

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 13, 2018**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 13, 2018 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Absent: Debra Kyser.

Others Present: Angie Rizner, Myranda Culver, Roxanne Klubertanz-Gerber, Sharon Pasold, Rose Kohout, Stephanie Ronnfeldt, Jessica Stanek, Tracy Thorsen, Robin Hampton, Meghan Rohn and Sue Roseberry.

Approve amended Agenda and Posting: Motion by Marty Brewer seconded by Dr. Jerel Berres to approve the agenda and proper posting. Motion carried.

Approve November 8, 2018 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Sue Roseberry requested she be allowed to reserve her comments until agenda item #7, "2019 Budget Update". Linda Gentes approved this request.

Linda Gentes noted the Campus Committee is under the impression that their contract for nutrition services with Health and Human Services for 2020 needs to be completed by March, 2019. Rose Kohout noted this request has not been initiated by Health and Human Services and is unsure of the source of the confusion. Linda Gentes requested that Rose Kohout follow up on this issue.

Tracy Thorsen introduced the new Manager of Operations, Robin Hampton. Robin Hampton officially began her employment December 10, 2018 and is excited to be here. She also discussed her professional background and noted she worked at the University of Wisconsin for approximately 10 years, UW-Richland for an additional 5 years, as well as the Richland Medical Center.

2018 Budget Summary: Tracy Thorsen explained that a 2018 budget summary is not available at this time due to Robin Hampton only being with the agency a few days. Tracy Thorsen and Robin Hampton met with Tim Gottschall last night to begin training on some of these items. Kerry Severson requested that the 2018 budget summary be emailed to board members when it is available.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for December 13, 2018 was distributed. The following items required additional discussion:

Voucher #75 – Epanic Button LLC: This was to pay for the annual renewal the agencies emergency panic system. Discussion was held regarding the different emergency response systems they agency has in place.

Voucher #72 – GFC Leasing: This was to pay for agency photocopies for one month.

Vouchers #20 - GFC Leasing: This was to pay for the base lease rate for the agency's four photocopy machines.

Voucher #8 – Cardmember Service: This was to pay the monthly fee for Kareo, the agency's electronic health records system. This monthly fee must be put on a credit card and issuing a check is not acceptable.

Voucher #41 & #90 – Midwest Monitoring and Surveillance: This was to pay for uranalysis cups to be utilized by the Treatment Alternatives and Diversion (TAD) Grant and Children's Services Unit.

Voucher #46 – PESI, Inc.: PESI is a company that provides different types of training for professional staff.

Voucher #82 – Premier Cooperative: This was to pay fuel for the Nutrition and Transportation Program vehicles. Motion by Kerry Severson, seconded by Ingrid Glasbrenner 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	20	\$8,380.70
Richland County Health and Human Services – 2018 Vouchers	37	\$30,986.78
Richland County Health and Human Services – 2018 Prepaid Vouchers	13	\$5,948.42
<b>TOTAL</b>	<b>70</b>	<b>\$45,315.90</b>

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 83% utilization, noting that most invoicing is through October. Angie Rizner noted that most contracts are right on track. Harmony Place Assisted Living is at 97% as of October and will need to be monitored closely. Northwest Counseling and Guidance Clinic, Sierra Group Home, and the Chileda Institute are over utilized, however they all have billed through November and will also be monitored closely.

Angie Rizner pointed out that the Winnebago Mental Health Institute is listed for monitoring purposes. Tracy Thorsen stated that members of the management team have been meeting to determine the best way to present data on institutional costs and a document should be available in January. The monitoring report shows a current cost of \$517,056 for the year at Winnebago Mental Health Institute. Myranda Culver noted there has not been much change with placement costs and there is a possibility the expenses may not reach the \$1.3 million that was projected.

Discussion was held regarding the various levels of placements. Myranda Culver explained that the Winnebago Mental Health Institute serves acute psychiatric needs, while providers such as Harmony Place Assisted Living are utilized typically for individuals with a mental illness resulting in an inability to care for themselves without assistance. These individuals do not currently pose a risk to themselves or others. It was noted that State psychiatric facilities do not accept voluntary admissions, however there are a few facilities, such as Sacred Heart in Eau Claire, that do. Donald Seep requested that a discussion or analysis take place regarding the feasibility of alternatives to expensive placements, as well as what other options exist. It was stressed that there is no timeline on this request and should be worked in around current staff workload. Motion by Donald Seep, seconded by Marty Brewer that an analysis of potential alternatives to high cost placements be presented to the board when staff time allows. Discussion was held regarding identifying and

separating the various types of expenses utilizing placement funds. Dr. Jerel Berres noted that legally there is already a requirement to place individuals in the least restrictive environment possible. **Motion carried.**

2019 Budget Update: Tracy Thorsen explained that the 2019 budget has been approved and there is nothing new to report. Sue Roseberry spoke to the board expressing concern regarding the \$55,000 deficit in the Senior Nutrition Program that was discussed at the November Health and Human Services Board meeting and questioned how this happened. Discussion was held regarding the donation process at the various meal sites, and while community participants make donations, it is not required. Roxanne Klubertanz-Gerber explained that the program receives a set amount from the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) and noted that the amount has not increased in over ten years. As a result, the county has had to contribute tax levy in various amounts every year to make the program whole. County tax levy is also put into the program to meet the match requirement. Discussion was held regarding funds received by the Older American's Act and how those funds were allocated. It was noted that Richland County received a very small amount of Older American's Act funds to operate the Senior Nutrition Program. Sue Roseberry stressed she will continue to advocate for more funding to ensure the continuation of this program and encouraged board members to visit the meal sites.

Donald Seep noted that the farm bill passed and the bill protected the Supplemental Nutrition Assistance Program (SNAP) without the inclusion of the work requirement. However, the Secretary of the Department of Agriculture gave the indication that this requirement could be imposed at a future time via administrative rule.

Approve the Transfer of Funds from Fund 40 Community Options Risk Reserve to Fund 56 Health and Human Services: Myranda Culver explained that the Children's Community Options Program had an account in the past that required funds be set aside in a risk reserve. During the review of the program within the last year, the State noted that there is a current balance in our Community Options Risk Reserve account of approximately \$12,000 and only 7% of our total allocation is allowed to remain in that account. As a result, the excess funds will be utilized to support the Birth to Three and Children's Long Term Support Programs. We are requesting that the excess funds totaling \$7,930 be transferred from Fund 40 Community Options Risk Reserve to Fund 56 Health and Human Services. **Motion by Marty Brewer, seconded by Kerry Severson to approve the transfer of \$7,930 from Fund 40 Community Options Risk Reserve to Fund 56 Health and Human Services. Motion carried.**

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

Personnel Updates: Tracy Thorsen announced the hiring of Robin Hampton, Manager of Operations, and Bradi Donahoe, Children and Families Case Manager, effective December 10, 2018. **Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the hiring of Robin Hampton, Manager of Operations, and Bradi Donahoe, Children and Families Case Manager, effective December 10, 2018. Motion carried.** It was noted that Robin Hampton and Bradi Donahoe have each requested 20 days off without pay within their first year of employment.

Tracy Thorsen requested that Jessica Stanek, CPS/JJ Supervisor, pass probation and be placed on regular status effective November 19, 2018. **Motion by Dr. Jerel Berres, seconded by Kerry Severson to approve the probation period of Jessica Stanek, CPS/JJ Supervisor, effective November 19, 2018. Motion carried.**

Tracy Thorsen announced that her position as a leased Southwest Wisconsin Workforce Development Board Administrative Consultant for the agency ended effective December 3, 2018. Tracy Thorsen noted that we are not refilling the following vacant county positions at this time in an effort to offer savings to the budget: Children and Families Case Manager, Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupational Therapist, Speech and Language Pathologist, 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. Dr. Jerel Berres questioned why there are so many vacancies under the KIDS Coordinator. Angie Rizner explained that the part-time Occupational Therapist and Speech & Language Pathologist positions have been advertised and recruited for extensively in the past, however we have not been able to fill those positions due to the low wage offered for such professions. As a result, we have entered into annual contracts with the Richland Hospital and Rural Wisconsin Health Cooperative to provide these required services. The other two vacancies are educator positions and those positions will only be filled if program enrollment increases to a level that the two current full-time staff do not have the capacity to serve. At this time, the enrollment levels are manageable for staff.

Discussion was held regarding the continued funding of the Health & Wellness Coordinator, Betsy Roesler. It was noted that Ms. Roesler continues to seek additional grant funding to support her position. Tracy Thorsen stated that the Opioid Mini Grant was recently received and those funds will help cover some of her hours.

Approve Copier Lease Agreement: Angie Rizner distributed a revised mailout that includes an update to the bid prices. Health & Human Services has four large Sharp copiers that are reaching the end of their life and our current lease on the machines is set to expire on January 10, 2019. Barb Scott approached Health and Human Services regarding the idea of doing a joint contract with the UW Extension Office since they are also in need of updated equipment. Our current 4-year base lease payment and cost for copies is approximately \$1,209.03 per month. If we enter into a 5-year contract with the Gordon Flesch Company, the cost for four new Canon copiers would reduce the average monthly cost to \$1,101.15. Motion by Donald Seep, seconded by Dr. Jerel Berres to approve the contract with Gordon Flesch Company Inc. for a 5-year (60 month) contract for four Canon Copiers at a cost of approximately \$1,101.15 per month effective January 10, 2019.

Approve Transportation Coordinating Committee Member: Tracy Thorsen noted that the approval of Sandra Kramer to the Transportation Coordinating Committee has already been approved by the County Board with the understanding that it would need to be retroactively approved by the Health and Human Services Board. Tracy Thorsen noted that Paul Kinney has been on this committee for the last three years and it was thought he was inadvertently left of the committee list, however the County Clerk's Office does not show Paul Kinney was ever approved as a consumer advocate to this committee after the last County Board elections. As a result, Tracy Thorsen requested that in addition to the approval of Sandra Kramer, the board also approve Paul Kinney to this committee. Motion by Marty Brewer, seconded by Kerry Severson, to approve Sandra Kramer as a member of the Transportation Coordinating Committee, as already approved by the County Board, and also approve Paul Kinney as a consumer advocate on the Transportation Coordinating Committee, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve the 2019 Public Health Fee Schedule: The 2019 Public Health fee schedule was reviewed. Rose Kohout noted the only increase was the cost of the Tuberculosis (TB) Skin Test which increased from \$10 to \$12 due to the increase in cost to the agency for the solution and supplies. Discussion was also held regarding the Shingles Vaccine. Rose Kohout noted that we do not offer this vaccine at this time and explained that there is a lot that goes into the administration of this vaccine, including licensing requirements and expense. Motion by Donald Seep, seconded by Marty Brewer, to approve the 2019 Public Health Fee Schedule as presented. Motion carried.

Approve the 2019 Clinical Services Fee Schedule: The 2019 Clinical Services fee schedule was distributed and it was noted the heading should read 2019, not 2018. Myranda Culver explained a 1% -2% increase was applied to all services with the exception of the Mental Health and Rehabilitation Worker since this is typically not a private pay service. We compared our cost of the Intoxicated Driver Plan Assessments with

other surrounding counties, and currently our charge is the same as Grant County which is the highest fee for this service in our region. As a result, the cost for this service was not increased.

Discussion was held regarding what services we provide with the use of a psychiatrist. Myranda Culver explained that for psychiatric services we are offering Tele-health services four hours a week through a contract with Regroup Therapy (Chicago, IL). Dr. Marianne Tateosian is our current psychiatrist, and while she is located in a different state, she is licensed in Wisconsin to offer tele-health psychiatric services to patients. Dr. Thomas Tranel continues to provide in-person clinical/psychiatric supervision and consultation to staff, but does not see patients. **Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the 2019 Clinical Services Fee Schedule. Motion carried**

Update on Snow Plowing Agreement with the City of Richland Center: Angie Rizner noted that there was concern expressed during the last Property Committee meeting regarding the language in the snow plowing agreement with the City of Richland Center and clarification needs to be added to the previously approved resolution. As a result, Angie Rizner has been working with Attorney Ben Southwick to include some details about service delivery and the Health & Human Services property in the final resolution and agreement. Angie Rizner noted that the City of Richland Center has been providing service to the Health & Human Services property and things have been going well. It was noted that this agreement also included mowing services during the summer months. Kerry Severson stated that there were also some concerns expressed about the hourly rate charged by the City of Richland Center and this is something that will need to be monitored.

Update on Community Services Building Flat Roof Project: It was noted that Health & Human Services management has not been included in any communication on this topic for some time and the concern is that this will become a more urgent issue come spring. Angie Rizner noted that another window needed to be replaced recently due to mold and the installers discovered that the wall above the window was extremely water logged. Marty Brewer stressed that we need to be proactive and should be getting cost estimates to repair or replace the roof, so we can proceed with the project in early spring. Angie Rizner stated that we received multiple options from three bidders in the fall, but the possibility of being included in the county insurance claim postponed the project at that time and those estimates are no longer valid. Marty Brewer reported that at this point in time the county's insurance company is not willing to pay to replace the roof of the Community Services Building, however he is willing to talk to the intermediary as well as the Property Committee and will report back to this board.

Adjourn: The next meeting is scheduled for Thursday, January 10, 2019 at 9:30 am. **Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to adjourn the meeting. Motion carried.**

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary