

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
JANUARY 11, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. January 11, 2007 by Dr. Richard Edwards in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Daniel Carroll, Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, Jane Greiling, Jeanetta Kirkpatrick, Ray Schmitz, and William Seep.

Members Absent: Ann Greenheck.

Others Present: Angie Rizner, Christy Duhr, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Robin Reser, Sandy Kramer, Stacy Hach, Teri Buros, and Tracy Thorsen.

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

Approve Minutes: Motion by Jeanetta Kirkpatrick, seconded by Glenn Ferguson to approve the minutes of the last meeting. Motion carried.

Citizen Comments: None.

Approval of 2007 Veterans Service Office Grant: Sandy Kramer reported that the Veteran's Service Office is requesting application of an \$8,500 grant for 2007. Motion made by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve the 2007 Veterans Service Office 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 2006/2007 Voucher Report was distributed. Motion made by Gaylord Deets, seconded by Glenn Ferguson to approve the 2006/2007 Richland County Health and Human Services vouchers listed below. Motion carried.

2006/2007 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2007 Expense Reports	1	\$22.08
Richland County Health and Human Services – 2006 Expense Reports	58	\$8,980.90
Richland County Health and Human Services – 2007 Vouchers	8	\$3,441.58
Richland County Health and Human Services – 2006 Vouchers	53	\$71,151.20
Richland County Health and Human Services – 2007 Prepaid Vouchers	4	\$410.00
Richland County Health and Human Services – 2006 Prepaid Vouchers	22	\$10,822.38
TOTAL	146	\$94,828.14

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:
New Hires: None.

Randy Jacquet noted that Bonnie Tydrich, Fiscal Clerk at the County Clerk's Office, recently posted into a Fiscal Specialist position at the West Office.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet reported that Angela Porter, Secretary, has passed her probation, and would recommend regular status. Motion by Gaylord Deets, seconded by William Seep to approve the probation of Angela Porter, Secretary. Motion carried.

Randy Jacquet reported that we are currently advertising for the Children's Services Unit Manager position, CMO Quality Coordinator, and CMO RN Care Manager.

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for period ending December 31, 2006, and noted an overage of \$192,693. Patrick Metz reported that there are still many outstanding 2006 revenues and reviewed a listing of those totaling \$227,010. The estimated total current overage for 2006 totals \$250,758, which reduces our potential overage in 2006 to \$23,748.

Patrick Metz reported that the Child Care Institute costs totaling \$87,474 due to a placement at Lad Lake and the Mental Health Institutes costs total \$13,358. It was noted that the Institutional Fund set up by the County Board would need to be utilized for these expenses.

Discussion was held regarding the reduction of actual revenue received under the "CCS Case Management" line item. Patrick Metz noted that this was due to new CCS clinicians not being able to bill until they are fully trained. Tracy Thorsen stated that additional funds should be able to be claimed during the 2006 reconciliation process. Patrick Metz stated that the reconciliation is likely to occur in June of 2007, which is after the closing of the County books.

Randy Jacquet stated that Health and Human Services just received a check for \$32,367 from Sauk County for an insurance policy purchased nearly 19 years ago when Health and Human Services was operated by Tri County. Discussion was held regarding whether or not this revenue would be added to the Health and Human Services fund or General Fund. Various Board members recommended that Health and Human Services return the check to the County, however, then request that the Finance Committee place the funds in the County's Institutional Fund.

Stacy Hach noted that the CMO Enrollment Report increased to 352 members. Stacy Hach reported that the CMO Income Statement reflects an overage of \$63,484 due to a fluctuation in IBNR calculations, and reviewed a handout clarifying the 2006 CMO

IBNR activity. Teri Buros stated that the anticipated 2006 YTD actual will be a surplus of \$40,731. Discussion was held regarding the potential liability we have as an agency when we approximate expenses and revenues, as we do not have sufficient time to repair an overages. Stacy Hach reported that the 2005 IBNR overage was merely \$1,353. Teri Buros noted that the CMO also expects to receive a Pay for Performance payment of \$41,800 for reaching a goal of 75% for A1C testing, which was not included in the reporting of December financials. Stacy Hach also reported that it is anticipated an additional \$84,000 will be required in 2007 for risk reserve.

Randy Jacquet reported that VARC, Inc. closed on the sale of a facility in the Richland Center Business Park and is in the process of retrofitting the building for use as a prevocational work site.

Approve Creation of a Nutrition Advisory Council (Mailout #1): Marianne Stanek reported that this Council has been required by AgeAdvantAge, Inc. due to a recent audit of the Richland County Nutrition Program operations. The committee will review and advise administrative staff “on all matters related to the deliver of nutrition and nutrition supportive services within the program area”. Marianne Stanek noted that members have not been determined at this time, and there are no clear requirements by the State. Motion by Jane Greiling, seconded by William Seep to approve the creation of a Nutrition Advisory Council, and forward onto the Rules and Resolutions, Committee on Committees, and County Board for approval. Motion carried.

Comprehensive Community Services Quality Improvement Grant Update: Tracy Thorsen reported that Richland County was not awarded a \$59,000 Comprehensive Community Services (CCS) Quality Improvement Grant in the spring of 2006. However, we have now been awarded the funds. Randy Jacquet stated that we would report back to the Board any developments from the receipt of this grant.

Southwest Wisconsin Care Management Coalition Update: Randy Jacquet reviewed a PowerPoint presentation that reviewed the progress made by the Southwest Wisconsin Care Management Coalition over the last year. Teri Buros reported on the history of Long Term Care and the State’s desire to expand Family Care statewide. The Coalition of Crawford, Grant, Green, Iowa, Juneau, Lafayette, Richland, and Sauk counties have been actively meeting over the past year to begin operative a managed care entity in two or more counties by the first quarter of 2008. Randy Jacquet noted that creating the governance of this coalition has been the most challenging, and various models that are being considered were reviewed.

It was noted that the coalition members have a goal of August 2007 to present the final plan to the County Board’s of the coalition members. Teri Buros stated that it is being proposed that the counties of the coalition phase in the plan. Discussion was held regarding the economic impact this plan could have on Richland County.

Community Services Building Expansion Planning Update: Randy Jacquet reported that the County Finance Committee has instructed Health and Human Services to come back with plans to expand the Community Services Building. The agency has been working with Larry Fowler, but no final plan or costs have been determined. Randy Jacquet questioned if the Board would prefer to review any plan prior to sharing them with the Finance Committee. It was determined that any plan would be presented to the Health and Human Services Board first, then to the Finance Committee.

It was noted that Health and Human Services must be able to support an expansion, as the County is not offering any additional funds to the agency for operating a larger facility. It was recommended that Larry Fowler attend the next Health and Human Services Board meeting in February and then take the plan to the Finance Committee in March. Discussion was held regarding the inability to accurately plan for any expansion with the uncertainty of the Southwest Wisconsin Care Management Coalition at this time.

Approval of Contracts, Amendments, and Providers:

2007 New HHS Contracts (Mailout #2): Tracy Thorsen reported on the addition of Dr. Nevers to the Clinical Services staff.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (1-11-07)		
CHRISTOPHER S. NEVERS, D.O.	A contracted provider of outpatient psychiatric care at Clinical Services. Christopher Nevers will work one day per week seeing clients and providing required clinical supervision to clinical staff. (Fitchburg)	For a total amount not to exceed \$42,000.

Motion made by Jane Greiling, seconded by Ray Schmitz to approve the New 2007 HHS contract, and forward it onto the County Board for approval. Motion carried

2007 Amended HHS Contracts (Mailout #2): Tracy Thorsen stated that these two contracts had additional placements just after initial approval in December of 2006.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 AMENDED HHS CONTRACT APPROVAL (1-11-07)		
JERRY FILLYAW ADULT FAMILY HOME	Due to an additional Comprehensive Community Services client being placed in the adult family home. (Richland Center) This will require County Board approval.	<i>Original Contract Amount: \$68,000.</i> To a total contract amount not to exceed \$95,000.
MYSTIC ACRES, LLC	Due to a Comprehensive Community Services client being placed in the adult family home. (Viola) This will require County Board approval.	<i>Original Agreement Amount: \$9,500.</i> To a total contract amount not to exceed \$67,000.

Motion made by Daniel Carroll, seconded by Jeanetta Kirkpatrick to approve the Amended 2007 HHS contracts. Motion carried.

2007 New CMO Providers (Mailout #2): Robin Reser reviewed the new 2007 CMO Provider.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (11-9-06)		
BOSCOBEL AREA HEALTHCARE	For Outpatient Mental Health Services. (Boscobel – Outpatient Clinic in Muscoda)	

Motion made by Ray Schmitz, seconded by Jane Greiling to approve the New 2007 CMO contract. Motion carried

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director (Mailout #2): Motion made by Glenn Ferguson, seconded by William Seep 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 Daniel Carroll, seconded by William Seep to return to Open Session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 8, 2007 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 Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor