

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
December 13, 2007

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. December 13, 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, Jeanetta Kirkpatrick, Paul Kinney, and Ray Schmitz.

Members Absent: Ann Greenheck.

Others Present: Angie Rizner, Barb Scott, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Patty Kemerling, Teri Buros, and Randy Jacquet.

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

Approve Minutes: Motion by Glenn Ferguson, seconded by Daniel Carroll to approve the minutes. 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 Gaylord Deets, 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	71	\$13,180.82
Richland County Health and Human Services – 2007 Vouchers	55	\$28,507.76
Richland County Health and Human Services – 2007 Prepaid Vouchers	19	\$9,772.02
TOTAL	145	\$51,460.60

2007 Budget Update: Patrick Metz distributed the 2007 Health and Human Services Budget Report for period ending November 30, 2007, and noted an overage of \$354,075. Patrick Metz stated that the Health and Human Services budget is very fluid and we have yet to receive any Comprehensive Community Services reimbursement from Medical Assistance. It was noted that Birth to Three mandated services are currently \$56,517 over budget. Patrick Metz stated that other revenue sources and adjustments are made throughout the spring with the financial reconciliation occurring in April. Discussion

was held regarding the building and operations line item being over by \$38,005. Patrick Metz reported that this line item included a significant workmen's comp increase in 2007, remodeling the front door at the West Office, and increases in health insurance and staff salaries that were not budgeted for in 2007 but have been budgeted for in 2008. It was noted that the budget report presented is simply a broad summary and an additional line item breakdown could be presented if preferred. It was noted by Board members that the current presentation methods are sufficient.

Patrick Metz stated that the YTD institutional costs total \$216,729. Teri Buros noted that the child placed in Lad Lake has qualified for the CMO and the CMO would be taking over all costs related to him in January of 2008.

Patrick Metz reported on the CMO enrollment noting membership totals 374 and the CMO is experiencing a surplus of \$2,123 for period ending November 30, 2007. Teri Buros reported on the CMO pay-for-performance, and noted that approximately \$40,000-\$50,000 would be coming in next year for pay-for-performance. It was noted that the CMO is hopeful to have a small surplus in 2007. Discussion was held regarding the Income Statement ratios listed and the Net Income to Capitation Revenue being just within the target range. Teri Buros reported that of the current 374 members, 114 members are in some type of supplemental care which is 30.5% of our population.

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

Resignations/Retirements: None.

Probationary Evaluations: None.

Approval of Contracts, Amendments, and Providers (Mailout #1): Patty Kemerling reported on the new CMO contracts for 2007. Discussion was held regarding the procedures and requirements of establishing an adult family home or group home. Patty Kemerling stated that the State is able to certify group homes and Richland County is able to deny placements into State certified group homes. It was noted that other counties could place clients into group homes located in Richland County. Discussion was held regarding the competency of these providers and the routine additions to the CMO Provider Network.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 CMO PROVIDER APPROVALS (12-13-07)		
BUCKHORN ADULT FAMILY HOME	Request Board approval to add <u>Buckhorn Adult Family Home</u> (Richland Center) to the CMO Provider Network as a provider of adult family home services.	
LAD LAKE	Request Board approval to add <u>Lad Lake</u> (Dousman) to the CMO Provider Network as a provider of CBRF services.	

PARDUHN ADULT FAMILY HOME	Request Board approval to add <u>Parduhn Adult Family Home</u> (Richland Center) to the CMO Provider Network as a provider of adult family home services.	
RICHLAND COUNTY CARE	Request Board approval to add <u>Richland County Care</u> (Richland Center) to the CMO Provider Network as a provider of adult family home services.	
RIVER VALLEY CHIROPRACTIC	Request Board approval to add <u>River Valley Chiropractic</u> (Spring Green) to the CMO Provider Network as a provider of chiropractic services.	
VISTA HOUSE, LLC	Request Board approval to add <u>Vista House, LLC</u> (Boscobel) to the CMO Provider Network as a provider of CBRF services.	

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

Approval to Extend the Temporary Reduction of Hours for Two Health and Human Services Staff (Mailout #2): Randy Jacquet noted that these requests are at the discretion of management and the agreements are not precedent setting. It was noted that staff wages and accrued benefits shall be reduced proportionately to the number of hours worked. Discussion was held regarding the remaining workload. Tracy Thorsen noted that the workload is shared between other therapists and Katie Erb's caseload has been reduced to allow for this reduction of hours. Motion made by Daniel Carroll, seconded by Jane Greiling to approve the extension of a temporary reduction of hours from 40 to 35 hours per week for the Clinical Services Therapist position occupied by Katie Erb and the CMO Care Manager position occupied by Jenny Havlik. These agreements would be effective January 1, 2008 – December 31, 2008 and would need to be forwarded onto the Personnel Committee for approval.

Approval of the Clinical Services 2008 Fee Schedule (Mailout #3): Tracy Thorsen reviewed the Clinical Services Fee Schedule Comparison mailout. Discussion was held regarding various line items and why we are higher than the average for some services. Discussion was held regarding the out of state drivers' assessment line item. Motion made by Glenn Ferguson, seconded by Paul Kinney to approve the Clinical Services 2008 Fee Schedule. Motion Carried.

Approval of the Public Health 2008 Fee Schedule (Mailout #4): Marianne Stanek reviewed the proposed Public Health fees and noted an increase in foot care, TB skin tests, and fluoride to cover costs. Discussion was held regarding Public Health receiving competition from the private sector. Motion made by Betty Havlik, seconded by Gaylord Deets to approve the Public Health 2008 Fee Schedule. Motion Carried.

Aging & Disability Resource Center (ADRC)

Approval of 2008 Vehicle Lease Agreements and MOU (Mailout #5): Linda Symons requested a continuation of the vehicle lease agreements. Motion made by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve the 2008 Vehicle Lease Agreements with VARC, Inc. and Schmitt Woodland Hills and the MOU with Pine Valley Healthcare. Motion Carried.

Approval to Advertise for Bids on a Retired Van (Mailout #6): Linda Symons stated that she is requesting to enter into the bid process. Discussion was held regarding whether or not the sale of the vehicle would require County Board approval. Motion made by Paul Kinney, seconded by Glenn Ferguson to approve the advertising for bids on a 1998 retired Dodge van. Motion Carried.

Approval of 2008 Specialized Transportation Assistance Program s85.21 (Mailout #7): Linda Symons noted that this is an annual process to permit the operations of the Transportation Program in Richland County. It was noted that Richland County would receive \$63,195 and a cash match of \$13,980 has already been budgeted for. Linda Symons stated that the Transportation Coordination Committee has already approved this application. Motion made by Jane Greiling, seconded by Ray Schmitz to approve the 2008 Specialized Transportation Assistance Program s85.21 application, and forward onto the County Board for approval and signature. Motion Carried.

Approval of 2008 Amendment to the 2007-2008 Richland County Plan for Older People (Mailout #8): Linda Symons stated that in order to receive the funding we must submit an amendment to include activities related to coordinated transportation and emergency preparedness. Motion made by Betty Havlik, seconded by Glenn Ferguson to approve the 2008 Amendment to the 2007-2008 Richland County Plan for Older People, and forward onto the County Board for approval and signature. Motion Carried.

Approval of ADRC Falls Prevention Program Grant (Mailout #9): Linda Symons reported that this is a new grant for approximately \$50,000. Motion made by Paul Kinney, seconded by Jane Greiling to approve the ADRC Falls Prevention Program Grant application, and forward onto the County Board for approval. Motion Carried.

Mississippi Valley Health Services, Inc. (Lakeview): Randy Jacquet reported that he and Jeanetta Kirkpatrick recently attended the Lakeview Health Center organizational meeting and the organization has now formally assembled. Randy Jacquet stated that the County Board must now approve the proposed charter of the new nonprofit organization know as Mississippi Valley Health Services, Inc. Richland County would have one voting member and that member would be on the Board of Directors as well. Randy Jacquet stated that the Committee on Committees recently appointed Jeanetta Kirkpatrick to this organization. Jeanetta Kirkpatrick noted that LaCrosse County has much more to lose than Richland County if this doesn't move forward. It was noted that the CMO only

has four placements in this facility and there would be a rate increase of \$39.00 per day for each member. Teri Buros reported that the two local nursing home facilities are now requesting a substantial rate increase from the CMO as well. Motion made by Betty Havlik, seconded by Jane Greiling to approve the Intergovernmental Charter Contract with Mississippi Valley Health Services, Inc. and forward onto the County Board for approval. Motion Carried.

Southwest Wisconsin Care Management Coalition (SWCMC):

Temporary Project Office Space: Teri Buros stated that the SWCMC is requesting to enter into a six month all inclusive lease with Robert Simpson for the office building located on Hwy. 14 (near the KFC/Taco Bell). The lease would be effective January 1, 2008 – June 30, 2008 totaling \$1,600 per month not to exceed \$9,600. Teri Buros stated that the space is available in early December as Lori Knapp-Richland, Inc. is vacating at that time. The office may have some desks remaining, but a telephone system and various office supplies would need to be purchased. It was noted that the Regional ADRC might also utilize this space when operations begin. Motion made by Paul Kinney, seconded by Daniel Carroll to approve entering into a six month all inclusive lease with Robert Simpson from January 1, 2008 – June 30, 2008 totaling \$1,600 per month. Motion Carried.

Approval of IT Purchases (Mailout #10): Barb Scott reported that these purchases are necessary for two SWCMC positions scheduled to begin in January 2008. It was noted that additional purchases would need to be made in the future for further SWCMC positions as they are added. Teri Buros noted that this would be reimbursed through grant funds. It was noted that telephone system options are still being researched and would be presented at a later date. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the purchase of two laptops and a desktop computer for the SWCMC from NoWare, LLC totaling \$3,000. Motion Carried.

The next regular Board meeting is scheduled for Thursday, January 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 Glenn Ferguson, seconded by Daniel Carroll to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor