

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
MARCH 9, 2006**

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

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

Approval of Amended Agenda and Posting: Motion by Daniel Carroll, seconded by Janet Parr to approve the amended agenda and proper posting. Motion carried.

Welcome New Richland County Health & Human Services Board Member: The Board welcomed Ray Schmitz to the Board. It was noted that Ray Schmitz also chairs the CMO Advisory Committee. The Board and staff introduced themselves to Mr. Schmitz. It was noted that the agency plans to do an orientation for all new Board members in early spring.

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Glenn 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 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. It was noted that the volunteer drivers receive the standard IRS rate plus \$.07. 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

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2005 Expense Reports	1	\$3.88
Richland County Health and Human Services – 2006 Expense Reports	50	\$8,679.28
Richland County Health and Human Services – 2005 Vouchers	2	\$175.52
Richland County Health and Human Services – 2006 Vouchers	68	\$33,351.37
Richland County Health and Human Services – 2006 Prepaid Vouchers	11	\$1,584.16
TOTAL	132	\$43,794.21

2005 Health and Human Services Budget Update: Patrick Metz reported that the 2005 Health and Human Services Budget is anticipated to be over budget between \$50,000 - \$70,000. It was noted that this overage would not be finalized until the audit is officially completed in June.

2006 CMO Budget Update: Patrick Metz distributed the 2006 Budget Report for the Period Ending February 28, 2006 (CMO Only), and noted a surplus of \$83,287 for the month of February. It was noted that the retained earnings from 2005 total \$800,709 and we are in compliance with the Working Capital requirements. Teri Buros reported that the CMO enrolled 7 people in two days and we are now serving 333 members. Discussion was held regarding the money put aside to pay Pine Valley Healthcare and Rehabilitation Center. Patrick Metz later reported that the \$154,000 was listed in the Audited on 12/31/04 column in previous reports. Discussion was held regarding the line item Due to State reflected on the Balance Sheet.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet announced that Michelle McHenry was hired as a CMO Social Worker Care Manager. It was noted that the CMO is still short two Social Work Care Managers. Randy Jacquet announced the selection of three Comprehensive Community Services (CCS) Clinicians, Linda King, Erin Wilson, and Barbara Welsh. Tracy Thorsen noted that we had a great pool of candidates to choose from. Motion made by Ariel Ferguson, seconded by Dr. Richard Edwards to approve the hiring of Michelle McHenry, CMO Social Worker Care Manager, Linda King, CCS Clinician, Erin Wilson, CCS Clinician, and Barbara Welsh, CCS Clinician. Motion carried.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet informed the Board that Angie Gault, CMO Quality Coordinator, and Erin Miess, Children and Families Case Manager, have successfully completed their probationary periods. Motion by Glenn Ferguson, seconded by William Seep to approve the probationary period of Angie Gault, CMO Quality Coordinator, and Erin Miess, Children and Families Case Manager. Motion carried.

Randy Jacquet mentioned that the agency had two positions that union staff posted into. Windy Goodman posted from her Psychiatric Nurse position at the West Office into a CMO RN Care Manager position. Kathy Allbaugh posted from her Transportation Secretary position into a Fiscal Specialist position. It was noted that we would be posting the vacant positions that these postings created, and would possibly be advertising in the future.

Approval to Eliminate the Transportation Secretary Position and Create a Secretary Position: Randy Jacquet reported that with Kathy Allbaugh's posting into the Fiscal Specialist position that we would like to eliminate her Transportation Secretary position and create a multifunctional Secretary position. It was noted that the position would remain at Grade 6 with the same hours. Randy Jacquet stated that he was hoping to have

the Personnel Committee meet before the County Board meeting in March. Motion made by Glenn Ferguson, seconded by William Seep to approve the elimination of the Transportation Secretary position and the creation of a Secretary position and job description and forward the request onto the Personnel Committee and County Board for final approval. Motion carried.

Long Term Support

Long Term Care RFP Grant Update: Randy Jacquet stated that the Long Term Care grant that we applied for was approved by the State and Secretary Helene Nelson awarded our regional consortium with \$100,000 on February 22, 2006 at a ceremony at the White House Ramada Inn. A Long Term Care Planning Grant map was distributed and it was noted that currently we are included in two grant applications. The Southwestern Care Management Coalition includes: Crawford, Grant, Green, Iowa, Juneau, Lafayette, Richland, and Sauk Counties and a private for-profit corporation called Community Care In Action. Randy Jacquet stated that we are considering only participating in the Southwestern Care Management Coalition, as we are expected to take the lead and being involved in both projects maybe too much. Discussion was held regarding whether or not Sauk and Juneau Counties would end up staying with our coalition. Randy Jacquet noted that they do have some allegiance to both consortiums, so we do not know which way they will eventually go.

It was noted that the grant money is to be used to develop a consortium to offer a regional Family Care Program. Randy Jacquet stated that there are issues with governance, risk, and business operations and we are uncertain at this time how this will all develop. It was noted that our coalition plans to use the \$100,000 for a Project Director, secretarial support, and legal consultation. Teri Buros stated that we have a regional meeting planned for March 16, 2006 to begin planning with our Southwest Care Management Coalition. Randy Jacquet noted that we have also taken the lead in planning a two-day training for our coalition to share our expertise with the other partnering counties.

Discussion was held regarding whether or not this project is going to be funded by the State. It was noted that other counties are envious of the CMO pilot counties and that we have no waiting lists for people that are eligible for Family Care.

Approval to Temporarily Reduce Hours of a CMO RN Care Manager (Mailout #1): Teri Buros reported that Shirley Olson is requesting a temporary reduction in hours from 40 to 35 hours per week for personal reasons. It was noted that offering a reduction of hours enables us to retain qualified staff. Motion made by William Seep, seconded by Glenn Ferguson to approve the temporary reduction of hours for a CMO RN Care Manager and forward the request onto the Personnel Committee for final approval. Motion carried.

Approve to Amend the Health and Human Services Personnel Policy Addendum (Mailout #2): Randy Jacquet stated that County staff are currently working either 35, 37.5, or 40 hours per week and all receive full insurance benefits and prorated sick, vacation, and holiday pay. Health and Human Services would like the flexibility to be

able to approve a temporary reduction of hours for staff to a maximum reduction of 35 hours per week. It was noted that requests for a temporary reduction of hours below 35 hours per week would still require Personnel Committee approval. Randy Jacquet stated that he would have to review any temporary reduction in hours to 35 hours per week request to ensure that it's in the best interest of the agency. Motion made by Ariel Ferguson, seconded by Dr. Richard Edwards to approve the amendment of the Health and Human Services Personnel Policy Addendum and forward the request onto the Personnel Committee for final approval. Motion carried.

Approval to Replace the Back Door of the West Office (Mailout #4): This item was tabled.

WCHSA Spring Conference: Randy Jacquet distributed a copy of the draft WCHSA Spring Conference agenda and registration materials and requested that Board members get back to us if they would like to attend. Dan Carroll commented that this conference is very well done.

Approve Appointment of Members to the CST Coordination Committee (Mailout #3): Byron Smith reviewed the list of CST Coordination Committee members. Dr. Richard Edwards noted that neither Stephen Wolk nor Dr. Christine Richards are able to serve on this committee. It was noted that Randy Jacquet is the only voting member of the agency staff listed, as all other staff listed are simply there for support. Motion made by Daniel Carroll, seconded by Dr. Richard Edwards to approve the appointment of members to the CST Coordination Committee. Motion carried.

Children's Redesign Executive Summary Presentation: Randy Jacquet noted that a Children's Long Term Support Redesign Executive Summary authored by Norm Brickl was mailed under separate cover to each Board member a few weeks ago. The Executive Summary is being used to help develop a redesign plan to create a better children's system in Richland County. It was noted that agency staff are now working on interviewing clients and other community agencies to help develop a reorganization plan. The agency plans to finalize the reorganization by May of this year. It was noted that the grant is \$30,000 for two years and is being used to fund Norm Brickl as the project consultant, secretarial support, and other miscellaneous expenses.

Public Health Unit Update: Marianne Stanek distributed a handout that offered a Public Health Unit update on preparedness, immunization, maternal child health, communicable disease investigation and follow up, and the Wisconsin Well Woman Program.

Transportation Update: Randy Jacquet reported that the State is looking at not directly supplying counties with the funds to offer transportation as a county program. The State would like to offer a regional transportation broker to Medical Assistance clients. It was noted that this is optional for counties, but a decision would need to be made in the near future. Randy Jacquet noted that the exception for this proposal is who would supply the non-Medical Assistance transportation that is being offered by counties. Patrick Metz

stated that counties do supplement the mileage rate offered to transportation volunteers. Ann Greenheck commented that there is a need for improved transportation in our county. Marianne Stanek reported that she has been researching what other counties are doing and how the communities supplement their transportation programs. Discussion was held regarding the grant money available for transportation. Christy Duhr noted that the Economic Support Unit would also be affected by this proposal and she is concerned with the service offered to clients by this brokerage.

Approval of Contracts, Amendments, and Providers:

2006 New CMO Provider Contracts (Mailout #2): Robin Reser distributed a revised listing of new CMO provider contracts. Discussion was held regarding Pre-Vocational Work Services. Robin Reser noted that we currently have a capacity issue with adult family homes in Richland County and are pursuing recruitment options to secure more homes that also offer respite services.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (3-9-06)		
WHEAT HOLLOW ADULT FAMILY HOME	To the CMO Provider Network as a State Licensed Adult Family Home Provider for Respite Services. (Cazenovia)	
SPRING GREEN PHARMACY	To the CMO Provider Network as Provider for Specialized Medical Supplies and Equipment. (Spring Green)	
ANDREA SCHAACK ADULT FAMILY HOME	To the CMO Provider Network as an Adult Family Home/Respite Care Provider. (Avoca)	
ASPIRO	To the CMO Provider Network as an Out of Network Provider for Pre-Vocational Work Services (Green Bay).	
ORC INDUSTRIES	To the CMO Provider Network as an Out of Network Provider for Pre-Vocational Work Services (LaCrosse).	

Motion made by Dr. Richard Edwards, seconded by William Seep to approve the 2006 New CMO contracts. Role Call Vote. Motion Carried.

2005 Amended HHS Contracts (Mailout #5): Randy Jacquet reviewed the 2005 Health and Human Services contracts that are in need of amendment to maintain auditor requirements. Discussion was held regarding why we are utilizing the Psychology Center instead of our agency or Huebner and Associates or other closer providers. Randy Jacquet noted that there would be less of a need to utilize the Psychology Center in 2006.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 AMENDED HHS CONTRACT APPROVALS (3-9-06)		
B-CARE CORPORATION	Due to an increased need for CBRF group home services utilized by the Clinical Services Unit. (Viroqua) This will not need County Board approval.	<i>Original Contract Amount: \$95,000.</i> To a total contract amount not to exceed \$97,000.
DAVID DATI, LCSW, MFT	Due to an increased need for a contracted clinical therapist providing outpatient therapy through the Clinical Services Unit. (Hillsboro)	<i>Original Contract Amount: \$17,000.</i> To a total contract amount not to exceed \$18,000.
KAREN'S SUPPER CLUB	Due to an increased use of the restaurant as a Richland County Nutrition Program meal site. (Boaz)	<i>Original Agreement Amount: \$2,000.</i> To a total agreement amount not to exceed \$2,500.
LUTHERAN SOCIAL SERVICES OF WISCONSIN & UPPER MICHIGAN, INC. (HOMME YOUTH AND FAMILY SERVICES)	Due to an increased need for a Residential Child Caring Institution that offers a specialized treatment program for one child in the Children and Families Unit. (Wittenberg)	<i>Original Contract Amount: \$25,000.</i> To a total contract amount not to exceed \$28,000.
THE PSYCHOLOGY CENTER	Due to an increased need for psychological evaluations and court testimony utilized by the Children and Families Unit. (Madison) This will need County Board approval.	<i>Original Contract Amount: \$33,000.</i> To a total contract amount not to exceed \$40,000.

Motion made by Dr. Richard Edwards, seconded by Gaylord Deets to approve the 2005 Amended HHS contracts and forward those necessary onto the County Board for final approval. Motion carried.

2006 New HHS Contracts: Randy Jacquet distributed a revised mailout and reviewed the new 2006 Health and Human Services contract and agreement approvals.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS CONTRACT APPROVAL (3-9-06)		
CAPITAL NEWSPAPERS	For reduced rate employment advertising. (Madison)	For a total amount not to exceed \$10,000.

Motion made by Daniel Carroll, seconded by Ariel Ferguson to approve the New 2006 HHS contract. Motion carried.

The next regular Board meeting is scheduled for Thursday, April 13, 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 William Seep, seconded by Dr. Richard Edwards to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant