

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
September 11, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on September 11, 2008 by Jeanetta Kirkpatrick 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, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, and Robert Holets.

Members Absent: Walter Gust.

Others Present: Angie Rizner, Dr. Richard Edwards (citizen), Gary Iliminen, Kim Barto, Linda Symons, Lois Martin, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, Teri Buros, and Tracy Thorsen.

Approval of Agenda, Posting, and Minutes: Motion by Betty Havlik, seconded by Robert Holets to approve the minutes. Motion carried.

Citizen Comments: Dr. Richard Edwards stated that he was here on the behalf on the Richland County Free Clinic. Dr. Richard Edwards noted that 10% of Richland County's population has no insurance and there are many gaps in other insurance plans. Various services are offered by the Richland County Free Clinic and they assisted 908 new individual patients during 1439 visits throughout the year. The majority of the population served is between the ages of 18 – 64 or older. It was noted that children are eligible for other insurance and over 65 are eligible for Medicare, but there are gaps in these plans.

Dr. Richard Edwards stated that the Richland County Free Clinic had a budget of approximately \$160,000 in 2007 and this budget was met but the 2009 budget is not so promising. At this time, various local pharmacies are providing free medications, but they may not be able to offer free medications in the future. Dr. Richard Edwards requested the continued support of a \$10,000 cash donation from Richland County if not more. It was noted that donations are good, but the Richland County Free Clinic is in need of cash. Dr. Richard Edwards noted that at this time 2 doctors, a county RN, numerous volunteer RNs, and a Spanish speaking interpreter staff the clinic. It was noted that the clinic sees not only patients from Richland County, but some surrounding counties (Avoca, Spring Green, and Hillsboro) as well.

Randy Jacquet noted that a new State insurance plan is being considered in 2009 for childless adults which should help reduce those served by the Richland County Free Clinic. It was noted that Dr. Richard Edwards's comments would be forwarded onto the Finance Committee for 2009 budget consideration.

Sandy Kramer requested that a resolution be passed by the County Board acknowledging the recent passing of the previous Veterans Service Officer.

Approval of 2009 Veterans Service Office Budget: Sandy Kramer distributed the 2009 Veterans Service Office budget, and noted that the operating budget did not increase. However, some items were moved around to make the budget balance. Sandy Kramer stated that the only increase was staff salary and fringe expenses totaling \$1,316. Jeanetta Kirkpatrick noted that the county health insurance increase for 2009 will be 8%. Sandy Kramer noted that she had only budgeted a 5% increase. Motion by Daniel Carroll, seconded by Robert Holets to approve the 2009 Veterans Service Office Budget, and forward it onto the Finance Committee and County Board for approval. Motion carried.

Approval of 2009 Veterans Service Office Transportation Grant: Sandy Kramer reported that the Veterans Service Office has received approximately \$500 annually from this transportation grant which is used to transport veterans to medical appointments. It was noted that the final dollar amount is determined by how many counties actually participate in the program. Motion by Betty Havlik, seconded by Robert Holets to approve the 2009 Veterans Service Office Transportation Grant, and forward it onto the County Board for 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 Robert Holets 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	60	\$13,011.82
Richland County Health and Human Services – 2008 Vouchers	48	\$39,996.50
Richland County Health and Human Services – 2008 Prepaid Vouchers	18	\$2,218.45
TOTAL	126	\$55,226.77

Randy Jacquet introduced Gary Ilminen, Regional ADRC Manager, and Kim Barto, Regional ADRC Administrative Secretary, to the Board. The Board introduced themselves and welcomed Gary Ilminen and Kim Barto to the agency.

2007 Budget Update – Audit Results: Patrick Metz reported that the agency has not received a final 2007 budget report at this time. A preliminary draft was sent from Vig and Associates to the County Clerk's Office recently, but there are no final results. Discussion was held regarding the outstanding Comprehensive Community Services (CCS) claims that are awaiting reimbursement. Patrick Metz stated that he hoped this would be resolved by the end of October, but there are a lot of items still being negotiated by the State. Approximately \$194,000 in CCS revenues was transferred from the 2008 budget to the 2007 budget. Patrick Metz stated that the anticipated overage for 2007 is approximately

\$320,000. Discussion was held regarding the transfer to cover a shortage in the Nutrition Program. It was determined that a resolution should be initiated at the County Board that completes the necessary transfers from the General Fund to the Health & Human Services Fund to cover the 2007 shortage.

2008 Budget Update: Patrick Metz distributed the 2008 Health and Human Services Budget Report for period ending August 31, 2008, and noted an overage of \$22,262. Patrick Metz noted that this overage will continue to decrease with the cuts that were made earlier in 2008. It was noted that August is a three payroll month which significantly impacts the report. Patrick Metz reported that a child continues to reside in a court ordered child care institution and we just received notification that she is required to remain there until at least March 2009. Tracy Thorsen stated that there has also been a long placement in a mental health institute. It was noted that the Finance Committee's reduction to the County's Unbudgeted Institutional Fund has to be absorbed into the 2008 Health & Human Services budget. Patrick Metz stated that these expenses are included in the overage being reported this month.

Jeanetta Kirkpatrick requested that an addition to the Special Budget Meeting Agenda be made to allow discussion of what items were cut in 2008 and how they have impacted the community. It was noted that many of the Board members are new and are not aware of the reductions already made by the agency in order to meet the 2008 budget.

Approval of Contracts, Amendments, and Providers:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (9-11-08)		
DELOITTE CONSULTING, LLP	A State provider that offers enhancements to the Long Term Care Function Screen and related design initiatives modeled after the Family Care Program implementation. Health and Human Services will receive a 10% administrative fee from the State. This will require County Board approval.	A total amount not to exceed \$150,000.

Motion made by Paul Kinney, seconded by Robert Holets to approve the new 2008 HHS contract and forward it onto the County Board for approval. Motion Carried.

Randy Jacquet and Lori Thuli explained the need for an increase in Attorney Henry Plum's contract due to an upcoming termination of parental rights trial. Lori Thuli stated that she does not plan to utilize Attorney Henry Plum as significantly in 2009. Tracy Thorsen reported that B-Care Corporation needs to be amended due to three unplanned placements and of the three clients only one remains placed in a CBRF. It was noted that these placements prevented institutional placements. Tracy Thorsen also noted that the VARC contract needs amendment due to an increase in utilization. Discussion was held regarding where this additional money is coming from. Tracy Thorsen noted that Clinical Services receives CCS revenues to offset the VARC contract. Patrick Metz noted that we receive a Title IV-E Grant that reimburses 40% of the costs associated with Attorney Henry Plum.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (9-11-08)		
ATTORNEY HENRY PLUM	Due to an increased need for TPR services by the Children's Services Unit. This will require County Board approval. (Wauwatosa)	<i>Original Contract Amount: \$60,000.</i> To a total contract amount not to exceed \$96,000.
B-CARE CORPORATION	Due to an increase in CBRF placements by the Clinical Services Unit. This will require County Board approval. (Viroqua)	<i>Original Contract Amount: \$50,000.</i> To a total contract amount not to exceed \$110,000.
VARC, INC.	Due to an increase in employment related skills training, supported employment, and prevocational training utilized by Comprehensive Community Services and other Clinical Services Unit clients. This will require County Board approval. (Viroqua)	<i>Original Contract Amount: \$20,000.</i> To a total contract amount not to exceed \$70,000.

Motion made by Daniel Carroll, seconded by Paul Kinney to approve the amended 2008 HHS contracts and forward them 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 requested that Sarah Brehm, SFCA Confidential Administrative Secretary, Cheryl Kettlehut, Long Term Support Supervisor, and Holly Nelson, ADRC Information and Referral Specialist, be placed on regular status. Motion made by Robert Holets, seconded by Ray Schmitz to approve the probation of Sarah Brehm, SFCA Confidential Administrative Secretary, Cheryl Kettlehut, Long Term Support Supervisor, and Holly Nelson, ADRC Information and Referral Specialist. Motion Carried.

Public Health

Report on Progress of Abatement of two Human Health Hazards: Marianne Stanek updated the Board on the two properties in Richland County that have been sited as human health hazards: an abandoned, burnt house in Gotham and a flood damaged apartment complex in Lone Rock. Marianne Stanek noted that a foreclosure is in process for the home in Gotham, and would no longer be at the responsibility of Richland County. Marianne Stanek reported that the concerns with the apartment complex in Lone Rock have been resolved.

Approval of 2008 Influenza and Pneumonia Vaccination Fees: Marianne Stanek noted that every year the vaccination fees are reviewed to ensure proper reimbursement. For 2008, Marianne Stanek recommends charging \$25 each influenza immunization and \$44 each pneumonia vaccination. It was noted that these are the same fees charged in 2007. Motion made by Betty Havlik, seconded by Paul Kinney to approve charging \$25 each influenza vaccination and \$44 each pneumonia vaccination for 2008. Motion Carried.

Production Services Building Next Steps: Randy Jacquet stated that last month the Board requested that the sale of the Production Services Building be forwarded back to the County Board. However, Attorney Ben Southwick stated that the Health & Human Services Board would have to request that a resolution be presented to overturn the previous resolution. This action was not previously approved.

Randy Jacquet noted that since the last Board meeting he was approached by the Southwest Family Care Alliance (SFCA) regarding their possible interest in the facility. Randy Jacquet stated that he would prefer to keep this building within the scope of the original plan and the SFCA is a non-profit, governmental organization. Teri Buros, SFCA Interim CEO, reported that the SFCA can stay in their current location after December 31, 2008, but there has been direction to relocate (if possible) within Richland County first before other counties are considered. Teri Buros noted that 10 properties were recently reviewed in Richland Center, however many did not meet their needs of 6,000 – 8,000 square feet of space needed over the next 3 years. Two properties meet that need, but require various renovations. Teri Buros stated that the SFCA is considering having Woodland Consultants conduct a feasibility study of these two properties. Discussion was held regarding the SFCA options of leasing versus purchasing the Production Services Building. Discussion was held regarding the comparisons between the two properties being considered. Teri Buros noted that there are concerns with the flood plain and zoning issues with choosing the Production Services Building. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve giving the Southwest Family Care Alliance an opportunity to review the possibility of purchasing or leasing the Production Services Building and possibly submitting an offer for the property within the next 60 days. Motion Carried.

State Proposal to Consider 17 Year Olds as Juveniles: Randy Jacquet stated that State is considering a proposal to change the rule that 17 years olds could be tried as adults. This change could increase costs to Human Service agencies and cause a significant fiscal impact. Patrick Metz noted that research showed a yearly cost of approximately \$56,000. Randy Jacquet noted that this was simply informational for the Board.

Children's Services Unit Presentation: Lori Thuli distributed a packet and reviewed the balancing of Child Protective Services (CPS) with community expectations, State expectations, and Federal expectations. Lori Thuli reviewed the purpose and scope of CPS, placement expectations, and investigations/access reports.

Community Services Building Expansion Update: It was noted that the project has been postponed until the spring of 2009 since the owner of Arnie's Shoe Shop has 60 days to

vacate his property following purchase by Richland County. Randy Jacquet stated that he would continue to update the Board as appropriate.

A Special Budget Meeting is scheduled for Wednesday, September 24, 2008 at 9:30am at the Community Services Building. The next regular Board meeting is scheduled for Thursday, October 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 Daniel Carroll, seconded by Paul Kinney to adjourn the meeting.
Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor