

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**MAY 10, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. May 10, 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, Betty Havlik, Daniel Carroll, Dr. Richard Edwards, Glenn Ferguson, Jane Greiling, Jeanetta Kirkpatrick, Paul Kinney, and Ray Schmitz.

Others Present: Angie Rizner, Christy Duhr, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Teri Buros, and Tracy Thorsen.

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

Welcome New Richland County Health & Human Services Members: The Board and staff welcomed Betty Havlik and Paul Kinney and introductions were held. It was noted that a Board Member Orientation session would be offered by Health and Human Services in the near future.

Election of Officers: Motion by Daniel Carroll, seconded by Ray Schmitz to approve the election of Ann Greenheck as the Health & Human Services Board Chairman, Dr. Richard Edwards as the Health and Human Services Vice Chairman, and Jeanetta Kirkpatrick as the Health and Human Services Secretary. Motion by Daniel Carroll, seconded by Ray Schmitz to close the nominations and cast a unanimous ballot. Motion carried.

Committee Appointments: Motion by Betty Havlik, seconded by Daniel Carroll to approve Ann Greenheck, Dr. Richard Edwards, and Ray Schmitz as members of the Finance Sub-Committee with Jane Greiling serving as the Alternate. Motion carried.

Motion by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve Daniel Carroll, Dr. Richard Edwards, and Glenn Ferguson as members of the Interview Sub-Committee with all other Health and Human Services Board members serving as Alternates. Motion carried.

Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to appoint Jeanetta Kirkpatrick to the Richland County KIDS Council fulfilling Gaylord Deets' term. Motion carried. It was reported that the Richland County KIDS Council meets the third Thursday of every month from 8:30am – 9:30am at the Community Services Building.

Motion by Dr. Richard Edwards, seconded by Jeanetta Kirkpatrick to recommend the appointment of Betty Havlik to the Long Term Care Council fulfilling William Seep's

term, and forward this recommendation onto the Committee on Committees for consideration. Motion carried. It was reported that the Long Term Care Council meets quarterly on Fridays from 10am – 12:30pm at the Community Services Building.

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

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2007 Voucher Report was distributed. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the 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	69	\$11,627.72
Richland County Health and Human Services – 2007 Vouchers	49	\$26,663.13
Richland County Health and Human Services – 2007 Prepaid Vouchers	24	\$12,460.06
<b>TOTAL</b>	<b>142</b>	<b>\$50,750.91</b>

2006 Budget Update – Preliminary Audit Results: Patrick Metz reported that the auditors were here the week of April 23<sup>rd</sup>. The preliminary audit is reflecting the Health and Human Services budget to be \$36,000 over budget for 2006. Patrick Metz noted that the statutes have changed and the auditors can hold the books open longer, which may allow for additional revenue posting and reconciliation. Patrick Metz stated that the agency is not recommending any county transfers at this time. Randy Jacquet noted that the audit went very well and, in reviewing programs and all records, the audit was error free.

2007 Budget Update: Patrick Metz distributed the 2007 Health and Human Services Budget Report for period ending April 30, 2007, and noted a surplus of \$76,040. It was noted that the Children’s Services Unit has been reorganized to include all services offered by that unit, which is new for 2007. Patrick Metz reported that a placement at Trempealeau County Health Care Center is the Inst. For Mental Disease (IMD) line item expense. Patrick Metz and Tracy Thorsen were instructed to discuss this unbudgeted line item and decide whether or not the current \$11,914 expense should be added to the other unbudgeted mental health institutional costs.

Patrick Metz reviewed the CMO Income Statement, and noted a surplus of \$20,891. It was noted that a new line item “Allowance for over collected Cost Share” totaling \$16,728 would be returned to the state. The CMO has an YTD surplus of \$14,975, and enrollment increased to 360 members.

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

New Hires: Randy Jacquet announced the recommended hiring of Mariah Luchterhand, CMO Social Worker/Care Manager, and DeAnna Riska, CMO Social Worker/Care Manager. Motion by Glenn Ferguson, seconded by Jane Greiling to approve the hiring of Mariah Luchterhand, CMO Social Worker/Care Manager, and DeAnna Riska, CMO Social Worker/Care Manager. Motion carried.

Resignations/Retirements: Randy Jacquet announced the resignation of Michelle McHenry, CMO Social Worker/Care Manager effective May 8, 2007. Motion by Dr. Richard Edwards, seconded by Ray Schmitz to approve the resignation of Michelle McHenry, CMO Social Worker/Care Manager. Motion carried.

Probationary Evaluations: None.

Approval of Contracts, Amendments, and Providers: Robin Reser distributed a handout which listed a new CMO provider.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (5-10-07)</b>		
<b>FAIR HAVEN</b>	As a Community Based Residential Facility (CBRF) services. (Viroqua)	

Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the 2006 New CMO contract. Motion Carried.

2006 Annual Report: Randy Jacquet distributed Health and Human Services 2006 Annual Report and offered each manager the ability to speak on the highlights of their program year.

Linda Symons reported that this is the first time the Aging & Disability Resource Center was reported on together since the reorganization of the unit. The ADRC had 1,705 new contacts in 2006 and 60% of the elderly persons served were over 65 years of age. Linda Symons was instructed to research whether or not these figures were collected for Richland County residents only or if other counties citizens were included in the totals. Linda Symons stated that individuals most frequently receive financial assistance and support through the ADRC, and the Benefit Specialist Program saved \$1,243,224 for Richland County citizens in 2006. Discussion was held regarding the nursing services that are offered through the ADRC. Linda Symons noted that approximately 75% of the individuals served by the ADRC walk-in rather than request an in-home visit. However, staff are willing to meet individuals in their home upon their request.

Lori Thuli stated that the Children's Services Unit reorganized last year, and all programs offered by the unit are now included together in the report.

Tracy Thorsen reported that the Clinical Services Unit includes the Community Support Program, Comprehensive Community Services Program, and the Outpatient Clinic. Jeanetta Kirkpatrick questioned the Choices curriculum that is offered. Tracy Thorsen stated that the AODA Counselor has developed the curriculum in-house and works with the child privately utilizing various resources.

Discussion was held regarding our Crisis Intervention Services. It was noted that at one time a comment was made that our agency social workers were not responding in a timely fashion to crises. Randy Jacquet had investigated that claim and determined it was not a true statement, as all guidelines were being followed and continue to be followed at this time.

Christy Duhr stated that the Economic Support Unit works to determine benefits for various programs. It was reported that 794 unduplicated households received FoodShare, in 2006 totaling \$1,048,383. Christy Duhr was instructed to re-verify these statistics and report back to the Board at the next meeting. Christy Duhr stated that the Economic Support Unit had 726 new intakes in 2006 and staff caseloads have increased to 1,515.

Teri Buros reported that various programs left the Long Term Support Unit in 2006 and only the Care Management Organization (CMO) and Adult Protective Services remain within the unit. The CMO served 402 people in 2006 with expenses totaling \$9,409,060 (unaudited). The largest number of ages served was between 80-89 years of age. Teri Buros noted that supportive home care was the most frequently purchased service in 2006.

Marianne Stanek stated that Public Health continues to focus on prevention and intervention with the addition of the Nutrition Program in 2006. Marianne Stanek reported that Nutrition Program funding is decreasing but the need is increasing. The Public Health Unit's attention was focused on pandemic influenza in 2006.

Patrick Metz reviewed the Administrative Services section, and noted that staff must be commended for their independent work habits. As the units discussed previously grow or change, the Administrative Services Unit must also adapt to this change. Patrick Metz noted that the Fiscal section of the 2006 Annual Report is unaudited and the unbudgeted institutional costs are included with our budget, but the revenues for those costs are not posted to our budget. Therefore, Health and Human Services looks as if it is over budget every year. Patrick Metz offered a recommendation to this accounting system.

Ray Schmitz questioned if any eligible citizen in Richland County is not receiving services due to a lack of program funding. Randy Jacquet stated that the Children with Disabilities Program does have a waiting list of approximately 25 to 30 children at this time. It was noted that this program operates on a first come first serve basis; however, the waiting list can be prioritized in the event of a serious need. Randy Jacquet stated that many children age out of the program before funds become available to serve them, and at 18 years of age he/she might be eligible for the CMO. Discussion was held regarding the Birth to Three Program, which has no waiting list, and the need to transfer

services to schools, etc. when children age out of the Birth to Three Program in order to compensate for the lack of funding offered to the Children with Disabilities Program. Lori Thuli noted that respite care is the service most utilized by the Children with Disabilities Program. It was noted that the lack of funding for the Children with Disabilities Program is unacceptable, but is an issue for the state to resolve.

Health and Human Services Board Meeting Attendance Discussion: Randy Jacquet stated that as a follow up to his annual performance evaluation, he has been given direction to reduce the number of managers attending the monthly Health and Human Services Board meetings in order to increase staff efficiency. It was previously suggested that staff leave after their agenda item is discussed. Discussion was held and various managers voiced their concerns with restricting attendance. It was noted that managers need to be aware of what is going on around the agency and within other units, as items discussed at this meeting have a direct impact on the decisions and daily activities of management. It was determined that managers could attend Health and Human Services Board meetings as needed.

Approval of Contract for CMO Independent Actuarial Firm (Mailout #1): Teri Buros stated that the six CMO's are recommending that one independent actuarial firm be hired, Milliman Consultants, to replicate the State's process as clarified in option #1 of the mailout. This would cost between \$70,000 and \$85,000, and would be split between the six CMO's based on an enrollment percentage. Teri Buros noted that the Richland County CMO would have the least cost since its enrollment is the least of the six CMO's. Motion by Dr. Richard Edwards, seconded by Ray Schmitz for the CMO to enter into a contract with Milliman Consultants to provide actuarial services to the six CMO's for the proportionate cost of the actuary not to exceed \$85,000. Motion carried.

Approval of Office Furniture Purchases (Mailout #2): Randy Jacquet reported that the agency is in need of office furniture to support the daily operations of the agency. Angie Rizner stated that nine office chairs and three office desks are being requested. Of the nine chairs, five would be purchased by Administration to replace broken conference rooms chairs; two would be purchased by the CMO to accommodate two previously approved CMO positions; and two would be purchased by the Clinical Services Unit to accommodate two previously approved Comprehensive Community Services (CCS) positions. The three desks are also being purchased by the Clinical Services Unit to accommodate the CCS positions that have to share offices due to a lack of space. Angie Rizner reported that three catalogs have been priced, including one local vendor. Ann Greenheck instructed Angie Rizner to also check into the state contract pricing. Motion by Glenn Ferguson, seconded by Jeanetta Kirkpatrick to approve the purchase of nine office chairs not to exceed \$1,200 and three office desks not to exceed \$2,000. Motion carried.

Southwest Wisconsin Care Management Coalition (SWCMC): Randy Jacquet noted that he would not be making a recommendation to the County Board, as the SWCMC is not ready at this time. It was noted that this recommendation would also be presented to the Finance Committee and the Personnel Committee. However, issues remain due to

legislation. Randy Jacquet stated that he would possibly be able to offer a recommendation next month.

Community Services Building Expansion Update: Randy Jacquet stated that there is no update to be offered at this time.

Ann Greenheck announced that the W-2 Program in Milwaukee County is being taken over due to a lack of funding.

The next regular Board meeting is scheduled for Thursday, June 14, 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 Glenn Ferguson, seconded by Jane Greiling to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor