

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
APRIL 12, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. April 12, 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, Gaylord Deets, Glenn Ferguson, Jane Greiling, Jeanetta Kirkpatrick, Ray Schmitz, and William Seep.

Members Absent: Dr. Richard Edwards.

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

Approval of Amended Agenda and Posting: Motion by William Seep, seconded by Gaylord Deets to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Motion by Daniel Carroll, seconded by Jane Greiling to approve the minutes of the last meeting. Motion carried.

Citizen Comments: Christy Duhr reported that “A Child’s Place” would be holding a ribbon cutting ceremony on April 23, 2007 at 4pm. This four apartment homeless shelter for families will have a residency limit of 30 days with a possible extension of an additional 90 days. Christy Duhr stated that the Salvation Army would be operating the facility located at 929 W. Seminary Street in Richland Center.

Marianne Stanek stated that “Richland Community Care”, a free clinic in Richland County, is scheduled to open June 1, 2007.

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 Ray Schmitz 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	68	\$12,242.53
Richland County Health and Human Services – 2007 Vouchers	70	\$41,936.03
Richland County Health and Human Services – 2007 Prepaid Vouchers	34	\$14,727.78
Richland County Health and Human Services – 2006 Prepaid Vouchers	1	\$135.74
TOTAL	173	\$69,042.08

2006 Budget Update: Patrick Metz distributed the 2006 HHS Budget Report for period ending December 31, 2006, and reported an overage of \$38,114. Patrick Metz announced that the auditors are scheduled to begin on April 23rd. Discussion was held regarding the expenses over the last year, such as the remodeling of the front door area of the West Office, and how this remodeling project was an unbudgeted item that we hoped we could cover as the year progressed. It was noted that the \$38,114 overage represents only .7% of the total Health and Human Services 2006 budget.

Discussion was held regarding the 2006 Institutional Costs totaling \$113,253 and that funds in the County Institutional Fund would sufficiently cover those expenses. It was noted that the Child Care Institute placement is at Lad Lake, and would continue in 2007.

2007 Budget Update: Patrick Metz distributed the 2007 Budget Report for the period ending March 31, 2007, and noted a surplus of \$37,425. It was noted that this is simply a snapshot of the year at this time and it is too early to present an accurate picture of the budget. The 2007 YTD Institutional Costs total \$50,953 and Tracy Thorsen reported that the adult placement is no longer at the Mental Health Institute.

Stacy Hach distributed the 2007 CMO Budget Report for period ending February 28, 2007 and March 31, 2007. It was noted that enrollment in the CMO continues to increase with 358 members at the end of March. Stacy Hach noted that February is historically a good month for the CMO, and reported a surplus of \$58,424. Stacy Hach stated that Stop Loss Insurance is a new line item for the 2007 CMO financials with a monthly premium of \$1,684, which will fluctuate based on enrollment each month. The approximate annual cost for Stop Loss Insurance is \$21,000. Stacy Hach noted that the total premium may reduce if the insured counties do not utilize the insurance, as it is self funded insurance.

Stacy Hach noted that March is historically a difficult month for the CMO, since it is a three payroll month. The net loss for the CMO in March is \$85,877, with payroll accounting for approximately \$56,000 of that loss. Stacy Hach distributed an IBNR Percentage Fluctuation handout, and noted that the CMO financials reported for January and February should not have been as favorable to the CMO due to the fluctuating IBNR approximation that was just finalized in March. Teri Buros reported that CMO payments are over \$600,000 per month, and substitute care utilization significantly increased this year.

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:
New Hires: Randy Jacquet announced the recommended hiring of Lori Thuli, Children's Services Unit Manager. It was noted that Lori Thuli's pre-employment agreement includes time off without pay of up to 15 days prior to April 16, 2008. Motion by Daniel Carroll, seconded by Gaylord Deets to approve the hiring of Lori Thuli, Children's Services Unit Manager. Motion carried.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet reported that Teresa Judd, Economic Support Specialist, and Cheryl Blair, CMO RN Care Manager, have passed their probation, and would recommend regular status. Motion by Glenn Ferguson, seconded by William Seep to approve the probation of Teresa Judd, Economic Support Specialist, and Cheryl Blair, CMO RN Care Manager. Motion carried.

Comprehensive Community Services Update: Tracy Thorsen offered a presentation on the Comprehensive Community Services Program, reviewed the organizational structure and staff, consumer history, the service array, contract providers, revenues, activities planned in 2007, and the Quality Improvement Grant. Tracy Thorsen reported that CCS consumers increased from 8 kids in 2005 to 19 kids in 2006 and from 9 adults in 2005 to 26 adults in 2006. This increase in consumers has also dramatically increased the services offered in the service array. Tracy Thorsen stated that the number of contracted providers also increased from 11 in 2005 to 22 in 2006. It was noted that the Medicaid revenue received for staff billable services more than doubled from 2005 to 2006. Tracy Thorsen stated that the implementation of the Quality Improvement Project will be the major focus of activities in 2007.

Approval of Annual Comprehensive Community Services (CCS) Coordination Committee Membership: Tracy Thorsen distributed a CCS Coordination Committee membership listing, and noted that 1/3 must be consumers with no more than 1/3 county staff or providers of mental health or substance abuse services. Motion by Daniel Carroll, seconded by Jeanetta Kirkpatrick to approve the annual Comprehensive Community Services Coordination Committee membership list. Motion carried.

Approval of Annual Coordinated Services Team (CST) Committee Membership: Byron Smith distributed a CST Committee membership listing, and noted that ¼ of the membership must be consumers. It was noted that the committee needs to actively recruit consumers. Motion by Jane Greiling, seconded by William Seep to approve the annual Coordinated Services Team Committee membership list. Motion carried.

Approval of IT Purchases (Mailout #1): Randy Jacquet noted that the CCS Quality Improvement Grant awarded the agency \$17,100 for information and technology needs related to this project. Barb Scott distributed a handout that highlighted estimates received for various items including: two laptops for data gathering, a projector for training presentations to providers, reporting software, media, licenses, and a new server. Barb Scott recommended that the items be purchased individually rather than as a package as originally proposed. Additionally, two desktop computers and monitors would also need to be purchased, one utilizing CCS Quality Improvement Grant funds and the other for a new CMO staff member. Motion by Daniel Carroll, seconded by Jeanetta Kirkpatrick to approve the purchase of a server from JComp totaling \$5,786.33; a projector, software, and additional parts from CDWG totaling \$3,230.60; state contract server licensing from CDWG totaling \$782.69; two laptops and additional parts from Tiger Direct totaling \$2,300.38; two desktop computers and monitors from Noware totaling \$1,580; SAMS user licenses from Synergy, totaling \$1,000; Omnia Software

from Omnia, totaling \$4,000, and forward this request onto the Finance Committee and the County Board for final approval. Motion carried.

Southwest Wisconsin Care Management Coalition (SWCMC):

Health and Human Services Recommendations to County Board: Randy Jacquet noted that an agenda item would be placed on the next County Board agenda for him to offer a presentation on the Family Care Expansion. Randy Jacquet questioned if the Health and Human Services Board would like to offer a recommendation to the County Board regarding what Richland County's role is in the administration of the Family Care Expansion. Discussion was held regarding the timeframes established by the State and the upcoming expiration of the planning money that we have available. Teri Buros stated that other counties are considering a staged-in process (2 counties every 6-8 months, totaling 3-5 years). Randy Jacquet reported that the County Directors would like formal resolutions from all 8 counties by August 2007. Discussion was held regarding the implementation of this project and how it would affect the Health and Human Services budget process for 2008. Teri Buros stated that there are three decisions that need to be made:

1. Richland County's role in relation to administration of the Family Care Expansion – presentation at May County Board with a decision prior to August 2007.
2. Richland County is moving forward, but not binding at that point – August 2007.
3. Final governing structure, rules, agreements, and funding split.

Discussion was held regarding what is happening in Dane County and the unknowns related to this project. Linda Symons distributed a flier promoting a Family Care Learning Session being offered by the ADRC on April 28th from 10am – Noon at the UW-Richland Campus, Pippin Conference Center.

Randy Jacquet was instructed to offer a recommendation to the Health and Human Services Board in May regarding Richland County's role in the administration of the Family Care Expansion, which may be presented to the County Board also in May in the form of a resolution.

County Board Presentation: The Board advised Randy Jacquet to make a short presentation to the County Board in April regarding the current status of the Family Care Expansion and the governing options being considered.

Honoring of Gaylord Deets and William Seep: Randy Jacquet announced the expiring terms of Gaylord Deets and William Seep, and noted that these two gentlemen were founding members of the Health and Human Services Board. Gaylord Deets stated it is imperative that we keep the County Board informed and that individuals have to attend these meetings to understand the complexities of Health and Human Services. Gaylord Deets and William Seep thanked the Board and agency staff for the memories. The Board and agency thanked Gaylord Deets and William Seep for their invaluable years of service.

Approval of Ethics and Boundaries Training (Mailout #2): Randy Jacquet stated that the agency is requesting to hire Norm Brickl to offer Ethics and Boundaries Training to our staff in-house. It was noted that this is a requirement of social workers to retain their certification. The cost for the full day of training is \$500 plus expenses, however, participants from other agencies and counties will be charged a fee to offset the costs. Jeanetta Kirkpatrick noted that this is best practice for staff development. Motion made by Jeanetta Kirkpatrick, seconded by Glenn Ferguson to approve Norm Brickl offering Ethics and Boundaries Training, totaling up to \$600. Motion carried

Approval of Nutrition Van Repairs (Mailout #3): Motion made by Daniel Carroll, seconded by Jeanetta Kirkpatrick to approve nutrition van repairs by Wegner Auto Body, totaling \$864. Motion carried

Viola Meal Site Improvements Update: Jeanetta Kirkpatrick stated that she spoke to the Village of Viola Board. The Viola Board agreed to enter into an MOU with Richland County Health & Human Services to increase the meal site rent from \$200 to \$427 per month from April – December 2007 to assist in paying for the improvements being requested. Jeanetta Kirkpatrick reported that a local vendor bid on the project, which saved \$100 and the local vendor also donated a new sink to the facility.

Approval of Lawn Mowing Bid: Angie Rizner distributed a handout listing the 2007 lawn mowing bids that were received. It was noted that this service is generally solicited every two years. Motion made by Ray Schmitz, seconded by Jeanetta Kirkpatrick to approve the 2007 lawn mowing bid submitted by D&P Enterprises, totaling \$35 for the West Office and \$15 for the Community Services Building. Motion carried

Discuss Use of Parking Lot for Consumer Activities: Randy Jacquet noted that consumers in our CCS and CSP Programs would like to raise funds for activities they could participate in as a group. They are requesting to use the Community Services Building parking lot for the city wide garage sales held on Fridays and Saturdays in the spring/summer months. Randy Jacquet noted that this request would be difficult to accommodate on a normal working day and recommended excluding Friday. Discussion was held regarding liability insurance. It was noted that this group of consumers would not have adequate liability insurance, similar to the Farmers Market vendors that utilize the Courthouse parking lot and lawn. Motion made by Jeanetta Kirkpatrick, seconded by Jane Greiling to approve the use of the Community Services Building parking lot on Saturdays only for city wide garage sales. Role Call Vote. Motion carried

Community Services Building Expansion Update: Randy Jacquet stated that he had no updates at this time. Robin Reser reported that VARC, Inc. plans to begin operations in their new facility by the middle of May, and should be moved out of the Production Services Building by June 2007.

Approval of Contracts, Amendments, and Providers:

2007 Amended HHS Contracts (Mailout #4): Angie Rizner distributed a revised mailout, and noted that the Fillyaw AFH total contract amount is \$95,000 as it was previously amended but that amendment had not yet gone before the County Board.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 AMENDED HHS CONTRACT APPROVAL (4-12-07)		
FILLYAW ADULT FAMILY HOME	Due to a change in business name from Jerry Fillyaw Adult Family Home (Richland Center). All other aspects of the contract will remain the same. This will require County Board approval.	The total contract amount not to exceed \$95,000.
MYSTIC CREEK	Due to a change in business name from Mystic Acres, LLC (Viola). All other aspects of the contract will remain the same. This will require County Board approval.	The total contract amount not to exceed \$67,000.

Motion made by Gaylord Deets, seconded by William Seep to approve the Amended 2007 HHS contracts, and forward them onto the County Board for final approval. Motion carried.

2007 New HHS Contracts (Mailout #4):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (4-12-07)		
PARAGON DEVELOPMENT SERVICES	A State provider of an IT Analyst for Long Term Care 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)	For a total amount not to exceed \$29,500.
ST. FRANCIS CHILDREN'S CENTER	For contracted case management to a child with disabilities. (Milwaukee)	For a total amount not to exceed \$1,500.

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

2007 New CMO Providers (Mailout #4): Robin Reser reviewed the new CMO providers.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (4-12-07)		
CR THERAPY CENTER	For Occupational Therapy services. (Spring Green)	

ELECTROMED, INC.	An Out of Network Provider of Specialized Durable Medical Supplies and Equipment (Airway Clearance System). (New Prague, MN)	
PSYCHOLOGY CENTER	An Out of Network Provider of Outpatient Mental Health Counseling Services. (Madison)	

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

The next regular Board meeting is scheduled for Thursday, May 10, 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