout #4): Patrick Metz stated that the new wage structure is scheduled to take effect the second pay period in April 2018 for Health & Human Services staff. We are requesting that eight newly appointed positions be moved off probation prior to

this date in order to meet the wages agreed to in their offer letters. Patrick Metz explained that after final interviews, the successful applicant is mailed an official offer letter. The offer letter lists the starting wage and post probationary wage after the successful completion of a minimum six-month probationary period. This document is signed by both the Director and new hire prior to their anticipated start date. If these employees are not moved off probation prior to the implementation of the new wage scale, the “promised” wages are not met and in fact 6 of the 8 positions would see a wage reduction. Dr. Bryan Myers noted that no employee was supposed to be receiving a wage reduction. The list of affected employees was reviewed noting that those not receiving a wage reduction should still be on the regular probationary schedule, so that leaves the following six employees:

Name	Title	Scheduled to Pass Probation	Post Probation Wage	New Wage Scale	Difference
Rose Kohout	Public Health Manager	5/2/2018	\$33.59/hr	\$30.78/hr	(\$2.81)/hr
Julie Bollinger-Jones	MH Therapist	5/18/2018	\$27.74/hr	\$25.73/hr	(\$2.01)/hr
Edie Moore	MH Therapist	5/27/2018	\$26.49/hr	\$25.73/hr	(\$.76)/hr
Breanna Welsh	Case Manager	5/27/2018	\$19.53/hr	\$18.99/hr	(\$.54)/hr
Rachel Charron	CPS/JJ Supervisor	5/27/2018	\$29.10/hr	\$27.42/hr	(\$1.68)/hr
Liz Bjorklund	MH Therapist	7/29/2018	\$27.72/hr	\$25.73/hr	(\$2.01)/hr

Patrick Metz noted that of these six employees, two have worked for the agency previously and were already on regular status with the county for many years. Angie Rizner stated that this situation is unique and all new hires offered positions after February 1, 2018 have been made aware of the new wage scale in their offer letters. Motion by Debra Kyser, seconded by Marty Brewer to review the status of the six employees (Rose Kohout, Julie Bollinger-Jones, Edie Moore, Breanna Welsh, Rachel Charron, and Liz Bjorklund) and consider early completion of their probationary period next month. Motion carried.

Approve Updated Position Descriptions Without an Increase in Hours (Mailout #5): Patrick Metz requested that the following eight positions, which were not approved for an increase in hours, still have their position descriptions updated to reflect changes in duties and reports to:

1. Clerical Assistant II (Administration)
2. Secretary (Administration)
3. Clerical Assistant II (ADRC)
4. Secretary (ADRC)
5. Resource Center Specialist
6. Youth Aide Worker
7. Economic Support Specialist
8. Public Health RN

Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the 8 updated position descriptions, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Review Life Point Services Policies & Procedures and Approve Providing Office Space for Life Point Services Staff to Conduct HIV and Hep C Testing (Mailout #6): Patrick Metz stated that before office

space is provided to Life Point Services this Board recommended that the Policies and Procedures be reviewed. Patrick Metz, DRM and Ingrid Glasbrenner noted that they reviewed the documents and are satisfied with what was offered. Patrick Metz noted that this group is also able to give out free doses of Narcan as a service. DRM noted that it is legal to hand out Narcan without a prescription. Discussion was held regarding the addition of this service. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve providing office space for Life Point Services staff to conduct HIV and Hepatitis C testing, education and Narcan distribution and education at the Community Services Building. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1) (c) (f) to Discuss the Health & Human Services Director Interview Process: Motion by Marty Brewer, seconded by Kerry Severson to convene in closed session per Wis. Statutes 19.85(1) (c) (f) to discuss the Health & Human Services Director interview process to include Patrick Metz and Victor Vlasak. Roll Call Vote. Donald Seep, Debra Kyser, Kerry Severson, Larry Jewell, Marty Brewer, Ingrid Glasbrenner, Linda Gentes, and Dr. Bryan Myers all voted for the motion. Motion carried.

Return to Open Session: Motion by Marty Brewer, seconded by Donald Seep to return to open session. Motion carried.

Adjourn: Motion by Marty Brewer, seconded by Ingrid Glasbrenner to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Administrative Supervisor