

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 14, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 14, 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, Jane Greiling, Paul Kinney, and Ray Schmitz.

Members Absent: Gaylord Deets and Jeanetta Kirkpatrick.

Others Present: Angie Rizner, Barb Scott, Christy Duhr, Dave Folks, Katrina Johnson, Kris Willey, Linda Symons, Marianne Stanek, Patrick Metz, Patty Kemerling, Randy Jacquet, Sandy Kramer, Teri Buros, Tracy Thorsen, and Chuck Warzecha the Director of the Environmental and Occupational Health Bureau with the State Department of Public Health.

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

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Ray Schmitz to approve the minutes. Motion carried.

Citizen Comments: None.

Approval of 2008 Veterans Service Office Grant: Sandy Kramer reported that the Veteran's Service Office is requesting application of an \$8,500 grant for 2008. It was noted that a resolution would come before the County Board in March with funds becoming available in June. Motion made by Dr. Richard Edwards, seconded by Paul Kinney to approve the 2008 Veterans Service Office Grant and forward it onto the County Board for approval. Motion carried.

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 including prepaid vouchers listed below. Motion carried.

Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the 2008 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2007/2008 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2007 Expense Reports	3	\$108.88
Richland County Health and Human Services – 2008 Expense Reports	65	\$14,300.83
Richland County Health and Human Services – 2007 Vouchers	16	\$7,692.94
Richland County Health and Human Services – 2008 Vouchers	46	\$36,706.25
Richland County Health and Human Services – 2007 Prepaid Vouchers	10	\$1,974.83
Richland County Health and Human Services – 2008 Prepaid Vouchers	21	\$7,784.28
TOTAL	161	\$68,568.01

2007 Budget Update: Patrick Metz stated that the 2007 Health and Human Services Budget continues to remain consistent with the report presented last month and an overage of \$300,000 - \$400,000 is anticipated. Dr. Richard Edwards noted that the Health and Human Services Finance Sub-Committee just approved approximately \$10,000 in additional 2007 expenses.

Patrick Metz distributed the 2008 CMO Budget Report for period ending January 31, 2008, and noted a deficit of \$64,785. Teri Buros noted that the Balance Sheet reflects a moment in time including anticipated revenues and expenses for the month. The December – January shortfalls are primarily due to provider increases, growth in substitute care, and a three payroll month. Teri Buros noted that substitute care seems to be the main reason for the recent deficit reports. It was noted that substitute care includes nursing home, community-based residential facility (CBRF), and adult family home care facilities. The CMO has seen an increase in substitute care from 25% in 2007 to 57% in 2008. Teri Buros reported that 20% of the members were from outside of Richland County and have moved into Richland County to enroll in the CMO. It was noted that once the SWCMC is completely implemented that the Richland County CMO should begin to see a decrease in high cost members. The CMO membership continues to increase from 373 to 377 for.

Teri Buros introduced Dave Folks, SWCMC Care Management Quality Coordinator, to the Board. The Board introduced themselves and welcomed Dave Folks to the agency and community.

Randy Jacquet introduced Katrina Johnson, Clinical Services Intern, to the Board. The Board introduced themselves and welcomed Katrina Johnson. Ms. Johnson noted that she would be observing the Board meetings over the next few months as part of her internship.

2008 Budget Projections and Budget Reduction Options: Randy Jacquet distributed a handout that reflected potential 2008 non-budgeted revenue savings. The first option was the elimination of the vacant Children’s Services Unit Supervisor position while replacing that position with a Confidential Administrative Secretary. Randy Jacquet noted that the Confidential Administrative Secretary would offer administrative support

to the current supervisor and manager of the Children's Services Unit for a savings of approximately \$47,000 per year in the Health and Human Services Budget. Motion made by Daniel Carroll, seconded by Dr. Richard Edwards to eliminate the vacant Children's Services Supervisor position and replace that position with a Confidential Administrative Secretary position, and forward the recommendation onto the Personnel Committee and County Board for approval. Motion Carried.

Randy Jacquet reviewed the second option on the handout and reported that Health and Human Services will be requesting to enter into a contract with Deloitte Consulting, LLC for 2008. It was noted that Health and Human Services would receive an administrative fee of approximately \$34,800 for administering the contract, which was not included in the 2008 Health and Human Services Budget. Approval of this contract would be requested later in the meeting.

Randy Jacquet noted that the agency has received a telephone carrier proposal from Genuine Telecom that is \$300 per month less costly than Verizon who is our current vendor. It was noted that switching carriers would save Health and Human Services \$3,600 in 2008. Ann Greenheck noted that all County offices may be under contract with Verizon and instructed the agency to consult with Victor Vlasak regarding this topic. Ann Greenheck also questioned if other State vendors were also solicited. Motion made by Dr. Richard Edwards, seconded by Betty Havlik to change the Health and Human Services telephone vendor from Verizon to Genuine Telecom if, after consulting with the County Clerk's Office, it is in the best interest of the County. Motion Carried.

Randy Jacquet stated that the next two items are optional programs that Health and Human Services currently offers and the Health and Human Services Board could consider eliminating these programs as a revenue saving measure.

Randy Jacquet noted that the General Relief Program continues to be of concern, as trends are reflecting the need for additional county tax levy to support the program. Christy Duhr distributed a handout that reflected the data history of the General Relief Program. It was noted that 25 individuals received assistance from this program in 2007 which totaled \$19,708.92. Randy Jacquet stated that the elimination of this optional program in April would save approximately \$10,000 in the 2008 Health and Human Services Budget. Discussion was held regarding the grant funds and refunds that are received to help offset the program costs. Motion made by Betty Havlik, seconded by Dr. Richard Edwards to continue operating the optional General Relief Program, as there are no other options for these indigent individuals. Motion Carried.

Randy Jacquet reported on the Richland County Nutrition Program, and noted that the elimination of home delivered meals and operating meal sites on Fridays would offer a potential savings of \$24,000 per year. Discussion was held regarding the importance of this program to the elderly of the community. This reduction would affect approximately 68 seniors currently being served at the meal sites and 92 seniors receiving home delivered meals on Fridays. It was noted that this topic was discussed at the Commission on Aging Meeting held yesterday and the possibility of increasing the per meal suggested

donation is being explored. Marianne Stanek reported that the suggested donation is \$2.50 per meal at the meal site and \$3.00 per home delivered meal, which can not be formally enforced. Marianne Stanek noted that she researched how the surrounding counties are operating their nutrition programs and she was not able to find a county that offers a volunteer only program. Motion made by Daniel Carroll, seconded by Betty Havlik not to pursue the Friday reduction to the optional Richland County Nutrition Program, but to pursue an increase in the per meal suggested donation costs. Motion Carried.

Ann Greenheck stated that the reduction options listed are not sufficient. Randy Jacquet asked for clarity to the request from the Board regarding the 2008 Health and Human Services Budget. Patrick Metz noted that we understood that the concern was the \$120,000 in items that were not included in the 2008 Health and Human Services Budget and we presented an optional plan to make up that amount. Ann Greenheck stated that the anticipated \$300,000 deficit for Health and Human Services in 2007 is also of concern and the agency needs to develop a proactive plan and make some hard decisions. Randy Jacquet stated that we would come back next month with a new reduction plan.

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

New Hires: Randy Jacquet announced the recommended hiring of Barb Ottesen and Meghan Rohn, Long Term Care Assistants. It was noted that Barb Ottesen requested 14 days off without pay and Meghan Rohn requested 7 days off without pay as part of their pre-employment agreements. Motion by Paul Kinney, seconded by Ray Schmitz to approve the hiring of Barb Ottesen and Meghan Rohn, Long Term Care Assistants. Motion carried.

Randy Jacquet announced the recommended hiring of Tammy Garrelts, SWCMC Business Systems Supervisor. Randy Jacquet noted that the SWCMC position is grant funded and the new hire is fully aware that her position would be eliminated if the grant funds are no longer available. It was noted that Tammy Garrelts requested 5 days off without pay as part of her pre-employment agreement. Motion by Dr. Richard Edwards, seconded by Paul Kinney to approve the hiring of Tammy Garrelts, SWCMC Business Systems Supervisor, with the understanding that if the SWCMC grant funds are eliminated her position is also eliminated. Motion carried.

Resignations/Retirements: Randy Jacquet announced the retirement of Linda Overbeek, Confidential Administrative Assistant – CMO effective April 4, 2008. Motion by Ray Schmitz, seconded by Jane Greiling to approve the retirement of Linda Overbeek, Confidential Administrative Assistant - CMO. Motion carried.

Probationary Evaluations: Randy Jacquet reported that Diane Greene-Wenham, Quality Coordinator, and Pam Harness-Hanson, CMO RN Care Manager, have passed probation and would recommend regular status. Motion by Dr. Richard Edwards, seconded by Daniel Carroll to approve the regular status of Diane Greene-Wenham, Quality Coordinator, and Pam Harness-Hanson, CMO RN Care Manager. Motion carried.

Leaves of Absence: Randy Jacquet announced that Nichole Myers, Confidential Administrative Secretary, has requested up to 5 days without pay. It was noted that Ms. Myers has exhausted all of her vacation and compensatory time. Randy Jacquet announced that Kristen Willey, SWCMC Project Provider Network Developer, has requested up to 5 days without pay as part of her pre-employment agreement.

Approval of Contracts, Amendments, and Providers (Mailout #1): Lori Thuli clarified the physical therapy services offered by CESA III would be short term while we pursue a long term therapy provider.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (2-14-08)		
CESA III	Provider of physical therapy through the Children's Services Unit Birth to Three Program. (Fennimore)	Total amount not to exceed \$9,000.
DELOITTE CONSULTING, LLC	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. <i>This will require County Board approval.</i>	Total amount not to exceed \$410,000.

Motion made by Dr. Richard Edwards, seconded by Paul Kinney to approve the New 2008 Health and Human Services contracts, and forward those onto the County Board as necessary. Motion Carried.

Randy Jacquet explained the history of each of the 2007 contracts and clarified the need for additional spending. Discussion was held regarding the utilization of Attorney Henry Plum for termination of parental rights (TPR) legal services and the need to utilize the Richland County District Attorney regardless of the workload.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2007 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (2-14-08)		
ATTORNEY HENRY PLUM	Due to an increased need for TPR legal services through the Children's Services Unit. (Wauwatosa) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$60,000.</i> To a total contract amount not to exceed \$80,000.
AEGIS THERAPIES	Due to an increased need for occupational therapy through the Children's Services Unit Birth to Three Program. (Brookfield) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$57,000.</i> To a total contract amount not to exceed \$75,000.

DAVID DATI, LCSW	Due to an increased need for contracted clinical therapy services through the Clinical Services Unit. (Hillsboro)	<i>Original Contract Amount: \$28,000.</i> To a total contract amount not to exceed \$29,000.
GANDER'S CLEANING SERVICE	Due to an increased need for janitorial services and supplies. (Richland Center)	<i>Original Contract Amount: \$32,000.</i> To a total contract amount not to exceed \$35,000.
L&J PUB AND RESTAURANT	Due to an increased need for meals provided through the Richland County Nutrition Program. (Viola)	<i>Original Contract Amount: \$14,000.</i> To a total contract amount not to exceed \$15,500.
RICHLAND COUNTY FOOD SERVICE	Due to an increased need for meals provided through the Richland County Nutrition Program. (Richland Center)	<i>Original Agreement Amount: \$59,000.</i> To a total agreement amount not to exceed \$64,000.
ROBERTA BELL, LCSW	Due to an increased need for contracted case management for clients with mental health issues that do not qualify for CSP services through the Clinical Services Unit. (Richland Center)	<i>Original Contract Amount: \$15,000.</i> To a total contract amount not to exceed \$16,500.
SOUTHWEST WI WORKFORCE DEVELOPMENT BOARD	Due to an increased need for contracted employee services. (Platteville)	<i>Original Contract Amount: \$484,749.</i> To a total contract amount not to exceed \$486,000.
TELLURIAN UCAN, INC.	Due to an increase in clients receiving court ordered AODA treatment provided through the Clinical Services Unit. (Madison) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$25,000.</i> <i>Amended to \$29,500.</i> To a total contract amount not to exceed \$37,000.

Motion made by Paul Kinney, seconded by Jane Greiling to approve the Amended 2007 Health and Human Services contracts, and forward those onto the County Board as necessary. Motion Carried.

Patty Kemerling reviewed the new 2008 CMO providers.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 CMO PROVIDER APPROVALS (2-14-08)		
LYNCH ADULT FAMILY HOME	Request Board approval to add <u>Lynch Adult Family Home</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	
SERENITY HOUSE	Request Board approval to add <u>Serenity House</u> (Sextonville) to the CMO Provider Network as an adult family home provider.	
STRAKA ADULT FAMILY HOME	Request Board approval to add <u>Straka Adult Family Home</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	
SUSAN TOWNSLEY	Request Board approval to add <u>Susan Townsley</u> (Viroqua) to the CMO Provider Network as a provider of psychotherapy services through Viroqua Healing Arts.	

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

Teri Buros introduced Kris Willey, SWCMC Project Provider Network Developer. The Board introduced themselves and welcomed Kris Willey to the agency and community.

Public Health

Approval of Richland County Senior Nutrition Advisory Council Member (Mailout #2): Marianne Stanek recommended Janine Parduhn to the Richland County Senior Nutrition Advisory Council. Motion made by Paul Kinney, seconded by Betty Havlik to approve Janine Parduhn as a Richland County Senior Nutrition Advisory Council Member, and forward the request onto the Committee on Committees for approval. Motion Carried.

Approval of the SWCAP Medicaid Dental Hygiene Program (Mailout #3): Marianne Stanek reported that SWCAP is hiring a dental hygienist and Richland County Public Health would like to participate in this project and have the ability to bill Medicaid for services provided by the program to citizen of Richland County. Motion made by Paul Kinney, seconded by Ray Schmitz to approve entering into the SWCAP Medicaid Dental Hygiene Program. Motion Carried.

DHFS Agent Status Presentation: Marianne Stanek introduced Chuck Warzecha to the Board. Mr. Warzecha distributed two handouts that explained the basics of the DHFS agent contract and a roster of the facilities located in Richland County that are currently inspected. Mr. Warzecha reported that the State is actively

recruiting local Health Departments in order to offer a more consistent, economical service. It was noted that these inspections are currently not sufficient or effective due to a reduction in State staffing. Discussion was held regarding the fee increases that would be assessed to the facilities. It was noted that the intentions of this program are to remain cost neutral and voluntary, but this is a health and safety concern for the community as many of the facilities are not being inspected annually. Discussion was held regarding the licensing fees assessed to the facilities. The Board thanked Mr. Warzecha for his time and stated that we would take the information presented under advisement.

Approval of 2008 Regional ADRC Positions (Mailout #4): Randy Jacquet stated that Richland County has been selected to take the lead agency role in the management of the ADRC of Southwest Wisconsin – North which is comprised of Sauk, Richland, Juneau, and Crawford counties. The Regional ADRC Unit would be a unit of Richland County Health & Human Services and the four regional staff would be located in the Community Services Building. It was noted that Richland County Health & Human Services would receive an administrative fee for housing the regional staff. Randy Jacquet noted that there is no tax levy included in the Regional ADRC operations. Motion made by Dr. Richard Edwards, seconded by Jane Greiling to approve the four 2008 Regional ADRC Positions, and forward the recommendation (including job descriptions) onto the Personnel Committee for approval. Motion Carried.

Approval of Wisconsin Alzheimer's Institute Training Contract (Mailout #5): Teri Buros reported that the Long Term Support Unit is in need of Cognistat screen training that would potentially offer additional 2008 CMO revenues totaling between \$82,668 - \$137,808. Motion made by Betty Havlik, seconded by Ray Schmitz to approve the Wisconsin Alzheimer's Institute Training Contract not to exceed \$1,100. Motion Carried.

Approval of the SWCMC Governance Structure Resolution (Mailout #6): Randy Jacquet noted that Larry Wyman and Jeanetta Kirkpatrick were recently assigned to a SWCMC Ad Hoc Governance Committee. That committee has met and has determined the structure of the SWCMC would be a Long Term Care District, which offers no risk to the counties in the consortium. It was noted that most county consortiums are developing Long Term Care Districts rather than 66.0301 organizations. Randy Jacquet stated that this resolution is scheduled to go before the County Board in February. Teri Buros noted that approval of this resolution is necessary as part of the SWCMC RFP process that is due within the next few weeks. Motion made by Ray Schmitz, seconded by Paul Kinney to approve the SWCMC Governance Structure Resolution, and forward it onto the County Board for approval. Motion Carried.

Review Health and Human Services Board Member Terms (Mailout #7): Randy Jacquet reviewed the mailout noting that Ann Greenheck and Dr. Richard Edwards have terms expiring in April of 2008. Randy Jacquet noted that the Health and Human Services Board must have a medical physician, which is going to be quite difficult to fill. It was

noted that options would need to be explored prior to April and any recommendations would be appreciated.

ADRC Falls Prevention Program Grant Update: Linda Symons reported that the ADRC has received the Falls Prevention Program grant and she reviewed statistics in relation to the costs associated with elderly falls in Richland County. It was noted that this is a two year grant of approximately \$50,000 per year.

Badger Care PLUS Update: This item was tabled.

Southwest Wisconsin Care Management Coalition (SWCMC) Update: Teri Buros noted that the SWCMC project staff are currently preparing the RFP to be presented to the State within the next few weeks.

Community Services Building Expansion and West Office Remodeling Update: Randy Jacquet noted that the blueprint process has been delayed with the recent announcement regarding the unknown future of the Richland County Job Center. With this announcement, the agency is revising the Community Services Building blueprints to include the West Office staff, which will bring the entire department into one building. The Building/Remodeling Sub-Committee will meet as soon as those blueprints are finalized.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director (Mailout #2): This item was tabled.

The next regular Board meeting is scheduled for Thursday, March 13, 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