

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

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

Members Absent: Jane Greiling and Jeanetta Kirkpatrick.

Others Present: Barb Scott, Byron Smith, Christy Duhr, Linda Symons, Nichole Myers, Patrick Metz, Randy Jacquet, Robin Reser, Sandy Kramer, Teri Buros, and Angie Rizner.

Approval of Agenda and Posting: Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve the agenda and proper posting. Motion carried.

Approve Minutes: Motion by Glenn Ferguson, seconded by Ray Schmitz to approve the minutes of the last Health and Human Services Board meeting. Motion carried.

Citizen Comments: Ann Greenheck noted that members of the Southwest Wisconsin Workforce Development Board were in town yesterday and attended an evening meeting at the Community Services Building. Ann Greenheck reported that the entire group was very complementary of the town, building, and Health and Human Services staff.

Approval of 2007 Veterans Service Office Budget: Sandy Kramer reported that she received notification from Victor Vlasak regarding the need to stay within the same budget as approved for 2006. Sandy Kramer presented her 2007 budget and reviewed it in detail with the Board. It was noted that the Child Support Office and the Veterans Service Office now share her part time staff person, so they share his benefit expenses as well. Sandy Kramer reported that there is a need within the office to replace both computers, as they are experiencing difficulty operating their programs. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve the 2007 Veterans Services Office Budget and forward it onto the Finance Committee and County Board for approval. Motion carried.

Approval of 2007 Veterans Service Office Transportation Grant: Sandy Kramer stated that the annual Veterans Service Office Transportation grant is due by November 1, 2006. Sandy Kramer reported on some difficulty she was experiencing with receiving the grant and how these grant funds are not guaranteed for 2007. It was noted that \$961 was received last year. Motion by Glenn Ferguson, seconded by Dr. Richard Edwards to

approve the 2007 Veterans Services Office Transportation Grant and forward it onto the County Board for approval. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2006 Voucher Report was distributed. Ann Greenheck reported that an expense voucher presented to the Finance Sub-Committee today exceeded the rule that staff expenses must be approved for reimbursement within 90 days from the date the expense was incurred, otherwise no reimbursement would be given. The Finance Sub-Committee recommended payment of this voucher, noted that the approval is non-precedent setting, and requested approval by the Health and Human Services Board as well. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the expense voucher for Beth Lange, which extends the 90 day rule requirement. Motion carried. Randy Jacquet noted that the 90 day rule established by the Audit Committee has been re-clarified with staff. Motion made by Gaylord Deets, seconded by William Seep to approve the 2006 Richland County Health and Human Services vouchers listed below. Motion carried.

#### **2006 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2006 Expense Reports	62	\$12,352.13
Richland County Health and Human Services – 2006 Vouchers	71	\$42,651.48
Richland County Health and Human Services – 2006 Prepaid Vouchers	18	\$7,480.20
<b>TOTAL</b>	<b>151</b>	<b>\$62,483.81</b>

Randy Jacquet introduced Nichole Myers, Confidential Administrative Secretary, to the Board. The Board introduced themselves and welcomed Ms. Myers to the agency and community.

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for Period Ending August 31, 2006, and noted a surplus of \$58,801. It was noted that another contract is being proposed today that offers Health and Human Services a 10% administrative fee for subcontracting with a State provider. Patrick Metz reported that this income is unbudgeted and is helping our 2006 budget. In addition, not replacing the Children and Families Coordinator for nearly one year and the reallocation of staff support time to the Children’s Redesign Grant has also helped. However, the we are anticipating an invoice of approximately \$18,000 for remodeling the West Office entryway, which was not included in this budget.

Patrick Metz reported that the mental health institutes costs maintain at \$6,928. Although we are anticipating a \$6,000 respite bill from Brown County Mental Health, as a CMO client has been protectively placed there and this is not a service covered by the CMO. Patrick Metz reported that the Child Care Institutes costs total \$52,025, which includes a placement at Rawhide and Lad Lake. Discussion was held regarding the new listing of “Child Care Institutions” under this expense report.

Patrick Metz reported from the CMO Income Statement for period ending August 31, 2006, and stated that the CMO is experiencing a loss of \$2,548 this month. It was noted that the CMO enrollment has increased to 352 clients. Patrick Metz noted that an increase in IGT costs reflects a change in legislation from \$148,074 to \$151,685.

Discussion was held regarding clients having a choice to join the CMO even if they choose to live in a nursing home. It was noted that this creates a duplication of services. Teri Buros reported on the discussions of state policy regarding this issue.

Teri Buros reported that she is anticipating the 2006 CMO budget surplus of \$90,803 will be depleted by the end of the year due to September being a 3 payroll month and consistent shortages are being anticipated throughout the remainder of the year.

Teri Buros noted that the 2007 CMO rate would not be available until October 3, 2006, however we must present our budget on September 25, 2006. Teri Buros stated that she is concerned with a potential 2% decrease in the CMO rate for 2007 and she is anticipating a \$200,000 plus deficit for 2007.

Approval of Southwest Care Management Coalition Laptop Purchase (Mailout #2): Randy Jacquet reported on the need of the Southwest Care Management Coalition (SWCMC) to obtain a laptop exclusively for the new LTE SWCMC Administrative Assistant. Ray Schmitz reported that he contacted a local vendor prior to this meeting and they had not been given an opportunity to bid. Barb Scott was instructed to contact all local vendors and offer them the opportunity to bid. Motion by William Seep, seconded by Glenn Ferguson to approve a laptop purchase from CDW-G totaling \$719.99 and if a local vendor can offer a better price, accept that offer instead. Motion carried.

Approval of New Hires, Resignations, and Probationary Evaluations:  
New Hires: Randy Jacquet announced the recommended hiring of Richard Thill, Psychiatric RN. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the hiring of Richard Thill, Psychiatric RN. Motion carried.

Resignations/Retirements: Randy Jacquet announced that Darin Steinmetz, Economic Support Specialist, has submitted his resignation effective September 15, 2006. Motion made by Gaylord Deets, seconded by William Seep to approve the resignation of Darin Steinmetz, Economic Support Specialist. Motion

Probationary Evaluations: Randy Jacquet informed the Board that Steve Fairbrother, Temporary Casual Courtesy/Nutrition Driver, has met the required 910 hours to successfully complete his probationary periods. Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the probationary period of Steve Fairbrother, Temporary Casual Courtesy/Nutrition Driver. Motion carried.

Randy Jacquet reported that we need volunteers to sit in on two Interview Committees scheduled for September 19, 2006 and September 27, 2006 at 2:30pm. Dr. Richard Edwards and Daniel Carroll volunteered for the September 19<sup>th</sup> Interview Committee and Gaylord Deets and Glenn Ferguson volunteered for the September 27<sup>th</sup> Interview Committee.

Discuss Wisconsin Act 232 (Non-Caregiver Abuse Law): Randy Jacquet stated that Wisconsin is one of the few states that continues to require that Health and Human Service Agencies investigate non-caregiver abuse. The law has now changed so that non-caregiver abuse is the responsibility of Law Enforcement effective October 1, 2006. It was noted that the investigation of non-caregiver abuse is minimal for our agency in comparison to caregiver abuse and neglect. Randy Jacquet stated that he met recently with area Law Enforcement to inform them of this change in law. It was noted that mandated reporters would still be required to report child abuse and neglect to this agency. Discussion was held regarding the need for specialized training of officers.

Approve Increase in Dietary Fluoride Supplements Fee (Mailout #1): Marianne Stanek requested approval of the dietary fluoride supplement increase due to an increase in our cost. Motion by Dr. Richard Edwards, seconded by Ray Schmitz to approve the increase in dietary fluoride from \$4.00 to \$4.50 per bottle. Motion carried.

Further Discuss Vendor Biding Options: Randy Jacquet stated that this item was placed on the agenda for further discussion stemming from last month's Citizen Comments. Randy Jacquet reported that he spoke with Corporation Counsel Ben Southwick and Victor Vlasak and, at this time, there is no specific county documentation that clarifies this issue. Ann Greenheck stated that we have also specific State laws that must be followed and Requests for Proposals offer the county more freedom with negotiations. Randy Jacquet stated that he would like to research this further and re-present at a later time.

Approval of Community Services Building Parking Lot Resurfacing: Randy Jacquet reported that he was instructed to meet with the Richland County Highway Department regarding options available for repairing the parking lot of the Community Services Building. The Richland County Highway Department estimated that it would cost nearly \$5,700 to resurface just the middle area of the parking lot, and blacktop could only be obtained until October 1, 2006. Discussion was held regarding the potential expansion of the Community Services Building. Motion by Glenn Ferguson, seconded by William Seep to approve the Community Services Building parking lot sealcoating by Badgerland Sealcoat totaling \$1,808.76, as approved previously, and contact the Richland County Highway Department to fill the potholes in the older area. Motion carried.

Approval of Contracts, Amendments, and Providers:

2006 New HHS Contracts (Mailout #3): Byron Smith reviewed the new contract/agreement providers utilized by Comprehensive Community Services or Children with Disabilities.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS CONTRACT APPROVAL (9-14-06)</b>		
<b>ANEW</b>	A provider of respite services for Comprehensive Community Services clients. (Wauwatosa)	For a total amount not to exceed <b>\$9,500.</b>
<b>BILL HARRIS</b>	A provider of psychosocial rehabilitation and symptom management for a Comprehensive Community Services client. (Cazenovia)	For a total amount not to exceed <b>\$6,000.</b>
<b>DELOITTE CONSULTING, LLP</b>	A State provider of the Elder Abuse Wisconsin Incident Tracking System (WITS) application development. Health & Human Services will receive a 10% administrative fee from the State. This will require County Board approval. (Madison)	For a total amount not to exceed <b>\$279,000.</b>
<b>FRETZ TREATMENT FOSTER HOME</b>	A provider of treatment foster care for Comprehensive Community Services children. (Richland Center)	For a total amount not to exceed <b>\$25,000.</b>
<b>GOODWILL INDUSTRIES/BBA (BEYOND BOUNDARIES OF AUTISM)</b>	A provider of intensive Autism services for children with disabilities. (Menasha)	For a total amount not to exceed <b>\$16,000.</b>
<b>JARDO BEZDENCY</b>	A provider of counseling and therapeutic Jin Shin Jyutsu services for a child with disabilities. (Richland Center)	For a total amount not to exceed <b>\$1,000.</b>
<b>JONES TREATMENT FOSTER HOME</b>	A provider of treatment foster care for Comprehensive Community Services children. (Lone Rock)	For a total amount not to exceed <b>\$18,000.</b>
<b>NORLAND READING AND LEARNING CENTER</b>	A provider of consumer education and training services for children with disabilities. (Spring Green)	For a total amount not to exceed <b>\$2,000.</b>

Motion made by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the New 2006 HHS contracts/agreements. Motion carried.

2006 Amended HHS Contracts (Mailout #3):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2006 NEW HHS CONTRACT APPROVAL (9-14-06)</b>		
<b>DELOITTE CONSULTING, LLP</b>	Due to the State's need for additional Functional Screen expertise and related redesign initiatives modeled after the Family Care Program implementation. Health and Human Services will receive a 10% administrative fee from the State. (Madison)	<i>Original Contract Amount: \$324,000.</i>  To a total contract amount not to exceed <b>\$342,000.</b>
<b>PAUQUETTE CENTER FOR PSYCHOLOGICAL SERVICES</b>	Due to a change in ownership and business name from Huebner & Associates. All other aspects of the contract will remain the same. (Richland Center)	The total contract amount not to exceed <b>\$15,000.</b>
<b>UNIFIED COMMUNITY SERVICES</b>	Due to an increased need for limited Substance Abuse services. (Lancaster)	<i>Original Agreement Amount: \$3,000.</i>  To a total agreement amount not to exceed <b>\$5,000.</b>

Motion made by Glenn Ferguson, seconded by Ray Schmitz to approve the Amended 2006 HHS contracts/agreements. Motion carried

2006 New CMO Provider Contracts (Mailout #3): Robin Reser reviewed the new CMO contracts.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2006 CMO PROVIDER APPROVALS (9-14-06)</b>		
<b>BAKER ADULT FAMILY HOME</b>	Request Board approval to add <u>Baker Adult Family Home</u> (Richland Center) to the CMO Provider Network for Adult Family Home Services.	
<b>MEDIC ALERT FOUNDATION</b>	Request Board approval to add <u>Medic Alert Foundation</u> (California) to the CMO Provider Network for specialized medical supplies and equipment.	
<b>UNIVERSAL HOSPITAL SERVICE, INC.</b>	Request Board approval to add <u>Universal Hospital Service, Inc.</u> (Minneapolis) as an Out of Network Provider for specialized medical supplies and equipment.	

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

The Special Budget Meeting is scheduled for Monday, September 25, 2006 at 1:00 p.m. at the Community Services Building. The next regular Board meeting is scheduled for Thursday, October 12, 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 Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor