

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**FEBRUARY 8, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. February 8, 2007 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, Jane Greiling, Jeanetta Kirkpatrick, Ray Schmitz, and William Seep.

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

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

Approve Minutes: Motion by Dr. Richard Edwards, seconded by William Seep to approve the minutes of the last meeting. Motion carried.

Citizen Comments: Dr. Richard Edwards reported that he attended a meeting yesterday regarding developing a Free Clinic in Richland County. Dr. Neil Bard (medical) and Dr. Thomas Williams (dental) are helping spearhead this effort. Dr. Richard Edwards noted that the group is actively pursuing a volunteer nurse who fluently speaks Spanish. Marianne Stanek was asked if she would be willing to be a member of the Advisory Board. Dr. Richard Edwards also stated that he is pursuing his medical license once again in order to volunteer part-time in the Free Clinic.

Dr. Richard Edwards reported that the Richland Hospital has agreed to donate \$80,000 per year in lab and x-ray services and the Richland Medical Center has agreed to donate the space. The Advisory Board would like Health and Human Services to perform the certification and screening of patients. It was noted that the Advisory Board would be establishing a non-profit corporation through Southwest Cap. Additionally, Southwest Cap is also pursuing a senior residential complex in Richland Center on Orange Street.

Ann Greenheck stated that she, Jeanetta Kirkpatrick and Victor Vlasak recently attended a Wisconsin Counties Association Conference and an update was given by the Governor. The Governor announced that more money would be supplied to revenue sharing, Economic Support, and Child Support.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2006/2007 Voucher Report was distributed. Motion made by Dr.

Richard Edwards, seconded by Gaylord Deets to approve the 2006/2007 Richland County Health and Human Services vouchers listed below. Motion carried.

**2006/2007 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2007 Expense Reports	59	\$11,591.52
Richland County Health and Human Services – 2006 Expense Reports	9	\$867.36
Richland County Health and Human Services – 2007 Vouchers	48	\$30,358.39
Richland County Health and Human Services – 2006 Vouchers	5	\$9,571.90
Richland County Health and Human Services – 2007 Prepaid Vouchers	18	\$6,739.98
Richland County Health and Human Services – 2006 Prepaid Vouchers	12	\$4,805.69
<b>TOTAL</b>	<b>151</b>	<b>\$63,934.84</b>

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for period ending December 31, 2006, and noted that the County Books are not yet closed for January 2007. Therefore, these numbers are incomplete but currently reflect an overage of \$345,110. Patrick Metz noted that there are many outstanding 206 revenues. Patrick Metz reviewed a report that reflected potential outstanding revenues of \$213,112, which could create a potential overage of \$147,243 for Health and Human Services' 2006 budget.

Patrick Metz reviewed the numbers in the right hand column of page No. 1, and noted that these help him understand why and where the Health and Human Services budget numbers are over. Patrick Metz stated that the Children's Services Unit and the Clinical Services Unit anticipated budgets are reflecting the largest variances.

Stacy Hach noted that she is also unable to offer exact 2006 budgetary figures for the CMO, due to the County Books not yet being closed. It is anticipated that the CMO would have a surplus of \$24,000 for 2006.

Approval of Transfer of CMO Risk Reserve to Separate Financial Institution Account (Mailout #1): Teri Buros reported that the State is requesting the CMO create two separate accounts, one account to hold the County portion of the CMO Risk Reserve and the other account to hold the CMO surplus portion of the CMO Risk Reserve. These accounts would be named "County Funded CMO Risk Reserve (\$400,000) and "CMO Funded CMO Risk Reserve (\$149,529). The sum of the two accounts (\$549,529) would be allocated to Fund 88 as the CMO Risk Reserve. It was noted that these accounts could be established in local banks both drawing interest and staff have spoke with the Richland County Treasurer's Office. Motion by Glenn Ferguson, seconded by Ray Schmitz to approve the transfer of \$549,529 (the current CMO Risk Reserve) to the State Investment Pool Account (or other appropriate separate financial institution account), and forward onto the Finance Committee and County Board for approval. Motion carried.

Approval of Transfer from Working Capital to the Non-County Funded CMO Risk Reserve (Mailout #2): Teri Buros noted that the CMO has grown significantly and the

Risk Reserve must increase to accommodate this growth. Motion by Dr. Richard Edwards, seconded by Jane Greiling to approve the transfer of \$84,048 from CMO Working Capital to the newly created CMO Funded CMO Risk Reserve account, and forward onto the Finance Committee and County Board for approval. Motion carried.

Approval of Retention of Interest on CMO Funded CMO Risk Reserve (Mailout #3): Teri Buros reported that the interest now earned on the CMO Risk Reserve must remain with the program and cannot be retained by the County, excluding the interest earned on \$400,000. Teri Buros noted that this could be a loss of revenue to the County of nearly \$12,000 - \$13,000 in 2007. It was noted that the CMO funds are generated by Medicaid and Medicare. Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve that the interest earned on the CMO Funded CMO Risk Reserve account be retained in the account and the interest earned on the County Funded CMO Risk Reserve be withdrawn from this account on a regular basis in order to maintain a \$400,000 balance, and forward onto the Finance Committee and County Board for approval. Motion carried.

Community Services Building Expansion Planning Report: Randy Jacquet noted that the Board has previously approved a contract with Woodland Consultants to pursue an expansion of the Community Services Building. Randy Jacquet stated that Larry Fowler was instructed to attempt to get all three Health and Human Services offices into one building, meet our current needs, offer some potential growth, and plan for a variety of variables in relation to the CMO and the Aging & Disability Resource Center. Ann Greenheck reported that the Finance Committee has requested that County Departments come forward with improvements, as the County would be debt free in the next few years.

Larry Fowler stated that after a few meetings with the agency a survey was distributed to management to research what we currently have, what we should have, what we would like in 5 years, and what we would like in 10 years. Mr. Fowler summarized these surveys and developed a drawing to get everyone in the Community Services Building and on one floor. It was noted that we still need to rework the specifics of the interior layout and parking capabilities.

Mr. Fowler distributed three preliminary site plan options, and noted that the current building is 17,680 sq. ft. and has 85 parking spaces in the lot.

Option 1 (33,784 sq. ft. & 60 parking spaces)

- would require additional properties
- all staff could be in one building, including the ADRC and West Office
- would gain staff and additional clients and would lose 25 parking spaces

Option 2 (25,488 sq. ft. & 68 parking spaces)

- working within our current property
- fewer staff could be added to the building

- would gain staff and additional clients and would lose 17 parking spaces

Option 3 (33,040 sq. ft. & 49 parking spaces)

- working within our current property
- all staff could be in one building, including the ADRC and West Office
- would gain staff and additional clients and would lose 36 parking spaces

Mr. Fowler noted that parking is a concern with this expansion. Our current square footage of 17,680 requires 89 parking spaces and we only have 85 parking spaces. The comparison of what parking spaces are required versus what is available was reviewed:

Option 1 – 170 parking spaces would be required, but only 60 spaces are available.

Option 2 – 129 parking spaces would be required, but only 68 spaces are available.

Option 3 – 166 parking spaces would be required, but only 49 spaces are available.

Mr. Fowler stated that currently a sprinkler system is required for any facility greater than 33,000 sq. ft. Therefore, even Option 1 and Option 2 would need to be cut back. Mr. Fowler noted that new code regarding sprinkler systems should be coming out soon, and the current cost is \$2.50 - \$3.00 per sq. ft. for installation of a sprinkler system.

Ann Greenheck noted that the purchase of any other properties is beyond the scope of the Health and Human Services Board and would be up to the Finance Committee.

Mr. Fowler stated that 4 restroom facilities for women and 4 restroom facilities for men must be included in a 33,000 sq. ft. building.

Larry Fowler distributed two preliminary cost estimates for Option 1 and Option 2. Mr. Fowler reported that remodeling costs for the existing building must also be included at a cost of \$50.00 per sq. ft. Therefore, an additional \$500,000 in remodeling costs must be added to the preliminary cost estimate, along with other cost considerations and the possible need to purchase surrounding properties. Randy Jacquet noted that if we decide not to bring the West Office staff to the Community Services Building, then the West Office would need some significant improvements as well.

Discussion was held regarding a second story addition. Larry Fowler noted that this has been considered, however there are structural concerns, elevator costs, and stairway costs. The current Community Services Building structure is not able to sustain a second addition and the roof structure would have to be reinforced to connect a two story addition to the existing structure.

It was noted that this offers a sufficient picture of the available options and their approximate costs, and would be offered to the Finance Committee for consideration. Larry Fowler was invited to re-present this preliminary study to the Finance Committee on Friday, March 2, 2007 at 9:30am.

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:

New Hires: Randy Jacquet announced the recommended hiring of Joan Hansen, CMO Quality Coordinator. It was noted that Joan Hansen's pre-employment agreement includes time off without pay of up to 10 days prior to February 5, 2008. Randy Jacquet announced the recommended hiring of Jacci Shauger, CMO RN Care Manager. It was noted that Jacci Shauger's pre-employment agreement includes time off without pay of up to 7 days prior to February 5, 2008. Motion made by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the hiring of Joan Hansen, CMO Quality Coordinator, and Jacci Shauger, CMO RN Care Manager. Motion carried.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet reported that Nichole Myers, Confidential Administrative Secretary, has passed her probation, and would recommend regular status. Motion by Daniel Carroll, seconded by Ray Schmitz to approve the probation of Nichole Myers, Confidential Administrative Secretary. Motion carried.

Randy Jacquet introduced Joan Hansen, CMO Quality Coordinator, to the Board. The Board introduced themselves and welcomed Joan Hansen to the agency and community.

Affirmative Action/Civil Rights Compliance Plan Update: Randy Jacquet stated that the agency has completed the 2007-2009 Affirmative Action/Civil Rights Compliance Plan for Richland County, and we are still in need of Personnel Committee and County Board approval. It was noted that we may possibly receive feedback from the State, but it is necessary to pursue official signatures at this time. Angie Rizner was commended for her work on the project. Motion by Jeanetta Kirkpatrick, seconded by Jane Greiling to approve forwarding the 2007-2009 Affirmative Action/Civil Rights Compliance Plan to the Personnel Committee and County Board for approval. Motion carried.

Restructuring of State Departments: Randy Jacquet distributed a handout that reflected the new department restructuring that is being considered by the State. There is a significant split of the Department of Health & Family Services into a Department of Children & Families and a Department of Health Services. Discussion was held regarding why there are still children's services under the Department of Health Services.

Southwest Wisconsin Care Management Coalition Update: Randy Jacquet stated that the Aging & Disability Resource Center Workgroup has had some developments this month. Linda Symons reported that the workgroup is considering breaking out into two ADRC's and Richland County has been asked to be the lead ADRC agency for the southern region.

Discussion was held regarding the need to communicate accurate information to County Board members of the other seven counties to help alleviate their fear of a regional CMO.

Approval of Contracts, Amendments, and Providers:

2007 New HHS Contracts (Mailout #4): Tracy Thorsen reviewed the new 2007 HHS agreement for respite.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (2-8-07)</b>		
<b>MARY MOLZOS</b>	A provider of adult family home and respite care utilized by Comprehensive Community Services clients. (Muscoda)	For a total amount not to exceed <b>\$9,500.</b>

Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to approve the New 2007 HHS agreement. Motion carried

2007 New CMO Providers (Mailout #4): Robin Reser reviewed the new 2007 CMO Providers. Robin Reser clarified the use of therapeutic recreation and the utilization of therapies at Pine Valley Healthcare and Rehabilitation Center.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 CMO PROVIDER APPROVALS (11-9-06)</b>		
<b>AEGIS THERAPIES</b>	For therapies (physical, speech, occupational, cardiac) at local nursing facilities (Pine Valley Healthcare and Rehabilitation Center and Schmitt Woodland Hills). (Richland Center)	
<b>RECREATE LLC</b>	For Therapeutic Recreation, Respite Care, Daily Living Skills Training, Day Services, and Supportive Home Care Services. (Richland Center)	

Motion made by Daniel Carroll, seconded by Jane Greiling to approve the New 2007 CMO contracts. Motion carried

Discuss T.R. Discrimination Complaint – May Be Subject to Closed Session per Wis. Statues 19.85 (1)(g): Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to convene in Closed Session per Wis. Statutes 19.85(1)(g) to discuss the T.R. discrimination complaint including Randy Jacquet and Angie Rizner. Role Call Vote. Motion carried.

Return to Open Session: Motion made by Gaylord Deets, seconded by Glenn Ferguson to return to Open Session. Motion carried.

The next regular Board meeting is scheduled for Thursday, March 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 Ray Schmitz, seconded by Jane Greiling to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
 Office Supervisor