

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

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. March 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, Byron Smith, Christy Duhr, Jacci Shauger, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Teri Buros, and Tracy Thorsen.

Approval of Agenda and Posting: Motion by William Seep, seconded by Glenn Ferguson to approve the agenda and proper posting. Motion carried.

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

Citizen Comments: Ann Greenheck stated that she, Ray Schmitz, and Dr. Richard Edwards recently attended a Legislative Breakfast, and took the opportunity to speak with other county representatives regarding the success of Richland County's Family Care Program.

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.

2007 Vouchers

| Unit | No. of Vouchers | Amount |
|---|-----------------|--------------------|
| Richland County Health and Human Services – 2007 Expense Reports | 58 | \$9,824.66 |
| Richland County Health and Human Services – 2006 Expense Reports | 1 | \$6.07 |
| Richland County Health and Human Services – 2007 Vouchers | 51 | \$29,006.61 |
| Richland County Health and Human Services – 2006 Vouchers | 7 | \$3,487.32 |
| Richland County Health and Human Services – 2007 Prepaid Vouchers | 21 | \$9,032.77 |
| Richland County Health and Human Services – 2006 Prepaid Vouchers | 2 | \$284.59 |
| TOTAL | 140 | \$51,642.02 |

2006 Budget Update: Patrick Metz stated that the County Books are not yet closed for January 2007. Therefore, there are no new numbers to report.

2007 CMO Budget Update: Patrick Metz distributed the 2007 CMO Budget for the period ending January 31, 2007, and noted a surplus of \$21,537. The CMO Enrollment

Report reflected 352 members. It was noted that one individual was disenrolled due to incarceration. It was noted that if a member is incarcerated for more than 10 days, he/she must be disenrolled in Family Care. However, he/she may re-enroll once no longer incarcerated. Discussion was held regarding the incarceration of developmentally disabled individuals and jail overcrowding.

Patrick Metz noted that the Restricted Reserve reflects a shortage of \$84,048; however the funds are in the process of being transferred as previously proposed. This transfer and the other CMO proposals will go before the County Board as resolutions this month.

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

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet reported that Ric Thill, Psychiatric RN, and Rachel McGlynn, Children with Disabilities Care Manager, have passed their probation, and would recommend regular status. Motion by Dr. Richard Edwards, seconded by Daniel Carroll to approve the probation of Ric Thill, Psychiatric RN, and Rachel McGlynn, Children with Disabilities Care Manager. Motion carried.

Review HHS Board Member Terms: Randy Jacquet distributed a handout reflecting Health and Human Services Board Member terms, and stated that he is concerned with the amount of turnover within the next two years. Gaylord Deets and William Seep have final terms expiring in April 2007. Dr. Richard Edwards, Glenn Ferguson, and Ann Greenheck have final terms expiring in April 2008. It was noted that the Health and Human Services Board would need to request replacements for both Gaylord Deets and William Seep at the April 2007 County Board session. Discussion was held regarding how these expiring terms would filter into other committees as well, such as the Long Term Care Council and the Richland County KIDS Council.

Approval of a New Member to the Richland County KIDS Council: Byron Smith reported that the Richland County KIDS Council was lacking a Richland School District representative and Laurie Schuman, RN, has volunteered her services. Motion by Jane Greiling, seconded by Daniel Carroll to approve Laurie Schuman, RN, as a new member of the Richland County KIDS Council. Motion carried.

Approve the Creation of a Quality Coordinator Position for the Comprehensive Community Services (CCS) and Community Support Program (CSP) (Mailout #1):

Tracy Thorsen stated that the agency was recently awarded a Quality Improvement Grant and this grant is able to support a Quality Coordinator position for up to two years. The Clinical Services Unit will continue seeking additional means to support the position past the guaranteed two years. It was noted that supporting this position has been built into the 2007 CCS rate structure.

Discussion was held regarding the county rule which states that new positions could only be added during certain months of the year. Jeanetta Kirkpatrick questioned how Health and Human Services planned to sustain the duties of this position without the grant

funding. Tracy Thorsen stated that the duties would be rolled into existing staff duties, which would be a struggle. Eventually, we would have to consider adding a staff person to fulfill these mandated duties. Motion by Dr. Richard Edwards, seconded by Daniel Carroll to approve the creation of a Quality Coordinator position for the Comprehensive Community Services (CCS) and Community Support Program (CSP), and forward this request and job description onto the Personnel Committee and the County Board for final approval. Motion carried.

Approval to Advertise for Bids on a Retired Van (Mailout #2): Linda Symons reported that the Aging & Disability Resource Center would like to advertise for bids on a 1999 Dodge 7-passenger lift van acquired through a 5310 Grant. It was noted that any money received from the sale of the van would have to be placed back into the Transportation Fund, not the County General Fund. It was noted that this approval would not need any further approval and that the value of the van is insignificant. Motion by Glenn Ferguson, seconded by Ray Schmitz to approve advertising for bids on a retired van. Motion carried.

Randy Jacquet introduced Jacci Shauger, CMO RN, to the Board. The Board introduced themselves and welcomed Jacci Shauger to the agency and community.

Approval of Viola Meal Site Improvements (Mailout #3): Marianne Stanek reported that the Viola Meal Site quickly relocated to the Viola Village Office after the tornado in 2005. However, the meal site is still not functioning adequately and the Village of Viola does not have funds to make the necessary improvements. Jeanetta Kirkpatrick stated that she recently attended the meal site and it is in need of repair. It was noted that approximately 15 individuals attend the meal site on a regular basis. Marianne Stanek stated that the Village of Viola charges the Richland County Nutrition Program \$200 per month for rent, which is not customary for our satellite meal sites. Discussion was held regarding moving the meal site to an alternate location in Viola. Marianne Stanek reported that meal sites are exempt from the restaurant codes, but that doesn't mean we shouldn't follow the guidelines. Discussion was held regarding whether or not we can approach the Village of Viola and request a temporary increase in rent to cover these improvements. Jeanetta Kirkpatrick stated that she is willing to contact the Village of Viola, along with Marianne Stanek, to negotiate these improvements. This item should be placed on the agenda in April to report on the status of the negotiations. Motion by Gaylord Deets, seconded by Dr. Richard Edwards to approve Jeanetta Kirkpatrick and Marianne Stanek work with the Village of Viola to negotiate the Viola Meal Site improvements, totaling \$2,160. Motion carried.

Approval of IRis Database System Upgrade: Randy Jacquet noted that this situation has been resolved and we do not need to pursue an upgrade to this system.

Community Services Building Expansion Update: Randy Jacquet stated that Larry Fowler's proposal was presented to the Finance Committee recently. It was noted that two issues were discussed by the Finance Committee including, not bringing the West

Office staff in it's entirety to the Community Services Building and the lack of adequate parking at the Community Services Building.

Randy Jacquet was instructed not to do anything further at this time. In the future, Health and Human Services would need to hire Larry Fowler to further study a partial or full expansion of the Community Services Building and potential improvements and assessment of the West Office. Discussion was held regarding the loss of efficiency with operating multiple facilities. It was noted that sufficient time would be given to the agency for planning, and additional direction would be supplied by the Finance Committee in the near future.

Ann Greenheck questioned the status of VARC, Inc. at the Sheltered Workshop. Teri Buross stated that she is unsure of their status at this time.

Approve Submission of Pathways Integrated Employment Grant (Mailout #4): Teri Buross reported that the CMO is eligible to apply for a grant of up to \$80,000 to improve integrated community employment outcomes for members. Of this \$80,000, half would be allocated to VARC, Inc. and the other half would be utilized to employ a temporary project person to coordinate a transportation system. The grant monies would need to be utilized by December 2007. Motion made by William Seep, seconded by Glenn Ferguson to approve the submission of a Pathways Integrated Employment Grant, and forward it onto the County Board for final approval. Motion carried

Southwest Wisconsin Care Management Coalition (SWCMC) Update:

Governance Options: Randy Jacquet offered a presentation and handouts that outlined the SWCMC Governance Options. Option A would be to create a governing board as either a LTC District or a 66.0301 Board. This option lists Richland County as the lead Admin Agency for the SWCMC either through Richland County Health & Human Services or through the creation of a new Department of Richland County. Care management would be contracted through each of the eight counties participating in the SWCMC. Option B would also be to create a governing board as either a LTC District or a 66.0301 Board. However, this option would create a new Admin Agency employed by the LTC District or the 66.0301 Board. Richland County Health & Human Services would only be responsible for case management as contracted with the new Admin Agency. There would be less risk to Richland County, but also less control. Discussion was held regarding these two options and how Option A would also affect other County Departments including the County Clerk's Office.

Linda Symons presented a handout that outlined the Southwest Wisconsin Regional Aging & Disability Resource Center Model that is being considered. This model separates the eight SWCMC counties into two separate governing boards with Crawford, Juneau, Sauk, and Richland together in one region and Grant, Green, Iowa, and LaFayette making up the other region. Linda Symons announced that Richland County has been asked to be the Lead Agency for their region. It was also noted that various functions would be shared between the two regions. Linda Symons stated that the regional

ADRC's plan to be operating 2-6 months prior to the beginning operations of the regional SWCMC.

Project Update Report (Mailout #5): Teri Buros reported that the Southwest Wisconsin Care Management Coalition is 1 year old in their planning efforts. Teri Buros invited Board members to routinely check out the SWCMC website www.swcmc.org for up to date information.

Community Forums: Linda Symons stated that a community forum is taking place Saturday, April 28, 2007 from 10am – Noon at the UW-Richland Pippin Hall. It was noted that a speaker bureau has been organized to speak about Family Care to other community organizations.

WCHSA Spring Conference: Randy Jacquet reported that the WCHSA Spring Conference is scheduled for May 9 - 11, 2007 in Milwaukee. Randy Jacquet stated that registration materials would be distributed once they become available.

Approval of Contracts, Amendments, and Providers:

2007 New CMO Providers: Teri Buros distributed a handout and reviewed the new 2007 CMO Providers.

| RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (3-8-07) | | |
|---|---|--|
| RED APPLE SERVICES | Request Board approval to add <u>Red Apple Services</u> (Richland Center) to the CMO Provider Network for fiscal management services. | |
| CAMPBELL HOUSE | Request Board approval to add <u>Campbell House</u> (Sauk City) to the CMO Provider Network for Community Based Residential Facility Services and Day Services. | |

Motion made by William Seep, seconded by Glenn Ferguson to approve the New 2007 CMO contracts. Motion carried

The next regular Board meeting is scheduled for Thursday, April 12, 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 Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor