

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
JULY 14, 2005**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. July 14, 2005 by Dr. Richard Edwards in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Ariel Ferguson, Daniel Carroll, Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, Janet Parr, Jarrett McDonald, and William Seep.

Members Absent: Ann Greenheck.

Others Present: Annie Windstrup, Christy Duhr, Marianne Stanek, Patrick Metz, Randy Jacquet, Robin Reser, Tracy Thorsen, Sandy Kramer, and Angie Rizner.

Approval of Agenda and Posting: Motion by Gaylord Deets, seconded by Jarrett McDonald to approve the agenda and proper posting. Motion carried.

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

Citizen Comments: None.

Veterans Service Officer's Salary Review: Sandy Kramer reported that this time every year the Veterans Service Officer's salary is up for annual review. It was noted that Sandy Kramer's anniversary date is August 21st. Discussion was held regarding what is being offered to county union employees. Motion by Daniel Carroll, seconded by Glenn Ferguson to approve the Veterans Service Officer's salary increase be the same as other union employees. Motion carried.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 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. Motion made by Gaylord Deets, seconded by Jarrett McDonald 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	56	\$8,540.99
Richland County Health and Human Services	70	\$40,695.10

Richland County Health and Human Services Pre-Paid	12	\$1,598.15
TOTAL	138	\$50,834.24

2005 Budget Update: Patrick Metz distributed the 2005 Budget Report for the Period Ending June 30, 2005, and noted that we are under budget \$170,613. Patrick Metz reported that this is not a true picture of the Health & Human Services budget due to a recent 2004 WIMCR payment of \$88,000 that we received from the State, as \$54,000 would be returned to the State. Discussion was held regarding WIMCR. It was noted that this is a way we can help the state capture more federal dollars. Counties are supposed to be “held harmless” through the process.

Patrick Metz reported that the Clinical Services Unit and the Children and Families Unit have also received substantial income this month. However, Tracy Thorsen noted that the Mental Health Institutes YTD expenses would increase from \$29,399, due to 8 days of institutional placements in June. It was noted that these placements cost approximately \$640 per day. Discussion was held regarding the status of the CCS revenue. Patrick Metz stated that we are just finalizing the capturing of data from this new program in order to submit for reimbursement. Randy Jacquet noted that these reimbursements would be retroactive to January 1, 2005.

Patrick Metz reviewed the CMO Balance Sheet for the Period Ending June 30, 2005, and noted a YTD surplus of \$368,404. Discussion was held regarding the State delaying payment of our June capitation payment due to the placement of the payment in accordance to their fiscal year. Teri Buros stated that all managed care facilities received a delayed payment in June and received advance notification.

Patrick Metz reviewed the CMO Income Statement and reported that the Money Held to Pay IGT costs was distributed to Pine Valley Healthcare yesterday. Patrick Metz stated that a Notes section was added to the back page of the Income Statement. Discussion was held regarding whether or not the State is questioning the CMO’s substantial surplus. Teri Buros noted that the State is very complimentary and it is her anticipation that the capitation rate will decrease because we saved money.

Patrick Metz reviewed the CMO Enrollment Report that reflects 314 members. It was noted that 320 members are currently enrolled.

Discussion was held regarding the opening of “Our House” and how that will affect our CMO. Teri Buros noted that she has voiced concerns all along, as those moving into the area to live in “Our House” could be eligible for the CMO if they can no longer support themselves in their “Our House” setting. The CMO would then have to take care of those individuals who are moving into the county to live in “Our House”, as long as they are eligible. Teri Buros stated that this could significantly shift our risk. It was noted that a placement plan would be developed with “Our House” to help reduce the CMO’s risk. Teri Buros reported that those individuals that live in “Our House” have substantially higher needs, which would seriously affect our capitation payment and service expense.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet informed the Board that four Temporary/Casual Drivers have been hired for the Nutrition and Transportation Programs, Carol Ninedorf, Phil Ninedorf, Francis Waldsmith, and Steven Fairbrother. It was noted that we did not go through the formal Interview Committee procedure, as these positions work very few hours. Motion by Glenn Ferguson, seconded by Ariel Ferguson to approve the hire of Carol Ninedorf, Phil Ninedorf, Francis Waldsmith, and Steven Fairbrother as Temporary/Casual Drivers for the Nutrition and Transportation Programs. Motion carried.

Patrick Metz reported that we did not acknowledge the need for the above Temporary/Casual Drivers to take vacations throughout the year. Therefore, we would like to request the flexibility to hire a few additional drivers to cover these vacations. Patrick Metz noted that we would not utilize these additional positions unless necessary, and would only keep three Temporary/Casual Transportation Program Drivers active at one time. Discussion was held regarding where the money is coming from to cover these paid positions that were once covered by volunteers. Patrick Metz noted that we would receive an increase in 84.21 Transportation Grant funds over the next few years. It was noted that this request would require Personnel Committee approval. Motion by William Seep, seconded by Glenn Ferguson to approve the ability to hire a few additional Temporary/Casual Drivers to cover anticipated vacations and forward onto the Personnel Committee for approval. Motion carried.

Retirement: Randy Jacquet informed the Board that Della Gander, Children and Families Unit Service Support Specialist, has announced her retirement effective August 1, 2005. It was noted that Della Gander has worked for the agency for 26 years and an Open House is being planned for July 29, 2005 from 3 – 5pm at the Community Services Building. Motion by Daniel Carroll, seconded by Glenn Ferguson to approve the retirement of Della Gander, Children and Families Service Support Specialist, with regret. Motion carried.

Probationary Evaluations: Randy Jacquet requested that Pam Harness-Hanson, CMO RN Care Manager, be approved to pass her six-month probationary period.

Randy Jacquet also requested that Harold Studnicka, Temporary/Casual Driver for the Nutrition Program, and Norma Hanko, Germantown Meal Site Manager, be approved to pass their six-month probationary period. It was noted that these positions are part-time and have met the minimum hours requirement. Motion by Ariel Ferguson, seconded by Jarrett McDonald to approve the probationary period of Pam Harness-Hanson, CMO RN Care Manager, Harold Studnicka, Temporary/Casual Driver, and Norma Hanko, Meal Site Manager. Motion carried.

Health, Aging & Disability Resource Center:

Status of Reorganization: Randy Jacquet noted that a reorganization proposal was presented and approved a few months ago by the Health & Human Services Board, Personnel Committee, and the County Board pending State and AgeAdvantAge, Inc. approval. It was noted that AgeAdvantAge, Inc. attended yesterday's Commission on Aging Board Meeting and voiced their objections to the proposed reorganization. It was noted that the State works closely with AgeAdvantAge, Inc. and takes their recommendations very seriously. Marianne Stanek reported that AgeAdvantAge, Inc. has two major objections to the proposal:

1. The supervisor closest to the frontline staff should be responsible for reporting to the Commission on Aging Board. Requesting this be the full-time Aging Supervisor and not the Health, Aging, and Disability Resource Center Manager performing this function.
2. With the relocation of the Nutrition Program under Public Health, we need a ½ time Dietitian to work with the nutrition details.

Randy Jacquet stated that the managers/supervisors involved are meeting in the near future to consider options for appeal. Motion by Daniel Carroll, seconded by Ariel Ferguson to table further action involving the initial Health, Aging, and Disability Resource Center reorganization proposal until the above issues are appealed and details are approved by AgeAdvantAge, Inc. and the State. Motion carried.

Approval of Revised Transportation Program and Nutrition Program Job Descriptions (Mailout #1): Marianne Stanek stated that, with the hiring of the previously approved Temporary/Casual positions, it was necessary to review and revise the position job descriptions. The Elderly Nutrition Program Employee Handbook was distributed for review. It was noted that these revised job description would require Personnel Committee approval. Motion by William Seep, seconded by Janet Parr to approve the revised Temporary/Casual Courtesy Driver, Temporary/Casual Courtesy Nutrition Driver, and Nutrition Site Worker job descriptions and forward onto the Personnel Committee for approval. Motion carried.

Resource Center Employment Related Services Proposal (Mailout #2): Marianne Stanek reported that the Disability Benefit Specialist would use these grant funds to work on creating an "Employment Related Services Guide" and provide employment services to a targeted number of disabled consumers seeking employment. Marianne Stanek noted that once the grant funding is depleted, the Disability Benefit Specialist's hours would decrease. It was noted that this proposal would require County Board approval. Motion by Gaylord Deets, seconded by Janet Parr to approve the request to submit and accept grant funding for the Resource Center Employment Related Services Proposal and forward onto the County Board for approval. Motion carried.

Safe Communities Program Update: Marianne Stanek reported that Richland County is no longer eligible for Safe Communities Program funding, as the State is targeting larger

communities. It was noted that our Health Educator, Erin Wolff, would lose her county position once this funding is depleted at the end of July. Marianne Stanek stated that the Public Health Unit is working on possible options to continue participation in the Car Seat Safety Program and the Wisconsin WINS Program once the Health Educator position is gone.

Long Term Support:

Approval to Extend the Temporary Reduction of Hours for a CMO Social Worker Care Manager (Mailout #3): Teri Buros stated that this request is a continuation and the CMO has obtained appropriate coverage with a leased employee. Teri Buros noted that Michele Wetter has voluntarily surrendered her health insurance benefit. It was noted that this temporary reduction of hours request would require Personnel Committee approval. Motion by Glenn Ferguson, seconded by Gaylord Deets to approve the extension of a temporary reduction of hours for Michele Wetter, CMO Social Worker Care Manager, and forward onto the Personnel Committee for approval. Motion carried.

Approval of a Temporary Reduction of Hours for a CMO RN Care Manager (Mailout #4): Teri Buros stated that Pam Harness-Hanson would like to pursue her Bachelor's Degree in Nursing, and has requested a reduction of hours from 40 hours per week to 27 – 30 hours per week effective August 1, 2005. Teri Buros noted that Pam Harness-Hanson has requested to retain her health insurance benefits. Discussion was held regarding whether or not employees would continue their employment after they return from school. It was noted that this temporary reduction of hours request would require Personnel Committee approval. Motion by Daniel Carroll, seconded by Glenn Ferguson to approve a temporary reduction of hours for Pam Harness-Hanson, CMO RN Care Manager, and forward onto the Personnel Committee for approval. Motion carried.

Approval of CMO Workstation Purchases (Mailout #5): Teri Buros reported that the CMO had stripped their modular workstations over the last year in order to accommodate several work stations in one cubicle. The CMO now needs to rebuild some workstations to meet staffing needs. Motion by Jarrett McDonald, seconded by William Seep to approve the CMO workstation purchase from Spectrum Industries totaling approximately \$607. Motion carried.

Approval of CMO Folder Purchase (Mailout #6): Teri Buros noted that the CMO would like to purchase folders to perform an advance directives project. It was noted that three bids were received and the lesser was Krueger Printing & Office Supplies. However, this vendor is located in Reedsburg and staff travel time and mileage would far exceed the savings. Motion by Glenn Ferguson, seconded by Jarrett McDonald to approve the CMO folder purchase from Hynek Printing totaling approximately \$1,276. Motion carried.

Approval of West Office Improvements (Mailout #7): Randy Jacquet reviewed a presentation that showed pictures of the West Office facility items that are in need of repair. Randy Jacquet noted that we are only requesting approval for the reception area improvements at this time, as we are pursuing a second or third bid for the entryway

improvements. It was noted that the bid should include the replacement of two doors in the front entrance. Annie Windstrup was instructed to contact Everett Newbury from the UW Campus for bidding assistance. Motion by Daniel Carroll, seconded by Gaylord Deets to approve the West Office reception area improvements from Crow Hill Builders totalling approximately \$754.54. Motion carried.

Main Street Project Construction Update: Annie Windstrup stated that the water line and storm sewer have been added to the Community Services Building. Annie Windstrup reported that, as part of the construction progress, a construction worker crushed one of our sewer lines and closed one of the restroom facilities in the building for quite some time. This damage has since been repaired and would be at the responsibility of one of the contractors. It was noted that the underground Internet conduit connecting the Community Services Building to the Courthouse has also been installed, but the agency is waiting to actually run the underground cable.

Production Services Six Month Review: Robin Reser reported that we have received good comments in regards to VARC, Inc. It has been reported that VARC, Inc. has added more work and most employee checks have doubled. Discussion was held regarding where they have pursued contracts. Robin Reser noted that VARC, Inc. has increased a contract with Allen-Bradley, packaging companies, and magazine companies. VARC, Inc. currently contracts with 46 vendors with offices located in Reedsburg, Viroqua, and Richland Center.

Randy Jacquet announced that VARC, Inc. representatives are inquiring if the building could be expanded in the near future. It was noted that the building is a County facility and was developed through much hard work by volunteers, donations, and a block grant. Randy Jacquet reported that VARC, Inc. would like to expand the back of the building, which there is adequate land for. Teri Buros stated that VARC, Inc. would like to have the ability to add employees into the facility that are not developmentally disabled, but may have difficulties with employment. It was determined that the agency should begin researching options.

Approval of Contracts, Addendums, and Providers:

2005 CMO Contracts (Mailout #8): Robin Reser reviewed the list of providers to be added to the 2005 CMO Network. Robin Reser reviewed the procedures in place for measuring the effectiveness of alternative therapies. Discussion was held regarding the alternate therapies and the need to support them.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 CMO PROVIDER APPROVALS (7-14-05)		
MESSAGE TREATMENT	As a Network Provider for Alternative Therapy Services - Massage. (Richland Center)	

NAOMI KOVELAN	As a Network Provider for Alternative Therapy Services - Acupuncture. (Richland Center)	
JANE BASARICH	As a Network Provider for Alternative Therapy Services - Massage. (Richland Center)	

Motion made by Ariel Ferguson, seconded by Janet Parr to approve the 2005 CMO Provider contracts. Motion carried.

Glenn Ferguson opposed.

2005 New HHS Contracts (Mailout #8): Tracy Thorsen reported on the new HHS contract and noted that St. Mary's Hospital Medical Center would be another option other than Boscobel Hospital. It was noted that Boscobel Hospital has reduced their number of available beds. Discussion was held regarding the choice to pursue this provider rather than other hospitals.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 NEW HHS CONTRACT APPROVAL (7-14-05)		
ST. MARY'S HOSPITAL MEDICAL CENTER	For the provision of mental health inpatient services utilized by the Clinical Services Unit. (Madison)	For a total amount not to exceed \$25,000 .

Motion made by Gaylord Deets, seconded by Daniel Carroll to approve the 2005 New HHS contract. Motion carried.

Agency Update:

Public Hearing: Randy Jacquet noted that the Board scheduled a Public Hearing for Thursday, July 14, 2005 at 6pm in the Main Conference Rooms of the Community Services Building.

The next regular Board meeting is scheduled for Thursday, August 11, 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 William Seep, seconded by Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
 Confidential Administrative Assistant