

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 14, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on August 14, 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, Linda Symons, Lois Martin, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

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

Approval of July 10, 2008 Board Minutes: Motion by Betty Havlik, seconded by Robert Holets to approve the July 10, 2008 Board Minutes. Motion carried.

Approval of July 17, 2008 Public Hearing Minutes: Motion by Betty Havlik, seconded by Robert Holets to approve the July 17, 2008 Public Hearing 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. Motion made by Ray Schmitz, seconded by Walter Gust 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	70	\$17,352.26
Richland County Health and Human Services – 2008 Vouchers	51	\$41,459.79
Richland County Health and Human Services – 2008 Prepaid Vouchers	24	\$5,323.79
TOTAL	145	\$64,135.84

2007 Budget Update – Audit Results: Patrick Metz reported that the agency has not received a final 2007 budget report at this time.

2008 Budget Update: Patrick Metz distributed the 2008 Health and Human Services Budget Report for period ending July 31, 2008, and noted an overage of \$20,011. Patrick Metz noted that many of the cuts that were made earlier in the year continue to have a positive impact on this budget. Discussion was held regarding the CPS Contractual Services line item. It was noted that these expenses are incurred by Attorney Henry Plum who specializes in termination of parental rights (TPR) cases. Patrick Metz reported that a portion of these TPR expenses are reimbursed by grant funds. Tracy Thorsen stated that the CSP Residential Services line item is over due to unexpected adult family home placements.

It was noted that the YTD unbudgeted institutional costs total \$79,832. At this time, only \$50,000 of that amount is available for unbudgeted institutional costs. The remaining \$29,832 has been included in the Health and Human Services budget overage reported earlier. Discussion was held regarding the institutional placements that occur and utilize these funds.

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

New Hires: Randy Jacquet announced the hiring of Mari Wipperfurth, Quality Assurance, and Jonathan Ulfig, Data Analyst, for the Southwest Family Care Alliance (SFCA). Motion made by Daniel Carroll, seconded by Marilyn Reinhart to approve the hiring of Mari Wipperfurth, SFCA Quality Assurance, and Jonathan Ulfig, SFCA Data Analyst. Motion Carried.

Randy Jacquet announced the hiring of Ellen Bushee, Resource Database Specialist, Kim Barto, Administrative Secretary, and Gary Ilminen, Manager, for the Regional Aging and Disability Resource Center. Randy Jacquet stated that Ellen Bushee and Gary Ilminen requested 5 days off without pay and Kim Barto requested 10 days off without pay. Motion made by Walter Gust, seconded by Betty Havlik to approve the hiring of Ellen Bushee, Resource Database Specialist, Kim Barto Administrative Secretary, and Gary Ilminen, Regional ADRC Manager. Motion Carried.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet requested that Barb Ottesen, Long Term Care Assistant, Meghan Rohn, Long Term Care Assistant, and Tammy Garrelts, SFCA Business Systems Supervisor, be placed on regular status. Motion made by Robert Holets, seconded by Ray Schmitz to approve the probation of Barb Ottesen, Long Term Care Assistant, Meghan Rohn, Long Term Care Assistant, and Tammy Garrelts, SFCA Business Systems Supervisor. Motion Carried.

Approval of Contracts, Amendments, and Providers (Mailout #1): Marianne Stanek stated that the Viola Meal Site needs a replacement provider for the remainder of the year due to the recent flood damage sustained by L & J's Pub and Restaurant.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (8-14-08)		
TAZZEES WONDER BAR & RESTAURANT	For use of the restaurant as a Richland County Nutrition Program Meal Site. This contract replaces the remaining 2008 contract with L & J Pub and Restaurant. (Soldiers Grove)	For a total amount not to exceed \$5,000 .

Motion made by Betty Havlik, seconded by Walter Gust to approve the new 2008 HHS agreement. Motion Carried.

Public Health

Viola Meal Site Update: Marianne Stanek reported that since the June floods L & J's Pub and Restaurant has been having difficulty with providing meals to the Viola Meal Site. Various potential vendors were actively pursued, but many charged more than \$5 per meal. Marianne Stanek was contacted by Tazzees Wonder Bar & Restaurant who already provides meals as a Crawford County Meal Site. Tazzees Wonder Bar & Restaurant agreed to prepare the meals at their restaurant and transport the meals to the Viola Meal Site for \$3.25 per meal. Discussion was held regarding the funding of the Nutrition Program.

Report on Progress of Abatement of two Human Health Hazards: Marianne Stanek stated that two properties in Richland County have been sited as human health hazards: an abandoned, burnt house in Gotham and a flood damaged apartment complex in Lone Rock. The landlord of the apartment complex has not been cooperating with Public Health at this time and has refused to accept their mailed orders. Marianne Stanek stated that both of these property issues would be listed in the local newspaper if the current owners do not cooperate and then Richland County would have to remedy the health hazards. Marianne Stanek stated that this issue would come before the Board in the future as things progress.

DHFS Agent Status Update: Marianne Stanek updated the Board on the prior history of what being a DHFS Agent means. This Board and the County Board will have to make a decision on the DHFS Agent status before March 2009. Marianne Stanek stated that a few of our surrounding counties have agreed to the DHFS Agent status if the inspection fees charged to the restaurants, motels, etc. increase significantly in order to cover the expenses of the program. Marianne Stanek noted that Richland County would plan to share a Registered Sanitarian with a multi-county consortium.

Community Services Building Expansion Plans: Randy Jacquet stated that a resolution is scheduled for County Board approval on August 19th to purchase Arnie's Shoe Shop. If this is approved, Arnie's Shoe Shop would have 60 days to vacate the property. Larry Fowler plans to present the final blueprints to the Finance Committee on August 22nd, which could be forwarded onto the County Board on September 16th. If approved, the bidding process would begin with bids returned by early November. If this timeline isn't met, the whole project would be postponed until early spring 2009. Randy Jacquet noted that the demolition of Arnie's Shoe Shop would have to occur separate from the expansion project.

Approval to Create a Clinical Services Supervisor Position (Mailout #1): A supervisory level position in the Clinical Services Unit has become necessary in order to sufficiently meet the management and supervision responsibilities that have increased over the past five years. Randy Jacquet reported that this proposal would not add a staff person to the agency, but rather promotes from within. A proposed organizational chart was distributed and reviewed. Tracy Thorsen noted that with this proposal, Katie Erb would maintain an Outpatient Clinic therapy caseload of less than 50% of her work time. It was noted that the agency would not be able to hire a replacement for Katie Erb's remaining caseload. Randy Jacquet stated that the additional expense to the budget is approximately \$.64 per hour. Motion made by Daniel Carroll, seconded by Robert Holets to approve the creation of a non-union position titled Clinical Services Supervisor at Grade 28, appoint senior clinician Katie Erb to the position, and forward the request and job description onto the Personnel Committee and County Board for approval. Motion Carried.

Aging and Disability Resource Center (ADRC)

Approval of 2009 s.85.21 Specialized Transportation Assistance Program Application (Mailout #4): Linda Symons reported that this is an annual approval and the county tax levy match would not increase from the 2008 rate. It was noted that the dialysis clinic due to open in Richland Center in the near future would hopefully reduce the need for transportation to and from Madison for this service. Motion made by Ray Schmitz, seconded by Walter Gust to approve the 2009 s.85.21 Specialized Transportation Assistance Program Application including a county match of \$13,980, and forward the request onto the County Board for approval. Motion Carried.

Approval of the Southwest Wisconsin Regional Transportation Coordination Plan (Mailout #5): Linda Symons reported that the consortia of Richland, Green, Grant, Iowa, and Crawford Counties have been working on this plan for the last two years. It was noted that common service providers would include bussing services, taxi services, and other transit providers. Motion made by Betty Havlik, seconded by Robert Holets to approve the coordinated transportation plan, and forward the request onto the County Board for approval. Motion Carried.

2009 County Plan Amendment for Older People (Mailout #6): Linda Symons stated that this is another annual approval and the county and is an amendment to extend the current county plan through 2009. It was noted that Richland County partners would include Schmitt Woodland Hills, Pine Valley Manor, and other local providers of services to the elderly population. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the 2009 Amendment for the Richland County Plan for Older People, and forward the request onto the County Board for approval. Motion Carried.

Approval of Long Term Support Unit Supervisor Reclassification (Mailout #7): Randy Jacquet noted that this proposal is coming before the Board at this time due to the County reclassification schedule. Randy Jacquet stated that this increase in rate would be included in the rate paid by the Southwest Family Care Alliance, so there would be no direct impact to the Health and Human Services budget. Lois Martin reported that there is a need for this increase as various responsibilities shifted to the Manager and Supervisor in the

Family Care Unit with the recent separation of the SFCA. It was noted that the salary increase would not be effective until January 1, 2009. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the reclassification of the Long Term Support Supervisor position from Grade 27 to Grade 28, and forward the request onto the Personnel Committee and County Board for approval. Motion Carried.

Regional Aging and Disability Resource Center (ADRC):

Approval of IT Purchase (Mailout #2): Barb Scott stated that the IT requests for the Regional ADRC need to change slightly due to the need for the staff to be more mobile. One of the approved desktop computers would not be purchased and a laptop computer would be purchased instead. Motion made by Walter Gust, seconded by Marilyn Reinhart to approve the purchase of one laptop from CDW-G, Inc. totaling \$1,147.12. Motion Carried.

Approval of ADRC of Southwest Wisconsin – North Governing Board (Mailout #3):

Linda Symons stated that 11 citizen members need to be approved by the Committee on Committees and County Board. It was noted that Walter Gust has already been appointed to represent Richland County. Motion made by Betty Havlik, seconded by Robert Holets to approve the ADRC of Southwest Wisconsin – North Governing Board membership, and forward the list onto the Committee on Committees and County Board for approval. Motion Carried.

Children's Services Unit Quality Site Review: Randy Jacquet reported that a meeting was held recently inviting various local citizens to participate in an introduction to what this review would entail. A few members of the Health and Human Services Board were present. During this review, 13-14 individuals would be operating out of the Community Services Building for one week reviewing various Child Protective Services (CPS) cases including court work. These individuals would include State Department officials and peer reviewers. It was noted that the Board should be invited to the final written report presentation. Lori Thuli noted that every county in the State would receive a review of their CPS processes every 5 years.

Production Services Building Next Steps: Randy Jacquet stated that the decision whether or not to sell the Production Services Building went before the Finance Committee, and the Finance Committee has advised the Health and Human Services Board to proceed as we see fit. Randy Jacquet noted that the City of Richland Center is requesting a full reimbursement of \$15,000 for the donated land. Randy Jacquet stated that the facility is currently being used by Richland County Emergency Management for storing flood clean-up kits and housing the AmeriCorps volunteers for the next 30 days.

Robert Holets stated that he fully opposes the sale of this building and he would like to see operations of the sheltered workshop returned to Richland County Health and Human Services. Randy Jacquet noted that Richland County is no longer in the business of operating a sheltered workshop and those operations are under contract with the SFCA. Discussion was held regarding the operations of the sheltered workshop and the possibility of the contract with VARC to be revisited. It was noted that the SFCA would have to be

consulted. It was noted that Health and Human Services continues to pay the Production Services Building building expenses. Motion made by Betty Havlik, seconded by Robert Holets to approve not selling the Production Services Building at this time and forward the sale of the building back to the County Board. Role Call Vote. Betty Havlik, Robert Holets, and Dr. Jenny Myszkowski voted for the motion. Daniel Carroll, Marilyn Reinhart, Paul Kinney, Ray Schmitz, and Walter Gust voted against the motion. Motion Denied.

Motion made by Walter Gust, seconded by Marilyn Reinhart to forward the sale of the Production Services Building back to the County Board. Role Call Vote. Betty Havlik, Daniel Carroll, Dr. Jenny Myszkowski, Marilyn Reinhart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust voted for the motion. Motion Carried.

Schedule Special Health and Human Services Board Budget Meeting: Randy Jacquet stated that a separate meeting is necessary every year in order to thoroughly review the budget. The Special Health and Human Services Budget meeting was scheduled for Wednesday, September 24, 2008 at 9:30am.

The next regular Board meeting is scheduled for Thursday, September 11, 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 Robert Holets, seconded by Dr. Jenny Myszkowski to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor