

**MINUTES  
RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
DECEMBER 14, 2006**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. December 14, 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, Daniel Carroll, Dr. Richard Edwards, Glenn Ferguson, Jane Greiling, Ray Schmitz, and William Seep.

Members Absent: Gaylord Deets and Jeanetta Kirkpatrick.

Others Present: Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Robin Reser, Teri Buros, and Angie Rizner.

Approval of Agenda and Posting: Motion by Daniel Carroll, seconded by William Seep 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: Ann Greenheck reported that Attorney Ben Southwick, Corporation Counsel, would not permit discussion of a previously mentioned AFH under closed session. Therefore, Board members were instructed to contact Randy Jacquet if they had questions regarding the situation.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2006 Voucher Report was distributed. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the 2006 Richland County Health and Human Services vouchers listed below. Motion carried.

**2006 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2006 Expense Reports	66	\$12,258.20
Richland County Health and Human Services – 2006 Vouchers	67	\$46,930.87
Richland County Health and Human Services – 2006 Prepaid Vouchers	27	\$9,116.42
<b>TOTAL</b>	<b>160</b>	<b>\$68,305.49</b>

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for period ending November 30, 2006, and noted an overage of \$112,837. Patrick Metz stated that we have only accrued State revenues through August and there are a number of other additional revenues that are not included in this budget at all. In addition, a Title IV-E Grant was

recently submitted and we should receive the \$71,000 in revenue prior to the closing of the County books. There is also an additional \$14,000 that we can claim against our Children's Redesign Grant. Patrick Metz reported that additional revenues include Intoxicated Driver Program Emergency Funds for AODA services, totaling \$37,000; Youth Aids Funds to help offset the unbudgeted Lad Lake placement with a reimbursement of nearly \$46,000; and by January 1, 2007 we will receive our last payment from Deloitte Consulting, totaling \$27,800. Randy Jacquet stated that we still project the final 2006 Health and Human Services budget being in the black and we anticipate being able to pay for a portion of the unbudgeted institutional costs. Patrick Metz noted that this is the time of the year when we maximize revenues.

Discussion was held regarding the CCS Program and the reported overages of the program. Patrick Metz noted that the first half of the year was used to get staff fully trained and ready to see clients, which we are now able to claim revenues for. Therefore, these overages should balance out by the end of the year.

Patrick Metz reviewed the unbudgeted institutional costs, and noted that this has increased slightly this month due to a placement at Winnebago Mental Health Institutes and Brown County. It is anticipated that the child placed at Lad Lake would not move anytime soon.

Patrick Metz reviewed the CMO Income Statement, and noted a surplus of \$16,163. The CMO Enrollment Activity Report shows a membership of 351 clients. Teri Buros stated that the CMO is getting very close to \$10 million in capitation payments, which would increase our solvency requirements as it relates to risk reserve.

Teri Buros reported on the status of the CMO's Stop Loss Insurance Policy. Along with Portage County, Richland County has agreed to purchase \$175,000 in Stop Loss Insurance. Teri Buros noted that this purchase is included with our 2007 CMO contract with the State.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: None.

Randy Jacquet noted that Kathy Allbaugh, Fiscal Specialist, recently posted into the CMO Accounting Specialist position. The vacant Fiscal Specialist position is currently posted.

Resignations/Retirements: Teri Buros reported that Angie Gault, CMO Quality Coordinator, submitted her resignation effective December 26, 2006. Motion by William Seep, seconded by Dr. Richard Edwards to regretfully approve the resignation of Angie Gault, CMO Quality Coordinator. Motion carried.

Probationary Evaluations: Randy Jacquet reported that Nicole Harrison, Children's Services Unit Case Manager, has passed her probation, and would recommend regular

status. Motion by Daniel Carroll, seconded by Glenn Ferguson to approve the probation of Nicole Harrison, Children's Services Unit Case Manager. Motion carried.

Randy Jacquet stated that we have been actively pursuing the hiring of a Children's Services Unit Manager and CMO RN Care Manager.

Approval to Extend the Temporary Reduction of Hours for Various Health & Human Services Staff (Mailout #1): Randy Jacquet reviewed the list of various staff requesting a temporary reduction of hours effective January 1, 2007 – December 31, 2007. It was noted that these agreements would reduce wages and accrued benefits proportionately, but not health insurance. Ann Greenheck stated that discussion ensued regarding health insurance for part-time county employees during the last open session union negotiation meeting. Motion by Daniel Carroll, seconded by Jane Greiling to approve the extended temporary reduction of hours for various Health and Human Services staff, and forward onto the Personnel Committee for approval. Motion carried.

Approval of the Clinical Services 2007 Fee Schedule (Mailout #2): Randy Jacquet stated that the mailout summarizes comparison fees charged by other similar agencies in the area. Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the 2007 Clinical Services Fee Schedule. Motion carried.

Approval of the Public Health 2007 Fee Schedule (Mailout #3): Marianne Stanek reported that the meningitis vaccine is now included with the pneumonia vaccine rate. Marianne Stanek stated that the Public Health Unit has excess influenza vaccine at this time. Motion by William Seep, seconded by Glenn Ferguson to approve the 2007 Public Health Fee Schedule. Motion carried.

Approval of Economic Support Unit File Folders Purchase (Mailout #4): Angie Rizner noted that the Economic Support Unit is in need of a supply of client files. Motion by Jane Greiling, seconded by Ray Schmitz to approve the purchase of Economic Support Unit file folders from Filing Systems Specialists, Inc., totaling \$1,057.50. Motion carried.

Randy Jacquet stated that there has been some discussion why office supplies are on the agenda when they are routine to operating our agency. Randy Jacquet noted that the Rules of the County Board state that the purchase of any property other than computers is between \$500 and \$5,000, the purchase must be made by the appropriate committee of the County Board. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to delegate the authority of purchasing routine office supplies to the Health and Human Services Director. Motion carried

Approval of Child Passenger Safety Car Seat Grant Application (Mailout #5): Marianne Stanek reported that this is a new grant available to purchase car seats, since the elimination of the Safe Community Grant. Motion by Glenn Ferguson, seconded by William Seep to approve the Child Passenger Safety Car Seat Grant Application, and forward onto the County Board for approval. Motion carried.

Approval of 2007 Vehicle Lease Agreements (Mailout #6): It was noted that these vans are owned by Richland County and leased to these agencies for \$1 per year. Ray Schmitz stated that there are other needs beside those currently listed as needing vehicles: VARC, Inc., Schmitt Woodland Hills, and Pine Valley Healthcare. Linda Symons reported that a committee assembled to address the transportation gaps in Richland County. This committee is reviewing the current usage of the leased vehicles and the relationship with local transportation providers. Patrick Metz reported that a 53.10 grant and various other funds were used to purchase these vans. Schmitt Woodland Hills and Pine Valley Healthcare paid the 20% match that was required for purchasing these 53.10 vehicles and these businesses could require that we reimburse them their 20% match. Teri Buros noted that there was a historical partnership with these businesses. Discussion was held regarding the utilization of the vehicles and the needs in the community. Ann Greenheck stated that an individual from LaCrosse County is scheduled to speak with our agency in January regarding their success with transportation. Motion by William Seep, seconded by Dr. Richard Edwards to approve the 2007 vehicle lease agreements. Motion carried.

Discussion of Hiring Additional CMO Registered Nurse (Mailout #7): Teri Buros reported that two additional CMO RN positions were approved by the County Board last year. Enrollment has not increased, but the positions are still necessary due to various reasons. Teri Buros noted that one RN would be hired in January of 2007 and the second shortly thereafter.

Approval of Aging & Disability Resource Center Expenditures: Linda Symons reported that the Aging & Disability Resource Center has unanticipated revenues of at least \$35,000 remaining in 2006. The unit staff have compiled a list of what needs to be purchased for a more successful, smoother operation of the unit. Randy Jacquet stated that these funds could not be returned to the County's General Fund, and would be returned to the State if not spent. Linda Symons noted that every purchase is a pending purchase, so items would be purchased in 2006 but would not be delivered until all necessary approvals are received.

Approval of Stand Alone Phone System: Linda Symons distributed a handout, and stated that the current phone system in the Courthouse is over 20 years old, fails 30% of warm call transfers, receives no support, and only refurbished instruments can be purchased. Barb Scott reported that the Information Technology workgroup would recommend awarding the bid to the second lowest bidder due to their reputation and experience with this agency's current equipment. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to purchase a phone system from Strang Heating & Electric, totaling \$7,944.41, and forward onto the Property Committee, Finance Committee, and County Board for approval. Motion carried.

Approval of 2007 Office Supplies: Linda Symons distributed a handout and restated that these supplies would be purchased in 2006 for 2007. Ann Greenheck recommend that Linda Symons request the vendor not deliver the supplies until

they are actually needed to accommodate a lack of storage space. Motion by Dr. Richard Edwards, seconded by William Seep to approve the purchase of 2007 office supplies, totaling \$4,000. Motion carried.

Approval of Reception and Bariatric Furniture: Linda Symons distributed a handout and list of reception, small office machines, and bariatric furniture to be purchased. Motion by Glenn Ferguson, seconded by Jane Greiling to approve the purchase of reception, small office machines, and bariatric furniture, totaling \$7,300. Motion carried.

Approval of Aging & Disability Resource Center Lending Library: Linda Symons distributed a handout, and noted that she has not had time to price all the items to be included in the library, but the amount approved would be sufficient. Motion by Daniel Carroll, seconded by Jane Greiling to approve the purchase of an Aging & Disability Resource Center Lending Library, totaling up to \$5,000. Motion carried.

Approval of Computer Programs and Upgrades: Linda Symons stated that these items are no longer being pursued.

Community Services Building Expansion Planning Update: Randy Jacquet reported that the agency is currently meeting with Larry Fowler, Woodland Consultants, as previously approved by the Board November 10, 2005. The units of the agency have submitted worksheets to Mr. Fowler for his consideration in preliminary studies (Phase I) of the current facility and proposed expansion. Randy Jacquet noted that the current expansion of Family Care and the impact on the Aging & Disability Resource Center is uncertain, so Mr. Fowler is creating multiple proposals taking into consideration all the unknown variables of the agency.

Daniel Carroll stated that the County Board is going to start putting in line a number of priorities and wishes of the county departments. Ann Greenheck noted that this is a high priority of the county, as an expansion of the Community Services Building was understood to be needed following the last remodeling project.

Ann Greenheck stated that Southwest Community Action Program (SWCAP) is moving forward with various progressive projects including the homeless shelter in Richland Center, which is scheduled to open this winter at the sheltered apartment home. In addition, SWCAP is involved in discussion about a free health clinic and low cost condominiums for the elderly.

Approval of Contracts, Amendments, and Providers:

2006 New HHS Contracts (Mailout #8): It was noted that Orion Group Home was approved last month for 2006.

2007 New HHS Contracts (Mailout #8):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-14-06)</b>		
<b>CORNERSTONE FOUNDATION</b>	For adult family home care being utilized by Comprehensive Community Services and other Clinical Services Unit clients. (Dodgeville)	For a total amount not to exceed <b>\$29,500.</b>
<b>LORI KNAPP – RICHLAND, INC.</b>	For contracted employee services to Richland County Health and Human Services. The contract amount <u>does not</u> include the budgeted CMO portion. (Richland Center)  The Board previously approved a contract with Human Service Design, LLC, for the same services, however Human Service Design, LLC has made the decision to manage the Lori Knapp-Richland, Inc. contract instead of holding the contract directly. This change has already been submitted to the County Board.	For a total amount not to exceed <b>\$250,000.</b>
<b>ORION GROUP HOME</b>	For group home services provided to a Comprehensive Community Services client. (Monroe)	For a total amount not to exceed <b>\$7,000.</b>
<b>VARC, INC.</b>	For Supported Employment in the community and Work Services at the Sheltered Workshop for Comprehensive Community Services and Community Support Program clients. (Viroqua)	For a total amount not to exceed <b>\$75,000.</b>

Motion made by Dr. Richard Edwards, seconded by William Seep to approve the New 2007 HHS contracts/agreements, and forward those onto the County Board when necessary. Motion carried

2006 & 2007 New CMO Providers (Mailout #8): Robin Reser reviewed the new 2006 and 2007 CMO Providers.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2006 &amp; 2007 CMO PROVIDER APPROVALS (11-9-06)</b>		
<b>OPPORTUNITY CENTER</b>	An Out of Network Provider for Day Services. We currently contract with this provider for Prevocational Work Services. (Prairie du Chien)	

<b>HOFFMAN ADULT FAMILY HOME AND HOFFMAN RESPITE HOME</b>	For Adult Family Home and Respite Care services. (Richland Center)	
<b>MOLZOF ADULT FAMILY HOME</b>	For Adult Family Home and Respite Care services. (Muscodia)	
<b>FILLYAW (TERRY) ADULT FAMILY HOME</b>	For Adult Family Home and Respite Care Services. (Richland Center)	
<b>LORI KNAPP – RICHLAND, INC.</b>	The Board previously approved a contract with Human Service Design, LLC, for the same services, however Human Service Design, LLC has made the decision to manage the Lori Knapp-Richland, Inc. contract instead of holding the contract directly. Lori Knapp-Richland, Inc. will be providing Adult Family Home Services, Leased Employee Services, Day Services, Daily Living Skills Training, Supportive Home Care Services, and Respite Care Services. (Richland Center)	
<b>GOLDEN LIVING CENTER</b>	Update: Provider Name Change. Formerly Riverdale Healthcare and Rehabilitation Center	

Motion made by William Seep, seconded by Jane Greiling to approve the New 2006 and 2007 CMO contracts. Motion carried

Teri Buros distributed a Southwest Wisconsin Care Management Coalition Project Update, and noted that the coalition has recently implemented a website at [swcmc.org](http://swcmc.org) where individuals can view minutes and agendas of the meetings.

The next regular Board meeting is scheduled for Thursday, January 11, 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 Dr. Richard Edwards, seconded by Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
 Office Supervisor