

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**June 14, 2018**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 5:00 p.m. on June 14, 2018 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin. The meeting was held jointly with the Richland County Property, Building and Grounds Committee.

Health & Human Services Board Members Present: Debra Kyser, Donald Seep, Dr. Jerel Berres, Kerry Severson, Linda Gentes, Marty Brewer, and Ingrid Glasbrenner.

Property, Building and Grounds Committee Members Present: Buford Marshall, Larry Sebranek, Chad Cosgrove, and Richard McKee. Absent: Steve Williamson.

Others Present: Angie Rizner, Becky Dahl, Betsy Roesler, Myranda Culver, Rachel Charron, Rose Kohout, Roxanne Klubertanz-Gerber, Sharon Pasold, Tim Gottschall, Avery Manning, and Sue Roseberry.

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

Approve May 10, 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: Sue Roseberry requested to review this agenda item after the Rockbridge Meal Site update.

Maintenance Collaboration Options – Richland County Property Committee: Tim Gottschall stated that he and Angie Rizner attended the last Property Committee meeting to discuss collaborative options and the possibility of creating a joint maintenance department between the Community Services Building and Courthouse. Discussions during that meeting included the possibility of sharing two full-time county staff under the direction of Avery Manning, Courthouse Maintenance Supervisor, for the routine cleaning/maintenance, snow plowing/removal, and landscaping work at both buildings. It was noted that this collaborative effort could save money while offering staff depth and expertise at the two facilities. Angie Rizner stated that this possible collaboration was previously discussed in 2013, but was not pursued for a variety of reasons at that time.

Buford Marshall reported that the Property Committee is in the process of interviewing applicants for the one vacant 35 hour/week Maintenance position at the Courthouse. Angie Rizner noted that Health & Human Services employs two part-time, leased staff through the Southwest Wisconsin Workforce Development Board (SWWDB). One employee works 14 hours/week Monday-Wednesday and one employee works 28 hours/week Monday-Friday. Angie Rizner stated that on numerous occasions Health & Human Services has required urgent janitorial or maintenance assistance during normal business hours; however, the two part-time staff work afternoon hours to accommodate other jobs and their cleaning duties (such as moping and vacuuming) must be performed afterhours as to not disrupt normal business operations. Having access to multiple shared staff during normal business hours would be beneficial to both facilities.

Discussion was held regarding the current snow plowing/removal practices at each building. It was noted that Avery Manning is responsible for snow plowing and salting the Courthouse property and he is allowed to push the snow into the city streets. Health & Human Services contracts with D&P Enterprises for snow plowing,

salting, and snow removal since they are not allowed to push the snow into the city streets. Buford Marshall stated that he recently spoke with Bill Condon at the Highway Shop about the possibility of his staff driving an end loader to the Community Services Building and Courthouse to clear off the snow and move it into the city streets. Larry Sebranek noted that he recently spoke with Randy Olson and he can offer a better price on snow removal. Angie Rizner stated that Health & Human Services enters into a competitive bid process every 2-3 years that is all inclusive: snow plowing, salting, and snow removal. Tim Gottschall noted that the pricing for snow removal could be higher to make-up for the lower costs charged for snow plowing and salting. It was noted that Jeanetta Kirkpatrick was going to reach out to the new City Mayor to request the ability for the Community Services Building to push their snow out into the street like the Courthouse is permitted to do. Angie Rizner was instructed to request separate bids for the snow removal and snow plowing/salting for the winter of 2018.

Tim Gottschall reported that Health & Human Services budgets roughly \$40,000 for janitorial services at the Community Services Building and another \$6,000 is budgeted for snow plowing services. It was noted that Health & Human Services pays a 7% administrative fee to employ the two SWWDB leased employees. Tim Gottschall stated that Health & Human Services would need to budget differently if this collaborative effort is pursued for 2019. Angie Rizner stated that this collaborative effort could also result in other cost saving measures; such as dumpster rental, confidential shredding, and purchasing bulk cleaning supplies. Angie Rizner was instructed to share the maintenance/janitorial task lists for the two SWWDB part-time positions with Avery Manning so he could review if two full-time positions would be sufficient to take care of the needs of both buildings. It was determined that no further action would occur until after the Property Committee is able to interview, hire and train their new full-time Courthouse maintenance person; however, this collaborative maintenance effort is logical and a positive step for the county.

Approve Flat Roof Maintenance Project (Mailout #2): Tim Gottschall reported that the Community Services Building flat roof has been leaking and requires maintenance. While the immediate leak has been repaired, the older section of the roof has been seriously damaged from the recent hail storm. Angie Rizner noted that the newer section of the building is still under a 10 year warranty through July 14, 2019 and an inspection of that area was recently conducted by the warranty company who found no issues with the Firestone Red Shield Roofing System covering that 8800 square feet.

Management requested that vendors be contacted to start bidding on the project in case more issues arise. Angie Rizner distributed a revised mailout now that all estimates have been received from the three bidding vendors. Additionally, a representative from the county's insurance company recently inspected the roof and has requested that an engineer come assess the damage and offer recommendations. Buford Marshall noted that the county's engineer will also be reviewing the hail storm roof damage to the Fairgrounds and Courthouse buildings as well. It was recommended that Linda Gentes check with a representative at UW-Richland regarding their roofing project engineer. It was decided that the Board should not approve a roofing vendor at this time and instead wait for the results of the county insurance company's engineer report before possibly hiring our own engineer. Discussion was held regarding the roofing project timeline and the variety of options being offered by vendors. Tim Gottschall noted that the Community Services Building roof is not leaking at this time, but we would like to try to complete the roofing project before winter. Buford Marshall stated that the Fairgrounds Committee is putting out an RFP right now to address their issues. Motion by Donald Seep, seconded by Marty Brewer to approve a collaborative effort between Tim Gottschall and Avery Manning to keep the roofing project at the Community Services Building progressing forward and timely. Motion carried.

Focus on Energy Audit Report – Richland County Property Committee: Tim Gottschall stated that he and Angie Rizner presented this report to the Property Committee as requested by the Health & Human Services Board during last month's meeting. Tim Gottschall noted that the upfront expense to upgrade the lighting

throughout the building as recommended by the audit is cost prohibitive for Health & Human Services at this time. Buford Marshall reported that Avery Manning continues to update the lighting at the Courthouse only when affordable. Richard McKee stated that he has experience with upgrading LED fixtures and that project cost approximately \$26,000-\$28,000 to implement and offered an energy cost savings of \$2,900 per month. It was agreed that LED lighting continues to make advancements that are more energy efficient and this project should be pursued, but only when affordable or able to be properly budgeted.

Review 2017 Annual Report: Tim Gottschall reviewed the Administrative Services Unit section of the report noting a full implementation of the electronic health record system which permits us to claim increased revenues for the Mental Health Outpatient Clinic, and reviewed the improvements that have been made to the building to increase security and staff safety.

Becky Dahl reviewed the ADRC of Eagle Country-Richland Center section of the report. The Information & Assistance staff received 6,702 contacts from customers in 2017. The Disability Benefit Specialist assisted 157 Richland County residents in receiving over \$1 million in qualified benefits and the Elder Benefit Specialist provided savings to 317 Richland County residents totaling \$1.6 million. The Richland County Public Transportation Program provided a total of 1,490 trips for 742 passengers traveling 22,577 miles and the Driver Escort Program had 23 volunteers driving 4,447 one-way trips for 2,231 passengers traveling 222,789 miles while volunteering 9,521 hours of their time.

Becky Dahl also reviewed the ADRC of Eagle Country Regional Office section of the report noting that their office serves Crawford, Juneau, Richland and Sauk Counties. The ADRC of Eagle Country has 13 Information & Assistance Specialists who assisted 15,139 unduplicated customers in 2017. Kerry Severson questioned how the unduplicated customers increased by 5,000 from 2015 to 2017. Becky Dahl stated that the region increased their marketing/outreach efforts and improved data collection. The region's Disability Benefit Specialists assisted 1,095 customers resulting in a monetary impact of over \$7 million. The region's Elder Benefit Specialist assisted 2,708 customers resulting in a monetary impact of nearly \$19 million. Becky Dahl noted that the ADRC of Eagle Country was recently awarded a competitive grant to hire a Dementia Specialist for the region.

Myranda Culver and Rachel Charron reviewed the Children's Services Unit section of the report. In 2017, the Birth to Three Program received 67 referrals and served 48 children and the Children's Long Term Support Program served 38 children. Rachel Charron reported that Child Protective Services (CPS) reports already increased 60% from 2017 to 2018, and noted that the philosophy of the State of Wisconsin is changing from a punitive CPS investigation to a more trusting practice model. The State is also changing their second component of the local Child Welfare system from Juvenile Justice to "Youth Justice" for children who have been alleged to have violated laws. Rachel Charron stated that Richland County implemented a THRIVE Program a few years ago which is now also the trend and we continue to recruit Foster Care homes.

Myranda Culver reviewed the Clinical Services Unit section of the report noting that there were fewer outpatient staff offering services in 2017; however, 428 individuals were assisted in one or more of our programs. The Clinical Services Unit served 196 crisis individuals during business hours and Northwest Connections assisted 212 afterhours crisis contacts. These situations equated to 1,222 total crisis contacts to assess the situation and follow-up to coordinate services. There were 41 involuntary emergency hospitalizations and 12 clients were placed in a Mental Health Institute for 427 days in 2017. Discussion was held regarding mandated versus non-mandated services. Myranda Culver noted that the Outpatient Clinic served fewer mental health and substance abuse clients since we functioned without a psychiatrist or substance abuse counselor for most of 2017. Seven clients received 10 days of detox services. Discussion was held regarding our data collection methods for detox services and law enforcement's utilization of the service. Myranda Culver reported that 9 clients were placed in adult family homes or community-based residential

facilities for 1,135 days and 4 of those clients were considered long-term placements. The Adult Protective Services system served 82 county residents in 2017.

Stephanie Ronnfeldt reviewed the Economic Support Unit section of the report noting that 12 staff have approximately 600 cases each and the Capital Call Center staff accepted 323,776 phone calls in an eight-county consortium. Stephanie Ronnfeldt noted the need for certified daycare providers in Richland County, as the number of local providers has reduced from more than 20 providers five years ago to just 6 at this time. It was announced that Kids Stuff is closing in September of 2018 which will seriously impact our working families that receive child care assistance. Stephanie Ronnfeldt reported that Richland County had 3,455 unduplicated FoodShare recipients in 2017 and the screening of able-bodied adults to obtain FoodShare is scheduled to start in 2019. It was noted that 809 Richland County residents received Medical Assistance and 795 Richland County households received Energy Assistance totaling \$456,061.

Rose Kohout reviewed the Public Health section of the report noting that 819 immunizations were distributed and the communicable disease statistics with significant increases were reviewed. It was noted that fewer individuals are receiving Maternal Child Health Programs from Public Health due to those services now being offered by their primary healthcare provider. In 2017, 255 Richland County residents borrowed equipment from the Loan Closet. Rose Kohout noted that Richland County employs a Health and Wellness Coordinator who continues to work on the initiatives of the 2016 Community Health Needs Assessment and our contracted Environmental Health Consultant responded to 266 issues in 2017. Rose Kohout reviewed the number of meals served at each of the four Senior Nutrition Program Meal Sites and noted that 6,977 volunteer hours were logged to assist with these meal site activities. Rose Kohout reported that the Health and Wellness Coordinator is also actively assisting the Richland County Children and Family Advocacy Council (RCCFAC) with town hall meetings and the five evidence-based pillars.

Linda Gentes postponed the discussion of Fiscal Section of the 2017 Annual Report until the next meeting.

Update on Rockbridge Meal Site and 2018 Richland School District Contract: Rose Kohout offered an update on the Rockbridge Meal Site noting that she and Tanya Van Risseghem-Webster recently attended a Buildings, Property and Transportation Committee meeting to further discuss the invoicing issues before forwarding the topic onto the full Richland School Board. Rose Kohout stated that she requested that the Rockbridge Meal Site only be billed for the use of one classroom instead of two classrooms, as that is the most significant invoicing issue in 2018. Representatives from the Buildings, Property and Transportation Committee seemed receptive to that option and also recommended another potential solution would be to bypass their routine rental agreement and instead enter into an intergovernmental agreement. Rose Kohout reported that the next Richland School Board meeting is scheduled for Monday, June 18, 2018 and this topic should be on the agenda for action.

Sue Roseberry stated that she has not discussed any of these potential issues with Rockbridge Meal Site attendees, but she has invited them to attend the next Richland School Board meeting. Marty Brewer noted that the Health & Human Services Board meeting is a public meeting and the minutes are posted on the county website, so the information can be shared. It was noted that the message to Rockbridge Meal Site attendees should be that there is an issue, but we are hopeful that things will be resolved.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for June 14, 2018 was distributed. The following items required additional discussion:

**Previously Paid**

Voucher #3-7: This was to pay for registrations for a number of staff to attend required conferences.

Voucher #12 – ZirMed: This was to pay for two months of service. Motion by Donald Seep, seconded by Marty Brewer to approve the 2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2018 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2018 Expense Reports	18	\$8,559.91
Richland County Health and Human Services – 2018 Vouchers	34	\$26,793.71
Richland County Health and Human Services – 2018 Prepaid Vouchers	12	\$2,964.24
<b>TOTAL</b>	<b>64</b>	<b>\$38,317.86</b>

Preliminary 2017 Post Audit Budget: Tim Gottschall stated that he has completed all of the ancillary requests from the auditing firm and the audit summary should be presented to the full County Board next month.

2018 Budget Update: Tim Gottschall distributed the 2018 Health & Human Services Budget noting a surplus of \$30,218 in the core budget as of June 14, 2018. Discussion was held regarding the placement funds. It was noted that the placement fund balances total over \$460,000 and we are only half way through the year. If this trend continues, it is likely that the placement fund balances could reach nearly \$950,000 by the end of the year. Tim Gottschall noted that we continue to work on securing lower cost placements, but that is not always a viable option. It was noted that it is likely that the Children’s Placement Fund could have a modest surplus.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 33% utilization, noting that most invoicing is through April. Angie Rizner noted that most contracts are right on track with the exception of Abilities, Fireback, Marion’s Place, and Seasons Counseling which will be discussed later in the meeting for amendment. Angie Rizner stated that she would continue to monitor Regroup Therapy and Tellurian closely, but they are not anticipated to exceed the approved contract level by the end of the year.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout noting that Abilities, Inc. no longer needs amendment approval, as the client placed there has already been moved and the placement expenses will remain under the original contract amount of \$25,000.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-14-18)</b>		
<b>COULEE CONNECTIONS, LLC</b>	A provider of individual skill development, wellness management, and psychoeducation services being provided to Comprehensive Community Services children being served by the Clinical Services Unit. (La Crosse)	For a total amount not to exceed <b>\$49,500.</b>

Motion by Marty Brewer, seconded by Donald Seep to approve the new 2018 contract. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES          2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-14-18)</b>		
<b>FIREBACK, LLC</b>	Due to an increased need for in home individual therapy and wellness management provided to Comprehensive Community Services clients being served by the Clinical Services Unit. (La Crosse)	<i>Original Contract Amount: \$15,000.</i>  To a total amount not to exceed <b>\$30,000.</b>
<b>MARION'S PLACE</b>	Due to an increased need for adult family home services provided to clients being served by the Clinical Services Unit. (Richland Center) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$49,500.</i>  To a total amount not to exceed <b>\$200,000.</b>
<b>SEASONS COUNSELING, LLC</b>	Due to an increased need for psychotherapy services provided to Comprehensive Community Services clients being served by the Clinical Services Unit. (Baraboo)	<i>Original Contract Amount: \$10,000.</i>  To a total amount not to exceed <b>\$25,000.</b>

Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the amended 2018 contracts, and forward those necessary onto the County Board. Motion carried.

Personnel Updates: Tim Gottschall announced the hiring of Sandi Hinrichs, Temporary/Casual Nutrition Driver, effective May 31, 2018. Motion by Marty Brewer, seconded by Kerry Severson to approve the hiring of Sandi Hinrichs, Temporary/Casual Nutrition Driver, effective May 31, 2018. Motion carried.

Tim Gottschall requested that Julie Bollinger-Jones, Mental Health Therapist, pass probation and be placed on regular status effective June 18, 2018 and Tammy Newberry-Wheelock, Fiscal Specialist pass probation and be placed on regular status effective July 2, 2018. Motion by Kerry Severson, seconded by Debra Kyser to approve the probationary period of Julie Bollinger-Jones, Mental Health Therapist, effective June 18, 2018 and Tammy Newberry-Wheelock, Fiscal Specialist, effective July 2, 2018. Motion carried.

Tim Gottschall reported that Hayley Maxwell, Substance Abuse Counselor In-Training, recently submitted her resignation effective June 20, 2018. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the resignation of Hayley Maxwell, Substance Abuse Counselor In-Training, effective June 20, 2018. Motion carried.

Tim Gottschall reviewed our vacant county positions noting that we are actively advertising to fill one vacant Mental Health Therapist, Psychiatric RN, and Temporary/Casual Nutrition Driver position. We will begin advertising to fill the Substance Abuse Counselor position once it is vacated. 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.

Quarterly Review of Organizational Chart: This agenda item was postponed to the next meeting

Approval of Health & Human Services Interim Director Accrual of Compensatory Time: Linda Gentes stated that the delay in hiring an official Health & Human Services Director has initiated this issue since Tim Gottschall, acting as the Health & Human Services Interim Director, has not been permitted to accrue compensatory time and the timeline for filing the Director position has been extended. Angie Rizner noted that Tim Gottschall currently holds two positions, Manager of Operations and now Interim Director, and he was permitted to accrue compensatory time in his Manager of Operations position; however, it was not

specified that he could continue to accrue compensatory time in the resolution that appointed him the Interim Director. It was noted that the ability to accrue compensatory time was previously approved in a resolution for Patrick Metz when he was working in two capacities, Interim Director and Business Manager. Motion made by Marty Brewer, seconded by Ingrid Glasbrenner to approve the accrual of compensatory time by the Health & Human Services Interim Director, and forward the request onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve Coordinated Services Team Coordinating Committee Membership List (Mailout #3): This agenda item was postponed to the next meeting

Watch Child Welfare Workforce Video: This agenda item was postponed to the next meeting

Further Discuss Partnership with Southwestern Wisconsin Community Action Program (SWCAP) for Opioid Crisis State Targeted Response (STR) Program: Tim Gottschall noted that, as reported last month, SWCAP was successful in obtaining an Opioid Crisis STR Program Grant and the model they are wishing to bring down to the counties is an intensive, acute outpatient program level of services for opioid addicts. However, initially the grant did not sufficiently fund our participation and the Health & Human Services Board voted last month only to participate in the grant initiatives if the project was made cost neutral. SWCAP was able to reduce the Substance Abuse Counselor and Peer Support Specialist position hourly requirements to make our participation more affordable. Tim Gottschall recommended that we continue to hold off on participation at this time, as we now need to recruit for our own Substance Abuse Counselor vacancy to meet our agency needs before we are able to fill a leased position to meet the needs of the new grant. It was noted that our only Substance Abuse Counselor submitted her resignation effective June 20, 2018. Motion made by Kerry Severson, seconded by Marty Brewer to request that Interim Director Tim Gottschall notify the Southwestern Wisconsin Community Action Program (SWCAP) that we intend on participating in the partnership once we are able to fill our now vacant Substance Abuse Counselor position and only if the Opioid Crisis State Targeted Response (STR) Program remains cost neutral for Health & Human Services. Motion Carried.

Discuss Future Health & Human Services Board Meeting Times: Linda Gentes stated that, for lack of time to discuss this agenda item properly tonight, the next Health & Human Services Board meeting will be held as regularly scheduled and this agenda item will be revisited during that meeting.

Adjourn: The next meeting is scheduled for Thursday, July 12, 2018 at 9:30 am. Motion by Marty Brewer, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Administrative Supervisor