

**MINUTES  
RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
JUNE 14, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. June 14, 2007 by Dr. Richard Edwards in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Daniel Carroll, Dr. Richard Edwards, Glenn Ferguson, Jane Greiling, Paul Kinney, and Ray Schmitz.

Members Absent: Ann Greenheck and Jeanetta Kirkpatrick.

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

Approval of Amended Agenda and Posting: Motion by Jane Greiling, seconded by Paul Kinney to approve the amended agenda and proper posting. Motion carried.

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

Citizen Comments: None.

Discuss T.R. Employment Discrimination Complaint: Motion by Ray Schmitz, seconded by Daniel Carroll to enter into Closed Session to discuss the T.R. employment discrimination complaint, to include Randy Jacquet and Lori Thuli. Role Call Vote. Motion carried. Motion by Paul Kinney, seconded by Glenn Ferguson to return to Open Session. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2007 Voucher Report was distributed. Dr. Richard Edwards noted that the voucher report includes two expense vouchers for Joanne Welsh that were over the 90 day rule due to an accounting error. Motion made by Dr. Richard Edwards, seconded by Betty Havlik to approve the 2007 Richland County Health and Human Services vouchers listed below, including two expense vouchers that exceeded the 90 day rule. Motion carried.

**2007 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2007 Expense Reports	72	\$14,253.70
Richland County Health and Human Services – 2007 Vouchers	54	\$43,925.27
Richland County Health and Human Services – 2007 Prepaid Vouchers	31	\$11,169.19
<b>TOTAL</b>	<b>157</b>	<b>\$69,348.16</b>

2006 Budget Update: Patrick Metz reported that the agency was able to reconcile Comprehensive Community Services expenses later this year, which enabled us to book enough funds back to 2006 to offer an even 2006 Health and Human Services budget. There was \$113,252 in unbudgeted institutional funds for 2006 and a transfer is scheduled to occur during the next County Board meeting to cover those costs.

2007 Budget Update: Patrick Metz distributed the 2007 Health and Human Services Budget Report for period ending May 31, 2007, and noted a surplus of \$84,708. Tracy Thorsen stated that there is a long term placement at Trempealeau County Health Care Center (IMD) and the YTD expenses for unbudgeted institutional costs total \$91,012. It was noted that the County Board allocates \$100,000 per year for the unbudgeted institutional costs. However, the County account may not be able to cover the unbudgeted institutional costs for 2007 if they continue at the same rate.

Patrick Metz reported from the CMO Income Statement, and reported a surplus of \$3,563 for the period ending May 31, 2007. Discussion was held regarding the negative IBNR, which was carried forward to pay prior year expenses. It was noted that enrollment continues to increase with 364 members. Patrick Metz stated that the CMO is meeting all Risk Reserve and Working Capital requirements.

Approval of CMO Risk Reserve Transfer (Mailout #1): Patrick Metz stated that the CMO reviews their budget annually to consider whether or not they have surplus funds to reimburse the County for monies borrowed to initially start-up the CMO operations. Currently, the remaining balance owed to Richland County is \$400,000. It was noted that this request received prior approval from the Finance Committee. Motion made by Paul Kinney, seconded by Glenn Ferguson to approve a CMO Risk Reserve Transfer of no more than \$100,000 to Richland County, increase the amount of the CMO Funded Risk Reserve by no more than \$100,000, and forward onto the County Board for final approval. Motion carried.

Approval of Transportation Trust Fund Transfer (Mailout #2): Linda Symons noted that if this transfer does not occur by June 30, 2006, the funds must be reimbursed to the State. It was noted that this request received prior approval from the Finance Committee and Transportation Coordinating Committee. Motion made by Ray Schmitz, seconded by Glenn Ferguson to approve a transfer totaling \$4,083.21 from the s.85.21 Transportation account into Fund 18, and forward onto the County Board for final approval. Motion carried.

Schedule 2008 Public Hearing Date: Randy Jacquet announced that Health and Human Services offers a Public Hearing to the community annually to request input on the development of the 2008 budget. The agency recommended offering the Public Hearing **Thursday, July 19<sup>th</sup> from 5:30 – 6:30pm** in the Main Conference Room of the Community Services Building. It was noted that this hearing would be advertised locally and an agenda would be distributed.

Announce Board Member Orientation Date: Randy Jacquet announced that Health and Human Services offers a Board Member Orientation to new and existing County Board and Health and Human Services Board members as needed. During this orientation, Health and Human Services managers further explain the varied and often complex nature of the Health and Human Services programs and operations. The agency recommended offering the Board Member Orientation **Thursday, June 28<sup>th</sup> from 9am – Noon** in Conference Room B of the Community Services Building. Discussion was held regarding a potential scheduling conflict. Angie Rizner was instructed to reschedule if necessary and distribute the invitation once a date is finalized.

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

Resignations/Retirements: Randy Jacquet announced the resignation of Robin Reser, CMO Network Developer, effective June 22, 2007 and Byron Smith, Children’s Services Supervisor, effective July 3, 2007. Motion by Daniel Carroll, seconded by Ray Schmitz to approve the resignation of Robin Reser, CMO Network Developer, and Byron Smith, Children’s Services Supervisor, with regret. Motion carried.

It was noted that we currently have three vacant county positions, CCS Quality Coordinator, CMO Network Provider, and Children’s Services Supervisor.

Probationary Evaluations: None.

Approval of Contracts, Amendments, and Providers (Mailout #3):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-14-07)</b>		
<b>DELOITTE            CONSULTING, LLP</b>	A State provider that offers enhancements to the Long Term Care Function Screen and related redesign initiatives modeled after the Family Care Program implementation. Health and Human Services will receive a 10% administrative fee from the State. This will require County Board approval.	For a total amount not to exceed <b>\$410,000</b> .

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (6-14-07)</b>		
<b>PARAGON            DEVELOPMENT            SYSTEMS</b>	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. This will require County Board approval.	<i>Original Contract Amount: \$29,500.</i>  To a total contract amount not to exceed <b>\$53,000</b> .

Motion made by Betty Havlik, seconded by Glenn Ferguson to approve the New and Amended 2007 HHS contracts, and forward them onto the County Board for approval. Motion Carried.

Robin Reser distributed a revised list of CMO contracts for 2007.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (6-14-07)</b>		
<b>SERVAIS LAWN CARE</b>	Request Board approval to add <u>Servais Lawn Care</u> (Richland Center) to the CMO Provider Network for Supportive Home Care – Chore Services.	
<b>INFINITE ABILITY, INC.</b>	Request Board approval to add <u>Infinite Ability, Inc.</u> (Pardeeville) to the CMO Provider Network as an Out of Network Providers for Adult Family Home Services.	
<b>NEVEAH HAVEN ADULT FAMILY HOME</b>	Request Board approval to add <u>Neveah Haven Adult Family Home</u> (2-bed County Certified Adult Family Home – Richland Center) to the CMO Provider Network for Adult Family Home and Respite Care Services.	
<b>JOHNSON ADULT FAMILY HOME</b>	Request Board approval to add <u>Johnson Adult Family Home</u> (Richland Center) to the CMO Provider Network for Adult Family Home and Respite Care Services.	
<b>DIVINE SAVIOR THERAPIES</b>	Request Board approval to add <u>Divine Savior Therapies</u> (Portage) to the CMO Provider Network as an Out of Network Provider for Outpatient Therapy Services.	
<b>WAISMAN CENTER</b>	Request Board approval to add the <u>Waisman Center</u> (Madison) to the CMO Provider Network for Communication/Speech Evaluation and Device.	
<b>SAUK COUNTY HEALTH CARE CENTER</b>	Request Board approval to add <u>Sauk County Health Care Center</u> (Reedsburg) to the Provider Network for Nursing Home Services.	
<b>ACCESS ABILITY</b>	Request Board approval to add <u>Access Ability</u> (Milwaukee) to the Provider Network as an Out of Network Provider for Specialized Supplies and Equipment.	
<b>EARTH TOUCH, LLC</b>	Request Board approval to add <u>Earth Touch, LLC</u> (Wisconsin Dells) to the CMO Provider Network as an Out of Network Provider for Counseling and Therapeutic Services.	

Motion made by Jane Greiling, seconded by Paul Kinney to approve the New 2007 CMO contracts. Motion Carried.

Approval of United Givers Request for Proposal Submission (Mailout #4): Randy Jacquet noted that we generally do not go before the Board for these small grants that are requested specifically for client, not administrative, purposes. The item was revoked.

2006 Annual Report Updates: Linda Symons distributed a handout that clarified the population groups served in 2006 and what percentage of Richland County residents were served. Linda Symons noted that the ADRC would like to conduct more outreach to adults with disabilities regarding information and assistance. Tracy Thorsen stated that this percentage might be low due to the large number of adults with disabilities already receiving services through our agency.

Christy Duhr verified that her previous report which listed that 794 unduplicated households received FoodShare in 2006, totaling \$1,048,383 is an accurate figure.

Community Services Building Expansion Discussion: Randy Jacquet stated that the County Finance Committee has instructed Health and Human Services to consider a smaller expansion plan rather than bringing all three offices into one building. The County Finance Committee has recommended that the agency research relocating the ADRC and the Business Office to the Community Services Building, while keeping the West Office separate for operations of Clinical Services Unit, including the Mental Health Outpatient Clinic.

Randy Jacquet distributed two Community Services Building expansion layout options for consideration. It was noted that option 1 offers only eight office spaces for future growth and includes relocating the Job Center to the back of the building to allow for easy access to the ADRC. Randy Jacquet reported that option 2 offers nineteen office spaces for future growth, but removes the Job Center from the building entirely. It was noted that the removal of the Job Center from the Community Services Building would consequentially eliminate approximately \$30,000 of annual rent income to the county.

Dr. Richard Edwards questioned if the expansion options would offer the ability to eliminate the storage unit located off site. It was noted that this unit would still need to be utilized. Patrick Metz reported that either of the expansion options being presented would cost approximately \$37,000 per year in additional costs, such as janitorial and utility expenses.

Daniel Carroll noted that the County has approximately \$3M in bonds that will be retired within the next year. Daniel Carroll stated that the County Finance Committee would like to fund as many projects as possible while offering no increase in county tax levy, and simply reinstate these bonds. Randy Jacquet stated that it would be disadvantageous to the County if they do not remain at the same bond level.

West Office Remodeling Discussion: Randy Jacquet distributed a West Office layout option for consideration. It was noted that the interior remodeling does not offer additional office spaces for future growth, but does meet the current staff needs and includes a file room and handicapped accessible restroom.

Randy Jacquet distributed a handout that clarified the approximate costs associated with the Community Services Building expansion and the West Office remodeling, which totaled \$1,795,192. Each line item was reviewed and Paul Kinney recommended that a metal roof estimate also be considered for the West Office.

Discussion was held regarding the remodeling at the West Office totaling more than \$245,000 and whether or not that was most beneficial to the County. Randy Jacquet stated that the West Office appraisal performed 7 years ago totaled approximately \$240,000 for both the building and property. It was noted that Health and Human Services has offered some improvements over the years, including a remodeled front entrance. Discussion was held regarding the costs associated with not having the agency all in one location and the lack of parking.

Production Services Building Discussion: Randy Jacquet reported that VARC, Inc. has moved out of the facility and the building is in need of routine maintenance, including lawn mowing. In addition, there are broken windows and the building is in need of janitorial service. Discussion was held regarding whether or not the management of this building is the responsibility of Health and Human Services. Randy Jacquet was instructed to speak with the County Property and Finance Committees.

Appointment of Nutrition Advisory Council Members (Mailout #5): Randy Jacquet reviewed the list of members to be recommended to the Committee on Committees. Motion made by Jane Greiling, seconded by Glenn Ferguson to approve the appointment of Scott Banker, Harriett Hendricks, and Marlene Curtis to the Nutrition Council Advisory Council, and forward the recommendation onto the Committee on Committees. Motion Carried.

Approval of 2007 School Nurse Fees (Mailout #6): Randy Jacquet stated that both Ithaca and Weston School Districts would like to reinstate the contracts for the 2007/2008 school year. Motion made by Paul Kinney, seconded by Glenn Ferguson to approve the 2007/2008 School Nurse Fees to Ithaca and Weston School Districts, totaling \$40.00 per hour. Motion Carried.

Southwest Wisconsin Care Management Coalition (SWCMC): Linda Symons stated that there is an upcoming meeting scheduled for Thursday, June 21, 2007.

The next regular Board meeting is scheduled for Thursday, July 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 Betty Havlik, seconded by Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor