

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**OCTOBER 13, 2005**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. October 13, 2005 by Ann Greenheck in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Ann Greenheck, Ariel Ferguson, Dr. Richard Edwards, Gaylord Deets, Janet Parr, and William Seep.

Members Absent: Daniel Carroll, Jarrett McDonald, and Glenn Ferguson.

Others Present: Angela Gault, Annie Windstrup, Attorney Ben Southwick, Christy Duhr, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, Tracy Thorsen, Angie Rizner, and various Veterans.

Approval of Agenda and Posting: Motion by Dr. Richard Edwards, seconded by Janet Parr to approve the agenda and proper posting. Motion carried.

Approve Minutes: Motion by Ariel Ferguson, seconded by William Seep to approve the minutes of the last meeting. Motion carried.

Citizen Comments: None.

Approval of Veterans Service Office 2006 Transportation Grant: Sandy Kramer reported that she applies for an annual grant to transport Veterans from their homes to medical appointments. The amount of the grant is based upon the State as a whole and only certain counties are eligible for the grant. Sandy Kramer stated that she hopes to receive more grant money this year, due to a reduction in eligible counties. Motion made by Dr. Richard Edwards, seconded by Janet Parr to approve the Veterans Service Office 2006 Transportation Grant and forward on to the County Board for approval. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Review Performance Evaluation of the Veterans Service Officer: Motion made by William Seep, seconded by Gaylord Deets to Convene in Closed Session Per Wis. Statutes 19.85(1)(c), including Attorney Ben Southwick, to Review a Performance Evaluation of the Veterans Service Officer. Role Call Vote. Dr. Richard Edwards voted no. Motion carried.

Return to Open Session: Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to Return to Open Session. Motion carried.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 2005 Voucher Report was distributed. Gaylord Deets reported that the vouchers were reviewed, and gave a detailed update on the vouchers that required additional discussion. Motion made by Gaylord Deets, seconded by William Seep to approve the 2005 Richland County Health and Human Services vouchers listed below. Motion carried.

**2005 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – Expense Reports	54	\$8,885.55
Richland County Health and Human Services	71	\$38,981.43
Richland County Health and Human Services Pre-Paid	20	\$7,190.64
<b>TOTAL</b>	<b>145</b>	<b>\$55,057.62</b>

2005 Budget Update: Patrick Metz distributed the 2005 Budget Report for the Period Ending September 30, 2005, and noted that we are over budget \$9,706. It was noted that retroactive salary payments are included in this report, as well as September being a three-payroll month. Patrick Metz stated that another item contributing to the Administration Staff line item being significantly over this month is a reduction in various revenues, such as CBMAC. Patrick Metz reported that the Health, Aging, and Disability Resource Center is under budget due to not refilling his former Elderly Services Supervisor position. The Children and Families Unit revenues are substantially benefiting our budget, as staff are aggressively pursuing payment by parents. Discussion was held regarding the status of Comprehensive Community Services revenues. Tracy Thorsen reported that we are working on getting the necessary software in place to begin billing Medical Assistance. Christy Duhr reported on the General Relief revenues, and noted that we receive money from a State Block Grant and Federal funding for Food Stamp, Employment, & Training (FSET) participants. It was noted that we had no Mental Health Institute admissions in September and the year to date expenses are \$48,557.

Patrick Metz reported on the CMO Balance Sheet, and noted a surplus of \$443,333. Patrick Metz noted that the three-payroll month and retroactive payroll payments affected the CMO expense line, in addition to some one time large expenses.

Randy Jacquet reviewed the CMO Enrollment Report, and reported that enrollment is at an all time high of 321 with an additional 12 pending potential enrollees. Randy Jacquet stated that, due to the increasing enrollment, the CMO is advertising for another social worker position that has been approved by the County previously. Discussion was held regarding the running totals of the target groups.

Approval of Amended 2006 Health & Human Services Budget: Patrick Metz reported that the Tax Levy in Fund 63 was inadvertently left out of the 2006 Health & Human Services Budget as presented last month. This increased the Tax Levy from \$897,000 to

\$905,000, a difference of \$8,000. It was noted that Patrick Metz caught this error before presenting the 2006 Health & Human Services Budget to the Finance Committee. Patrick Metz stated that he would bring a replacement signature sheet to the next Board meeting that reflects the amended budget. Motion made by William Seep, seconded by Gaylord Deets to approve the amended 2006 Health & Human Services Budget. Motion carried.

Randy Jacquet introduced Angela Gault, CMO Quality Coordinator, to the Board. The Board introduced themselves to Angela Gault. Angela Gault stated that she is originally from the area, attended college in Minnesota, began her professional career in Madison, and decided to relocate back to the area after the birth of her son.

Approval of Resolution to Honor Christy Duhr: Randy Jacquet requested that Christy Duhr be honored at the County Board for her 30 years of service to Richland County. Ann Greenheck recommended that this be presented at the December County Board due to a large agenda slated for October and no meeting is scheduled for November. Motion made by Dr. Richard Edwards, seconded by Janet Parr to approve a County Board resolution to honor Christy Duhr for 30 years of service. Motion carried.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires/Postings: Randy Jacquet informed the Board of a number of union employees that have posted into agency positions. Becky Dalberg, current Clerical II in the Child Support Agency, has requested to post into the vacant Economic Support Specialist position effective October 24, 2005. Liz Cox, current Adult Protective Services Worker, has requested to post into the newly created Comprehensive Community Services Clinician position. It was noted that these postings do not need Board approval.

Resignations/Terminations: Randy Jacquet announced that Myranda Culver, Children with Disabilities Care Manager, has submitted her resignation effective October 4, 2005. Motion made by Ariel Ferguson, seconded by Dr. Richard Edwards to approve the resignation of Myranda Culver, Children with Disabilities Care Manager. Motion carried.

Randy Jacquet stated that he has been in contact with Jarrett McDonald, and Jarrett has stated his intention to resign from the Health & Human Services Board. However, we have not received an official letter of resignation as requested. Ann Greenheck stated that she would like to hold off on approving this resignation until a letter is received.

Probationary Evaluations: Randy Jacquet informed the Board that Byron Smith, CCS Coordinator, and Mandi Payne, Children and Families Case Manager, have successfully completed their probationary period. Also, Randy Jacquet stated that he would propose waiving the hourly probationary requirement for Dennis Behl, Adult Family Home Coordinator. Randy Jacquet noted that Dennis Behl was previously employed by Richland County, and performed the duties of this position for 2 years, and only works 10 hours per week since his retirement. Motion by William Seep, seconded by Dr. Richard Edwards to approve the probationary period of Byron Smith, CCS Coordinator, and

Mandi Payne, Children and Families Case Manager, and forward the waiving of the probationary period of Dennis Behl, Adult Family Home Coordinator, on to the Personnel Committee for approval Motion carried.

Modification to the Health & Human Services Personnel Policy Addendum: Randy Jacquet stated that he would like to propose modifying the Health & Human Services Personnel Policy Addendum to offer him more flexibility in regards to reducing hours for a resigning County employee willing to work until the position is filled. Randy Jacquet noted that this issue developed with Myranda Culver's resignation, as Myranda was willing to work 20 hours per week until her position was filled. However, Randy Jacquet was unable to approve this request since all temporary reduction of hours must go before the Personnel Committee. The timing of the necessary board approvals would not have allowed for a final board decision until December. Ann Greenheck noted that there is no provision for this across the County. Randy Jacquet stated that with a workforce of Health & Human Services size, the Director should be offered some staffing flexibility to ensure that the needs of the agency are met. It was noted that the agency decided to hire Myranda Culver as an LTE Lori Knapp, Inc. employee until a replacement was hired. Discussion was held regarding whether or not this option costs the agency more and how this option affects the employee. Randy Jacquet stated that he would like the support of the Board to pursue this modification to the policy with the Personnel Committee. Motion made by Ariel Ferguson, seconded by Dr. Richard Edwards to pursue a modification to the Health & Human Services Personnel Policy Addendum with the Personnel Committee. Motion carried.

Approval of Influenza and Pneumonia Immunization Rates: Marianne Stanek stated that she has requested prior approval of these rates from the Health & Human Services Board, but has since received a more accurate influenza charge from Medicare. Marianne Stanek requested an increase in the influenza rate from \$18 per dose to \$20 per dose. It was noted that there was no need to increase the pneumonia rates. Motion made by Dr. Richard Edwards, seconded by Gaylord Deets to approve increasing the influenza vaccination to \$20/dose. Motion carried.

Approval of 2006 s.85.21 Transportation Grant: Marianne Stanek distributed copies of the project proposal for the s.85.21 Transportation Grant application. Marianne Stanek noted that there was an issue raised at the Transportation Coordinating Committee regarding increasing the level of insurance volunteer drivers have on their vehicles. The Transportation Coordinating Committee suggested a minimum of \$300,000 worth of coverage for volunteers. Marianne Stanek reported that this is not the standard level of insurance coverage for our volunteers and may negatively impact them. After much discussion with the board, it was determined that the level of insurance would not increase and the language would be left the same in the grant. Discussion was held regarding recommended versus required. Marianne Stanek stated that the total of the Transportation Grant is \$51,865, and requires a 20% match of \$10,373 20. Motion made by William Seep, seconded by Janet Parr to approve the 2006 s.85.21 Transportation Grant and forward onto the County Board for approval. Motion carried.

W-2 Program Status: Christy Duhr reported that the base allocation for the W-2 Program continues to decrease. The allocation in 2004/2005 was \$246,380, which has reduced to \$211,725 for 2006/2007. Randy Jacquet stated that the members of the W-2 Consortium met recently, and decided to continue with the W-2 Program this year. The Consortium also voted to continue with the W-2 Program next year and attempt to “squeak” by. It was noted that Deb Hughes, Administrator of the Consortium in Grant County, has been laid off, and there is an exit clause for each county in the Consortium.

Approval to Modify a Temporary Reduction of Hours for a CMO Social Worker Care Manager (Mailout #1): Randy Jacquet reported that, due to the increase in CMO enrollment, we have requested that Michele Wetter, CMO Social Worker Care Manager, increase her temporary reduction of hours. It was noted that this position is 40 hours per week, which was voluntarily reduced to 20 hours per week for personal reasons. The CMO has requested, and Michele Wetter has agreed, to increase her hours to 30 hours per week until December 31, 2005, which is still a temporary reduction of hours. It was noted that benefits continue to be prorated. Motion made by Dr. Richard Edwards, seconded by Gaylord Deets to approve to modify a temporary reduction of hours for a CMO Social Worker Care Manager and forward onto the Personnel Committee for approval. Motion carried.

Approval of Computer Purchases (Mailout #2): A revised mailout was distributed that included all vendor estimates. Randy Jacquet stated that the CMO would like to replace all of their computers in 2005, and will offer their existing computers to Health & Human Services staff. It was noted that the CMO has a surplus of funds in 2005 and they have a need for replacement computers. Discussion was held regarding the Health & Human Services 5 year plan to replace 20 computers a year. It was noted that this purchase would bring us closer to maintaining that plan, and would meet our immediate needs. Discussion was held regarding the vendor estimates and the request to pursue local vendor bids. Randy Jacquet stated that there would be no need to approve the next item on the agenda if this request is approved, as XP Pro Licenses are included with new computer purchases. Motion made by William Seep, seconded by Janet Parr to approve the purchase of 34 computers and monitors through NoWare, LLC. totaling \$31,820.60 and forward onto the Finance Committee for approval. Motion carried.

Approval of CMO XP Pro License Purchases (Mailout #3): No action was necessary.

Approval to Purchase QuickBooks Pro 2005 (Mailout #4): Patrick Metz reported that the Business Office is currently working with QuickBooks 2000, and would like to upgrade this to offer a better reporting system for the Representative Payee Program. Patrick Metz stated that this would also offer an option to track and process our agency payroll needs. Discussion was held regarding whether or not this new software would interface with the AS400 County payroll processing. Patrick Metz stated that he would check on this, and possibly contact Pine Valley Healthcare to see how they interface their payroll with the AS400. Motion made by Dr. Richard Edwards, seconded by Janet Parr to approve the purchase of QuickBooks Pro 2005 totaling \$599.95. Motion carried.

Approval of West Office Electrical Repairs (Mailout #5): Annie Windstrup stated that Strang Heating and Electric was contacted earlier in the year to repair the parking lot lights at the West Office. Randy Jacquet noted that this was being pursued by Judy Krysko prior to her retirement, and we have been contacted again by the vendor regarding the project. Discussion was held regarding the need to pursue additional bids, as long as there is no charge to offer a bid. Motion made by Gaylord Deets, seconded by William Seep to approve West Office electrical repairs not to exceed \$1,380 and pursue additional bids. Motion carried.

Approval of 20% Match for 5310 Vans (Mailout #6): Patrick Metz stated that there is sufficient money in Fund 18 to cover the 20% match for the two 5310 vans. It was noted that these vans are not handicapped accessible, and would be utilized by VARC, Inc. Patrick Metz was instructed to see if this request would require County Board approval. Motion made by Dr. Richard Edwards, seconded by William Seep to pay the 20% match to the WI DOT for two 5310 vans totaling \$9,676. Motion carried.

Approval of VARC Van Lease (Mailout #7): Patrick Metz reported that the two 5310 vans approved previously would be leased to VARC, Inc. for \$1 each per year. Patrick Metz stated that we now have an agreement with Pine Valley Healthcare to utilize their handicapped accessible van. In addition, Schmidt Woodland Hills also has a handicapped accessible van. Marianne Stanek noted that we would need to pursue options for volunteer drivers of these handicapped accessible vans. Motion made by William Seep, seconded by Ariel Ferguson to approve to lease two 5310 vans to VARC, Inc. Motion carried.

Approval of Contracts, Amendments, and Providers:

2005 New HHS Contracts (Mailout #8): A revised mailout was distributed. Randy Jacquet reported that Norm Brickl's time is being covered by CST funding and the Children's Long-Term Support Redesign Grant. Tracy Thorsen stated that the cost of Dr. Robert Most would be transferred from Dr. Michael Kaplan's budget.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 NEW HHS CONTRACT APPROVALS (10-13-05)</b>		
<b>IMAGINE A CHILD'S CAPACITY</b>	For services provided to children with Autism in the Long Term Support Unit. (Madison)	For a total amount not to exceed <b>\$9,500.</b>
<b>NB CONSULTING AND TRAININGS, INC.</b>	For consultant services to develop the Children's Long-Term Support Redesign Project. The Children's Long-Term Support Redesign Grant will fund these costs. (Baraboo)	For a total amount not to exceed <b>\$6,800.</b>

<p><b>ROBERT MOST, M.D.</b></p>	<p>A contracted provider of child psychiatric care in the Clinical Services Unit. This is on a temporary basis until we find a replacement for Michael Kaplan, M.D. Robert Most, M.D. will work one day every other week (8 hrs/day) seeing clients and providing required clinical supervision to clinical staff. (LaCrosse)</p>	<p>For a total amount not to exceed <b>\$10,500.</b></p>
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Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to approve the 2005 New HHS contracts. Motion carried.

2005 Amended HHS Contracts (Mailout #8): Tracy Thorsen reported that the need to increase the contract with B-Care Corporation is due to additional placements. Tracy Thorsen stated that Irv Balto has been utilized more than the contracted psychologist and the extra contract expense will be transferred from the psychologist's contract budget. Randy Jacquet stated that the contract amendment for Lutheran Social Services of Wisconsin & Upper Michigan is simply due to a name change.

<p align="center"><b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2005 AMENDED HHS CONTRACT APPROVALS (10-13-05)</b></p>		
<p><b>AEGIS THERAPIES, INC.</b></p>	<p>Due to an increased need for occupational and physical therapy for the Birth to Three Program. This will need County Board approval. (Brookfield)</p>	<p><i>Original Contract Amount: \$70,000.</i>  To a total contract amount not to exceed <b>\$90,000.</b></p>
<p><b>B-CARE CORPORATION</b></p>	<p>Due to an increased need for group home services utilized by the Clinical Services Unit. This will need County Board approval. (Viroqua)</p>	<p><i>Original Contract Amount: \$75,000.</i>  To a total contract amount not to exceed <b>\$95,000.</b></p>
<p><b>IRV BALTO, LCSW</b></p>	<p>Due to an increased need for clinical therapist services utilized by the Clinical Services Unit. (Chaseburg)</p>	<p><i>Original Contract Amount: \$17,600.</i>  To a total contract amount not to exceed <b>\$19,000.</b></p>
<p><b>LUTHERAN SOCIAL SERVICES OF WISCONSIN &amp; UPPER MICHIGAN, INC.</b></p>	<p>Due to a change in business name and mailing address from Homme Youth and Family Services (Wittenberg). All other aspects of the contract will remain the same. (Eau Claire)</p>	<p>The total contract amount not to exceed <b>\$25,000.</b></p>

Motion made by Ariel Ferguson, seconded by Gaylord Deets to approve the 2005 Amended Health & Human Services contracts and forward those necessary onto the County Board for approval. Motion carried.

2005 New CMO Provider Contracts (Mailout #8):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 CMO PROVIDER APPROVALS (10-13-05)</b>		
<b>BOSCOBEL AREA HEALTH CARE</b>	As a Network Provider for therapy services (physical, speech, occupational, cardiac, pulmonary). Adding this provider to our network would increase geographic access standards that we need to meet per our Health and Community Support Contract. The provider will be paid the medical assistance rate for these services.	

Motion made by Dr. Richard Edwards, seconded by William Seep to approve the 2005 New CMO contract. Motion carried.

Agency Update:

Extension of Economic Support LTE File Clerk Position: Randy Jacquet reported that in the 2006 budget Economic Support has a part time File Clerk budgeted. Until the new Economic Support Specialist begins and is adequately trained, the current LTE File Clerk for the unit has been extended through the end of 2005 at 10 – 12 hours per week through Southwest Wisconsin Workforce Development Board.

CMO Staffing: Randy Jacquet announced that, due to increasing enrollment, the CMO would be hiring another Social Worker Care Manager. This is a position that was previously approved by the County, but not filled until now.

Children's Redesign Grant: Randy Jacquet announced that Richland County Health & Human Services has been selected as the recipient of this award. Ann Greenheck requested an amended budget that reflects how this affects our budget. It was noted that there would be no need to transfer from the COP Risk Reserve fund.

Family Room/Clinic Modifications: Annie Windstrup stated that we checked the accordion door that Dr. Richard Edwards was willing to donate and it would not fit in the space between the rooms. Annie Windstrup stated that she pursued additional bids and received one under the \$2,500 approved previously. Annie Windstrup thanked Dr. Richard Edwards for his offer.

Disposition of Old Ink Jet Printers: Randy Jacquet reported that since we removed 30+ ink jet printers from Health & Human Services staff offices, we were only able to give

away 6 to County Departments. It was noted that 3 were given to the Richland County Sheriff's Department, 1 to the Symons Recreation Complex, 1 to the Richland County Land Conservation Department, and 1 to Emergency Management. Randy Jacquet questioned if the Board would approve of us contacting non-profit agencies, schools, churches, etc. in the county and offer them the remaining printers for their use. Motion made by Dr. Richard Edwards, seconded by William Seep to distribute the remaining ink jet printers to those non-profits, schools, churches, etc. that would accept them. Motion carried.

Ann Greenheck stated that she spoke with Ward McDonald regarding the VARC, Inc. Workshop in Viroqua and she took a tour of their facility recently. Ann Greenheck reported that the Viroqua Workshop is fascinating. Ann Greenheck stated that VARC, Inc. has been asking to expand our Production Services building and we need to seriously look at this in the future. Patrick Metz stated that he has been in contact with Vig and Associates regarding the ability to increase the rent VARC, Inc. pays on the Production Services building in order to fund an expansion.

The next regular Board meeting is scheduled for Thursday, November 10, 2005 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Dr. Richard Edwards, seconded by William Seep to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Confidential Administrative Assistant