

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**AUGUST 9, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. August 9, 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.

Finance Committee Members Present: Daniel Carroll and Larry Wyman.

Finance Committee Members Absent: Bruce Wunnicke, Fred Clary, and Jeanetta Kirkpatrick.

Others Present: Angie Rizner, Attorney Ben Southwick, Christy Duhr, Kathy Cianci from Pine Valley Healthcare & Rehabilitation Center, Lori Thuli, Patrick Metz, Randy Jacquet, Teri Buros, Tracy Thorsen, and representatives from La Crosse County; Jason Gillett, La Crosse County Board Member; Pam Semb, Lakeview Health Center Administrator; Steven O'Malley, La Crosse County Administrator.

Approval of Agenda and Posting: Motion by Betty Havlik, seconded by Paul Kinney to approve the agenda and proper posting. Motion carried.

Randy Jacquet noted that this meeting is also a joint Finance Committee meeting.

Approve July 12, 2007 Board Minutes: Dr. Richard Edwards noted that the minutes should reflect that Carol Ninedorf and Joan Hansen be placed on "regular status" after passing probation. Motion by Betty Havlik, seconded by Ray Schmitz to approve the minutes of the meeting held July 12, 2007. Motion carried.

Approve July 19, 2007 Public Hearing Minutes: Motion by Glenn Ferguson, seconded by Ray Schmitz to approve the minutes of the Public Hearing held July 19, 2007. Motion carried.

La Crosse County Lakeview Health Center Presentation: Randy Jacquet introduced the guest speakers from La Crosse County and all in attendance introduced themselves. Pam Semb stated that Lakeview Health Center is not a typical nursing home, as most clients have failed in other settings. The clients are dependent on Medicaid and many of Lakeview Health Center's costs of care are not covered by Medicaid. Therefore, the current deficit of Lakeview Health Center is \$39 per day per client or \$2.3 million. Pam Semb reported that their County Board would no longer increase La Crosse County tax

levy to cover the deficit being created by other County client expenses. The only option available was to create a multi-county partnership or downsize Lakeview Health Center to accept only La Crosse County clients.

Steven O'Malley stated that a long term collaboration is being proposed to meet the needs of this unique population and La Crosse County needs the other counties to participate, as they cannot do it on our own. It was noted that Richland County currently has 3-4 clients placed at Lakeview Health Center. Steven O'Malley noted that the cost of care would be prorated for the 3-4 clients and reported to us annually. Richland County would have no large capital investment, no overhead costs, and no risk. Steven O'Malley stated that all financial records would be shared with the partnership and collectively there could possibly be a cost reduction.

Jason Gillett thanked Richland County for offering La Crosse County the opportunity to speak and formally present this proposal. Jason Gillett stated that the La Crosse County Board supports this proposal unanimously, and they would appreciate our support and consideration.

Dr. Richard Edwards questioned how costs can be billed that are in excess of the maximum Medicaid payment. It was noted that there would be no excess billing to the client directly; however, billing the county is legal since the county in essence would be part owner of the business. Steven O'Malley stated that La Crosse County Corporation Counsel researched the legality of this issue and offered Attorney Ben Southwick copies of the research.

Kathy Cianci questioned if the facility is certified for Medicaid. Pam Semb stated that it is with the exclusion of their lock down beds. It was noted that this partnership would only apply to the nursing home or the facility for the developmentally disabled. Discussion was held regarding the facilities that could be utilized by Richland County.

Steven O'Malley reported that Vernon, Monroe, and Crawford Counties have already signed County Board resolutions. It is anticipated that Sauk, Juneau, and Richland Counties would offer resolutions this month and if so 90% of the Lakeview Health Center clients would be part of this partnership. Pam Semb reported that the nursing home and facility for the developmentally disabled are at 100% occupancy with some discharges pending and a potential waiting list. It was noted that a letter was distributed to counties stating that as of August 13, 2007 the Lakeview Health Center would no longer accept referrals from counties that are not involved with this partnership.

Attorney Ben Southwick questioned the cost of liability insurance for this new entity. Steven O'Malley stated that he is uncertain at this time, but it is not considered to be in excess of proposed start-up costs. It was noted that the one time fee of \$5,000 covers the commitment as earnest money and is also intended to cover all legal fees. Steven O'Malley noted that the governance structure of the partnership has not been determined at this time, but once membership is final all participating counties would be invited to

join in these discussions. It was noted that La Crosse County would be the majority on the Board of Directors.

Teri Buros noted that Richland County covers the Medicare rate through the Family Care capitated rate for 2 CMO clients that have been placed at the Lakeview Health Center. The CMO rate would not increase and we would have to absorb these extra costs. It was noted that the two other Richland County clients are Medicaid only.

Pam Semb stated that Lakeview Health Center would have an exit process in place for the partnership counties and it would be acceptable if Richland County chose to remove clients. It was noted that Richland County could still utilize the facility after years of dormancy. Discussion was held regarding whether or not these 3-4 clients from Richland County could be placed elsewhere. Teri Buros stated that if there was an alternate placement, the CMO should have found it by now.

Randy Jacquet stated that he is in support of this proposal. Motion made by Daniel Carroll, seconded by Glenn Ferguson to approve the Lakeview Health Center proposal to include a \$5,000 entry fee for the development of a non-profit organization and a potential increase of up to \$39.00 per day per individual pending advice from Attorney Ben Southwick, and forward the proposal onto the Finance Committee and County Board for final approval. Motion carried.

Future of Production Services Building: Randy Jacquet reported that Ann Greenheck is recommending the sale of the Production Services Building. It was noted that Health and Human Services is currently covering a variety of costs to maintain the vacant building. Attorney Ben Southwick recommended the drafting of a resolution that would authorize the concept of selling the building, the mechanics of the sale, and assigning this task to a county committee. A final resolution would then be created authorizing the sale of the building to a specific buyer. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve pursuing the sale of the Production Services Building to include a professional appraisal and entrance into a non-exclusive contract with a broker, and forward onto the County Board for county committee assignment and final approval. Motion Carried.

Motion made by Betty Havlik, seconded by Paul Kinney to authorize the Health and Human Services Board as the county committee assigned to formalize all details related to the sale of the Production Services Building, and forward onto the County Board for final approval. Discussion was held regarding whether the Health and Human Services Board was the proper place for this kind of transaction. It was noted that the County Property Committee only handles issues related to the Courthouse Building and the County Finance Committee is probably more appropriate. Motion carried.

Citizen Comments: Glenn Ferguson noted that this date is of historical significance.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2007 Voucher Report was distributed and reviewed by Dr. Richard

Edwards. Motion made by Betty Havlik, seconded by Ray Schmitz to approve the 2007 Richland County Health and Human Services vouchers listed below. Motion carried.

**2007 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2007 Expense Reports	68	\$12,596.52
Richland County Health and Human Services – 2007 Vouchers	52	\$30,275.67
Richland County Health and Human Services – 2007 Prepaid Vouchers	16	\$4,988.82
<b>TOTAL</b>	<b>136</b>	<b>\$47,861.01</b>

2007 Budget Update: Patrick Metz distributed the 2007 Health and Human Services Budget Report for period ending July 31, 2007, and noted an overage of \$34,914. Patrick Metz reported that we are still anticipating 2006 Comprehensive Community Services revenues that have not been posted at this time. In addition, the expected retroactive salary increases for Professional Union and non-union staff have not been factored in on this report as an actual expense, which would increase this overage to nearly \$50,000. Managers have been instructed to be cautious with discretionary spending. Discussion was held regarding whether or not the 2 ½% salary increases retroactive to January 1, 2007 have been included in the 2007 budget calculations.

Patrick Metz reported on the YTD institutional costs of \$124,125. It is anticipated that the projected costs for the entire year will be \$240,000. Patrick Metz stated that an additional \$100,000 has been transferred into the unbudgeted county institutional account, which should cover the 2007 institutional expenses.

The CMO Enrollment Report reflects a decrease from 369 to 364 members. However, seven new CMO referrals are being processed at this time. Patrick Metz reported that the CMO Income Statement reflects a surplus of \$29,428. It was noted that this surplus would have decreased to \$8,528 if we had not received an additional \$20,900 in Pay for Performance income that was not booked in 2006.

Teri Buros reported that there would be a variety of unusual expenses coming in over the next couple of months. Many CMO clients, who have had caregivers working for them in their homes, had to purchase multiple workmen’s compensation policies in the month of August to cover these staff. It was also noted that August is also a three payroll month.

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:  
New Hires: Randy Jacquet announced the hiring of Patty Kemerling, CMO Provider Network Developer, effective August 20, 2007. Motion by Paul Kinney, seconded by Betty Havlik to approve the hiring of Patty Kemerling, CMO Provider Network Developer. Motion carried.

Resignations/Retirements: None.

It was noted that we currently have 5 vacant County positions: CCS Quality Coordinator, Children’s Services Supervisor, two CMO RN’s, and one CMO Social Worker.

Approval of Contracts, Amendments, and Providers (Mailout #1): Lori Thuli noted that this agreement would only remain for a few months until a termination of parental rights and adoption is finalized.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (8-9-07)</b>		
<b>ORION FAMILY SERVICES</b>	A contracted provider of individual and family counseling services to a Children’s Services Unit client. (Madison)	For a total amount not to exceed <b>\$1,000.</b>

Motion by Betty Havlik, seconded by Glenn Ferguson to approve the new 2007 HHS agreement. Motion carried.

Teri Buros reported that this is a new adult family home, and has not received a formal home visit by the CMO at this time. However, they have passed all other adult family home certification requirements.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2007 CMO PROVIDER APPROVALS (8-9-07)</b>		
<b>OMAN VONBEHREN            ADULT FAMILY HOME</b>	Request Board approval to add the <u>Oman VonBehren Adult Family Home (Richland Center)</u> to the CMO Provider Network as an Adult Family Home.	

Motion made by Ray Schmitz, seconded by Jane Greiling to approve the New 2007 CMO contract pending a formal visit by CMO representatives. Motion Carried.

Approval of County Employment Transition Plan and Job Descriptions (Mailout #2): Randy Jacquet noted that a transition plan was discussed at the previous meeting regarding transferring leased staff to county staff positions. During that preliminary review, it was thought to be cost neutral to the agency. However, after further review, a total financial impact of three stages would total approximately \$59,500. Randy Jacquet reviewed the three stage levels. Angie Rizner noted an addition of a Program Assistant (C) to Stage Three.

Discussion was held regarding how this would affect the leasing agencies. Teri Buros stated that she has spoken with LKI and they are uncertain what the implications would be to their agency. Teri Buros stated that she is uncertain whether or not CMO services provided by LKI would cost more in order to compensate for this lack of income.

Betty Havlik questioned if staff placed in the Stage One positions would be placed at the bottom of the union. Randy Jacquet stated that they would be placed at the bottom of the union and those current staff understand the situation.

Discussion was held regarding the increased costs associated with these positions. Randy Jacquet noted that this increase is largely due to benefits, not significant increases to salaries. It was noted that the reasoning behind this proposal was not just legal liability, but also staff morale and stability. Jane Greiling questioned which plan offers better service to clients. Randy Jacquet stated that leased staff are not offering poor service to our clients in comparison to county staff. Discussion was held regarding the work performed by leased staff. Angie Rizner offered job descriptions for the newly proposed county positions.

Discussion was held regarding the ramifications of not transitioning these staff. Randy Jacquet stated that there are no substantial ramifications, but there is a liability risk and a risk of staff turnover which can be very expensive. Randy Jacquet stated that he would recommend this proposal be forwarded onto the Personnel Committee even with the potential future costs. It was noted that the obligations for the county increase if we increase our union capacity and then have to layoff. It was also noted that this proposal does not assist with retaining professional or management level county employees, which is very problematic for the entire agency. Motion made by Jane Greiling, seconded by Dr. Richard Edwards to approve the County employment transition plan and job descriptions as presented, and forward the recommendation onto the Personnel Committee and County Board for approval. Role Call Vote: Dr. Richard Edwards and Jane Greiling voted for the motion. Betty Havlik, Daniel Carroll, Glenn Ferguson, Paul Kinney, and Ray Schmitz voted against the motion. Motion Denied.

Approval of 2008 CMO Positions (Mailout #3): Randy Jacquet stated that this is the time of year to request new County positions for 2008. It was noted that this proposal is separate from the previous leased staff proposal. Angie Rizner distributed an additional job description that was not included in the mailout. Teri Buros stated that the RN positions would only be filled as enrollment requires, but the Program Assistant position would be filled January 1, 2008 as there is a current need. Motion made by Ray Schmitz, seconded by Jane Greiling to approve the new 2008 CMO positions to include two RN's and one Program Assistant as presented, and forward the recommendation (including job descriptions) onto the Personnel Committee and County Board for approval. Motion Carried.

Randy Jacquet stated that there would also be a need in 2008 to request additional County positions in relation to the upcoming CMO regionalization. These positions will be proposed in the near future.

Approval of 2008 Regional ADRC Positions (Mailout #4): Randy Jacquet noted that the Regional ADRC is much further ahead of the CMO regionalization, and positions are being requested at this time. Linda Symons stated that these positions would only be filled as needed, and there would be no cost to Health and Human Services. It was noted

that an additional \$17,000 would be issued to Health and Human Services for administrative support expenses related to this regionalization.

Linda Symons stated that the Regional ADRC Director and Administrative Secretary positions might be filled as early as February 2008. It was noted that the Regional ADRC would service four counties at this time, but the group is also considering servicing the entire eight county consortium. Ray Schmitz questioned if the Regional ADRC could stand alone separate from the County. Teri Buros stated that this comment needs further discussion and review in relation to the regionalization of the CMO. Randy Jacquet stated that there are no county dollars attached to the regionalization of the ADRC, there is no risk, and actually the county would benefit from their inclusion with the county. Motion made by Ray Schmitz, seconded by Glenn Ferguson to approve the six new 2008 Regional ADRC positions as presented, and forward the recommendation (including job descriptions) onto the Personnel Committee and County Board for approval. Motion Carried.

Free Clinic Update: Marianne Stanek reported that the Richland Community Free Clinic has been in operation since June 6, 2007, and distributed a brochure and handout in relation to the clinic. Marianne Stanek stated that 73 unduplicated patients have been seen, totaling 38 men and 35 women ranging in age from 18 to 55. Primarily those seen are Richland County middle-aged men with no health benefits. It was noted that interpreter services are available and patients receive services very discreetly. Various local businesses have offered donations, services, and/or equipment to the clinic. Marianne Stanek noted that everyone is offered an initial visit, and then eligibility paperwork is completed prior to a second visit. However, service is not being denied to anyone. It was noted that there is a Free Clinic in Dodgeville and one will also be opening very soon in Boscobel. Marianne Stanek stated that the clinic is open on Tuesdays from 8am – Noon. It was noted that the next pursuit of the volunteer group is to provide dental care.

Public Health Preparedness Update: Marianne Stanek reported that the consortium lead has resigned and the group is considering not replacing the position, as our funding is being reduced and we were being targeted for elimination by the State due to our small size. Currently, the consortium is continuing only through 2008 and after that we will no longer maintain an independent Southwest Wisconsin consortium.

Community Services Building Expansion Update: Randy Jacquet stated that there are no updates to offer at this time.

West Office Remodeling Update: Randy Jacquet stated that there are no updates to offer at this time.

Southwest Wisconsin Care Management Coalition (SWCMC): Teri Buros stated that a work plan has been developed and Sauk County is supportive and anxious to begin a Regionalized CMO. Various workgroups are beginning to assemble this fall, including a

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start-up budget request being submitted to the State for an eight county CMO before the end of the month.

The next regular Board meeting is scheduled for Thursday, September 13, 2007 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m. Randy Jacquet stated that Angie Rizner would be contacting each Board member to schedule a Special Budget meeting in September.

Adjourn: Motion by Betty Havlik, seconded by Paul Kinney to adjourn the meeting.  
Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor