

**MINUTES  
RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
AUGUST 11, 2005**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. August 11, 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, Gaylord Deets, Glenn Ferguson, Janet Parr, and Jarrett McDonald.

Members Absent: William Seep.

Others Present: Christy Duhr, Marianne Stanek, Margaret Armstrong, Patrick Metz, Randy Jacquet, Teri Buros, Tracy Thorsen, and Angie Rizner.

Approval of Amended Agenda and Posting: Motion by Ariel Ferguson, seconded by Jarrett McDonald to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Daniel Carroll to approve the minutes of the last Health & Human Services Board meeting and the Public Hearing meeting. Motion carried.

Citizen Comments: None.

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. Discussion was held regarding the removal of staff desktop ink jet printers. It was noted that the ink jet printers are in good condition and could be utilized by other departments throughout the county. Ann Greenheck requested that the Health & Human Services Board take a tour of the Community Services Building in the near future. Motion made by Jarrett McDonald, seconded by Gaylord Deets 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	49	\$6,239.65
Richland County Health and Human Services	66	\$33,193.11
Richland County Health and Human Services Pre-Paid	10	\$741.39
<b>TOTAL</b>	<b>125</b>	<b>\$40,174.15</b>

Appointment of a Finance Sub-Committee Alternate: Ann Greenheck explained that the Finance Sub-Committee Alternate would be called and asked to attend the meeting in the event that one of the Finance Sub-Committee members was not available. Janet Parr stated that she would be interested, as she was looking for a way to clearly understand the financial aspects of Health & Human Services. Motion by Ann Greenheck, seconded by Ariel Ferguson to approve the election of Janet Parr as the Finance Sub-Committee Alternate. Motion by Glenn Ferguson, seconded by Dr. Richard Edwards to close the nominations and cast a unanimous ballot for Janet Parr. Motion carried.

2005 Budget Update: Patrick Metz distributed the 2005 Budget Report for the Period Ending July 31, 2005, and noted an overage of \$8,792. It was noted that the staff line item is experiencing an overage of \$70,496 and discussed the various unbudgeted items attributing to this overage, such as retiring staff.

Christy Duhr noted that the Economic Support Unit overage is continually decreasing as revenues are coming in. Discussion was held regarding the necessary qualifications to receive General Relief.

Patrick Metz reported on the YTD Mental Health Institutes expenses of \$29,717. Margaret Armstrong noted that the Children and Families Unit has recently placed two individuals in institutes with focused environments. Margaret Armstrong stated that these placements have taken place before the child comes before the judge to show positive actions. Discussion was held regarding the cost of the placements and the contract approvals being later on the agenda. Margaret Armstrong also reported that Kinship placements, which are currently completely funded by the State, are being converted into Foster Home placements, which are completely funded by the County. It was noted that this would cost our small county a significant amount of money, as the Foster Care reimbursement is greater than the monthly Kinship reimbursement.

Patrick Metz reviewed the CMO Balance Sheet, and noted a net income of \$436,940. Teri Buros explained the functions of ANEW, LKI, and Schenck. Patrick Metz reviewed the CMO Income Statement, and noted the Money Held to Pay IGT Costs was distributed to Pine Valley Healthcare last month. Teri Buros reported on the Enrollment Activity Report, and noted that the CMO has not experienced the discharges as common in the past. It was noted that enrollment is anticipated to increase possibly by 10 by the end of the year, with the current enrollment at 321.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet informed the Board that Angela Gault has accepted the position of CMO Quality Coordinator, and will begin her employment September 19, 2005. It was noted that Angela Gault is a native of Richland Center and comes to us with much experience. Motion made by Dr. Richard Edwards, seconded by Jarrett McDonald to approve the hiring of Angela Gault as the CMO Quality Coordinator. Motion carried.

Resignations/Terminations: Randy Jacquet informed the Board that Kim McBain, Economic Support Specialist, has resigned effective July 29, 2005. Motion made by Ariel Ferguson, seconded by Glenn Ferguson to approve the resignation of Kim McBain, Economic Support Specialist. Motion carried.

Randy Jacquet reported that Darin Steinmetz, Clerical II, has posted into Kim McBain's position, and has already received the necessary training due to his previous position with the Economic Support Unit. Randy Jacquet noted that this would be further reviewed later in the meeting.

Randy Jacquet informed the Board that Erin Wolff, Public Health Educator, has been laid off effective July 28, 2005 due to the elimination of her funding sources. Motion made by Janet Parr, seconded by Ariel Ferguson to thank Erin Wolff for her work as Public Health Educator. Motion carried.

Motion made by Jarrett McDonald, seconded by Dr. Richard Edwards to approve the layoff of Erin Wolff, Public Health Educator. Motion carried.

Probationary Evaluations: None.

Approval of a Resolution to Honor Della Gander: Randy Jacquet stated that he has discussed this resolution with Ann Greenheck and it is slated for County Board approval on Tuesday, August 16<sup>th</sup>. Motion made by Daniel Carroll, seconded by Janet Parr to approve the County Board Resolution to Honor Della Gander for 26 years of service. Motion carried.

Health, Aging & Disability Resource Center:

Status of Reorganization: Marianne Stanek reported that AgeAdvantAge, Inc. and State representatives met recently with members of Health & Human Services management to review the reorganization proposal and our appeal. AgeAdvantAge, Inc. and the State agreed to support our proposal and the agency plans to move forward.

Immunization Program Update: Marianne Stanek noted that the bacterial meningitis vaccination has been purchased by the Public Health Unit and is being administered at \$85 per shot. It was noted that the Public Health Unit is unable to bill for this vaccine.

Marianne Stanek reported that we are receiving poor attendance at scheduled immunization clinics in Lone Rock. The Public Health Unit is considering not offering this clinic, and would encourage individuals to attend other clinics being offered.

Marianne Stanek stated that the pneumonia vaccine has increased to \$96/vile. With this significant increase, the Public Health Unit will need to increase our 2005 charge for the influenza and pneumonia vaccines. Marianne Stanek proposed the influenza vaccination

to increase to \$18/dose and the pneumonia vaccine to \$25/dose. It was noted that there are 10 shots in a vile. Motion made by Daniel Carroll, seconded by Dr. Richard Edwards to approve increasing the influenza vaccination to \$18/dose and the pneumonia vaccination to \$25/dose for 2005. Motion carried.

Long Term Support:

Approval of a Children's Long Term Support Grant Application (Mailout #1): Teri Buros reported that this is a retroactive approval as the deadline for application was August 1, 2005. Teri Buros noted that our proposal is capturing all services that we offer to children and families. It was noted that Ann Greenheck signed a letter supporting this proposal, which was included with the application. It was noted that this request would need County Board approval and is slated for next Tuesday's meeting. Teri Buros offered a copy of the grant application for board members to review. Motion by Glenn Ferguson, seconded by Janet Parr to approve the Children's Long Term Support Grant Application and forward onto the County Board for approval. Motion carried.

Approval of a Temporary Reduction of Hours for Two Care Managers in the Long Term Support Unit (Mailout #2): Teri Buros noted that Jenny Havlik, CMO Social Worker Care Manager, and Myranda Culver, Children with Disabilities Care Manager, have requested to temporarily reduce their hours from 40 to 35 hours per week due to personal reasons. Discussion was held regarding whether or not we need to replace the 5 hours per week per person with leased staff hours. Teri Buros stated that we are not seeking additional leased staff hours to cover the reduction at this point. It was noted that this request would need Personnel Committee approval, and agreements will be signed effective September 5, 2005 – December 31, 2005. Motion by Glenn Ferguson, seconded by Daniel Carroll to approve the temporary reduction in hours from 40 to 35 hours per week for Jenny Havlik, CMO Social Worker Care Manager, and Myranda Culver, Children with Disabilities Care Manager, and forward onto the Personnel Committee for approval. Motion carried.

Economic Support:

Approval to Eliminate a Clerical II Position and Create an Economic Support Specialist Position (Mailout #3): Randy Jacquet reported that the Economic Support Unit has been struggling since not refilling Virginia Wiedenfeld's Lead Worker position. As reported earlier, Darin Steinmetz has posted into Kim McBain's vacant position. Darin Steinmetz was a Clerical II and this request would propose eliminating his vacant position. The creation of another Economic Support Specialist position would be more valuable to the unit. Christy Duhr reported that the time necessary to adequately train Economic Support Specialist staff is approximately 3 years. Discussion was held regarding the loss of the Lead Worker position and that the Economic Support Manager, Christy Duhr, is the only level of supervision in the unit. Christy Duhr stated that it is more necessary to have adequately trained staff than additional supervision. It was noted that the unit intends to pursue 15 hours per week of support staff to assist the workers.

Motion by Janet Parr, seconded by Glenn Ferguson to approve to eliminate a Clerical II position and create an Economic Support Specialist position, and forward onto the Personnel Committee for approval. Motion carried.

Approval to Reclassify the Economic Support Manager: Randy Jacquet stated that this is the time of the year to request county reclassifications. Randy Jacquet noted that he consulted with Attorney Ben Southwick regarding whether or not this request should be held in open or closed session. Attorney Ben Southwick stated that the item is about the position, not the incumbent, which warrants review in an open session.

Randy Jacquet reported that the Economic Support Unit not only affects other agency units and county departments, but also manages \$14 million in benefits every year to the citizens of the county. Randy Jacquet distributed a handout that clarified the grade levels of Health & Human Services management positions, and noted that the Economic Support Manager is insufficiently supported at Grade 22. Randy Jacquet reported that other manager positions are at Grade 30, but we are only requesting an increase to Grade 25. It was noted that this position does not require a degree. Discussion was held regarding the actual cost of the increase. Randy Jacquet reported that the 2003/2004 rate is \$17.80 per hour (Grade 22) and \$20.62 per hour (Grade 25), which offers a 15% increase. Jarrett McDonald questioned what other counties are offering for the comparable position. Christy Duhr reported that what she has seen comparable is between \$21 and \$24 per hour. It was noted that this position went before the Personnel Committee a few years back when the agency merged into Health & Human Services. Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve to reclassify the Economic Support Manager to Grade 25, and forward onto the Personnel Committee for approval. Motion carried.

Approval to Create Clinician Positions for the Comprehensive Community Services Program (Mailout #4): Randy Jacquet reviewed the Comprehensive Community Services (CCS) Program Phase schedule, and noted that we need to offer services to anyone eligible in 2006. Randy Jacquet stated that the positions we are requesting would not cost the county, as we receive reimbursement from the State and Federal government (Medicaid) for the services the staff offers. It was noted that approval of these positions would create an additional line in the union Salary Schedule of Master's Level Clinician.

Discussion was held regarding the agency's ability to support the positions and the uncertainty of new program funding. Tracy Thorsen noted that the agency is able to increase our billing rate based on our actual cost. Dr. Richard Edwards questioned if these positions would be hired with the understanding that if the funding goes away the positions go away. Tracy Thorsen stated that this would be understood and we would only add staff as needed, similar to the CMO. Byron Smith commented that Medicaid funding is more secure than any grant funding. Margaret Armstrong noted that our community needs to increase collaborative services. Byron Smith stated that the intention of the program is to reach those that are not already receiving services and, as you reach those individuals, you need more staff to serve them. Tracy Thorsen reported

that these Clinicians would have 12 – 20 individuals on their caseload and 20 hours of billable case management per week. Discussion was held regarding the fiscal accounting methods of this intricate, newly developed program. It was determined that a quarterly report would be presented to the Board that clearly depicts the status of the CCS Program. Motion by Dr. Richard Edwards, seconded by Janet Parr to approve to create 4 Clinician positions for the Comprehensive Community Services Program as needed over the next 18 months, and forward onto the Personnel Committee for approval. Motion carried.

Approval to Eliminate the Service Support Specialist Position and Create a Children & Families Social Worker Position (Mailout #5): Randy Jacquet noted that, with the retirement of Della Gander, the Children and Families Unit would like to propose a Social Work position to replace her vacant position. It was noted that the replacement of a Social Work position would aid in court work and case management standards of the unit. Randy Jacquet stated that all personnel issues presented today would go before the County Board in September and the Health & Human Services 2006 Budget would be reviewed prior to any authorization of positions. Motion by Jarrett McDonald, seconded by Dr. Richard Edwards to approve to eliminate the Service Support Specialist position and create a Children and Families Social Worker position, and forward onto the Personnel Committee for approval. Motion carried.

Approval of Health & Human Services Office Space Planning (Mailout #6): Randy Jacquet stated that it has been 5 years since we last discussed the intentions of the county in relation to the Health & Human Services building expansion. Randy Jacquet stated that there is definitely a need for space with the increased needs of the CMO, CCS, and other agency programs.

Ann Greenheck noted that the State budget stated that there should be no plans of spending improvement money in the next 3 years. Ann Greenheck stated that Pine Valley Healthcare has space that could be developed as a temporary solution. It was noted that this is a proactive approach to review the preliminary planning of the Community Services Building expansion. Discussion was held regarding the ability to purchase land on the block for future expansion. Motion by Dr. Richard Edwards, seconded by Jarrett McDonald to approve researching the cost related to creating a preliminary plan for expanding the Community Services Building. Motion carried.

Gaylord Deets voted no.

Approval of Contracts, Amendments, and Providers:

2005 New HHS Contracts (Mailout #7): Margaret Armstrong reviewed the two contracts requested by the Children and Families Unit.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2005 NEW HHS CONTRACT APPROVALS (8-11-05)</b>		
<b>ORION FAMILY SERVICES,                      INC.</b>	To provide in-home therapy services, parental training services, and independent living services utilized by the Children and Families Unit. This will need County Board approval. (Dodgeville)	For a total amount not to exceed <b>\$50,000.</b>
<b>RAWHIDE                      "THE ABOUT FACE                      PROGRAM"</b>	A Residential Child Caring Institution that offers specialized treatment services to one child in the Children and Families Unit. (New London)	For a total amount not to exceed <b>\$29,500.</b>

Motion made by Jarrett McDonald, seconded by Ariel Ferguson to approve the 2005 New HHS contracts and forward those necessary onto the County Board for approval. Motion carried.

2005 Amended HHS Contracts (Mailout #7): Tracy Thorsen reported on the need to increase the Cornerstone Foundation contract to \$148,000 and Roberta Bell's agreement to \$9,500. Margaret Armstrong noted that the Children and Families Unit hired multiple staff through Lori Knapp – Richland, which attributed somewhat to the increased contract.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2005 HHS AMENDED CONTRACT APPROVALS (8-11-05)</b>		
<b>CORNERSTONE FOUNDATION</b>	Due to an increased need for group home care utilized by the Clinical Services Unit. This will require County Board approval. (Dodgeville)	<i>Original Contract Amount: \$74,000.</i>  To a total contract amount not to exceed <b>\$148,000.</b>
<b>LORI KNAPP – RICHLAND,                      INC.</b>	Due to an increased need for leased Health & Human Services staff. The 2005 contracted amount <u>does not</u> include the budgeted CMO portion. This will require County Board approval. (Prairie du Chien)	<i>Original Contract Amount: \$260,000.</i>  To a total contract amount not to exceed <b>\$350,000.</b>
<b>ROBERTA BELL, LCSW</b>	Due to an increased need for contracted case management services utilized by Clinical Services clients with mental health issues that do not qualify for CSP services. (Richland Center)	<i>Original Agreement Amount: \$5,500.</i>  To a total agreement amount not to exceed <b>\$9,500.</b>

Motion made by Dr. Richard Edwards, seconded by Ariel Ferguson to approve the 2005 HHS Amended contracts/agreements and forward those necessary onto the County Board for approval. Motion carried.

Approval of Building Lease: Randy Jacquet reviewed the lease with the Department of Administration for the Job Center 's location at the Community Services Building. It was noted that the lease is effective July 1, 2005 – June 30, 2008. Discussion was held regarding whether or not the space should continue to be leased out or utilized by Health & Human Services staff, as there is a need to expand the Community Services Building. Randy Jacquet stated that the square footage is 1230 and calculated the rent collected in 2005 to be \$31,898. It was noted that Richland County, not Health & Human Services receives the rent from this space. However, Health & Human Services absorbs the services utilized by the leaser, such as utilities. Motion by Gaylord Deets, seconded by Janet Parr to approve Ann Greenheck sign the lease with the Department of Administration. Motion carried.

Agency Update:

Schedule Special Budget Meeting: Randy Jacquet noted that Health & Human Services is scheduled to present their 2006 budget to the Finance Committee on Monday, September 26<sup>th</sup>. Management would like to hold a Special Budget Meeting with the Health & Human Services Board prior to this meeting. It was determined that a Special Budget Meeting would be held Thursday, September 22<sup>nd</sup> at 10am. Ariel Ferguson noted that she would not be able to attend the meeting.

The next regular Board meeting was re-scheduled for Thursday, September 8, 2005 at 1p.m. at the Community Services Building. The Finance Sub-Committee will meet at 12:30p.m.

Adjourn: Motion by Dr. Richard Edwards, seconded by Jarrett McDonald to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Confidential Administrative Assistant