

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**OCTOBER 11, 2007**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. October 11, 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, Gaylord Deets, Glenn Ferguson, Jane Greiling, Paul Kinney, and Ray Schmitz.

Members Absent: Ann Greenheck and Jeanetta Kirkpatrick.

Others Present: Angie Rizner, Barb Scott, Christy Duhr, Kim Enders, Lori Thuli, Marianne Stanek, Patrick Metz, Patty Kemerling, Teri Buros, and Randy Jacquet.

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

Approve Minutes: Jane Greiling noted a revision to the September 13, 2007 minutes. Motion by Betty Havlik, seconded by Daniel Carroll to approve the minutes with the noted revision. Motion carried.

Motion by Paul Kinney, seconded by Glenn Ferguson to approve the minutes of the Special Budget 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 and reviewed by Dr. Richard Edwards. Motion made by Ray Schmitz, seconded by Gaylord Deets 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	\$11,986.75
Richland County Health and Human Services – 2007 Vouchers	60	\$45,379.62
Richland County Health and Human Services – 2007 Prepaid Vouchers	24	\$4,383.42
<b>TOTAL</b>	<b>152</b>	<b>\$61,749.79</b>

2007 Budget Update: Patrick Metz distributed the 2007 CMO Budget Report for period ending September 30, 2007, and noted an overage of \$319,607. Patrick Metz stated that this overage is largely due to a lack of anticipated revenues, not over spending.

Comprehensive Community Services and various other line items have not received sufficient revenue postings at this time to offset expenses. Discussion was held regarding Birth to Three mandated expenses and CPS/Juvenile Justice costs. Patrick Metz stated that many of our line items have simply met the cap of the amount budgeted for the service, this year is just “a bad year” for the service. It was noted that Health and Human Services takes that gamble every year with our services, as you just don’t know how the service will be utilized in any given year. Randy Jacquet stated that Health and Human Services has to serve these individuals whether or not we have the income to support their services. Randy Jacquet noted that this is an inaccurate picture of our budget at this time and we won’t know the final result until March 2008.

Discussion was held regarding the lack of a State of Wisconsin Budget at this time. Randy Jacquet stated that we are concerned with the recent threat that if the State budget is not finalized soon, that Medical Assistance is considering withholding or reducing payments. Randy Jacquet reported that would have a significant impact on our agency.

Patrick Metz reported on the unbudgeted institutional costs and reported a YTD expense of \$166,467. Discussion was held regarding the future of the child placed in Lad Lake. Randy Jacquet noted that it is likely that he would be eligible for the CMO program.

Patrick Metz reviewed the CMO Enrollment Report. It was noted that enrollment continues to exceed the projections with 377 members. Discussion was held regarding voluntary disenrollment. Patrick Metz stated that the CMO Income Statement reflects a surplus of \$12,752 with a YTD Actual of \$39,687.

Approval of Revised 2008 Health and Human Services Budget: Randy Jacquet distributed a handout that reflected the revised 2008 County Tax Levy activity that has occurred since the last Health and Human Services Board meeting. The County Finance Committee initially decreased the county tax levy requested by the Health and Human Services Board from \$293,756 to \$180,038 by removing all costs associated with the CMO expansion and regionalization of the ADRC. The County Finance Committee then allocated an additional \$130,000 to the 2008 Health and Human Services Budget and of that \$10,000 was designated to the Free Clinic as a pass through allocation. Therefore, the 2008 Health and Human Services Budget received a net county tax levy allocation increase of \$120,000 reducing the negative balance of the budget to \$60,038.

Randy Jacquet distributed a handout that offered his recommended potential budget reductions in 2008 that would eliminate the negative \$60,038 balance.

1. Elimination of Germantown Meal Site \$8,049

*Randy Jacquet noted that no one actually attends the meal site, but hot meals are delivered to shut-ins 5 days a week currently which would be reduced to 3 days a week. Two additional frozen meals would be delivered for the individual to warm on the days a hot meal is not delivered. It was noted that a likely option would be to offer the meals through the UW – Richland Food Service.*

2. Specialized Diet Home Delivered Meals \$7,058  
*Randy Jacquet stated that meals would still be delivered to these consumers and accommodations could be made for most diet requests. Marianne Stanek noted that physicians would need to be contacted and those individuals needing soft diets would no longer be served through the Richland County Nutrition Program.*
3. Volunteer Coordinator Reduction of Hours \$6,822  
*Randy Jacquet stated that this position would be reduced from 17 hours per week to 8 hours per week. The duties of this position would need to be distributed to existing staff.*
4. Children At Risk Summer Program \$14,410  
*Randy Jacquet reported that this is a prevention service and we would hope to find new revenue sources to keep this summer program operating.*
5. Reduce Funding of One Administrative Services Support Position \$23,699  
*Randy Jacquet stated that this would be a half-time reduction of a support position which is not favorable, as duties of this position would need to be distributed to already overloaded staff.*

Discussion was held regarding the need to deliver meals to the Germantown Meal Site from the Rockbridge Meal Site. It was noted that mileage expenses are included in the \$8,049 savings. Discussion was held regarding the risks involved with eliminating the Children at Risk Summer Program and reducing one Administrative Services Support by half-time.

Randy Jacquet distributed the larger list that was presented during the Special Budget Meeting which offered other potential budget reductions. Discussion was held regarding eliminating the unfilled Children's Services Supervisor position which offered a savings of \$80,130 and instead consider a full-time Administrative Services Support staff person to the unit at nearly half the cost. Lori Thuli stated that would not be ideal for the unit as many supervisory functions could not be performed by support staff. Lori Thuli offered a thorough explanation of the Children at Risk Summer Program. Motion made by Daniel Carroll to approve the revised 2008 Health and Human Services Budget to include the Elimination of the Germantown Meal Site, Elimination of Specialized Diet Home Delivered Meals, Reduction of Funding of One Administrative Services Support Position, and Elimination of \$40,000 from the Unfilled Children's Services Supervisor Position. No second was received on the motion. Motion Denied.

Motion made by Paul Kinney, second by Jane Greiling, to approve the revised 2008 Health and Human Services Budget to include the Elimination of the Germantown Meal Site, Elimination of Specialized Diet Home Delivered Meals, Volunteer Coordinator Reduction of Hours, Elimination of Children at Risk Summer Program, and Reduction of Funding of One Administrative Services Support Position as presented. Role Call Vote. Betty Havlik, Daniel Carroll, Dr. Richard Edwards, Glenn Ferguson, Jane Greiling, and

Paul Kinney voted for the motion. Gaylord Deets and Ray Schmitz voted against the motion. Motion Carried.

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:  
New Hires: Randy Jacquet announced the hiring of Pat Burnham, CMO RN Care Manager, effective October 8, 2007. Motion by Gaylord Deets, seconded by Ray Schmitz to approve the hiring of Pat Burnham, CMO RN Care Manager. Motion carried.

Randy Jacquet announced the hiring of Becky Cupp, as the Adult Protective Services Worker, effective October 1, 2007. Randy Jacquet noted that Becky Cupp transferred from her position as a Long Term Support Supervisor. Motion by Betty Havlik, seconded by Jane Greiling to approve the hiring of Becky Cupp, Adult Protective Services Worker. Motion carried.

Resignations/Retirements: None.

Probationary Evaluations: None.

Approval of Contracts, Amendments, and Providers (Mailout #1): Randy Jacquet reviewed the amended Health and Human Services contracts/agreements. Discussion was held regarding the D & P Enterprises agreement. Angie Rizner noted that \$9,500 may not be utilized before the end of 2007, as it is hard to predict the lawn mowing and snow plowing/snow removal services that would be necessary for the three buildings. It was noted that Randy Jacquet does not sign an agreement that says Health and Human Services will pay \$9,500 for the year, rather we agree on a fee per service offered. Discussion was held regarding the bidding process for these services. It was noted that we solicited for bids last year, D & P Enterprises was awarded the contract, and they did not offer any increase for this winter season so we agreed to contract with them for another season. Randy Jacquet noted that we usually solicit for bids every 2 – 3 years.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (10-11-07)		
<b>D &amp; P ENTERPRISES</b>	Due to an increased need for lawn mowing and snow plowing/snow removal at the Community Services Building, West Office, and Production Services Building. (Richland Center)	<i>Original Agreement Amount: \$3,000.</i>  To a total contract amount not to exceed <b>\$9,500.</b>
<b>LAD LAKE</b>	Due to an increased need for residential treatment care provided to a Children's Services Unit client. This will require County Board approval. (Dousman)	<i>Original Contract Amount: \$80,000.</i>  To a total contract amount not to exceed <b>\$130,000.</b>

<b>PARAGON DEVELOPMENT SYSTEMS</b>	Due to an increased need of IT Analyst services 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 not require County Board approval, as it does not exceed 15% of the total contract. (Madison)	<i>Original Contract Amount: \$53,000.</i>  To a total contract amount not to exceed <b>\$59,500.</b>
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Motion by Gaylord Deets, seconded by Daniel Carroll to approve the amended 2007 HHS contracts, and forward those onto the County Board as necessary. Motion carried.

Randy Jacquet reviewed the new Health and Human Services contracts/agreements, and noted that the two adult family homes are currently utilized by the CMO.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 NEW HHS CONTRACT/AGREEMENT APPROVALS (10-11-07)</b>		
<b>COULEE YOUTH CENTERS, INC.</b>	For group home care utilized by a Comprehensive Community Services client in the Children's Services Unit. (La Crosse)	For a total amount not to exceed <b>\$9,500.</b>
<b>NEVEAH HAVEN ADULT FAMILY HOME</b>	For adult family home PSR Residential Support utilized by a Comprehensive Community Services client in the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$12,000.</b>
<b>PAVLAK ADULT FAMILY HOME</b>	For adult family home PSR Residential Support utilized by a Comprehensive Community Services client in the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$12,000.</b>

Motion by Paul Kinney, seconded by Glenn Ferguson to approve the New 2007 HHS contracts. Motion carried.

Patty Kemerling requested the following new CMO contracts. It was noted that D & P Enterprises would be added to the CMO Network as a provider of snow plowing services to individual CMO members and Mr. D's should be listed as Mr. G's.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (9-13-07)</b>		
<b>AL JANS</b>	Request Board approval to add <u>AL JANS</u> (Madison) to the CMO Provider Network as a provider of pedorthics and leg braces.	
<b>D &amp; P ENTERPRISES</b>	Request Board approval to add <u>D &amp; P Enterprises</u> (Richland Center) to the CMO Provider Network as a provider of snowplowing service.	
<b>KINETIC CONCEPT, INC.</b>	Request Board approval to add <u>Kinetic Concept, Inc.</u> (San Antonio, Texas) to the CMO Provider Network as an Out of Network Provider of a wound vacuum.	
<b>MR. G'S</b>	Request Board approval to add <u>Mr. G's</u> (Richland Center) to the CMO Provider Network as a provider of therapeutic shoes.	
<b>WISCONSIN DIALYSIS</b>	Request Board approval to add <u>Wisconsin Dialysis</u> (Madison) to the CMO Provider Network as a provider of transportation to dialysis.	

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

Dr. Richard Edwards announced that a new Dialysis Unit is anticipated to open on July 1, 2008 at the Richland Hospital. It was noted that this would offer a significant savings to Health and Human Services.

Community Services Building and West Office Building Expansion/Remodeling:

Review Process: Randy Jacquet reported that he received notice from the Finance Committee to begin pursuing this project. Randy Jacquet distributed a handout that reflected the process for this project.

Approve an Ad HOC Building/Remodeling Committee: Dr. Richard Edwards, Paul Kinney, Gaylord Deets and Ray Schmitz volunteered to be appointed to this Ad HOC Building/Remodeling Sub-Committee of Health and Human Services. Randy Jacquet noted that this committee would assist in developing the final plans to be brought back to the Health and Human Services Board for approval.

Approve Authorizing Resolution for County Board Action Including Engineering Services: Randy Jacquet distributed a draft resolution and estimate for services by Woodland Consultants, Inc. Randy Jacquet noted that it is anticipated that this project would not be completed until the fall of 2008. Motion made by Ray Schmitz, seconded by Glenn Ferguson to approve a County Board Resolution naming Woodland Consultants, Inc. as the project engineer, and forward this onto

the Finance Committee and County Board for approval.  
Motion Carried.

Approval of Southwest Wisconsin Care Management Coalition Project Staff (Mailout #2): Randy Jacquet distributed a letter of financial support from the State of Wisconsin totaling \$272,900 for implementation planning of the Southwest Wisconsin Care Management Coalition (SWCMC). It was noted that if no new State budget is enacted or if the budget does not include the Family Care expansion, any unspent funds would have to be returned to the State.

Randy Jacquet distributed handouts that reflected timelines of both the CMO and Resource Center for 2007/2008. Kim Enders noted that the Regional ADRC is proposing an opening day of April 2008 with Sauk County opening in June of 2008.

Teri Buros referred to the mailout noting that there are six new positions being proposed and two job descriptions in need of revision. The new positions would be funded 100% by the State financial assistance grant. However, as the administrative lead of the Coalition, Richland County would be the employer. Teri Buros noted that all of the counties involved in the Coalition have been involved and voted to approve the submission of these positions. The additional cost resulting from the classification change for the Long Term Support Supervisors and the Financial Manager are included in the 2008 CMO budget and are covered 100% by the capitation payment. Motion made by Glenn Ferguson, seconded by Paul Kinney to approve the hiring of six Southwest Wisconsin Care Management Coalition Project Staff, modifying two existing CMO job descriptions, and forward the recommendation (including job descriptions) onto the Personnel Committee and County Board for approval. Role Call Vote. Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, Jane Greiling, Paul Kinney, and Ray Schmitz voted for the motion. Betty Havlik and Daniel Carroll voted against the motion. Motion Carried.

Approval of Regional Aging and Disability Resource Center Resolution (Mailout #3): Randy Jacquet reported that the SWCMC would be submitting Aging and Disability Resource Center (ADRC) regional expansion proposals by December 2007 and these proposals require approval by the Richland County Health and Human Services Board and Richland County Board. A draft resolution was offered that authorizes Richland County Health & Human Services to apply for funding from the Department of Health and Family Services, Division of Disability and Elder Services, for operation of a regional ADRC for Richland, Sauk, Juneau, and Crawford Counties. Motion made by Paul Kinney, seconded by Ray Schmitz to approve the Regional Aging and Disability Resource Center Resolution, and forward the recommendation onto the County Board for approval. Motion Carried.

Approval of Copier Lease: Angie Rizner announced that one of the agency's five copiers has a lease expiring in November of this year, and our need to replace this copier initiated a review of the productivity of all the agency's copiers. It was discovered that two other copiers were having productivity issues and Rhyme, our current copier vendor,

recommended entering into a new five year lease to include three new machines and a relocation of two machines that are stressed in their current locations. Three other vendors submitted proposals to replace the expiring lease copier only. Angie Rizner reported that the Rhyme proposal creates an additional monthly cost of approximately \$112.22, but the upgraded machines would improve efficiency by offering higher speeds and new features, increase productivity, and allow for a smoother workflow. Additionally, one of the new copiers would be a color copier that would virtually eliminate the agency's outsourced print jobs. Motion made by Jane Greiling, seconded by Gaylord Deets to approve entering into a 5 year copier lease with Rhyme, totaling up to \$1,899.95 per month. Motion Carried.

Approval of IT Purchase: Barb Scott requested to purchase a computer and monitor for an additional RN/Care Manager in the CMO. As noted in the mailout, two bids were received in advance and Barb Scott presented a third estimate that was received from the Richland Center Office Supply totaling \$1,050. Barb Scott noted that the other two estimates offered a difference of only \$11.70 and she would recommend the higher proposal, as the computer would be fully assembled. Barb Scott noted that it would cost more than \$11.70 for the IT Department to assemble the computer components. Motion made by Gaylord Deets, seconded by Betty Havlik to approve the purchase of a monitor and computer for the CMO from NoWare, LLC, totaling \$815. Motion Carried.

Southwest Wisconsin Care Management Coalition (SWCMC) Update: Randy Jacquet reminded Board members of the upcoming Long Term Care Governance Options Forum that is scheduled for Monday, October 29, 2007 from 10:30am – 3pm at the White House Ramada Inn in Richland Center. Randy Jacquet noted that SWCMC members have extended an invitation to their County's Board Members and County Board appointed committee members to learn more about the governance options available.

The next regular Board meeting is scheduled for Thursday, November 8, 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 Paul Kinney, seconded by Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor