

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
June 12, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on June 12, 2008 by Paul Kinney in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Members Absent: Jeanetta Kirkpatrick.

Others Present: Angie Rizner, Christy Duhr, Laura McGowan, Linda Symons, Lois Martin, Lori Thuli, Patrick Metz, Patty Kemerling, Randy Jacquet, Tammy Garrelts, and Tracy Thorsen.

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

Approve Minutes: Motion by Betty Havlik, seconded by Robert Holets to approve the minutes. Motion carried.

Randy Jacquet introduced Dr. Jenny Myszkowski to the Board. The Board introduced themselves and welcomed Dr. Jenny Myszkowski.

Citizen Comments: None.

Veteran's Service Office Clerical Assistant Job Description: Sandy Kramer distributed an updated Clerical Assistant II job description and reported that the Veteran's Service Office has been required to update the job description. Motion by Daniel Carroll, seconded by Ray Schmitz to approve the Veteran's Service Office Clerical Assistant II job description, and forward it onto the Personnel Committee and County Board for final approval. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2008 Voucher Report was distributed and reviewed by Ray Schmitz. 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	78	\$19,109.51

Richland County Health and Human Services – 2008 Vouchers	43	\$36,873.15
Richland County Health and Human Services – 2008 Prepaid Vouchers	19	\$4,324.57
TOTAL	140	\$60,307.23

2007 Budget Update – Audit Results: Patrick Metz distributed the 2007 final Health and Human Services Budget Report for period ending December 31, 2007, which reflected a shortage of \$352,699.

Review 2007 Budget Overage Details: Patrick Metz reviewed the 2007 final Health and Human Services Budget Report for period ending December 31, 2007 and distributed a handout that reflected the breakdown of the budget. Patrick Metz reviewed the items from the handout which caused the 2007 budget to be over the budgeted amount. These items included health insurance increases, workman’s compensation increases, Children’s Services programs, and Clinical Services Unit programs. Patrick Metz noted that the agency also received approximately \$40,000 less in anticipated State revenues than originally budgeted. It was noted that the agency budgets a percentage based on historic trends. Randy Jacquet reported that since the significant overage in 2007, the agency has been closely monitoring the budget and makes corrections as necessary throughout the year.

Patrick Metz noted that the Public Health Unit (excluding the Nutrition Program), the Aging & Disability Resource Center, and the Economic Support Unit each were under budget for 2007. Patrick Metz distributed a handout that reflected the 2007 overage for the Nutrition Program which totaled \$27,891.68.

Lori Thuli reported that the Children’s Services Unit budgeting process was slightly over in 2007, but it was the loss of anticipated revenues that made the deficit so significant. Tracy Thorsen stated that the Clinical Services Unit has seen a decrease in clients with sufficient insurance and staff allocations to certain programs within the unit have since been adjusted. Tracy Thorsen also reported that citizens in need of mental health institutional and AODA residential services increased in 2007. It was noted that many of the Children’s Services and Clinical Services programs are mandated by the State.

Patrick Metz stated that transfers would occur next month from the Richland County General Fund to the Health and Human Services Fund to cover the 2007 shortages. It was noted that if Health and Human Services has a surplus in one year, it is returned to the General Fund and is not carried over into future years when there is a deficit.

2008 Budget Update: Patrick Metz distributed the 2008 Health and Human Services Budget Report for period ending May 31, 2008, and noted an overage of \$15,413. The YTD unbudgeted institutional costs total \$60,284, which already exceeds the \$50,000 allocated by the County.

Patrick Metz reviewed the CMO Income Statement and noted an income of \$14,853. Discussion was held regarding the administrative expense ratio and how CMO

administration is being reallocated with the creation of the Southwest Family Care Alliance. Enrollment in the CMO increased to 378 members.

Approval to Establish New Fund for Health and Human Services Family Care Unit: Patrick Metz recommended the creation of a fund for the Health and Human Services Family Care Unit due to the creation of the Southwest Family Care Alliance. Randy Jacquet noted that Teri Buros is also in support of this recommendation. It was noted that this account would be similar to the Working Capital “checkbook” account that has been in place in the past for the CMO. Motion by Betty Havlik, seconded by Ray Schmitz to approve the creation of a Health and Human Services Family Care Unit fund in the Richland County structure, and forward the recommendation onto the Finance Committee and County Board for approval. Motion carried.

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

Resignations/Retirements: Randy Jacquet announced the retirement of George Overbeek, Resource Database Specialist, effective July 1, 2008. Motion by Ray Schmitz, seconded by Walter Gust to approve the retirement of George Overbeek, Resource Database Specialist. Motion carried.

Probationary Evaluations: None.

Randy Jacquet noted that the agency is currently advertising for positions with the Regional Aging & Disability Resource Center and the Southwest Family Care Alliance. It was noted that these positions have funding sources separate from County funds.

Randy Jacquet introduced Laura McGowan, Confidential Administrative Secretary, to the Board. The Board introduced themselves and welcomed Laura McGowan to the agency.

Approval of Contracts, Amendments, and Providers (Mailout #1): Lori Thuli noted that the home modification to be provided by Turn-Key Builders has received approvals from the necessary committees. It was noted that this provider offered the lowest bid and other bids were received by Richland County vendors. Lori Thuli stated that the family also offered input to this selection. Tracy Thorsen stated that University Health Care, Inc. is a provider option due to the closing of the Boscobel Psychiatric Unit.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-12-08)		
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.
UNIVERSITY HEALTH CARE, INC.	A provider of inpatient psychiatric services through the Clinical Services Unit. (Madison)	For a total amount not to exceed \$29,500.

Motion made by Ray Schmitz, seconded by Daniel Carroll to approve the new 2008 HHS contracts. Motion Carried.

Patty Kemerling reviewed the new CMO providers. It was noted that this would be the final time the Richland County CMO would come forward with provider approvals to this committee, as they would become providers of the Southwest Family Care Alliance.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 CMO PROVIDER APPROVALS (6-12-08)		
BERNADETTE AND CURTIS BURNS ADULT FAMILY HOME	Request Board approval to add <u>Bernadette and Curtis Burns Adult Family Home</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	
LEE ANDRA WYNHOFF AND FLOYD BARTOW ADULT FAMILY HOME	Request Board approval to add <u>Lee Andra Wynhoff and Floyd Bartow Adult Family Home</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	
MARY DOBBS ADULT FAMILY HOME	Request Board approval to add <u>Mary Dobbs Adult Family Home</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	
PROSTHETIC LABS	Request Board approval to add <u>Prosthetic Labs</u> (LaCrosse) to the CMO Provider Network as a provider of prosthesis and durable medical equipment.	
TRACY AND EDGAR LYNCH ADULT FAMILY HOME	Request Board approval to add <u>Tracy and Edgar Lynch</u> (Richland Center) to the CMO Provider Network as an adult family home provider.	

Motion made by Walter Gust, seconded by Ray Schmitz to approve the New 2008 CMO contracts. Motion Carried.

Southwest Family Care Alliance (SFCA):

Approval of SFCA Resolution (Mailout #2): Randy Jacquet reviewed the Southwest Family Care Alliance resolution which finalizes the split of the SFCA from Richland County Health & Human Services. Motion made by Betty Havlik, seconded by Marilyn Reinhart to approve the SFCA resolution, and forward the request onto the County Board for approval. Motion Carried.

Update on Related County Board Resolutions: Randy Jacquet noted that various other resolutions are scheduled to come before the County Board next Tuesday. One resolution includes details relating to the SFCA contract as approved by the Finance Committee. One resolution includes formalizing the creation of a Long Term Care District as approved by the Rules and Resolutions Committee. Randy Jacquet reported that the Long Term Care District would have 3 individuals representing Richland County. The final resolution scheduled to be presented to the County Board includes the reorganization of the Long Term Support Unit which was previously approved by this Board.

Approval of SFCA Email Migration/Service (Mailout #3): Tammy Garrelts proposed an outsourced company for email services utilized by the Southwest Family Care Alliance. It was noted that this purchase would not include county funds. Motion made by Robert Holets, seconded by Ray Schmitz to approve the SFCA Email Migration/Service purchase from USA.Net. Motion Carried.

SFCA Update: Randy Jacquet noted that the SFCA included an update in the materials that were mailed out for this meeting.

Lois Martin reported that the State conducted a Quality Site Review of the CMO recently, and was very complimentary.

Review 2007 Annual Report: Managers offered highlights that occurred within their units in 2007. Linda Symons reported that the Disability Benefit Specialist program assisted Richland County residents in receiving over \$600,000 in benefits. Lori Thuli noted that all services offered to children were included in the Children's Services Unit for the entire year of 2007. Tracy Thorsen reported that the Clinical Services Unit consistently serves approximately 400 clients per year. Christy Duhr stated that the Economic Support Unit continues to have an increase in new clients and a decrease in revenues due to the uncertain economy. Lois Martin noted that the Long Term Support Unit serves adults only and a significant number of the clients fall between the range of 80–89 years of age. Randy Jacquet reported that the Public Health Unit took a lead role in creating the Richland Community Free Clinic. It was noted that the 2007 Annual Report would be presented to the County Board on June 17, 2008.

Closing of Boscobel Hospital Psychiatric Inpatient Unit: Randy Jacquet announced the closing of the Boscobel Hospital Psychiatric Inpatient Unit effective July 1, 2008. Tracy Thorsen stated that this affects our community significantly and clients would need to receive these services through Madison or LaCrosse providers. This change increases costs to the agency of approximately \$200 per day and also increases the cost of transporting these individuals which is handled by the Richland County Sheriff's Department or Richland Center Police Department.

Approval of ADRC Stepping On Training Manuals Purchase (Mailout #4): Linda Symons distributed Stepping On program brochures and requested the purchase of training manuals for this initiative utilizing the allocated grant funds. Motion made by Walter Gust, seconded by Betty Havlik to approve the purchase of ADRC Stepping On Training Manuals purchase not to exceed \$1,000 of grant funding. Motion Carried.

Child Welfare Quality Services Review (QSR): Lori Thuli reported that the State is conducting QSR reviews at the county level every 5 years. The State will be conducting this 5 day review in November of 2008. The State is also issuing an allowance for this review to cover expenses, such as hotel costs. An orientation is being offered to the county on July 30, 2008 and Board members were invited to attend if they so wish.

Community Services Building Expansion Update: Randy Jacquet stated that this project is currently on hold until the negotiations between Richland County and Arnie's Shoe Shop are finalized. The agency is not able to pursue bids or continue in the process at this time.

Discussion Process for Selling the Production Services Building: Randy Jacquet reported that the Production Services Building at 301 Industrial Drive in Richland Center was built as a collaborative community project for people with disabilities. Richland County Health & Human Services operated the Sheltered Workshop for many years until VARC, Inc. took over operations a few years ago while under contract with Health and Human Services. VARC, Inc. operated out of the building until they decided to move to a larger facility. The Production Services Building has sat vacant since their relocation and the Sheriff's Department showed interest in the facility, so the sale of the building was put on hold. Health and Human Services just received notification that the Sheriff's Department is no longer interested in the facility. The Health and Human Services Board has been given the authority by the County Board to pursue the sale of this Richland County property. Discussion was held regarding the services offered by VARC, Inc. Motion made by Robert Holets, seconded by Ray Schmitz to approve the pursuit of an appraisal of the Production Services Building working with Corporation Counsel Attorney Ben Southwick and offer information regarding the appraisal/sale during the next Board meeting. Motion Carried.

Richland County Job Center Update: Randy Jacquet stated that the Richland County Job Center has announced their closing effective July 1, 2008. The closest Job Center for Richland County residents would be in Janesville, Wisconsin. The Job Center plans to promote a virtual system that is Internet based and may be offering that service at the Community Services Building. At this time, the front area of the Community Services Building would still be utilized by the GED Classroom of Southwest Tech, UMOS, and Southwest Cap until the proposed expansion of the Community Services Building occurs. It was noted that Richland County would lose rent from the State with this announcement.

New Board Member Orientation Training Reminder: The training is being offered on Friday, June 13, 2008 from 2-5pm.

The next regular Board meeting is scheduled for Thursday, July 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 Walter Gust, seconded by Betty Havlik to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor