

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**April 10, 2008**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 10, 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, Jeanetta Kirkpatrick, Paul Kinney, and Ray Schmitz.

Members Absent: Jane Greiling

Others Present: Angie Rizner, Barb Scott, Cheryl Ketelhut, Christy Duhr, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tammy Garrelts, and Teri Buros.

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

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Betty Havlik 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. Discussion was held regarding the possibility of having the Richland County Highway Shop perform auto repairs/maintenance, parking lot snow removal, and other services that are within their capacity for the Health and Human Services Department. Gaylord Deets stated that he would forward this question onto the Highway Shop at their meeting scheduled for tomorrow. 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.

**2008 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2008 Expense Reports	66	\$14,710.08
Richland County Health and Human Services – 2008 Vouchers	58	\$31,338.48
Richland County Health and Human Services – 2008 Prepaid Vouchers	22	\$4,600.05
Richland County Health and Human Services – 2007 Prepaid Vouchers	2	\$498.82
<b>TOTAL</b>	<b>148</b>	<b>\$51,147.43</b>

2007 Budget Update: Patrick Metz distributed the Health and Human Services 2007 Budget Report for period ending December 31, 2007, and noted an overage of \$389,891. Patrick Metz stated that the overage reflects a conservative estimate (approximately half) of the anticipated Comprehensive Community Services reconciliation that remains outstanding. Patrick Metz stated that the worst case scenario would be to only receive \$170,000 in revenue for 2007. Patrick Metz reported that we are requesting \$439,000 for 2007 and have included half of this request in the budget figures presented today. It was noted that the billable Comprehensive Community Services case management hours are in question and the State might not fully reimburse for those hours in 2007. In 2006, we received \$120,000 or 100% of what was anticipated, however we didn't receive the funds from the State until November of 2007. Patrick Metz noted that the State conducts a full investigation prior to payment.

Discussion was held regarding the unbudgeted institutional costs that exceeded the balance in the County's Unbudgeted Institutional Fund, totaling \$9,425. Patrick Metz reported that Health and Human Services would have to cover the \$9,425 expense which is already included in the Child Protective Services/Juvenile Justice line item. Randy Jacquet announced the auditing and State investigation schedule. Discussion was held regarding the transfer that was conducted in 2007 to cover the 2006 shortfall. It was noted that the Comprehensive Community Services reconciliation process should be discussed at a future meeting.

Patrick Metz reviewed the CMO Balance Sheet, and noted a year to date surplus of \$32,195. Teri Buros stated that this report reflects an accurate final picture of the 2007 CMO financials.

2008 Budget Update: Patrick Metz distributed the 2008 HHS Budget Report for period ending March 31, 2008, and noted a surplus of \$61,635. The year to date unbudgeted institutional costs total \$21,333 and the funds available for 2008 is \$50,000. Discussion was held regarding the Richland County Finance Committee's decision to reduce the funds placed in the County Unbudgeted Institutional Fund by \$50,000. Motion by Jeanetta Kirkpatrick, seconded by Ann Greenheck to request from the Richland County Finance Committee an additional \$50,000 be placed into the County Unbudgeted Institutional Fund for 2008. Motion carried.

Patrick Metz reviewed the CMO Balance Sheet and Income Statement, and noted a loss of \$73,771. The current year to date actual loss for the CMO is \$164,300. Teri Buros stated that the movement of the Southwest Wisconsin Care Management Coalition to progress forward is very critical right now or the Richland County CMO could give notice to the state, as Richland County could be held liable for the overages of the program. Teri Buros noted that staff are watching things very closely to avoid the potential financial risk to Richland County. Discussion was held regarding the potential risk and capitated rate setting structure. Randy Jacquet stated that he is very confident that the State plans to support this region.

2008 Budget Projections and Budget Reduction Options: Randy Jacquet distributed a 2008-2009 budget adjustment amendment handout, and noted that an addition was made to include the elimination of a vacant Mental Health Case Manager position from the Clinical Services Unit. Discussion was held regarding the elimination of this position and the budget impact.

Discussion was held regarding the reduction of the Public Health RN by 10.5 hours per week and the programs which would be affected as presented at the last meeting. Marianne Stanek reported that after further consideration, the School Nursing would continue, support of the Free Clinic would continue, the Foot Care Clinic would be discontinued, and the immunization schedule would be modified. Discussion was held regarding the operations of the Free Clinic and the \$10,000 donation that was offered to the Free Clinic by the Richland County Finance Committee. Marianne Stanek noted that the Public Health RN's are able to offer Public Health services during their work time at the Free Clinic. Christy Duhr stated that the General Relief Program has seen some decreases in utilization contributed to the Free Clinic operations. Motion by Dr. Richard Edwards, seconded by Gaylord Deets to approve the 2008 budget reduction options and continue looking for other cost saving options. Motion carried.

Teri Buros introduced Cheryl Ketelhut, LTS Supervisor, to the Board. The Board introduced themselves to Cheryl and welcomed her to the agency.

Approval of SWCMC Software Purchase (Mailout #2): Tammy Garrelts noted that it is harder for smaller companies to compete with larger companies when pricing software. Motion made by Paul Kinney, seconded by Daniel Carroll to approve the SWCMC purchase of Adobe Creative Suite 3 Web Premium software from CDW-G, totaling \$1,472.99. Motion Carried.

Approval of SWCMC Copier Lease: Tammy Garrelts reported that the increase of operations at the East Office now requires an upgraded copier to meet their copying/printing needs while increasing staff efficiency. Currently, staff must print/copy larger projects at the Community Services Building. Tammy Garrelts stated that she received three estimates and is recommending entering into a lease with Rhyme for \$540.50 per month. The estimate received from IKON totaled \$560 per month and the estimate received from Gordon Flesch totaled \$572.21 per month. Tammy Garrelts noted that she considered all purchasing versus leasing options. Motion made by Dr. Richard Edwards, seconded by Jeanetta Kirkpatrick to approve the SWCMC entering into a copier lease with Rhyme, totaling \$540.50 per month. Motion Carried.

Community Services Building Expansion Update: Randy Jacquet stated that the building plans were presented to the Richland County Finance Committee and they directed Larry Fowler of Woodland Consultants to pursue development of the final blue print plans. The Richland County Finance Committee requested that Mr. Fowler receive estimates on a water sprinkler system for the building even though it is not a code requirement.

Randy Jacquet reported that some of the members of the Richland County Finance Committee expressed concern with the amount of private offices versus cubicle systems. Randy Jacquet noted that we looked at this closer and it is not feasible for a cubicle system configuration due to the confidential nature of the clients being served in the new area. These include mental health therapy services, adult protective services, benefit specialist services, and child protective services. Discussion was held regarding the sharing of technology equipment.

There was a concern expressed at the Finance Committee meeting regarding the need to purchase a new phone system after the ADRC just purchased a new phone system. Randy Jacquet stated that this concern has been researched and the 15 ADRC handset phones could be utilized with the new phone system that is being proposed as part of the Community Services Building expansion project. Also, Strang Telephone Service has agreed to offer a full purchase price refund for the ADRC phone system components.

Randy Jacquet stated that there was a concern expressed at the Finance Committee with the purchase of new office furniture and desks for the newly expanded area versus reusing existing workstations from the other building. Discussion was held regarding the preference of offering a consistent appearance throughout the building and only re-using furniture that is in acceptable shape.

Overall, the Health and Human Services Board would like to see private offices versus cubicle systems, the recycling of ADRC handset phones if possible, and consistency in the purchasing of new office equipment and desks.

Approval of Public Service Commission of Wisconsin Grant Application: Barb Scott reported that the agency would like to apply for a grant in which we are requesting approximately \$25,086 in technological equipment for development of a public access area. It was noted that these grant funds would be used instead of monies set aside for this purpose as part of the Community Services Building expansion budget. Discussion was held regarding public access computers and the ability to control Internet access. Motion made by Daniel Carroll, seconded by Dr. Richard Edwards to approve the Public Service Commission of Wisconsin Grant Application, and forward the request onto the County Board for approval. Motion Carried.

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

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet reported that Pat Burnham, CMO RN, and Katie Wiegel, Children's Services Case Manager, have passed probation and would recommend regular status. Motion made by Paul Kinney, seconded by Betty Havlik to approve the regular status of Pat Burnham, CMO RN, and Katie Wiegel, Children's Services Case Manager. Motion Carried.

Approval of Contracts, Amendments, and Providers (Mailout #1):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 CMO PROVIDER APPROVALS (4-10-08)</b>		
<b>MADISON SURGICAL SUPPLY</b>	Request Board approval to add <u>Madison Surgical Supply</u> (Madison) to the CMO Provider Network as a provider of custom made support stockings.	

Motion made by Betty Havlik, seconded by Ray Schmitz to approve the New 2008 CMO contract. Motion Carried.

Discuss Membership of Related Health and Human Services Committees: Linda Symons reported that Bette Cook is completing her term on the Commission on Aging, and with the restructuring of AgeAdvantAge, Bette Cook would be requesting to extend her term. It was noted that this recommendation would need to go before the Committee on Committees.

Teri Buros announced that the CMO Advisory Committee plans to dissolve with the creation of the regional SWCMC effective July 1, 2008. The Long Term Care Council also plans to dissolve effective December 31, 2008.

Honoring of Ann Greenheck, Dr. Richard Edwards, and Jane Greiling: Ann Greenheck and Dr. Richard Edwards thanked the Board and agency staff for the memories. The Board and agency thanked Ann Greenheck and Dr. Richard Edwards for their many years of service. It was noted that this might also be Gaylord Deets last meeting, as he was serving on the Board temporarily for Ann Greenheck and then Glenn Ferguson.

Citizens Interested in MD and RN Board Member Positions: Randy Jacquet stated that we have received interest from Marilyn Reinhart to fill the RN position. Randy Jacquet stated that we have received interest from Dr. Nancy Rich and Dr. Jenny Myszkowski to fill the MD position. It was noted that Dr. Nancy Rich practices a more specialized service, while Dr. Jenny Myszkowski practices family medicine. Marianne Stanek stated that she spoke with Dr. Jenny Myszkowski who also works with the Public Health RN's in relation to immunization clinics, and she is available for the meetings. It was recommended that Dr. Jenny Myszkowski be forwarded onto the Committee on Committees as a recommendation.

Approval of SWCMC Personnel Proposal: Teri Buros distributed a handout that reflected recommendations that were recently made to the Richland County Temporary Care Management Organization.

This was provided for information only and an additional proposal would come before the Board next month. Teri Buros stated that she would recommend excluding these positions from the current Richland County structure and they would be salaried, as they would be expected to work far beyond the hours of a regular county position.

Southwest Care Management Coalition (SWCMC) Update: Teri Buros reported that the SWCMC RFP was submitted to the State recently and she is uncertain if there was any competition.

Temporary Richland County CMO Study Committee Update: This agenda item was reviewed as part of agenda item 16.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director: Motion made by Dr. Richard Edwards, seconded by Paul Kinney to convene in Closed Session per Wis. Statutes 19.85(1)(C) to complete the annual performance evaluation of the Director. Role Call Vote. Motion carried.

Return to Open Session: Motion made by Betty Havlik, seconded by Dr. Richard Edwards to return to Open Session. Motion carried.

The next regular Board meeting was rescheduled to Friday, May 9, 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 Dr. Richard Edwards to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor