

**MINUTES
 RICHLAND COUNTY HEALTH AND HUMAN SERVICES
 MARCH 10, 2005**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. March 10, 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: Christy Duhr, Judy Krysko, Margaret Armstrong, Marianne Stanek, Patrick Metz, Randy Jacquet, Robin Reser, Teri Buros, Tracy Thorsen, and Angie Rizner.

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

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

Citizen Comments: None.

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 sewer backup at the CSB. 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	46	\$7,765.84
Richland County Health and Human Services (2004)	3	\$569.44
Richland County Health and Human Services (2005)	65	\$34,296.47
Richland County Health and Human Services Pre-Paid (2004)	1	\$758.19
Richland County Health and Human Services Pre-Paid (2005)	4	\$1,065.67
TOTAL	119	\$44,455.61

2004 Budget Update: Judy Krysko noted that the County books just closed yesterday for 2004, and there wasn't enough time to prepare for the meeting. Judy Krysko stated that we are still expecting the 2004 Health & Human Services Budget will remain under budget. These reports will be distributed and reviewed at the next meeting. Jarrett McDonald requested that his copy be sent out to him in advance.

2005 CMO Budget Update: Judy Krysko distributed the CMO Income Statement period ending January 31, 2005, and noted a surplus of \$56,906. Judy Krysko reviewed the unaudited budget as of December 31, 2004, and noted an anticipated surplus of \$158,924. Discussion was held regarding the Claims Refunds line item. Teri Buros reported on the State calculations of the 2004 capitation rate and a potential reduction of \$26,000. Discussion was held regarding Money Held to Pay IGT Costs in 2003 and 2004. Judy Krysko reported that she thought the 2004 amount was listed under Short-term Debt and that it was approximately \$140,000. It was noted that the final audit would reflect the exact pass through to Pine Valley Healthcare & Rehabilitation Center.

Discussion was held regarding our anticipation of receiving \$66,000 from the State for 2003 would actually be more like \$38,000.

Judy Krysko reviewed the Insolvency Protection handout and noted the CMO Working Capital will reduce to approximately \$60,000. It was noted that the CMO would achieve the Working Capital requirements for 2004. Teri Buros reported that the Richland County CMO would be in the black for 2004. However, all other CMO's across the State will be expecting a serious loss for 2004.

Judy Krysko noted that the Enrollment Report reflects 308 consumers and is at an all time high.

Approval to Close and/or Transfer Funds for 2004 (Mailout #1): Judy Krysko stated that she has spoke with Jack Vig, Richland County's Auditor, regarding these transfers and he recommends doing them at this time. Judy Krysko reported that Fund 27 (Blood Pressure Program Fund) and Fund 39 (Group Home Fund) would be closed and funds transferred to Fund 56 (Health & Human Services). Judy Krysko reported that Fund 34 (Health Department Block Grant Fund) would transfer an amount not to exceed \$27,500 to Fund 56; Fund 40 (Community Options Risk Reserve) would transfer \$329.33 to Fund 56; and Fund 40 (Community Options Risk Reserve) would transfer an amount not to exceed \$10,000 to Fund 56. It was noted that this would require Finance Committee approval and County Board approval. Motion by William Seep, seconded by Dr. Richard Edwards to approve the closing and/or transferring of funds for 2004 and forward the request onto the Finance Committee and County Board for final approval. Motion carried.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet informed the Board that Tracy Hartman had been selected by the Interview Team for the CMO Social Worker/Care Manager position. It was noted that Tracy Hartman has her social worker certification and

many years of experience in child protection, but she wanted to change populations. Motion by Glenn Ferguson, seconded by Gaylord Deets to approve the hire of Tracy Hartman as a CMO Social Worker/Care Manager. Motion carried.

Resignations: Randy Jacquet reported that Pam Bartels, CMO RN/Care Manager, has submitted her resignation effective February 24, 2005. Motion by Ariel Ferguson, seconded by Jarrett McDonald to approve the resignation of Pam Bartels, CMO RN/Care Manager. Motion carried.

Randy Jacquet reported that Stacy Macomber, Children & Families Case Manager, has submitted her resignation effective March 2, 2005, and Amy Fenske, Children & Families Case Manager, has submitted her resignation effective March 4, 2005. Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the resignation of Stacy Macomber, Children & Families Case Manager, and Amy Fenske, Children & Families Case Manager. Motion carried.

Probationary Evaluations: None

Approval of Resolution to Honor Ardith Hansen: Randy Jacquet stated that he would like to request Ardith Hansen be honored at the County Board level for her 33 years of service to Richland County. Motion by Ariel Ferguson, seconded by Glenn Ferguson to approve a County Board resolution to honor Ardith Hansen, Adult Protective Services Social Worker, for 33 years of service to Richland County. Motion carried.

Review Board Member Terms of Office (Mailout #2): Randy Jacquet reviewed the handout and reported on the schedule of Health & Human Services Board Member terms. It was noted that Glenn Ferguson, Dr. Richard Edwards, and Ann Greenheck have terms expiring this year. However they all are eligible for another three-year term. The terms of Daniel Carroll, Ariel Ferguson, and Earl Mellen will expire in 2006 and the terms of Gaylord Deets, Jarrett McDonald, and William Seep will expire in 2007.

Glenn Ferguson, Dr. Richard Edwards, and Ann Greenheck stated that they are interested in staying on for another three-year term. Randy Jacquet stated that he would forward this information onto the Committee on Committees for the April County Board meeting.

Public Health:

Request for Support of the Wisconsin Children's Initiative to Increase the Cigarette Tax (Mailout #3): Marianne Stanek reviewed the handout and noted that she would like the Health & Human Services Board support in this initiative. Discussion was held regarding the financial history of the State using the Tobacco Settlement to balance the budget. Daniel Carroll and Glenn Ferguson stated that they would not support this initiative. Dr. Richard Edwards reported that the State Medical Society is actively in support of this

initiative. Marianne Stanek reiterated that these funds are to be used to prevent kids from smoking. Motion by Dr. Richard Edwards seconded by Ariel Ferguson to approve the support of the Wisconsin Children's Initiative resolution.

Role Call Vote: Daniel Carroll, Glenn Ferguson, and Ann Greenheck voted against supporting the initiative. Jarrett McDonald, Ariel Ferguson, Earl Mellen, Gaylord Deets, Dr. Richard Edwards, William Seep voted to support the initiative. Motion Carried.

Request for Support of Public Health Efforts to Maintain Prevention Funding (Mailout #4): Marianne Stanek reviewed the handout and sample support letter to Senator Feingold. Marianne Stanek stated that she would encourage Health & Human Services Board members sign the support letters showing their support of maintaining the Prevention Funding. Motion by William Seep seconded by Ariel Ferguson to approve the support of Public Health's effort to maintain Prevention Funding and sign the support letters to Senators Feingold and Kohl. Motion carried.

Discussion was held regarding what tasks the Prevention Funds are used for. Marianne Stanek stated that these funds support our Environmental Health Consultant position, while the services are supported by other grant funds. Ann Greenheck reported that the State is considering the elimination of many funding sources that will affect Health & Human Services agencies.

DHFS Review of Local Public Health Authority Scheduled for June 16, 2005: Marianne Stanek stated that the State would be sending a letter to Health & Human Services Board members inviting them to attend this review. Marianne Stanek noted that our Public Health Department is a Level 2 Public Health designation and the Department of Health and Family Services (DHFS) review is scheduled for June 16, 2005. It was noted that the Level 2 designation would maintain our funding allocations. Marianne Stanek stated that there is preparatory work involved, including policies and procedures development, and the DHFS will be checking a number of items, such as services offered.

Approval of Lori Knapp – Richland, Inc. Van Leases Agreements: Randy Jacquet stated that these leases are the same as those previously reviewed by Attorney Ben Southwick and approved by this Board. It was noted that these leases do have a 30-day out clause and are renewed annually. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve van lease agreements with Lori-Knapp – Richland, Inc. Motion carried.

Transportation Update: Patrick Metz recapped the events of the past year involving the Request for Proposal (RFP) that was submitted to the DOT last year requesting to lease out our vans to another provider. The DOT is now questioning the underutilization of the vans in Richland County. Patrick Metz stated that the original RFP is on hold until this underutilization is addressed. Discussion was held regarding the underutilization. Patrick Metz stated that there are 12 vans in Richland County and another 2 are scheduled for delivery for use by VARC. Of the 14 vans, the utilization is as follows: VARC – 5, Schmidt Woodland Hills – 3, Pine Valley Healthcare – 2, LKI – 2, Aging

Unit – 2. It was noted that the vans are not used very far outside the city limits. Patrick Metz reported that many counties contribute tax levy to transportation or might receive alternate State funding, which covers the expenses related to transportation throughout the county. Randy Jacquet reported that a transportation workgroup is being established within our agency to review the situation and submit recommendations to the Health & Human Services Board.

Long Term Support:

Approval of KIDS Council Membership: Teri Buros reported that the KIDS Council is recommending two new members Jeff Bethke and Patsy Johnson. Gaylord Deets noted that Amy Fenske's resignation would also reflect a vacancy in the council. Teri Buros reported that the development of Comprehensive Community Services (CCS) could also affect this council. Motion by Gaylord Deets, seconded by Jarrett McDonald to approve the addition of Jeff Bethke and Patsy Johnson to the KIDS Council. Motion carried.

Approval of Maintenance/Repair Bids of the Heating/Cooling System at Production Services (Mailout #5): Teri Buros reported that VARC has had difficulty getting even temperatures throughout the building, and noted that it is our responsibility to pay for these costs. Teri Buros distributed a comparison sheet of three vendor bids. Discussion was held regarding the bids. Teri Buros stated that she would recommend approval of the Wertz Plumbing and Heating bid, totaling \$2,580. Motion by William Seep, seconded by Dr. Richard Edwards to approve Wertz Plumbing and Heating to perform the maintenance/repair of the heating/cooling system at Production Services, totaling \$2,580. Motion carried.

Approval to Amend the LKI Contract: Margaret Armstrong distributed a handout requesting approval to amend the 2005 LKI contract to \$324,000. Margaret Armstrong reviewed the three hiring needs of the Children and Families Unit, which total approximately \$64,000, and noted that this would be no new cost to the agency. Discussion was held regarding any potential candidates that could fill these positions. Randy Jacquet noted that the LKI contract would be monitored closely and once it approaches \$260,000 we would request County Board approval, as this is a very fluid contract. Motion by Earl Mellen, seconded by Dr. Richard Edwards to approve the amendment of the LKI Contract not to exceed \$324,000 and forward onto the County Board for approval once the contract amount approaches \$260,000. Motion carried.

Status of Connectivity Between the Courthouse and the CSB: Randy Jacquet stated that he spoke with the Finance Committee and Annie Windstrup attended the Property Committee meeting to clarify the project specifications. It was determined that we would not have to put this wire connection underground and the Property Committee approved that we leave the existing connection to the Courthouse. It was noted that we would still install the conduit underground during the construction this spring, as a fail-safe measure. Randy Jacquet noted that this would save the agency approximately \$3,000 this year. Discussion was held regarding the project timeline and regular meetings being scheduled with the downtown business owners.

Approval to Dispose of the Telephone System from the Production Services Building: Judy Krysko reported that the Production Services telephone system was removed from the building during the transition to VARC. This Northstar system has been at the West Office since the move and Strang Telephone Service would purchase it from us for \$350. It was also recommended that we could give the system to the County Extension Office, whose system is very old. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve giving the Northstar telephone system from the Production Services Building to the County Extension Office. Motion carried.

Approval of Copier Lease: Randy Jacquet stated that we would like to table this item until Annie Windstrup is available to present the details. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to table this until the April Health & Human Services Board meeting. Motion carried.

Agency Update Clarification: Randy Jacquet questioned the ability to mention/discuss topics that are not directly on the agenda. Ann Greenheck stated that the Attorney General cautioned counties to be careful not to mention items other than what is listed on the agenda. It was noted that items could be listed under an Agency Update section for discussion.

William Seep mentioned that there are six Long Term Care Council members in need of renewal.

Approval of Contracts, Addendums, and Providers:

2005 CMO Contracts (Mailout #6): Robin Reser reviewed the list of additional providers to the 2005 CMO Network.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 CMO PROVIDER APPROVALS (3-10-05)		
Tracy Lampman Adult Family Home	For the provision of Respite Care services.	

Motion made by Earl Mellen, seconded by Glenn Ferguson to approve the 2005 CMO Provider contract. Motion carried.

2004 Health & Human Services Contract Amendments (Mailout #6): Randy Jacquet noted that the specifics of this amendment were discussed and approved during agenda item #15.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 HHS AMENDED CONTRACT APPROVAL (3-10-05)		
LORI KNAPP – RICHLAND	In order to meet the need to employ LTE staff for the Children and Families Unit. This will need County Board approval once the contract approaches the original contract amount.	<i>Original Contract Amount: \$260,000.</i> To a total contract amount not to exceed \$324,000.

2005 Health & Human Services New Contract (Mailout #6): Tracy Thorsen reviewed the new 2005 Health & Human Services contract.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 HHS NEW CONTRACT APPROVAL (3-10-05)		
DAVID DATI, LCSW	For the provision of outpatient therapy at Clinical Services. David Dati would now be an independently contracted clinical therapist who works 16 hrs/wk effective April 1, 2005.	Total amount not to exceed \$17,000.

Motion made by Dr. Richard Edwards, seconded by Jarrett McDonald to approve the new 2005 New Health & Human Services contract. Motion carried.

The next regular Board meeting is scheduled for Thursday, April 14, 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 Glenn Ferguson, seconded by Gaylord Deets to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant