

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 12, 2018

The Public Hearing and regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on July 12, 2018 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Others Present: Angie Rizner, Betsy Roesler, Rose Kohout, Roxanne Klubertanz-Gerber, Sharon Pasold, Tim Gottschall, Sue Roseberry, and George Hege.

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

Introductions and Review Purpose of the Public Hearing: Linda Gentes reviewed the purpose of the Public Hearing and invited those present to speak.

Citizen Comments about the 2019 Budget and Services: None.

Approve June 14, 2018 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Don Seep questioned the removal of Regional ADRC Board from the Richland County committee structure. Tim Gottschall noted that the Regional ADRC Office transferred to Juneau County effective January 1, 2018 so the Regional ADRC Board transferred to the Juneau County committee structure as well. It was clarified that Richland County still has a member on the Regional ADRC Board.

Linda Gentes stated that there is an article in the July 2018 Wisconsin Counties magazine titled "Facing the Future – A new approach to juvenile corrections". The article states that Secured Residential Centers for youth are scheduled to be developed as a region. Tim Gottschall noted that a number of youth offender facilities were closed by the State over the years and now the State is considering options to help counties fund and create juvenile correction alternatives.

Don Seep stated that during the previous meeting he made an official request for assistance from the Administrative Supervisor to have her make paper name plaques for the County Board Supervisors, as she had recently done for the Health & Human Services Board members. Donald Seep noted that his request was not appropriate and no single Board member can request that a staff member perform a task. Any direction to staff must be formalized through a motion.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for July 12, 2018 was distributed. The following items required additional discussion:

Voucher #57 – Gary Brown Roofing Corporation: This was to pay for minor roof repairs when the roof was actively leaking water. It was noted that this third-party vendor was contacted by our roof warranty company to ensure that the newer area under warranty was not compromised.

Voucher #27, 35, 39, & 40 – Midwest Monitoring & Surveillance: This was to pay for urinalysis supplies and equipment to be utilized by the Treatment Alternatives and Diversion (TAD) participants. It was noted that this expense is fully reimbursed by the TAD Grant.

Voucher #55 – WCHSA: This was to pay for Wisconsin County Human Services Association (WCHSA) annual dues.

Voucher #15 – Cardmember Services: Kerry Severson questioned the Laurens Hope charge. Tim Gottschall noted that this was to purchase a medical identification bracelet for a child with disabilities. It was noted that this expense is fully reimbursed by Medicaid waivers.

Voucher #17 – Cardmember Services: Kerry Severson questioned the Mallatts charge. Tim Gottschall noted that this was to purchase an injection for a client scheduled to be released from the Winnebago Mental Health Institution. It was noted that the physician would not release the individual from the institution without first having this injection administered.

Voucher #51 – Stephanie Ronnfeldt: This was to pay for staff mileage reimbursement to attend Economic Support Fraud training. It was noted that this expense could not be processed through payroll as usual due to the funding source. Motion by Marty Brewer, seconded by Debra Kyser 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	18	\$8,276.30
Richland County Health and Human Services – 2018 Vouchers	39	\$24,175.27
Richland County Health and Human Services – 2018 Prepaid Vouchers	6	\$3,413.44
TOTAL	63	\$35,865.01

Preliminary 2017 Post Audit Budget: Tim Gottschall stated that he has not received an update at this time.

2018 Budget Summary: Tim Gottschall distributed the 2018 Health & Human Services Budget as of July 11, 2018 noting a surplus of \$88,110. The core budget fund utilization is at 44% when the target is 50%. Tim Gottschall noted that this savings is largely due to attrition. The placement funds were reviewed noting that the Children’s Placement Fund has a remaining balance of \$172,449 and the Adult’s Placement Fund has a remaining balance of \$29,720. Tim Gottschall stated, that if the trend continues, the placement funds are likely to reach just under \$1 million by the end of the year. This approximation includes the core budget surplus and those placements that are projected to end before the end of the year. Donald Seep commented that \$1.2 million is a more realistic projection if all placements remain constant.

Dr. Jerel Berres questioned revenues versus receivables. Tim Gottschall reported that the amount of bad debt in the agency is relatively low, since the majority of our clients are Medicaid/Medicare. We strive for a Medicaid/Medicare reimbursement rate above 50%. Donald Seep questioned how the receivables are posted and stated that often distorts our net income. Motion by Marty Brewer, seconded by Donald Seep to approve a modification to the budget summary report to include the splitting out of actual revenues to cash and receivables. Motion carried.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 42% utilization, noting that most invoicing is through May. Angie Rizner noted that most contracts are right on track. Kerry Severson stated that Richland County Board Supervisor Ed Pulvermacher, who is also the Chairman of the Audit Committee, might benefit from receiving a copy of this report every month. Motion by Kerry Severson, seconded by Donald Seep to request that Angie Rizner reach out to the Richland County Audit Committee to see if they would like a copy of the contract monitoring report that she prepares every month. Motion carried.

Approve Contracts, Agreements, and Amendments: No action needed.

Update on Rockbridge Meal Site and 2018 Richland School District Contract: Rose Kohout offered an update on the Rockbridge Meal Site noting that during a recent Richland School Board meeting it was decided that the facility use agreement would be reduced from two rooms to one room for the senior meal site. Additionally, it was decided that we would enter into an intergovernmental agreement, which is different from what the Richland School District would utilize with other outside agencies. Rose Kohout noted that there would be a credit to our account for the large invoice that was paid previously in error. Sue Roseberry stated that she waited until after the last Richland School Board meeting to update the Rockbridge Meal Site attendees and the good news was well received. Motion by Donald Seep, seconded by Debra Kyser to request that Health & Human Services staff extend a letter of appreciation to the Richland School Board on behalf of the elderly citizens who utilize the Rockbridge Senior Meal Site. Motion carried.

Personnel Updates: Tim Gottschall requested that Jaymie Bruckner, Confidential Administrative Secretary, pass probation and be placed on regular status effective August 2, 2018. Motion by Kerry Severson, seconded by Marty Brewer to approve the probationary period of Jaymie Bruckner, Confidential Administrative Secretary, effective August 2, 2018. Motion carried.

Tim Gottschall reported that Rachel Charron, CPS/JJ Supervisor, submitted her resignation effective July 6, 2018. Discussion was held regarding exit interviews and the recruitment/retention of staff. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Rachel Charron, CPS/JJ Supervisor, effective July 6, 2018. Motion carried.

Tim Gottschall reviewed our vacant county positions noting that we are currently interviewing to fill vacant Mental Health Therapist and Substance Abuse Counselor positions, and we are actively advertising to fill one vacant Psychiatric RN and Temporary/Casual Nutrition Driver position. 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: Angie Rizner distributed and reviewed the changes that have occurred in the organizational chart since last quarter. Tim Gottschall questioned if the Board would like to continue reviewing this report every quarter. It was decided that this review is valuable and should continue.

Review Fiscal Section of 2017 Annual Report: Tim Gottschall reviewed the fiscal section of the annual report and noted that county tax levy allocated to our core budget in 2017 equated to only 17% of our budgeted revenue sources, which reduced to 13% of our actual revenue sources. Tim Gottschall reported that the county tax levy allocated to the 2017 institutional/placement expenses was budgeted at 6%, but increased to an 8% actual revenue source. It was noted that the 78% actual revenue source from the State included the influx of monies for senior programs.

Flat Roof Maintenance Project Update: Tim Gottschall stated that he was recently informed that many departments of the county would have a claim for roof repairs due to hail damage and any additional information or repair timeline would come from the County Clerk's Office.

Approve Coordinated Services Team (CST) Coordinating Committee Membership List (Mailout #1): Myranda Culver noted that the CST Coordinating Committee began as a program in 2014. The membership list was reviewed. Motion made by Donald Seep, seconded by Ingrid Glasbrenner to approve the 17 member CST Coordinating Committee membership list as presented, and forward the request onto the appropriate county committee and County Board for approval. Motion Carried.

Approve Commission on Aging & Disability (COAD) Board Membership List (Mailout #2): Roxanne Klubertanz-Gerber stated that the COAD Board previously approved the membership list. Motion made by Kerry Severson, seconded by Debra Kyser to approve the 11 member Commission on Aging & Disability Board membership list as presented, and forward the request onto the appropriate county committee and County Board for approval. Motion Carried.

Approve Opioid State Targeted Response (STR) Prevention Services Grant (Mailout #3): Betsy Roesler reported that various community coalitions are trying to make changes in the county. Betsy Roesler offered an analogy to explain primary prevention and noted that 28% of our Richland County youth started drinking a sip of alcohol before they were 13 years old. The Opioid STR Prevention Services Grant has funds available to assist with our new primary prevention efforts intended to enhance local coalition led efforts related to preventing opioid abuse. Betsy Roesler reviewed the list of strategies or items that the grant funds would purchase. Motion made by Kerry Severson, seconded by Ingrid Glasbrenner to approve the Opioid State Targeted Response Prevention Services Grant totaling up to \$6,525, and forward the request onto the County Board for approval. Motion Carried.

Approve Public Health State Health Assessment Community Dialogue Mini-Grant (Mailout #4): Rose Kohout stated that the Public Health Unit is required to complete a Community Health Assessment every three years and this mini-grant would fund a community listening session. Motion made by Ingrid Glasbrenner, seconded by Debra Kyser to approve the Public Health State Health Assessment Community Dialogue Mini-Grant totaling up to \$3,750, and forward the request onto the County Board for approval. Motion Carried.

Discuss Strategic Planning for Public Health: Rose Kohout reported that the Public Health Unit will begin strategic planning to redefine their vision and research budget and staff time efficiencies. Rose Kohout noted that the Health & Human Services Board will become part of this process in the future.

Discuss Future Health & Human Services Board Meeting Times: Linda Gentes noted that the Health & Human Services Board held an evening meeting in June which resulted in no new citizen members attending. It was noted that the evening meeting was advertised locally and staff notified the citizens who requested that evening meetings be held. Linda Gentes stated that the Health & Human Services Board meetings will continue to be held the second Thursday of every month at 9:30am; however, we will be flexible. It was noted that an occasional evening meeting could be held specifically for the discussion of controversial issues or educational events. Donald Seep reported that the Rules & Resolutions Committee has been discussing the possible change to evening meetings on their next agenda. Motion by Donald Seep, seconded by Marty Brewer to recommend that meeting dates and times be established at the discretion of each specific committee, and forward the request onto the Rules & Resolutions Committee and Ethics Board for their approval. Motion carried.

Motion by Donald Seep, seconded by Debra Kyser to request that Health & Human Services staff notify the Rules & Resolutions Committee and Ethics Board of the dates and times when evening meetings have been offered and the impact on the agency. Motion carried.

Schedule Special Budget Meeting in September: It was determined that ideas regarding the 2019 budget would be discussed during the regularly scheduled meeting in August and the final 2019 budget would be presented for consideration during the regularly scheduled meeting in September. There would be no need to schedule a Special Budget meeting.

Donald Seep and Kerry Severson left the meeting.

Watch Child Welfare Workforce Video: Angie Rizner stated that she recommends that any applicant being considered for a Children's Services social work position watch the following video prior to their final interview: <https://youtu.be/A2eG-INLnXU> Those present watched the 30 minute video and noted that turnover in these positions is understandable. Angie Rizner reported that on average most frontline social workers in our Children's Services Unit turnover every 2 years, the previous CPS/JJ Supervisor stayed a little more than 6 months, and the last 3 Children's Services Managers left around their 5 year anniversary.

Adjourn: The next meeting is scheduled for Thursday, August 9, 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