

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 5, 2018

The monthly meeting of the Richland County Health and Human Services Board was called to order at 1:00 p.m. on April 5, 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 Jewel, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Members Absent: Dr. Louis Williams (retired February 6, 2018).

Others Present: Angie Rizner, Myranda Culver, Rachel Charron, Roxanne Klubertanz-Gerber, Sharon Pasold, Stephanie Ronnfeldt, Tim Gottschall, Brianna Kolman, Sue Roseberry, and Teri Richards.

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

Approve March 8, 2018 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for April 5, 2018 was distributed. The following items required additional discussion:

Voucher #15 & 16 – D&P Enterprises: Tim Gottschall stated that this is one service being considered to merge with similar services that are already being offered at the Courthouse, as this was a topic of conversation at the last Finance & Personnel Committee meeting. Don Seep requested that this topic be placed on a future meeting agenda and noted that we may need to call a special joint meeting of the Health & Human Services Board and the Property Committee. Tim Gottschall stated that he would have more information to offer after the next Property Committee meeting.

Voucher #24 – Godfrey & Kahn, SC.: This was to pay for labor law attorney fees that were billed to us by the County Clerk's Office.

Voucher #54 – Walmart: This was to purchase gift cards for families who qualify for a pilot Post Reunification Support Grant and the funding is utilized to maintain or reunify children in their family homes instead of into an alternative, more costly placement.

Previously Paid

Voucher #1 – Mid-West Security: This was to pay for a purchase that was previously authorized in 2017 for the wristwatch security system for staff to utilize. Motion by Donald Seep, seconded by Kerry Severson to approve the 2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2018 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2018 Expense Reports	15	\$8,098.36
Richland County Health and Human Services – 2018 Vouchers	36	\$24,246.09
Richland County Health and Human Services – 2018 Prepaid Vouchers	1	\$2,380.00
TOTAL	52	\$34,724.45

2017 Budget Summary: Tim Gottschall stated that nothing has changed from last month’s report; however, 2017 revenues may improve.

2017 Contract Monitoring Report: Angie Rizner noted that the report for 2017 was finalized last month and we have not received a significant amount of invoices for 2018 to warrant monitoring. Angie Rizner stated that the first report for 2018 will be offered next month.

2018 Budget Update: Tim Gottschall distributed the 2018 Health & Human Services Budget noting a surplus of \$4,517 as of March 19, 2018. Tim Gottschall reported that the first quarter of placements has not gone well. Adult placements are higher than average for the Winnebago Mental Health Institute. Dr. Bryan Myers stated that if these expenses continue, the trend could reach over \$1 million.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-5-18)		
FAMILY & CHILDREN’S CENTER	A provider of Youth Home day treatment to a child being served by the Children’s Services Unit. (La Crosse)	For a total amount not to exceed \$38,000.
GIO’S GARDEN	A provider of respite services to children with disabilities being served by the Children’s Services Unit. (Middleton)	For a total amount not to exceed \$11,000.
LORI KNAPP RICHLAND, INC.	A provider of financial services serving as a fiscal agent for children with disabilities being served by the Children’s Services Unit. (Richland Center)	For a total amount not to exceed \$19,500.
PLATTEVILLE FAMILY RESOURCE CENTER	A provider of psychological/parenting ability testing to individuals being served by the Children’s Services Unit. (Platteville)	For a total amount not to exceed \$5,000.
RURAL WISCONSIN HEALTH COOPERATIVE	A provider of speech therapy to Birth to Three Program children being served by the Children’s Services Unit. (Sauk City)	For a total amount not to exceed \$49,500.

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

Myranda Culver reported that due to staff turnover we would propose the addition of daytime call center coverage offered by Northwest Counseling & Guidance Clinic staff for an additional \$1,000. It was noted that the same service would be offered during the day as is currently being offered afterhours. Clarification was offered noting that this service would not decrease the need for a full-time county position, but simply offer some relief to already overloaded, shrinking staff. Myranda Culver noted that on-site county crisis staff would still need to respond in person to any walk-ins or local issues that develop. The Northwest Counseling & Guidance Clinic is physically located in Menomonie, Wisconsin and their staff only function as call center responders.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-5-18)		
NORTHWEST COUNSELING & GUIDANCE CLINIC	Due to the addition of 24/7 call center crisis coverage provided to individuals being served by the Clinical Services Unit. (Menomonie)	<i>Original Contract Amount: \$58,000.</i> To a total amount not to exceed \$59,000.

Motion by Debra Kyser, seconded by Linda Gentes to approve the amended 2018 contract. Motion carried.

Personnel Updates: Tim Gottschall requested that Brandie Anderson, Public Health RN, pass probation and be placed on regular status effective April 30, 2018 and Rose Kohout, Public Health Manager, pass probation and be placed on regular status effective May 5, 2018. Motion by Marty Brewer, seconded by Debra Kyser to approve the probationary period of Brandie Anderson, Public Health RN, effective April 30, 2018 and Rose Kohout, Public Health Manager, effective May 5, 2018. Motion carried.

Tim Gottschall reported that Ashley Finnell, Resource Center Specialist, submitted her resignation effective March 30, 2018; Briana Hardyman, Mental Health Therapist, submitted her resignation effective April 6, 2018; Breanna Welsh, Children’s Services Case Manager, submitted her resignation effective April 11, 2018; and Liz Bjorklund, Mental Health Therapist, submitted her resignation effective May 1, 2018. Motion by Kerry Severson, seconded by Linda Gentes to approve the resignation of Ashley Finnell, Resource Center Specialist, effective March 30, 2018; Briana Hardyman, Mental Health Therapist, effective April 6, 2018; Breanna Welsh, Children’s Services Case Manager, effective April 11, 2018; and Liz Bjorklund, Mental Health Therapist, effective May 1, 2018. Motion carried.

Tim Gottschall reviewed our vacant county positions noting that we are currently advertising to fill one Resource Center Specialist position, two Mental Health Therapist positions, and two Children’s Services Case Manager positions. 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, Psychiatric RN, and Public Health RN.

Health & Human Services Board Committee Structure Clarification: Tim Gottschall noted that this was added onto the agenda to clarify the County Board member and physician changes to our committee structure; however, this clarification is no longer needed due to the results of the recent election. Angie Rizner was instructed to advertise for a physician on the Health & Human Services Board immediately. Board members were advised to actively seek out local physician recruits.

Approve 2019 Environmental Health Consultant Services Funding (Mailout #2): Tim Gottschall stated that the work of the Environmental Health Consultant is essential to the activities of the Public Health Unit. It was noted that the current Grant County employee is on-site in Richland County one-half day per week. Kerry Severson requested a correction of he/she in the mailout. Motion made by Linda Gentes, seconded by Ingrid Glasbrenner to approve a contract with the Grant County Health Department for the amount of \$8,500 for Environmental Health Consultant services in 2019. Motion Carried.

Approve HVAC System Maintenance (Mailout #3): Tim Gottschall reported that three years ago we renovated the vacant cubicle space to create an Economic Support Call Center; however, the project did not include appropriate modifications to the HVAC system. We have routinely had issues with heating/cooling on each side of the wall. A technician was called and offered an estimate stating that “the right thing to do” is add a new system to the new area and not continue splitting the systems. A quote was offered by Wertz Plumbing & Heating totaling \$18,500. A less costly option would be to install a cap to redirect existing vents not to exceed \$3,000.

Tim Gottschall noted that approximately \$30,000 was budgeted this year for multiple building issues, including the remodeling of the Main Front Desk, and improvements to building security. It was noted that this is an older area of the building and over-taxing multiple old units is not ideal. Angie Rizner stated that the Property Committee requested that she coordinate a building audit with Focus on Energy and WPPI audit. The audit is scheduled for April 13, 2018. Ingrid Glasbrenner questioned if multiple quotes need to be obtained. Tim Gottschall stated that this is not a capital expense, so only one bid is required but more could be sought out. Motion made by Marty Brewer, seconded by Debra Kyser to postpone this action until next month. Motion Carried.

Approve Laptop Purchase (Mailout #4): Tim Gottschall stated that a Children’s Services Unit worker is in need of a laptop replacement. It was noted that this is a budgeted expense and should be something we budget for more aggressively next year, as many of our technological devices are nearing end of life. Motion by Kerry Severson, seconded by Debra Kyser to approve the purchase of one laptop and accessories from JComp Technologies, Inc. totaling up to \$1,399.64. Motion carried.

Board Member Attendance at Spring WCHSA Conference (Mailout #5): Tim Gottschall reviewed the Spring Wisconsin Counties Human Service Association (WCHSA) Conference dates (May 15-17, 2018) and associated costs (\$255 for entire conference or \$100 for single day). Debra Kyser stated that she attended this conference last year and found it to be very informative. Motion by Donald Seep, seconded by Kerry Severson to deny authorizing additional Health & Human Services Board member expenditures toward the Health & Human Services budget at this time. Motion carried.

Further Discuss Providing Office Space to Life Point Services: Tim Gottschall noted that this agenda item discussion in no way implies his personal opinion on the services being offered by Life Point Services. As you are aware, the Health & Human Services Board voted in February to provide office space for Life Point Services staff to conduct only HIV and Hepatitis C testing. However, after a meeting held recently, Health & Human Services management does not feel that the distinction can be made by Life Point Services staff and their entire array of services would be offered and not restricted, as was the intention of the Health & Human Services Board discussion and subsequent motions over the last few months. Additionally, Richland Center Police Chief Luke Clements recently learned of this situation and voiced concerns with the clientele that could be coming here for these services from outside of our county. Tim Gottschall noted that Chief Clements is concerned that additional law enforcement contacts and potential safety issues for other county clients being served by this agency could occur. Tim

Gottschall reported that Chief Clements offered to speak with members of the Health & Human Services Board who wanted his opinion on the matter, since he was not able to make today's meeting in person.

Dr. Bryan Myers reported that it is a liability issue for Richland County to be involved in any way with the drug addiction needle exchange program. Dr. Bryan Myers noted that the Health & Human Services Board offered a "tight leash", and if there are concerns that needles could still be exchanged off-site as part of the interaction offered by Life Point Services while working out of the Community Services Building, then we should revoke the offer of office space. Donald Seep stated that the morale and safety of the employees in this work environment must also be considered. Dr. Bryan Myers noted that the HIV and Hepatitis C testing is a very important issue and needs to be offered somewhere in this community, but is uncertain where would be a good fit. **Motion by Donald Seep, seconded by Kerry Severson to no longer provide office space to Life Point Services effective immediately. Motion carried.**

Citizen Comments: Don Seep stated that he would like to thank Larry Jewell for his many years of service on the Health & Human Services Board and County Board. Don Seep also stated that he greatly appreciated the professionalism displayed by Dr. Bryan Myers during his term on the County Board. His advocacy for Health & Human Services earned him much respect and he offered a nice foundation for administering and tending to the future needs of the Health & Human Services Department and Board.

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

Return to Open Session: **Motion by Donald Seep, seconded by Kerry Severson to return to open session. Motion carried.**

Adjourn: The next meeting is scheduled for Thursday, May 10, 2018 at 9:30 am. **Motion by Donald Seep, seconded by Marty Brewer to adjourn the meeting. Motion carried.**

Respectfully Submitted,

Angie Rizner
Administrative Supervisor