

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 13, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on March 13, 2008 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, Jane Greiling, Jeanetta Kirkpatrick, Paul Kinney, and Ray Schmitz.

Members Absent: Ann Greenheck.

Others Present: Angie Rizner, Barb Scott, Christy Duhr, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tammy Garrelts, Teri Buros, Scott Banker, Larry Wyman, and Larry Fowler of Woodland Consultants, LLC.

Approval of Agenda and Posting: Motion by Daniel Carroll, seconded by Ray Schmitz to approve the agenda and proper posting. Motion carried.

Approve Minutes: Motion by Betty Havlik, 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 2008 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 including prepaid vouchers listed below. Motion carried.

2008 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2008 Expense Reports	67	\$12,209.21
Richland County Health and Human Services – 2008 Vouchers	44	\$32,960.70
Richland County Health and Human Services – 2008 Prepaid Vouchers	27	\$6,730.26
TOTAL	138	\$51,900.17

2007 Budget Update: Patrick Metz distributed the CMO Budget Report for period ending December 31, 2007, and noted an income of \$3,774. The YTD actual is \$12,710 and it is anticipated that the CMO would be on budget for 2007.

Patrick Metz distributed the CMO Budget Report for period ending February 29, 2008, and noted a loss of \$25,743. The YTD actual reflects a loss of \$90,528. Teri Buros

stated that the CMO is anticipating a loss throughout the term of the Richland County CMO until they merge with the partnering coalition counties. This continues to be due to an increased utilization of substitute care. Teri Buros distributed a handout that she presented to the State recently which explained the Richland County CMO Financial Status. Discussion was held regarding the future of the partnership

Patrick Metz reported that the 2007 HHS Budget is anticipated to reflect a shortage of \$300,000. It is noted that we have submitted approximately \$330,000 in Comprehensive Community Services reconciliation and it is unclear the amount that we get reimbursed. Patrick Metz noted that we are still anticipating over \$1 million in revenues from the State which helps offset the expenses at the end of every year. Patrick Metz stated that a final figure should be offered at the next Board meeting. Discussion was held regarding the history of booking Comprehensive Community Services reconciliation revenues.

Approval of Unbudgeted Institutional Fund Transfer: Patrick Metz stated that the County Clerk's Office is requesting that the transfer occur now prior to the auditing process. Health and Human Services is requesting a transfer of the full available amount of \$242,577.50 from Fund 54 – Institutional Fund to Fund 56 – Health and Human Services Fund. Patrick Metz reported that the total unbudgeted institutional costs were \$252,003 for 2007. Health and Human Services will have the remaining \$9,425.50 charged to their 2007 budget. Motion by Jeanetta Kirkpatrick, seconded by Betty Havlik to approve the unbudgeted institutional fund transfer from Fund 54 to Fund 56 totaling \$242,577.50. Motion carried.

2008 Budget Projections and Budget Reduction Options: Randy Jacquet distributed a handout that reflected potential 2008 non-budgeted revenue savings. Randy Jacquet reviewed the 2008 anticipated unbudgeted additional expenses which total approximately \$236,000. It was noted that there could be other areas that also affect this total.

Randy Jacquet reviewed the 2008-2009 Budget Adjustments sheet and noted that the items listed would affect the budget in 2008 by approximately \$204,437. The reduction items included replacing the Children's Services Unit Supervisor with a Confidential Administrative Secretary; current Health and Human Services staff to assume 20 hours of CMO support with the retirement of Linda Overbeek; eliminate current full time leased Parent Educator staff position in the Children's Services Unit; eliminate 20 hour per week leased File Clerk position from the West Office; reduce Public Health RN hours by 10.5 hours per week; eliminate leased ADRC Secretary position; and enroll clients from the Community Support Program into Comprehensive Community Services as appropriate.

It was noted that many of the reduction items listed seriously affect children. Marianne Stanek distributed a handout that reflected services that would be discontinued or reduced with the reduction of a Public Health RN. It was noted that 10.5 hours of the Public Health RN position would be shifted to Falls Prevention Grant work performed through the ADRC. Discussion was held regarding the impact to the operations of the Free Clinic without the assistance of a Public Health RN. Discussion was held regarding the impact

all of these reduction items would have on the community and the populations we serve. Motion by Daniel Carroll, seconded by Jeanetta Kirkpatrick to approve the 2008 budget reduction options and continue looking for other cost saving options. Motion carried.

Randy Jacquet introduced Tammy Garrelts, SWCMC Business Systems Supervisor, to the Board. The Board introduced themselves to Tammy and welcomed her to the agency and community.

Approval of Community Services Building Expansion Final Plan: Dr. Richard Edwards reported that the Building/Remodeling Sub-Committee met on March 5, 2008 and approved the plan as presented by Woodland Consultants, LLC. Larry Fowler presented a plan to add onto the existing Community Services Building. Dr. Richard Edwards noted that we recently received notification from the Richland County Job Center that they would not be renewing their lease in the Community Services Building after July of 2008. The Building/Remodeling Sub-Committee is recommending that the West Office and ADRC staff be included in the plans of the Community Services Building. Randy Jacquet noted that, with the budget reductions approved previously, it is in the agency's best interest to consolidate into one location.

Larry Fowler reviewed the interior and exterior plans of the Community Services Building and distributed revised cost estimates sheets for the project. The estimated costs for the building/remodeling addition to the Community Services Building totals \$1,663,700. It was noted that the County Finance Committee approved \$1,813,592 which allows for a 9% contingency. Randy Jacquet stated that this project cannot proceed until the negotiations with Arnie's Shoe Repair are finalized. Larry Fowler reported that he would continue working with the plans to get them ready for bidding once the Finance Committee offers their approval. Motion made by Betty Havlik, seconded by Gaylord Deets to approve the blueprints and cost estimate of the Community Services Building expansion as presented by Woodland Consultants, LLC, and forward onto the Finance Committee for approval. Motion Carried.

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:
New Hires: Randy Jacquet announced the recommended hiring of Renee Knoble, CMO Social Worker/Care Manager. It was noted that Renee Knoble transferred from the Children's Services Unit, but the transfer was not an official posting.

Randy Jacquet announced the recommended hiring of Sarah Brehm, SWCMC Confidential Administrative Secretary. 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 Sarah Brehm requested 10 days off without pay as part of her pre-employment agreement.

Randy Jacquet announced the recommended hiring of Cheryl Ketelhut, Long Term Support Supervisor. It was noted that Cheryl Ketelhut requested 5 days off without pay as part of her pre-employment agreement.

Randy Jacquet announced the recommended hiring of Holly Nelson, ADRC Social Worker/Information & Assistance Specialist. Motion by Jane Greiling, seconded by Ray Schmitz to approve the hiring of Renee Knoble, CMO Social Worker/Care Manger, Sarah Brehm, SWCMC Confidential Administrative Secretary, Cheryl Ketelhut, Long Term Support Supervisor, and Holly Nelson, ADRC Social Worker/Information & Assistance Specialist. It was noted that Sarah Brehm is hired with the understanding that if the SWCMC grant funds are eliminated her position is also eliminated. Motion carried.

Randy Jacquet announced that Susan Fruit posted into the SWCMC Clerical Assistant II position. 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.

Resignations/Retirements: None.

Probationary Evaluations: None.

Approval of Contracts, Amendments, and Providers (Mailout #1): Patrick Metz reported that the Clinical Services agreement with Recovery Management & Wellness Consultants, LLC is part of the Quality Improvement project and is intended for staff development.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (3-13-08)		
RECOVERY MANAGEMENT & WELLNESS CONSULTANTS, LLC	A provider of consultation and technical assistance to Clinical Services staff related to the implementation of Evidence-Based Practice for CSP and CCS Programs including completion of General Organizational Index (GOI), Fidelity Scale, and associated reporting. (No direct client services) (Kenosha)	For a total amount not to exceed \$3,500 .
STADLER, CENTOFANTI & PHILLIPS, S.C.	For Southwest Wisconsin Care Management Coalition (SWCMC) legal services relating to the development of their governance structure. (Madison)	For a total amount not to exceed \$9,500 .

Motion made by Gaylord Deets, seconded by Jeanetta Kirkpatrick to approve the New 2008 Health and Human Services agreements. Motion Carried.

Badger Care PLUS Update: Christy Duhr distributed a handout that explained the BadgerCare PLUS Enrollment and Benefits. It was noted that there has been a 37% increase of eligible individuals and a 49% increase in new individuals that are currently not receiving any benefits. We have also seen increases in self-employed families. Christy Duhr noted that there are co-payments and premiums involved with this new program. A handout was distributed that reflected the guidelines in relation to co-payments and premiums.

Public Health:

Approval of Richland County Senior Nutrition Advisory Council Member (Mailout #2): Marianne Stanek recommended Mike Shields to the Richland County Senior Nutrition Advisory Council. Motion made by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve Mike Shields as a Richland County Senior Nutrition Advisory Council Member, and forward the request onto the Committee on Committees and County Board for approval. Motion Carried.

Approval of Increase to Suggested Donation Per Meal at Richland County Nutrition Program Meal Sites (Mailout #3): Marianne Stanek reported that the Nutrition Advisory Committee is recommending an increase in the suggested donation rate for congregate meals from \$2.50 to \$3.00 and an increase in home delivered meals from \$3.00 to \$3.50. Scott Banker stated that he is a member of the Nutrition Advisory Committee, representing the Rockbridge Meal Site, and the committee is in support of the \$.50 increase to both meals. Scott Banker questioned if we could sanction the Rockbridge School, which could result in the elimination of the monthly rent assessed by the Richland School District. Gaylord Deets reported the approximate financials of the Rockbridge Meal Site, and noted that the Rockbridge Meal Site operates primarily with volunteers. Discussion was held regarding the funding elements of the Richland County Nutrition Program. Scott Banker recommended that the local government agencies be contacted prior to any future changes to the meal sites. Motion made by Betty Havlik, seconded by Jane Greiling to approve an increase in the suggested donation for congregate meals from \$2.50 to \$3.00 and an increase in the suggested donation for home delivered meals from \$3.00 to \$3.50 for the Richland County Nutrition Program. Motion Carried.

Randy Jacquet announced Dr. Richard Edwards' expiring term on the Richland County Health & Human Services Board and noted that he may not be in attendance next month. Randy Jacquet reported that Dr. Richard Edwards was involved with the Board of Health prior to the merging of departments, as well as eight years on the Richland County Health & Human Services Board. Dr. Richard Edwards thanked the Board and agency staff for the memories. The Board and agency thanked Dr. Richard Edwards for his many years of service.

Approval of CMO Benefit Package Policy (Mailout #4): Teri Buros stated that CMO members are going to be notified of reductions to their benefit package as noted in policy LTS/CMO 3.1. This service reduction could reduce CMO service expenses between \$35,000 and \$75,000 per year. It was noted that no Medicaid or medical services are being affected. However, VARC, Inc. and alternative therapies would be affected. Teri Buros reported that the Richland County CMO is requesting that four exceptions be included in the requirements. The Long Term Care Council has reviewed this new policy and recommended that the benefit package remain the same. The CMO Advisory Committee has also reviewed this new policy and is in support of the modifications. Teri Buros noted that the policy would be effective April 1, 2008, but could be postponed until April 30, 2008. It was noted that this is not costing the CMO additional money at

this time. Teri Buros stated that if reimbursement is cut by the State, this policy would be re-presented to the Board. Motion made by Jeanetta Kirkpatrick, seconded by Jane Greiling to approve the CMO Benefit Package Policy which could be postponed up to April 30, 2008. Motion Carried.

Approval of SWCMC Computer Purchase (Mailout #5): Teri Buros reported that the SWCMC is in need of an additional computer for project staff at the East Office. Barb Scott distributed a revised mailout, and noted that the Richland Center Office Supply and Florida Micro have submitted bids recently which have been included in the cost comparison. Motion made by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve the purchase of one desktop computer for the SWCMC from NoWare, LLC, totaling \$615. Motion Carried.

Approval of Stepping On-Falls Prevention Training (Mailout #6): Motion made by Jeanetta Kirkpatrick, seconded by Betty Havlik to approve the purchase of the Stepping On – Falls Prevention Training package not to exceed \$2,000 in grant funding. Motion Carried.

Production Services Expenses: Randy Jacquet reported that the agency continues to accumulate expenses in relation to maintaining the Production Services Building.

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, April 10, 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 Daniel Carroll, seconded by Betty Havlik to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor