

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 9, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 9, 2008 by Daniel Carroll in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Daniel Carroll, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Dr. Jenny Myszkowski and Jeanetta Kirkpatrick.

Others Present: Angie Rizner, Barb Scott, Holly Nelson, Jane Greiling, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tammy Garrelts, and Teri Buros.

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

Welcome New Richland County Health & Human Services Board Members: Daniel Carroll welcomed the new Richland County Health & Human Services Board Members; Marilyn Rinehart, Robert Holets, and Walter Gust. The Board and Health and Human Services staff introduced themselves to the new members. Randy Jacquet noted that Dr. Jenny Myszkowski was not able to attend this meeting.

Election of Officers: Motion by Walter Gust, seconded by Robert Holets to approve the election of Jeanetta Kirkpatrick as the Health & Human Services Board Chairman. Motion by Betty Havlik, seconded by Walter Gust to close the nominations and cast a unanimous ballot. Motion carried.

Ray Schmitz, seconded by Betty Havlik to approve the election of Paul Kinney as the Health and Human Services Vice Chairman. Motion carried.

Motion by Paul Kinney, seconded by Robert Holets to approve the election of Betty Havlik as the Health & Human Services Board Secretary. Motion by Walter Gust, seconded by Robert Holets to close the nominations and cast a unanimous ballot. Motion carried.

Paul Kinney assumed his role as the Health and Human Services Board Vice Chairman.

Committee Appointments:

Appointment of Finance Sub-Committee and Alternate: Motion by Betty Havlik, seconded by Daniel Carroll to nominate Ray Schmitz to the Finance Sub-Committee. Motion Carried.

Motion by Walter Gust, seconded by Daniel Carroll to nominate Bob Holets to the Finance Sub-Committee. Motion Carried.

Motion by Ray Schmitz, seconded by Betty Havlik to nominate Paul Kinney to the Finance Sub-Committee. Motion Carried.

Motion by Betty Havlik, seconded by Bob Holets to nominate Walter Gust as the Alternate of the Finance Sub-Committee. Motion Carried.

Appointment of Interview Sub-Committee: Motion by Walter Gust, seconded by Daniel Carroll to nominate Betty Havlik to the Interview Sub-Committee. Motion Carried.

Motion by Betty Havlik, seconded by Robert Holets to nominate Daniel Carroll to the Interview Sub-Committee. Motion Carried.

Motion by Walter Gust, seconded by Ray Schmitz to nominate Marilyn Rinehart to the Interview Sub-Committee. Motion Carried. It was noted that all Health and Human Services Board members would serve as Alternates on the Interview Sub-Committee.

Appointment of Comprehensive Community Services Committee and Coordinated Services Team Coordination Committee Member: Motion by Betty Havlik, seconded by Ray Schmitz to nominate Jeanetta Kirkpatrick to the Comprehensive Community Services Committee. It was noted that Jeanetta Kirkpatrick already serves on the Richland County KIDS Council and that the Comprehensive Community Services and Coordinated Services Team Committees usually meet in conjunction with each other, so it makes sense to nominate the same Board member to each committee. Motion by Daniel Carroll, seconded by Betty Havlik to nominate Paul Kinney to the Comprehensive Community Services Committee and Coordinated Services Team Coordination Committee. Motion Carried.

Appointment of Temporary CMO Study Committee Member: Motion by Daniel Carroll, seconded by Ray Schmitz to appoint Jeanetta Kirkpatrick or designee to the Temporary CMO Study Committee as the Health and Human Services Board representative. Motion carried.

Approve Minutes: Motion by Betty Havlik, seconded by Ray Schmitz 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 Ray Schmitz. Patrick Metz noted that vouchers #32 and #33 are client expenses, totaling \$36.45 which would need to be removed from the vouchers. Motion made by Ray Schmitz, seconded by Betty Havlik 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 | \$13,759.74 |
| Richland County Health and Human Services – 2008 Vouchers | 44 | \$26,450.54 |
| Richland County Health and Human Services – 2008 Prepaid Vouchers | 19 | \$8,025.60 |
| TOTAL | 129 | \$48,235.88 |

2007 Budget Update – Preliminary Audit Results: Patrick Metz stated that the auditors were here and their preliminary audit results reflect an overage of the Health and Human Services 2007 Budget totaling approximately \$340,000 excluding the anticipated Comprehensive Community Services State reconciliation. Randy Jacquet stated that this budget overage has not been taken lightly by staff and we plan to present a more detailed explanation to new Board members during the next meeting, since this month’s agenda is very heavy. Patrick Metz reported on the unbudgeted institutional costs that were recently transferred from the County Institutional Fund into Health and Human Services Fund 56.

2008 Budget Update: Patrick Metz distributed the 2008 Health and Human Services Budget Report for period ending April 30, 2008, and noted a surplus of \$71,612. Patrick Metz noted that the reductions made in staff are reflected in this report.

Randy Jacquet stated that we recently went before the Finance Committee to request additional funds be placed in the County’s Unbudgeted Institutional Fund, as the \$50,000 placed in the account for 2008 is nearly depleted. Randy Jacquet noted that the agency’s financials would be reviewed in more detail during the next Health and Human Services Board meeting.

Teri Buros reviewed the CMO Balance Sheet and Income Statement, and noted a loss of \$56,364 as of April 30, 2008 which brings the CMO YTD loss to \$220,664. Teri Buros stated that she is not surprised by these numbers, as the loss is anticipated to grow until the Southwest Family Care Alliance splits off from the Richland County CMO and assumes all liabilities and assets of the CMO. Teri Buros reviewed the Insolvency Protection and noted that this reflects the “checkbook” of the CMO which has a surplus of \$180,411. Teri Buros noted that the Richland County CMO would close if the Southwest Family Care Alliance project did not move forward. It was noted that the Southwest Family Care Alliance is the new name assigned to the Southwest Wisconsin Care Management Coalition.

Linda Symons introduced Holly Nelson, Aging & Disability Resource Center Information and Assistance Specialist. The Board introduced themselves to Holly Nelson and welcomed her to the agency.

Approval of New Hires, Resignations, Probationary Evaluations, and Leaves of Absence:
New Hires: Randy Jacquet announced the recommended hiring Laura McGowan, Confidential Administrative Secretary. Motion by Betty Havlik, seconded by Ray

Schmitz to approve the hiring of Laura McGowan, Confidential Administrative Secretary. Motion carried.

Resignations/Retirements: Randy Jacquet announced the resignation of Daniel Meister, Temporary/Casual Nutrition Driver, effective May 13, 2008. Motion by Daniel Carroll, seconded by Robert Holets to approve the resignation of Daniel Meister, Temporary/Casual Nutrition Driver. Motion carried.

Probationary Evaluations: Randy Jacquet reported that Pam Taliaferro, Temporary/Casual Volunteer Driver, has met the required 910 hours to pass probation and would recommend she be placed on regular status. Motion by Robert Holets, seconded by Ray Schmitz to approve the regular status of Pam Taliaferro, Temporary/Casual Volunteer Driver. Motion carried.

2007 Annual Report: Angie Rizner distributed the 2007 Annual Report and requested that Board members review the report at their leisure and bring it with them to the next Board meeting where it will be formally presented.

Approval of Contracts, Amendments, and Providers (Mailout #1): Lori Thuli requested to table this approval until next month, as the unit is requesting additional proposals from other vendors for this project.

| RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (5-9-08) | | |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| TURN-KEY BUILDERS, INC. | A provider of home modification services through the Children's Services Unit Children with Disabilities Program. (Plain) | For a total amount not to exceed \$15,000. |

Motion made by Daniel Carroll, seconded by Robert Holets to table this approval until next month. Motion Carried.

Approval of Long Term Support Unit Reorganization (Mailout #2): Randy Jacquet stated that with the Southwest Family Care Alliance splitting from the agency we need to reorganize the management structure of the Long Term Support Unit. Currently, the unit management structure includes one manager and two supervisors. Teri Buros is the Long Term Support Manager who will be leaving Richland County Health & Human Services on July 1, 2008 and transferring to the Southwest Family Care Alliance. Randy Jacquet proposed the naming of Lois Martin to the Long Term Support Manager position while eliminating her current supervisor position. Randy Jacquet noted that the Long Term Support Supervisor could be reclassified from a Grade 27 to a Grade 28 later in the year when appropriate for county reclassifications. Betty Havlik questioned why the actual salaries of the staff are not listed, simply grades. It was noted that salary grade schedules would be distributed at a later date. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the revised Long Term Support Manager and Long Term Support Supervisor job descriptions, officially eliminate one Long Term Support Supervisor

position, and name Lois Martin to the Long Term Support Manager position at a Grade 30, and forward the request onto the Personnel Committee and County Board for approval. Motion Carried.

Approval of 2008 Comprehensive Community Services Committee Membership (Mailout #3): Tracy Thorsen requested that the list be approved to include the recent nomination of Paul Kinney to this committee. Motion made by Robert Holets, seconded by Daniel Carroll to approve the 2008 Comprehensive Community Services Committee membership list. Motion Carried.

Approval of 2008 Coordinated Services Team Coordination Committee Membership (Mailout #4): Lori Thuli requested that the list be approved to include the recent nomination of Paul Kinney to this committee. Motion made by Ray Schmitz, seconded by Robert Holets to approve the 2008 Coordinated Services Team Coordination Committee membership list. Motion Carried.

Approval of CMO Dictation Equipment Purchase (Mailout #5): Barb Scott noted that many other options were researched and the Sony model was preferred. Discussion was held regarding whether or not the CMO has the funds available to cover this purchase. Motion made by Robert Holets, seconded by Walter Gust to approve the purchase of CMO digital transcription equipment from CDW-G, totaling \$907.45. Motion Carried.

Approval of Laptop Purchase (Mailout #6): Barb Scott stated that the Richland Center Office Supply submitted a bid totaling \$1,475. It was noted that this purchase would be covered by Low Income Housing Energy Assistance Program (LIHEAP) funds. Motion made by Ray Schmitz, seconded by Robert Holets to approve the purchase of one laptop computer for LIEAHP from NoWare, LLC, totaling \$1,225. Motion Carried.

Approval of Anti-Virus Software Purchase (Mailout #7): Barb Scott noted that our current software vendor will no longer be supporting their product, so the agency needs to locate suitable anti-virus software. It was noted that this is an annual cost for 110 computers. Motion made by Daniel Carroll, seconded by Betty Havlik to approve the purchase of CA Anti-Virus 8.1 licensing from Tiger Direct, totaling \$1,316.70. Motion Carried.

Southwest Family Care Alliance: Teri Buros explained the change in name from the Southwest Wisconsin Care Management Coalition to the business operations of the Southwest Family Care Alliance.

Approval of File Server Purchase (Mailout #8): Tammy Garrelts presented a request to purchase a file server once the Southwest Family Care Alliance breaks from Health and Human Services on July 1, 2008. It was noted that the server would last five years and does not include any software applications. Motion made by Robert Holets, seconded by Walter Gust to approve the Southwest Family Care Alliance purchase of server, rack, ups, installation, monitor and tape drive from NoWare, LLC, totaling \$6,288, and forward the request onto the Finance Committee and County Board for final approval. Motion Carried.

Approval of Software Purchase (Mailout #9): Tammy Garrelts presented a request to purchase software applications to be installed on the Southwest Family Care Alliance server. It was noted that these costs include 20 users which would meet their immediate, but not long term needs. Motion made by Robert Holets, seconded by Ray Schmitz to approve the Southwest Family Care Alliance purchase of software and licensing from CDW-G, totaling \$8,339.58, and forward the request onto the Finance Committee and County Board for final approval. Motion Carried.

Approval of Postage Meter Lease (Mailout #10): Teri Buros reported that the Southwest Family Care Alliance has been utilizing the postage meter at the Community Services Building. However, once the Southwest Family Care Alliance breaks from Health and Human Services they would need to meter their own mail. Motion made by Daniel Carroll, seconded by Betty Havlik to approve the Southwest Family Care Alliance entering into a 63 month lease with Pitney Bowes for a DM400C Postage Meter, totaling \$168 per month. Motion Carried.

Approval of Personnel Proposal (Mailout #11): Teri Buros distributed handouts that reflected the salary schedules for Local Union 2085 and non-union staff. Angie Rizner noted that the agency also holds a third salary schedule with the Professional Union Local 2085-C which will be distributed at the next meeting for future reference. Teri Buros offered a history of the Southwest Family Care Alliance that has been in development since March of 2006. The Southwest Family Care Alliance is scheduled to assume the administrative roles of an eight county consortium, and would also assume the State contract responsibilities. The Southwest Family Care Alliance would then enter into a purchase of service contract with each of the eight counties including Richland County. A Long Term Care District Board is scheduled to be developed in June who will govern over the Southwest Family Care Alliance. Teri Buros stated that we should receive notification from the State next week regarding the proposal that was submitted and what our new rate would be. It was noted that the Southwest Family Care Alliance would only serve adults and the care management services are offered locally.

Teri Buros reviewed the recommendations of the Temporary Care Management Organization Study Committee and what it means to the current personnel structure. The organizational chart was reviewed which is projected to take the Southwest Family Care Alliance through December 1, 2008. It was noted that none of the positions transferring to the Southwest Family Care Alliance would be refilled by Health and Human Services, as the positions would be eliminated. Discussion was held regarding the reduction of approximately \$60,000 in CMO income that the agency would no longer receive when the Southwest Family Care Alliance breaks off of Health and Human Services. It was noted that an administrative fee would be charged to the Southwest Family Care Alliance to cover the expenses of operating the Richland County CMO. It was noted that the business operations of the Southwest Family Care Alliance would be located in Richland County with many good paying jobs and a \$100 million dollar business. Teri Buros stated that she is scheduled for medical leave in early June and this would be her last meeting as the Long Term Support Manager for the Richland County CMO. Motion made by Robert Holets, seconded by Walter Gust to approve the Southwest Family Care Alliance personnel

proposal and job descriptions to include: naming Teri Buros as the Interim Chief Executive Officer at a Grade 34; naming Stacy Hach as the Interim Chief Financial Officer at a Grade 29; naming Patty Kemerling as the Provider Network Manager at a Grade 27; naming Joan Hansen as the Quality Manager at a Grade 27; create a new Data Analyst position at a Grade 22; create a new Accounts Payable Supervisor position at a Grade 20; create a new Accounts Receivable Supervisor position at a Grade 20; create a new Human Resources Manager position at a Grade 22; create a new Quality Improvement Specialist position at a Grade 22; create a new Quality Assurance Specialist position at a Grade 22; create a new Provider Network Development Clerical II position at a Grade 5 in Local Union 2085, and forward the request onto the Finance Committee and County Board for final approval. Motion Carried.

Regional Aging & Disability Resource Center: Randy Jacquet noted that the development of a Regional Aging & Disability Resource Center is occurring in conjunction with the development of the Southwest Family Care Alliance.

Approval of Computer and Monitor Purchases (Mailout #12): Barb Scott stated that the Richland Center Office Supply submitted a bid totaling \$3,255 for three Intel Core 2 Duo systems. It was noted that three Regional ADRC positions are scheduled to be filled in 2008 and a fourth position would be added in 2009 if necessary. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the purchase of three desktop computers and monitors for the Regional ADRC Unit from NoWare, LLC, totaling \$2,685. Motion Carried.

Approval of Software Purchase (Mailout #13): Barb Scott stated that we have been working with the eight coalition counties to locate a software package to meet all our needs. It was noted that all eight counties would share this database software and it would cost approximately \$8,000 each year for software updates. Motion made by Betty Havlik, seconded by Robert Holets to approve the purchase of Beacon software licensing for the Regional ADRC Unit, totaling \$13,190, and forward the request onto the Finance Committee and County Board for final approval. Motion Carried.

Schedule New Board Member Orientation Training: The Board selected to offer the training on Friday, June 13, 2008 from 2-5pm.

The next regular Board meeting is scheduled for Thursday, June 12, 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 Ray Schmitz, seconded by Walter Gust to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor