

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
JANUARY 13, 2005

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. January 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, Daniel Carroll, Dr. Richard Edwards, Earl Mellen, Gaylord Deets, Glenn Ferguson, Jarrett McDonald, and William Seep.

Others Present: Annie Windstrup, Christy Duhr, Judy Krysko, Marianne Stanek, Randy Jacquet, Robin Reser, Sandy Kramer, Teri Buros, Tracy Thorsen, and Angie Rizner.

Approval of Agenda and Posting: Motion by Ariel Ferguson, seconded by Daniel Carroll to approve the agenda and proper posting. Motion carried.

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

Citizen Comments: None.

Approval of 2005 Veterans Service Office Grant: Sandy Kramer requested the Health & Human Services Board approve the application and receipt of the 2005 Veterans Service Office Grant totaling \$8,500. Sandy Kramer noted that Attorney Ben Southwick would revise the grant application as in previous years and stated that there were a few revisions, including not only goals for next year, but also the status of current year. Motion by Daniel Carroll, seconded by Glenn Ferguson to approve the 2005 Veterans Service Office Grant totaling \$8,500. Motion carried.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 2004/2005 Voucher Report was distributed. Jarrett McDonald reported that the vouchers were reviewed, and gave a detailed update on the vouchers that required additional discussion. Discussion was held regarding the monthly rate for the cellular phones from Kaul Communications. Judy Krysko reported that the Verizon CentraNet service contract would be coming before the County Board in the near future. Motion made by Jarrett McDonald, seconded by Gaylord Deets to approve the 2004/2005 Richland County Health and Human Services vouchers listed below. Motion carried.

2004/2005 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – Expense Reports	62	\$6,855.87
Richland County Health and Human Services (2004)	55	\$40,619.29
Richland County Health and Human Services (2005)	20	\$8,384.59
Richland County Health and Human Services Pre-Paid (2004)	6	\$1,223.29
Richland County Health and Human Services Pre-Paid (2005)	1	\$1,290.00
TOTAL	144	\$58,373.04

2004 Budget Update: Judy Krysko distributed the 2004 Budget Report for the period ending December 31, 2004 and noted that the County books have not closed at this time. The audit will be conducted at the end of April, although most expense payments will be made by the end of February.

Judy Krysko reported that an additional \$15,000 has been awarded to the Birth to Three Program from the State per our request for assistance. All programs are continuing to seek additional funds and continue to maximize revenue.

Judy Krysko stated that the 2004 Health & Human Services budget is projected to be under budget by \$150,792. Therefore, we are currently able to cover the unbudgeted institutional costs of \$144,078, for a net revenue of approximately \$6,714. The budget does not include the vouchers approved earlier during the meeting, however it does not include additional revenue coming in as well. Judy Krysko noted that we might still need to request the COP Risk Reserve transfer, as was outlined at a previous Board meeting, based on the final numbers. Randy Jacquet stated that we may not need to perform as many transfers as previously indicated before, but we will see how the final figures balance.

Discussion was held regarding the \$100,000 set aside from the County Board for 2005 and the ability to use the funds. It was noted that the \$100,000 would not be enough to cover the historical unbudgeted institutional costs of approximately \$170,000. Judy Krysko noted that the CCS Program should assist us with covering these costs. Ann Greenheck noted that the fund is a protected fund that could be distributed to Health & Human Services at the end of each calendar year.

Judy Krysko reviewed the CMO Income Statement and noted that there is a surplus of \$21,820 for December, \$205,122 year-end. Discussion was held regarding the Building Operations adjustment. It was noted that this adjustment was made to allocate the allowable costs to the Care Management line.

Judy Krysko reviewed the CMO Balance Sheet and noted that we have not received the Risk Sharing check from the State totaling \$66,219. However, the CMO has enough

Working Capital and Restricted Reserve for 2005. Discussion was held regarding the Working Capital requirements. Teri Buros reported that the CMO is no longer under the repair plan placed on us by the State.

Judy Krysko reviewed the CMO Enrollment Activity Report and noted that enrollment is at an all time high of 305. Teri Buros reviewed the CMO reductions of staff in 2004 and noted that in 2005 the CMO has budgeted for an additional half-time social worker. Discussion was held regarding this position being part-time and contracted, rather than a new County position.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet informed the Board that Pam Harness - Hanson had been selected by the Interview Team for the CMO RN Care Manager position. It was noted that she is expected to be a very talented asset to our staff. Motion by Dr. Richard Edwards, seconded by Ariel Ferguson to approve the hire of Pam Harness – Hanson as a CMO RN Care Manager. Motion carried.

Randy Jacquet reported that the Health & Human Services Board does not have the authority to set conditions of employment for Pam Bartels, CMO RN Care Manager, different than that of other employees as had been previously indicated at our Board meeting last month. As a result, this issue will need to be approved by the Personnel Committee and ultimately the County Board if this is to occur.

Retirements: Randy Jacquet reported that Ardith Hansen, Adult Protective Services (APS) Care Manager, has requested to rescind her initial retirement date and postpone her retirement no later than March 4, 2005, due to management asking her to stay while we recruit for staff replacements. Motion by William Seep, seconded by Glenn Ferguson to approve the revised retirement plans of Ardith Hansen, APS Care Manager. Motion carried.

Probationary Evaluations: None.

Comprehensive Community Services/Coordinated Services Teams:

CCS Certification Status: Randy Jacquet reported that Richland County Health & Human Services has been awarded the first CCS certification in the State and that we are now able to bill Medical Assistance for the services provided. It was noted that the anticipated income budgeted for 2005 was approximately \$170,000. Daniel Carroll noted that the Health & Human Services Board and Finance Committee commend the efforts of the agency to accomplish this goal. Dr. Richard Edwards spoke on behalf of the CCS Coordination Committee and noted that Tracy Thorsen needs to be acknowledged for her work on CCS.

CST Funding: Randy Jacquet reported that Richland County Health & Human Services recently received notification that we would be receiving additional CST funding of approximately \$31,000 per year. This funding will be used to carry

out the Coordinated Services Team Initiative model. It was noted that this award would be an addendum to the State/County contract.

Approval to Create a Coordinated Services Supervisor Position (Mailout #1):
Randy Jacquet reviewed a presentation to the Health & Human Services Board regarding the CCS Program. Tracy Thorsen noted that we anticipate 12 clients to be enrolled into CCS in Phase 1 and potentially 30 clients by Phase 2. Annie Windstrup noted that CCS continues the historical merging of services started by the consolidation into Health & Human Services.

Randy Jacquet stated that Health & Human Services would be using monies already budgeted, including the \$31,000 CST grant funds, and a collection of revenues from the direct service work provided by CCS to fund the Coordinated Services Supervisor position. It was noted that the CCS Program is very new and we are not sure how this is all going to work until later in the year, but the funding of this position will not come out of County funds.

Randy Jacquet noted that the Mental Health Professional must be certified and have 3,000 hours of clinical supervision. This position will meet this requirement and supervise CCS staff and paperwork, ensure that treatment plans are on track, collaborate with managers, and direct clinical supervision. Teri Buros reported that this position is not a duplication of management, as many managers do not hold the required credentials and are not able to provide this level of supervision. It was noted that this position has many requirements, and with only two years of solid funding, recruitment is of concern. Discussion was held regarding the grade level and the credentialing. Discussion was held regarding what would happen if the two years of funding expires. Randy Jacquet noted that we would have a better sense of the program after a year of operation. It was noted that these programs serve as a preventative measure and a money saving effort for the State and the County. Ann Greenheck noted that the State is consistently looking for ways to proactively prevent high costs.

Discussion was held regarding the funding for the salary. Randy Jacquet noted that we are receiving \$31,000 in CST funding, \$26,000 already budgeted for this purpose through new Child Welfare monies, and the remainder of the funds would come from CCS service reimbursement. It was noted that the \$170,000 is anticipated revenue for the Phase 1 clients.

Discussion was held regarding the repercussions of TABOR on CCS. Judy Krysko reported that there is no State revenue in CCS and the 60% we receive in reimbursement is Federal funding. Therefore, TABOR should not affect CCS. Motion by Dr. Richard Edwards, seconded by Jarrett McDonald to approve the Creation of a Coordinated Services Supervisor Position and forward onto the Personnel Committee for approval. Motion carried.

Approval of Representative Payee Resolution (Mailout #2): Randy Jacquet reported that Attorney Ben Southwick recommended that Richland County approve a resolution for operations of the Representative Payee Program. Randy Jacquet reviewed the details of the Representative Payee Program and noted that there are currently 55 people in the program. It was noted that Pine Valley Healthcare also performs Representative Payee functions. Motion by William Seep, seconded by Earl Mellen to approve a Representative Payee Resolution and forward onto Pine Valley Healthcare and the County Board for approval. Motion carried.

CMO RN/Care Manager Hiring and Conditions Update: Randy Jacquet noted that he would be coming before the Personnel Committee this afternoon to formalize this request as mentioned previously.

Approval to Change the Workshop Aide Position to a Long Term Support Aide Position (Mailout #3): Teri Buros reported that the Workshop Aide position is a Union position and cannot be eliminated with the closing of Production Services. Funding for the Long Term Support Aide position is included in the 2005 CMO budget and is at the same grade level and hours as the Workshop Aide position. Discussion was held regarding the ability to post for this new position. Randy Jacquet noted that the Union is waving the posting requirement due to this special situation. Discussion was held regarding the potential for retirement. It was noted that there is no Union requirement to retain the position should it become vacant. Motion by William Seep, seconded by Dr. Richard Edwards to approve Changing the Workshop Aide Position to a Long Term Support Aide Position and forward onto the Personnel Committee. Motion carried.

ICF/MR Discussion: Teri Buros stated that ICF/MR stands for Intermediate Care Facility for the Mentally Retarded. It was noted that mentally retarded individuals are not permitted to stay in a nursing home and need more specialized, educational care. ICF/MR's are specialized facilities/institutions, for the mentally retarded. Teri Buros stated that the law has changed from "leased restrictive placement" to "the most integrated placement". Therefore, if the community placement is found to be the most integrated, the individual must be removed from the institution or Richland County could be held legally responsible.

Richland County has 5 individuals in ICF/MR's, and will be frozen at that number. The expense is being removed from the State's responsibility and is now at the expense of the County. It was noted that Richland County is lucky to have been selected as a CMO County. Teri Buros reported that Richland County has not placed an individual in an ICF/MR since 1994 and that it is the State's goal to lower the number of people in these facilities. Teri Buros stated that 2 individuals are in settings in Rhinelander, 1 at Trempealeau County Health Care Center, 1 in Clintonville, and 1 in West Salem. Discussion was held regarding the contact we have with the individuals.

Approval of Contracts, Addendums, and Providers:

2005 CMO Contract: Robin Reser distributed a list of 2005 CMO Providers and reviewed the additions to the network.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 CMO PROVIDER APPROVALS (1-13-05)		
DEGEN BERGLUND	For the provision of durable medical equipment. (La Crosse)	
BETTER DAYS, INC.	For the provision of physical therapy services. This provider is cost effective and bills at a rate less than the Medicaid Rate. (Hillsboro)	

Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to approve the 2005 CMO Provider contracts. Motion carried.

2004 Health & Human Services Contract Amendments (Mailout #4): Tracy Thorsen reviewed the 2004 Health & Human Services contract that is in need of amendment and noted that this would be reimbursable by CCS in 2005.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2004 HHS AMENDED CONTRACT APPROVAL (1-13-05)		
B – CARE CORPORATION	Due to the addition of a client to the CBRF. This will need County Board approval.	<i>Original Contract Amount: \$40,000.</i> To a total amended contract amount not to exceed \$55,000.

Motion made by Jarrett McDonald, seconded by William Seep to approve the 2004 Health & Human Services amended contract. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director (Mailout #5): Motion made by Dr. Richard Edwards, seconded by Daniel Carroll to Convene in Closed Session Per Wis. Statutes 19.85 (1)(C) to Complete the Annual Performance Evaluation of the Director. Role Call Vote. Motion carried.

Return to Open Session: Motion made by William Seep, seconded by Earl Mellen to Return to Open Session. Motion carried.

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

Page 7
Health and Human Services Board
January 27, 2005

Adjourn: Motion by Gaylord Deets, seconded by Dr. Richard Edwards to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant