

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 11, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 1:30 p.m. on Friday, January 11, 2008 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, Gaylord Deets, Jane Greiling, Jeanetta Kirkpatrick, Paul Kinney, and Ray Schmitz.

Members Absent: None.

Others Present: Angie Rizner, Barb Scott, Christy Duhr, Linda Symons, Marianne Stanek, Patrick Metz, Patty Kemerling, and Randy Jacquet.

Approval of Amended Agenda and Posting: Motion by Dr. Richard Edwards, seconded by Ray Schmitz to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Motion by Paul Kinney, seconded by Jane Greiling to approve the minutes. Motion carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2007/2008 Voucher Report was distributed and reviewed by Dr. Richard Edwards. 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.

Motion made by Dr. Richard Edwards, seconded by Jeanetta Kirkpatrick to approve the 2008 Richland County Health and Human Services vouchers listed below. Motion carried.

2007/2008 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2007 Expense Reports	72	\$10,636.28
Richland County Health and Human Services – 2008 Expense Reports	3	\$112.34
Richland County Health and Human Services – 2007 Vouchers	54	\$45,097.45
Richland County Health and Human Services – 2008 Vouchers	2	\$256.96
Richland County Health and Human Services – 2007 Prepaid Vouchers	10	\$3,644.44
TOTAL	141	\$59,747.47

2007 Budget Update: Patrick Metz distributed the 2007 Health and Human Services Budget Report for period ending December 31, 2007, and noted an overage of \$427,576. Patrick Metz stated that there are still outstanding Comprehensive Community Services reconciliation revenues, other outstanding revenue sources, and various account clean-ups that need to occur. Randy Jacquet distributed a Cost Categories handout that assisted with clarifying the anticipated overage in the 2007 Health and Human Services Budget. Discussion was held regarding the individual line items and whether the items have been budgeted for in 2008. Randy Jacquet noted that the agency is concerned with the 2007 Health and Human Services budget being significantly over. Discussion was held regarding the status of the Comprehensive Community Services reconciliation revenues and the delay of Comprehensive Community Services rate setting by the State.

Patrick Metz stated that he is anticipating an overage of approximately \$300,000 for 2007 and that steadily since August of 2007 he has reported on the anticipated overage. Ann Greenheck stated that the county budget cannot continue to “take hits like this” and questioned whether there is a proactive approach to be taken for 2008. Discussion was held regarding a variety of changes to potentially consider guaranteeing that an overage like this does not happen again. Health and Human Services Administration was instructed to present concrete figures in relation to specific changes that could be implemented in 2008 to prevent a future budget overage. Randy Jacquet noted that managers have already been given the assignment to come up with ideas on how to proactively reduce costs for 2009. Patrick Metz stated that the agency has been studying options such as a reduction of staff hours, voluntary meal site operations, reduction to cleaning services, and other internal cuts to reduce the potential for service cuts that would affect the citizens of Richland County.

Patrick Metz reported on the CMO Income Statement for the period ending December 31, 2007, and noted a loss of \$63,208 with an anticipated loss in 2007 of approximately \$54,272. The CMO enrollment increased to 376 members.

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

New Hires: Randy Jacquet announced the recommended hiring of Kristen Willey, SWCMC Project Provider Network Developer, Dave Folks, SWCMC Project Care Management Quality Coordinator, and Stacy Hach, SWCMC Financial Supervisor. Randy Jacquet noted that these positions are grant funded and the new hires are fully aware that their positions would be eliminated if the grant funds are no longer available. Motion by Paul Kinney, seconded by Dr. Richard Edwards to approve the hiring of Kristen Willey, SWCMC Project Provider Network Developer; Dave Folks, SWCMC Project Care Management Quality Coordinator; and Stacy Hach, SWCMC Financial Supervisor, at Grade 25 with the understanding that if the SWCMC grant funds are eliminated the three positions are also eliminated. Discussion was held regarding what transpired at the Personnel Committee level regarding the Financial Supervisor position. Motion carried.

Resignations/Retirements: Randy Jacquet announced the resignation of Mariah Welles, CMO Social Worker/Care Manager effective January 7, 2008. Motion by Ray Schmitz,

seconded by Jane Greiling to approve the resignation of Mariah Welles, CMO Social Worker/Care Manager. Motion carried.

Probationary Evaluations: None.

Approval of Contracts, Amendments, and Providers (Mailout #1): Patty Kemerling distributed an amended handout and reported on the new CMO contracts for 2008.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 CMO PROVIDER APPROVALS (1-11-08)		
EASTER SEALS	Request Board approval to add <u>Easter Seals</u> (Wisconsin Dells) to the CMO Provider Network as a provider of respite services.	
ELIZABETH SCHAUER ADULT FAMILY HOME	Request Board approval to add <u>Elizabeth Schauer</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	
HALL PHARMACY, INC.	Request Board approval to add <u>Hall Pharmacy, Inc.</u> (Sauk City) to the CMO Provider Network as a provider of durable medical supplies.	
MERITER HOME HEALTH	Request Board approval to add <u>Meriter Home Health</u> (Madison) to the CMO Provider Network as a provider of wheelchair repair and parts.	

Motion made by Dr. Richard Edwards, seconded by Jane Greiling to approve the New 2008 CMO contracts. Motion Carried.

Approval of General Relief Policies (Mailout #2): Christy Duhr noted that within the General Relief policies many forms were updated and timelines were reduced. Discussion was held regarding the \$15,000 funding available to this program and whether or not this should be considered as part of the budget reduction process. Motion made by Paul Kinney, seconded by Betty Havlik to approve the amended General Relief Policies. Motion Carried.

Approval of Public Health Pursuit of DHFS Agent Status (Mailout #3): Marianne Stanek reported that the Public Health Unit is considering taking over restaurant, hotel/motel, pools, bed and breakfasts, tourist rooming hours, and convenience store inspections. Marianne Stanek noted that the program must be able to pay for itself by the fees collected and the State would also collect a 10% fee. The program would need to employ sanitarians that would be shared by a five county environmental health consortium. Discussion was held regarding the current inspection fees. Marianne Stanek was instructed to come back with the financial impact of the program. Motion made by Ray Schmitz, seconded by Dr. Richard Edwards to approve the Public Health continued pursuit of DHFS agent status. Motion Carried.

Approval to Create the Aging & Disability Resource Center of Southwest Wisconsin – North Governing Board (Mailout #4): Randy Jacquet stated that the development of a Regional ADRC is moving forward and the creation of an ADRC North Governing Board needs to occur. Discussion was held regarding the statutory make-up required for the Board. Motion made by Betty Havlik, seconded by Ray Schmitz to approve the creation of an Aging & Disability Resource Center of Southwest Wisconsin – North Governing Board and forward it onto the Rules and Resolutions Committee for approval. Motion Carried.

Care Management Organization (CMO)

Approval of Contract for CMO Independent Actuarial Firm (Mailout #5): Randy Jacquet noted that this is a continuation of the 2007 contract. Motion made by Dr. Richard Edwards, seconded by Paul Kinney to approve entering into a contract with Milliman Consultants and Associates as an independent actuarial firm that provides services to the six CMO's with the Richland County CMO's portion not to exceed \$10,000. Motion Carried.

Approval of a Richland County Local Study Committee for Transition to a Regional CMO: Randy Jacquet stated that the CMO Administration needs to leave HHS by July 1, 2008 and local planning needs to occur for this transition to regionalize. Randy Jacquet is recommending a short-term committee be developed to study the local effects including membership from the Richland County Board, Finance Committee, Personnel Committee, Health and Human Services Board, County Clerk's Office, Treasurer's Office, Richland Center Economic Development, and Community Representation. Motion made by Jeanetta Kirkpatrick, seconded by Dr. Richard Edwards to recommend Dr. Richard Edwards as the Health and Human Services Board representative, Ray Schmitz as the Community representative, Jeanetta Kirkpatrick as the Personnel Committee representative, and Bruce Wunnicke as the Finance Committee representative to the Richland County Local Study Committee for transition to a Regional CMO. Motion Carried.

Approval of CMO IT Purchases (Mailout #6): Barb Scott distributed a revised mailout, and noted that the Richland Center Office Supply submitted a bid recently which has been included in the cost comparison. Motion made by Daniel Carroll, seconded by Jane Greiling to approve the purchase of 2 computers and monitors from NoWare, LLC, totaling \$1,645. Motion Carried.

Southwest Wisconsin Care Management Coalition (SWCMC): Randy Jacquet noted that a six month lease has been signed for the Health and Human Services East Office located at 1900 Highway 14 E in Richland Center and the SWCMC Project staff should begin occupying the facility in early February of 2008.

Approval of SWCMC Computer Purchases (Mailout #7): Barb Scott distributed a revised mailout, and noted that the Richland Center Office Supply submitted a bid recently which has been included in the cost comparison. Motion made by

Jeanetta Kirkpatrick, seconded by Dr. Richard Edwards to approve the purchase of 6 computers from NoWare, LLC, totaling 3,780. Motion Carried.

Approval of SWCMC Telephone Purchases (Mailout #8): Barb Scott distributed a revised mailout, and noted that AT&T Business submitted a bid recently which has been included in the cost comparison. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the purchase of a telephone system for the SWCMC from Strang Telephone Service, totaling \$4,985.16. Motion Carried.

SWCMC Update: Randy Jacquet announced that he recently toured the Pine Valley Healthcare & Rehabilitation Center West. Randy Jacquet noted that Pine Valley is interested in leasing and renovating the facility to meet the future needs of the SWCMC. Discussion was held regarding other options available for lease in Richland Center. It was noted that this decision would be at the discretion of the SWCMC Governing Board.

A moment of silence was offered as those in attendance remembered the late Glenn Ferguson.

Committee Vacancies: Randy Jacquet reported that with the passing of Glenn Ferguson various Health and Human Services committees need a temporary appointment. Motion made by Daniel Carroll, second by Betty Havlik to appoint Paul Kinney to the Commission on Aging, Jeanetta Kirkpatrick to the CMO Advisory Committee, and Gaylord Deets to the Health and Human Services Board as temporary replacements for Glenn Ferguson until formal appointments can be made by the County Board in April of 2008. These recommendations are to be offered to the Committee on Committees for approval.

Community Services Building Expansion and West Office Remodeling Update: Randy Jacquet reported that a meeting would be scheduled for the Building/Expansion Sub-Committee in the near future. Randy Jacquet noted that the future of the Richland County Job Center after July 1, 2008 is uncertain at this time. While other agencies such as UMOS and SWCAP are separate from the Job Center, their fate is uncertain as well. Randy Jacquet stated that this uncertainty is making it difficult to finalize plans for the expansion of the Community Services Building.

Discuss Recent Community Services Building and West Office Damages: Randy Jacquet announced that a water pipe break occurred at the Community Services Building just prior to the Christmas holiday. Various outside vendors needed to be called for service, as the Community Services Building had many offices and common areas affected by free standing water. Randy Jacquet stated that we are uncertain of the total charges associated with the damages at this time, but various invoices will be presented to the Finance Sub-Committee over the next few months.

Patrick Metz reported that the West Office also had damage recently due to an ice dam on the roof. The roof leaked through to the ceiling of his office and vendors also needed to be called to remedy the situation.

The next regular Board meeting is scheduled for Thursday, February 14, 2008 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 Betty Havlik to adjourn the meeting.
Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor