

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**JANUARY 12, 2006**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. January 12, 2006 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 William Seep.

Others Present: Annie Windstrup, Barbara Scott, Christy Duhr, Donald Goplin, Patrick Metz, Randy Jacquet, Rick Daniels, Sandy Kramer, Teri Buros, Tracy Thorsen, and Angie Rizner.

Approval of Amended Agenda and Posting: Motion by Ariel Ferguson, seconded by William Seep to approve the amended 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: Rick Daniels introduced himself to the Board stating that he has been a foster parent of Richland County for nearly five years and is troubled with his current foster parenting situation. Rick Daniels reported that various workers, Guardian Ad Leitums, etc. have been involved with the care of his foster son over the last 4½ years, and he is concerned that these individuals care more about the situation than the actual child. Rick Daniels reported that many TPR or adoption promises have not come to fruition in the case of his foster son and he recommended that this agency review their internal policies and the internal conflicts regarding this case. Rick Daniels noted that there are various discrepancies of why and how treatment foster homes become certified by Richland County Health & Human Services. It was determined that Randy Jacquet would report back to the Board by the next meeting regarding the foster parenting issues presented during this meeting. Randy Jacquet noted that the specifics of this individual case could not be discussed in an open meeting. Rick Daniels stated that he would be present for the next meeting.

Approval of 2006 Veterans Service Office Grant: Sandy Kramer requested to tape her session of the meeting this morning. This request was granted. Discussion was held regarding how the grant amount is determined. It was noted that this is determined not by the number of veterans in the county, but rather by county populous. Motion made by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the submission and acceptance of the 2006 Veterans Service Office Grant and forward this request onto the County Board for final approval. Motion carried.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 2005/2006 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 refuse collection offered by Confidential Document Services. Annie Windstrup noted that they offer confidential document shredding and disposal. Discussion was held regarding whether or not Genuine Telecom charges are based on the number of users. Barbara Scott reported that it is a flat fee based on the size of our bandwidth. Discussion was held regarding the previously paid bills and WE Energies. Daniel Carroll questioned if it is necessary for the Health and Human Services Board to review the vouchers after the Finance Sub-Committee's thorough review. It was determined that the entire Board needs to be aware of the vouchers. Motion made by Gaylord Deets, seconded by William Seep to approve the 2005/2006 Richland County Health and Human Services vouchers listed below. Motion carried.

**2005/2006 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2005 Expense Reports	62	\$8,582.04
Richland County Health and Human Services – 2005 Vouchers	57	\$33,230.91
Richland County Health and Human Services – 2006 Vouchers	15	\$7,862.03
Richland County Health and Human Services – 2005 Prepaid Vouchers	11	\$6,324.22
Richland County Health and Human Services – 2006 Prepaid Vouchers	2	\$200.00
<b>TOTAL</b>	<b>147</b>	<b>\$56,199.20</b>

Christy Duhr introduced Becky Dalberg to the Board, and noted that she posted into a vacant Economic Support Specialist position in October of 2005. The Board introduced themselves and welcomed Becky Dalberg to the agency.

2005 Budget Update: Patrick Metz distributed the 2005 Budget Report for the Period Ending December 31, 2005, and noted an overage of \$29,445. Patrick Metz noted that this overage is not reflective of what the actual budget is, but is a best guess with what has come in so far. Patrick Metz stated that a Children and Families Unit provider has reported that 2004 and 2005 bills have not yet been paid by the agency and it is anticipated to total nearly \$20,000 or more. Annie Windstrup reported on the difficulty of WiSACWIS Program bill tracking in the Children and Families Unit. Patrick Metz noted that later in the agenda there is a request for a fiscal position to manage this program.

Patrick Metz reported that with the uncertainty of the budget, we are anticipating an overage of nearly \$50,000 that includes 2005 unbudgeted salary increases. Discussion

was held regarding how sick, vacation, and comp time accrues for county staff and how this is paid out at retirement. Randy Jacquet noted that it would be March 2006 before we actually can present a more accurate budget.

Patrick Metz stated that the Mental Health Institutes year to date expenses total \$52,568, which the agency is not able to cover. Patrick Metz noted that the State is experiencing difficulty with Medicare Part A and has taken some money back from this area. Patrick Metz stated that the agency would need to utilize the County's Institutional Fund to cover these costs.

Patrick Metz reviewed the CMO Income Statement for the Period Ending December 31, 2005, and noted a surplus of \$21,091. Teri Buros reviewed the CMO Balance Sheet and noted that this would be more accurate over the next few months up to audit time. Teri Buros stated that she feels comfortable with the Fund Equity and believes that this may actually increase.

Ann Greenheck questioned if it is still the intention of the CMO to return some of the Risk Reserve funds to the county. Teri Buros stated that this is still the intention after the audit is finalized, however, as reported in November 2005, an individual whom is dependent on ventilator care might be coming into the CMO. If this occurs, it is anticipated that expenses would range between \$600 – \$1,000/day for this individual. Therefore, this risk may affect how much money the CMO can transfer back to the county. Teri Buros noted that the state might review the rate if this expense is significant as anticipated.

Approval of Resolution to Transfer Funds from the CMO (Fund 51) to the CMO Risk Reserve (Fund 88) (Mailout #1): Teri Buros stated that the CMO is requesting to transfer Working Capital funds of \$38,365 from Fund 51 to the CMO Risk Reserve Fund 88. Teri Buros noted that we have to do this transfer to be compliant with the State contract. Teri Buros stated that these funds are separate from the \$516,259 Risk Reserve county funds. Motion by Dr. Richard Edwards, seconded by Ariel Ferguson to approve a resolution to transfer \$38,365 from the CMO (Fund 51) to the CMO Risk Reserve (Fund 88) and forward this onto the Finance Committee and the County Board for final approval. Motion carried.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: None.

Resignations: None.

Probationary Evaluations: Randy Jacquet informed the Board that Lorraine White, Viola Meal Site Worker, has successfully completed the 910 hours required to meet her probationary period. Motion by Glenn Ferguson, seconded by Janet Parr to approve the probationary period of Lorraine White, Viola Meal Site Worker. Motion carried.

Approval to Appoint Karee Gander as the Interim Children & Families Coordinator: Randy Jacquet requested that Karee Gander, Lead Worker in the Children and Families

Unit, be appointed as the Interim Children and Families Coordinator until we determine how we are going to replace Margaret Armstrong. This appointment would begin November 28, 2005 and continue until the position is filled. Randy Jacquet noted that this appointment does keep the unit short one supervisor, but offers the ability to research options in relation to the Children's Redesign Project. Discussion was held regarding how the workload is being managed within the unit and how this request is temporary. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve the appointment of Karee Gander to an Interim Children and Families Unit Coordinator position and pay her at Grade 30 effective November 28, 2005 and forward this request onto the Personnel Committee and the County Board for final approval. Motion carried.

Review of Board Member Terms (Mailout #2): Ann Greenheck reviewed the mailout and noted that Daniel Carroll, Ariel Ferguson, and Janet Parr have expiring terms in April 2006. It was noted that an RN would need to replace Ariel Ferguson's position due to the Public Health requirement. Discussion was held regarding whether or not a county nurse could be on the Board. Randy Jacquet stated that he would research this further.

New Richland County Health and Human Services Board Member Update: Randy Jacquet reported that he is working on a few options, and would take a final list to this Board and the Committee on Committees for consideration.

Comprehensive Community Services:

Approval to Create a Fiscal Specialist Position for the Comprehensive Community Services and WiSACWIS Programs (Mailout #3): Patrick Metz reported that the Administrative Unit is in need of a new position to develop and maintain the WiSACWIS and Comprehensive Community Services databases. Patrick Metz noted that this position would be built into the 2006 Comprehensive Community Services rates and the Children and Families Unit has budgeted funds to cover a staff person solely designated to WiSACWIS. Discussion was held regarding whether or not the grade level is high enough to recruit and retain a qualified candidate. Patrick Metz reported that we anticipate capturing \$345,000 in Comprehensive Community Services revenue for 2005. It was noted that Comprehensive Community Services is dependent on accurate accounting and this position requires intense training and staff longevity. Discussion was held regarding the future of the Comprehensive Community Services and WiSACWIS Programs. Motion by Ariel Ferguson, seconded by Dr. Richard Edwards to approve the creation of a Fiscal Specialist Position for the Comprehensive Community Services and WiSACWIS Programs and forward this request and job description onto the Personnel Committee and the County Board for final approval. Motion carried.

Approval of Comprehensive Community Services Quality Improvement Grant (Mailout #4): Tracy Thorsen stated that up to \$59,000 is available on a competitive basis for Comprehensive Community Services quality improvement projects. These funds would be used employ a part-time contracted position or to purchase consultation services. Discussion was held regarding the in-kind contribution of staff time. Randy Jacquet noted that this approval is slated for the January County Board Meeting. Motion by

William Seep, seconded by Janet Parr to approve the submission and acceptance of a CCS Quality Improvement Grant and forward this request onto the County Board for final approval. Motion carried.

Approval of New Health, Aging and Disability Resource Center Reorganization: Randy Jacquet distributed a handout, organizational charts, and job descriptions that explain a new attempt at reorganization. The new reorganization separates the Public Health Unit from the Aging and Disability Resource Center and places the Nutrition Program under the supervision of the Public Health Unit. Randy Jacquet reviewed the managerial position/title changes and their revised job descriptions. Randy Jacquet stated that this new proposal went before the Commission on Aging yesterday and they are willing to approve this plan. Motion by Glenn Ferguson, seconded by William Seep to approve the new Health, Aging and Disability Resource Center reorganization and forward this request onto the Personnel Committee and the County Board for final approval. Motion carried.

Approval of 2006 Production Services Building Lease: Teri Buros stated that Richland County continues to own the Production Services Building, and would like to continue leasing the facility to VARC, Inc. VARC, Inc. currently pays \$750 per month in rent that is slated for building improvements. Discussion was held regarding the future expansion of the building. Motion made by William Seep, seconded by Dr. Richard Edwards to approve the 2006 Production Services Building lease. Motion carried.

Approval of 2006 Vehicle Lease Agreements: Teri Buros noted that VARC, Inc. leases four vans from our agency for \$1 each annually. Randy Jacquet reported that we also wish to enter into 2006 leases with LKI, Inc. for two vans, Schmitt Woodland Hills for one van and one bus, and Pine Valley Healthcare for two vans. Each of the nine vans and one bus would be leased to these agencies for \$1 each annually. Motion made by Ariel Ferguson, seconded by Gaylord Deets to approve the 2006 vehicle lease agreements. Motion carried.

Approval to Purchase Goverlan Software (Mailout #5): Barbara Scott reported that with the new HIPAA laws Information Technology staff have additional requirements regarding the security of our system. The Goverlan Software would enable the Information Technology staff to work remotely from their desktop on any networked computer to monitor security and repair computer problems. Motion made by Dr. Richard Edwards, seconded by Janet Parr to approve the purchase of Goverlan software, totaling \$619. Motion carried.

Approval of Contracts, Amendments, and Providers:

2005 New HHS Contracts (Mailout #6): Randy Jacquet distributed a revised mailout and reviewed the new Health and Human Services agreement. It was noted that the rent is \$200 per month and that we also need to pay for meal site phone expenses.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS AGREEMENT APPROVALS (1-12-06)</b>		
<b>VILLAGE OF VIOLA</b>	For the use of the Village Hall as a Richland County Nutrition Program Meal Site. (Viola)	Total agreement amount not to exceed <b>\$3,500.</b>

Motion made by Gaylord Deets, seconded by William Seep to approve the New 2006 HHS agreement. Motion carried.

2006 New CMO Provider Contracts (Mailout #6): Teri Buros reviewed the new CMO provider contracts.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (1-12-06)</b>		
<b>OUR HOUSE, INC.</b>	As a Certified Residential Care Apartment Complex (RCAC) and a Community Based Residential Facility (CBRF) specializing in memory care. (Richland Center)	
<b>SOUTHWEST OPPORTUNITY CENTER</b>	As a provider of Prevocational Work Services. This is an Out of Network Provider. (Prairie du Chien)	

Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to approve the 2006 New CMO contracts. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director (Mailout #7): Motion made by Daniel Carroll, seconded by Dr. Richard Edwards 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 Dr. Richard Edwards, seconded by William Seep to return to Open Session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 9, 2006 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Ariel Ferguson, seconded by Janet Parr to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
 Confidential Administrative Assistant