

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
NOVEMBER 10, 2005

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. November 10, 2005 by Ann Greenheck in the Conference Room of the Production Services Building, 301 Industrial Drive, Richland Center, Wisconsin.

Members Present: Ann Greenheck, Daniel Carroll, Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, and William Seep.

Members Absent: Ariel Ferguson, Jarrett McDonald, and Janet Parr.

Others Present: Annie Windstrup, Larry Fowler, Marianne Stanek, Patrick Metz, Randy Jacquet, Ward McDonald, Angie Rizner, and VARC Representatives Tony Ugo and Dawn Simonson.

Approval of Amended Agenda and Posting: Motion by William Seep, seconded by Daniel Carroll to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Gaylord Deets to approve the minutes of the last meeting. Motion carried.

Citizen Comments: None.

Finance Sub-Committee Report:

Appointment of Finance Sub-Committee Alternate: Ann Greenheck stated that Dr. Richard Edwards, Gaylord Deets, Janet Parr, and herself are currently on the Finance Sub-Committee and, of those four, one needs to be listed as an Alternate. Motion made by Dr. Richard Edwards, seconded by William Seep to appoint Janet Parr as the Finance Sub-Committee Alternate. Motion carried.

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. Discussion was held regarding the cost of leasing the agency copiers. Annie Windstrup noted that with the removal of ink jet desktop printers has increased the utilization of our copiers, as jobs are printed directly to the copiers. Discussion was held regarding the foster parent training being offered by our agency. Motion made by Gaylord Deets, seconded by Glenn Ferguson to approve the 2005 Richland County Health and Human Services vouchers listed below. Motion carried.

2005 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – Expense Reports	53	\$10,236.49
Richland County Health and Human Services	69	\$39,156.05
Richland County Health and Human Services Pre-Paid	16	\$3,892.46
TOTAL	138	\$53,285.00

2005 Budget Update: Patrick Metz distributed the 2005 Budget Report for the Period Ending October 31, 2005, and noted an overage of \$130,599. Patrick Metz stated that he hopes to receive notification within the next few weeks as to what the 2005 actual revenues are for Comprehensive Community Services. Patrick Metz reported that the Administration staff line item continues to be over due to the lack of anticipated CBMAC funding, staff retirements in 2005, and unbudgeted salary increases. The Economic Support line item is over due to a lack of W-2 Program funding. It was noted that the anticipated revenue from the W-2 Program has also been reduced for 2006. Patrick Metz stated that the Children and Families Unit is actually near their anticipated budget with one line item being under, which compensates for one being over. The CCS Case Management line item reflects \$37,442 in actual revenue. However, Patrick Metz reported that this is anticipated to increase to nearly \$60,000 by the end of the year.

Dr. Richard Edwards noted that the Richland Hospital is considering offering AODA services, including Detox services.

Ann Greenheck questioned if the agency anticipates being over by the end of the year. Patrick Metz stated that he has been meeting regularly with unit managers and he is comfortable that the budget will be under by the end of the year, excluding the 3% unbudgeted staff salary increases. Ann Greenheck noted that the County General Fund couldn't take a hit of this magnitude, and, if we aren't certain that we will come in at or under budget, we may need to consider reducing staff and services.

Patrick Metz reported from the CMO Income Statement, and noted that the Building Operations line item includes the purchase of 33 new computers and monitors, which was previously approved by the Health & Human Services Board. It was noted that member services would increase, as our enrollment increases.

Ann Greenheck questioned if the CMO is still considering paying back some of the borrowed county funds. Teri Buros stated that it is anticipated that some portion will be paid back once the final audited numbers have been received. Discussion was held regarding the need to increase Working Capital with the increase in enrollment.

Teri Buros stated that she had reported a preliminary rate increase of ½ % in July of this year. We received our final rate recently and there is no anticipated increase from 2005. Teri Buros reviewed the rates that other counties are receiving, and noted that the majority of counties are not seeing an increase either.

Patrick Metz noted that the CMO enrollment has decreased by one member in October, but remains strong at 319 members. Teri Buros reported that it is anticipated that one young member could be receiving in-home ventilator service, which would be a very costly expense to the CMO. Discussion was held regarding the ability to offer 24-hour care and the qualifications of staff necessary to offer this in-home service. Teri Buros noted that the State might offer a retroactive rate increase to the CMO for such costly expenses.

Approval of Amended 2006 Health & Human Services Budget: Patrick Metz distributed a signature page for the Amended 2006 Health & Human Services budget that included the addition of Tax Levy in Fund 63. It was noted that this was inadvertently left out of the 2006 Health & Human Services Budget that was presented to the Health & Human Services Board in September.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires/Postings: Randy Jacquet informed the Board that Kristy Mayfield accepted the CMO Social Worker Care Manager position, and Charlene Gald accepted the Children with Disabilities Care Manager position. Kristy Mayfield began her County employment October 31, 2005, and was previously employed by the unit through a leasing agency. Charlene Gald will begin her County employment November 11, 2005, and was previously employed by the agency through a leasing agency. Motion made by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the hiring of Kristy Mayfield as a CMO Social Worker Care Manager and Charlene Gald as the Children with Disabilities Care Manager. Motion carried.

Randy Jacquet reported that with Liz Cox posting into the CCS Clinician position, her position as Adult Protective Services Worker became vacant. Diane Cox, CMO Social Worker Care Manager, posted into the vacant position, and will begin employment as the Adult Protective Services Worker December 1, 2005. It was noted that Diane Cox's posting creates an opening for a Social Worker Care Manager in the CMO. It was noted that this posting does not need Board approval.

Resignations/Terminations: Randy Jacquet announced that Jarrett McDonald has officially submitted his resignation from the Richland County Health & Human Services Board to Ann Greenheck. Motion made by Daniel Carroll, seconded by Gaylord Deets to reluctantly approve the resignation of Jarrett McDonald, Richland County Health & Human Services Board Member. Motion carried.

Randy Jacquet noted that obtaining a quorum is difficult with the vacant Health & Human Services Board member position. Ann Greenheck stated that recommendations of individuals to the Health & Human Services Board would be much appreciated. Glenn Ferguson recommended Dick Marshall of Strang Heating and Electric. It was noted that Strang Heating and Electric does a fair amount of work for the agency and, per state statutes, we would not be able to do business with the company any longer if he becomes a Health & Human Services Board member.

Probationary Evaluations: Randy Jacquet informed the Board that Mary Jane Jacobus, CMO RN Care Manager, and Jenny Havlik, CMO Social Worker Care Manager, have successfully completed their probationary period. Motion by William Seep, seconded by Dr. Richard Edwards to approve the probationary period of Mary Jane Jacobus, CMO RN Care Manager, and Jenny Havlik, CMO Social Worker Care Manager. Motion carried.

DHFS Request for Information (RFI) Regarding the CMO (Mailout #1): Randy Jacquet reported that the State is looking for additional ways to fund Family Care across the State. Randy Jacquet noted that there was a recent article distributed that noted Family Care as being a significant cost savings for Medical Assistance. It was noted that this would be the first time we have heard of individual counties running Family Care collectively with other neighboring counties. Randy Jacquet stated that we have three options:

1. Operate the Family Care Program on our own.
(It is unlikely that the State would approve a single county operation.)
2. Form a regional Family Care Consortium.
3. Contract with private provider to operate our Family Care Program.

Randy Jacquet stated that we would need to submit something by the end of December. Ann Greenheck noted that we spoke with Helene Nelson during her visit regarding the possibility of regionalizing our computer software. Teri Buros stated that we have expertise that other counties would like to tap in to. Teri Buros noted that this is fundamental policy shift, as the county would no longer have direct control. Discussion was held regarding whether Richland County attempts to lead a regional consortium or do we just get rolled into this and lose control. Teri Buros stated that she doesn't see us maintaining our own CMO.

Randy Jacquet noted that 5 years ago Richland County took some risk and courage to develop Family Care in Richland County. Randy Jacquet is unsure that other counties would be as bold, and they might find it easier to just contract with a private provider. It was noted that Randy Jacquet would report back to the Board in December on this issue.

Approval of Community Services Building Lease Agreements: Annie Windstrup noted that Ann Greenheck has already signed the agreement with the State, and there are two other providers UMOS and SWCAP that we need to sign agreements with. It was noted that these lease agreements increased by 3%. Motion made by William Seep, seconded by Dr. Richard Edwards to approve the Community Services Building lease agreements. Motion carried.

Approval of Community Services Building Preliminary Space Study Proposal by Woodland Consultants (Mailout #2): Randy Jacquet stated that he approached the Health & Human Services Board earlier this fall regarding the intentions of the County to expand the Community Services Building. During that meeting, it was reported that any addition to the building would be at least 3 years out, but we should begin researching costs related to creating a preliminary plan. Larry Fowler reviewed a proposal for

engineering services related to developing Phase I - Preliminary Study and Phase II – Expansion of Study. Larry Fowler reported that Phase I could start within 4 – 8 weeks. Motion made by Dr. Richard Edwards, seconded by Glenn Ferguson to approve Phase I - Preliminary Study of the Community Services Building be conducted by Woodland Consultants, LLC, totaling \$4,560. Motion carried.

Production Services Building Expansion:

Discussion of Space Needs: Tony Ugo stated that there is a definite need to expand the Production Services Building, as Richland County has the work and the workers. It was noted that VARC, Inc. has increased the workers at Production Services by 30% since taking over operations one year ago. Ward McDonald reported that other comparable counties with a similar need have 150 – 200 workers, and VARC, Inc. is doing an outstanding job with the operation in Viroqua. The building in Viroqua is so large that it can also offer employment to workers that have a lack of training or the skills necessary to hold down a job. Ward McDonald noted that Richland County has the experience with building and expansion projects, and can usually make it happen with community volunteers, donations, and grants. Ward McDonald stated that the same spirit and enthusiasm is present today as it was in the past, “we can do it again”.

Approval of Preliminary Plan and Costs Proposal from Woodland Consultants (Mailout #3): Larry Fowler reviewed a proposal for engineering services related to developing a preliminary plan for an addition to the sheltered workshop. Randy Jacquet noted that this proposal was sought prior to requesting involvement from VARC, Inc. Their involvement would be crucial to the development of the project. Discussion was held regarding the potential for this project to span over many years and who would pay for the cost of the preliminary plan. Randy Jacquet noted that we must have a study performed in order to apply for grant funding.

Tony Ugo reported that the Viroqua building is 90,000 sq. ft. and of that 32,000 sq. ft. is warehouse space, 36,000 sq. ft. is production space, and the remaining 22,000 sq. ft. consists of Day Services offices, Administrative offices, and the cafeteria. The Viroqua operation employs 170 workers, not including staff. It was noted that Vernon County’s population is considerably larger than Richland County. Larry Fowler reported that the Production Services building currently operates with 6,000 sq. ft. It was noted that VARC, Inc. also operates a building in Sauk County. Dawn Simonson reported that \$1million in wages are distributed to the workers in Vernon County, which goes back into the community.

Tour of the Facility at 10:45am: Those present took a tour of the Production Services Building and viewed the workers in operation.

Dawn Simonson reported that the current operation is serving all disabled individuals that are referred by Richland County Health & Human Services. It was noted that our Resource Center often questions when Production Services is going to be able to serve other individuals with a lack of training or the skills necessary to hold down a job, as there is a tremendous need. Dawn Simonson reported that Production Services currently

employs 49 workers, but they do not all work everyday. Tony Ugo reported that the workers are paid every two weeks on a piece rate basis, and Rockwell Automation and Mueller Sports Medicine are two vendors that offer jobs on a regular basis. Motion made by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the preliminary plan and costs proposal of the Production Services Building from Woodland Consultants, LLC., totaling \$3,725. Motion carried.

Discussion was held regarding where the money would come from to fund this preliminary plan proposal. Randy Jacquet reported that the CMO is active with many of the workers at Production Services; therefore, the CMO is willing to cover the \$3,725 expense. Tony Ugo stated that VARC, Inc. would be willing to cover ½ of the \$3,725 expense. The Health & Human Services Board thanked VARC, Inc. for their contribution to the project.

Approval of 2006 Amendment to the Elderly Services 3-Year Plan (Mailout #4): Marianne Stanek distributed copies of the 2006 Amended Elderly Services 3-Year Plan, and noted the minor revisions. Motion made by William Seep, seconded by Glenn Ferguson to approve the 2006 amendment to the Elderly Services 3-Year plan. Motion carried.

Approval of Resolution to Support State Responsibility for State Institution Care: Randy Jacquet distributed a handout of a sample resolution on the cost of mental health placements. The sample resolution requests that State legislature pass legislation that would remove these costs from property tax, and each county is encouraged to attach an invoice of their cost to place individuals in Winnebago Mental Health Institute or Mendota Mental Health Institute. Randy Jacquet noted that there is no new money for the State to cover this expense. Ann Greenheck noted that Richland County is in a tax levy freeze. Motion made by William Seep, seconded by Dr. Richard Edwards to approve a resolution to support state responsibility for state institution care and forward onto the County Board for approval. Motion carried.

Approval of Community Services Building Landscaping Proposal: Randy Jacquet distributed a handout and picture, and noted that with the Main Street renovation project a section of the Community Services Building parking lot is no longer useable. Randy Jacquet proposed that some decorative landscaping be pursued to match the current landscaping around the building. Discussion was held regarding the future expansion of the Community Services Building and other less costly options. Motion made by William Seep, seconded by Dr. Richard Edwards to resurface the dirt area with blacktop and request the City of Richland Center perform the work. Motion carried.

Approval of Contracts, Amendments, and Providers:

2005 New HHS Contracts (Mailout #5): Teri Buros reported that these two contracts are brand new services being offered this month. Teri Buros noted that Mystic Willow will provide services to two high needs children that are being served by Child Protective Services, Clinical Services, and the Long Term Support Unit, and have had extensive

stays in mental health institutes. It was noted that the WEAP services are being offered in clients' homes.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 NEW HHS CONTRACT APPROVALS (11-10-05)		
MYSTIC WILLOW	For foster care services provided to children with disabilities in the Long Term Support Unit. This will require County Board approval.	For a total amount not to exceed \$75,000 .
WISCONSIN EARLY AUTISM PROJECT	For comprehensive counseling and therapeutic services provided to children with autism in the Long Term Support Unit.	For a total amount not to exceed \$12,000 .

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

2006 New Health & Human Services Contracts >\$30,000 (Mailout #6): Randy Jacquet distributed a revised page #3 of which listed contracts >\$30,000. Discussion was held regarding the new contract with Mystic Willow. Teri Buros noted that shift staff plan on offering one-on-one care, and training would need to be offered to staff to deal with the behavioral issues of the children.

Provider Name	Provider Description	Location	2005 Contract	2005 Amount Expended *	2006 Contract
Aegis Therapies, Inc.	<i>Provider of occupational therapy and physical therapy for the Birth to Three Program.</i>	<i>Brookfield</i>	\$ 70,000	\$ 45,816	\$ 80,000
Attorney Henry Plum	<i>Provider of legal services through the Children & Families Unit.</i>	<i>Wauwatosa</i>	\$ 50,000	\$ 12,075	\$ 60,000
B-Care Corporation	<i>Provider of CBRF group home care being utilized by Comprehensive Community Services and other Clinical Services Unit clients.</i>	<i>Viroqua</i>	\$ 75,000	\$ 67,074	\$ 145,000
Boscobel Area Health Care	<i>Psychiatric hospitalizations and Detox services become necessary when individuals present a danger due to mental illness or become incapacitated due to intoxication. The county is financially responsible when an individual has no medical insurance or ability to pay for the hospitalization. Health and Human Services contracts with Boscobel Area Health Care to provide acute inpatient psychiatric care and Detox services.</i>	<i>Boscobel</i>	\$ 76,000	\$ 41,818	\$ 78,663

Clemens Schmidt, M.D.	<i>Health and Human Services is required to have a medical director and provide psychiatric services in order to maintain its state certifications for Outpatient Mental Health and Substance Abuse Services, Emergency Services, and the Community Support Program. Dr. Schmidt is the Medical Director of Health and Human Services' Outpatient Program and the Community Support Program. Dr. Schmidt works nine hours per week seeing clients and providing required clinical supervision to professional staff at the Health and Human Services West Office location. Dr. Schmidt provides consultation to area physicians and professionals including Pine Valley Health Care and Rehabilitation Center. He also provides education on mental health issues in a monthly radio program on the WRCO "Morning Show."</i>	<i>Madison</i>	\$ 64,800	\$ 47,250	\$ 64,800
Community Care Resources	<i>Provider of treatment foster care, respite, and S.T.O.P. being utilized by Comprehensive Community Services and Children and Families Unit clients.</i>	<i>Middleton</i>	\$24,300 (Original) \$95,000 (Amended)	\$ 58,731	\$ 125,000
Cornerstone Foundation	<i>Provider of adult family home care being utilized by Comprehensive Community Services and other Clinical Services Unit clients.</i>	<i>Dodgeville</i>	\$74,000 (Original) \$148,000 (Amended)	\$ 87,616	\$ 145,000
Deloitte Consulting	<i>State provider of Functional Screen expertise for Long Term Care and related redesign initiatives modeled after the Family Care Program implementation. Health & Human Services will receive a 10% administrative fee from the State.</i>	<i>Madison</i>	\$ -	\$ -	\$ 324,000
Gander's Cleaning Service	<i>Provider of janitorial services and supplies for the Community Services Building and the West Office.</i>	<i>Richland Center</i>	\$ 29,500	\$ 23,670	\$ 32,000
Integrated Development Services	<i>Provider of comprehensive counseling and therapeutic services to children with autism through the Long Term Support Unit.</i>	<i>Madison</i>	\$ 24,500	\$ 5,355	\$ 50,000
Jerry Fillyaw Adult Family Home	<i>Provider of adult family home and personal care being utilized by Comprehensive Community Services clients.</i>	<i>Richland Center</i>	\$ 67,000	\$ 35,919	\$ 65,000

John Hoffman Adult Family Home	<i>Provider of adult family home care being utilized by Comprehensive Community Services and Long Term Support Unit clients.</i>	<i>Richland Center</i>	\$ 37,400	\$ 26,433	\$ 43,000
Lori Knapp - Richland, Inc.	<i>Provides contracted employee services to Richland County Health and Human Services. The contract amount <u>does not</u> include the budgeted CMO portion.</i>	<i>Prairie du Chien</i>	\$260,000 (Original) \$350,000 (Amended)	\$ 243,574	\$ 392,748
Matekel's Group Home	<i>Provider of group home care being utilized by Comprehensive Community Services and Children and Family Unit clients.</i>	<i>Hillpoint</i>	\$33,000 (Original) \$102,000 (Amended)	\$ 52,630	\$ 80,000
Mystic Willow	<i>Provider of foster care services to children with disabilities through the Long Term Support Unit.</i>	<i>Richland Center</i>	\$ 75,000	\$ -	\$ 350,000
Orion Family Services	<i>Provider of in-home multi-faceted counseling and Independent Living Skills Training being utilized by Comprehensive Community Services and Children and Families Unit clients.</i>	<i>Madison</i>	\$ 50,000	\$ 12,357	\$ 96,000
Paragon Development Systems	<i>State provider of an IT Analyst for Long Term Care and related redesign initiatives modeled after the Family Care Program implementation. Health & Human Services will receive a 10% administrative fee from the State.</i>	<i>Madison</i>	\$ 98,280	\$ 68,460	\$ 130,500
Rawhide, Inc.	<i>Residential Child Caring Institution that offers child-adolescent treatment foster care/group home services utilized by Comprehensive Community Services and Children and Family Unit clients.</i>	<i>New London</i>	\$ 29,500	\$ 7,585	\$ 75,000
Russ Lutz Consulting	<i>State provider of business process expertise and support services for Long Term Care and related redesign initiatives modeled after the Family Care Program implementation. Health & Human Services will receive a 10% administrative fee from the State.</i>	<i>Waunakee</i>	\$ 37,440	\$ -	\$ 148,770
SW WI Workforce Dev. Board	<i>Provides contracted employee services to Richland County Health and Human Services. The contract amount <u>does</u> include the budgeted CMO portion.</i>	<i>Dodgeville</i>	\$ 403,428	\$ 315,453	\$ 425,321
The Richland Hospital	<i>Provider of speech therapy for the Birth to Three Program.</i>	<i>Richland Center</i>	\$ 60,000	\$ 38,809	\$ 70,000

Trempealeau County Health Care	<i>Institute for Mental Disease (IMD) that provides placement for several clients under protective placement who have a more intensive, long-term need for treatment, support, and residential services.</i>	<i>Whitehall</i>	\$ 180,000	\$ 79,494	\$ 85,000
Wisconsin Early Autism Project	<i>Provider of comprehensive counseling and therapeutic services to children with autism through the Long Term Support Unit.</i>	<i>Appleton</i>	\$ 12,000	\$ -	\$ 45,000

Motion made by William Seep, seconded by Dr. Richard Edwards to approve the 2006 New Health & Human Services Contracts over \$30,000 and forward onto the County Board for approval. Motion carried.

2006 Revenue Contracts (Mailout #7): Randy Jacquet reviewed the list of revenue contracts and requested the ability for him to sign these contracts.

Provider Name	Provider Description
AgeAdvantAge, Inc.	<i>AAA Older Americans Programs</i>
	<i>Elder Abuse Service</i>
	<i>Nutrition Services Incentive Program (NSIP)</i>
Department of Administration	<i>Wisconsin Home Energy Assistance Program</i>
Department of Corrections	<i>Community Youth and Family Aides</i>
Department of Health and Family Services	<i>Division of Supportive Living - Wisconsin WINS</i>
	<i>Health and Community Supports Contract (CMO)</i>
	<i>Resource Center Contract</i>
	<i>State and County Contract</i>
Division of Public Health	<i>Consolidated Contract (Bioterrorism, Immunization, Maternal Child Health, Well Woman)</i>
Department of Transportation	<i>Specialized Transportation 85.21</i>
Department of Workforce Development	<i>Administration of Child Care Program</i>
	<i>Administration of Income Maintenance Program</i>
	<i>Division of Vocational Rehabilitation</i>
Ithaca School District	<i>School Health Services</i>
Weston School District	<i>School Health Services</i>
W-2 Southwest Consortium	<i>Agreement w/Grant County for Administration of the W-2 Program</i>

Motion made by William Seep, seconded by Glenn Ferguson to approve the 2006 Revenue Contracts and forward onto the County Board for approval. Motion carried.

West Office Improvements: Randy Jacquet reported that an advertisement has been ran in the Richland Observer requesting bids from construction contractors for the West

Office improvements. Discussion was held regarding whether or not the concrete work would be performed this year. Annie Windstrup noted that the deadline for bids is 5pm on November 28, 2005 and the bids will be opened publicly at 10am on November 29, 2005. It was determined that Annie Windstrup and Randy Jacquet would open the bids.

Randy Jacquet distributed a handout that listed where the agency disseminated the ink jet desktop printers to community churches, schools, non-profit businesses, etc.

The next regular Board meeting is scheduled for Thursday, December 8, 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 Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant