

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
October 9, 2008

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on October 9, 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, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Gary Ilminen, Linda Symons, Lois Martin, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Paula White, and various meal site attendees.

Approval of Agenda, Posting, and Minutes: Motion by Daniel Carroll, seconded by Paul Kinney 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. Motion made by Ray Schmitz, seconded by Paul Kinney 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	64	\$18,773.18
Richland County Health and Human Services – 2008 Vouchers	48	\$33,854.52
Richland County Health and Human Services – 2008 Prepaid Vouchers	24	\$5,347.13
TOTAL	136	\$57,974.83

2007 Budget Update – Audit Results: Patrick Metz reported that the transfer of funds from the County General Fund to cover Fund 56 and Fund 59 overages, totaling \$344,540, is scheduled to occur in the near future. Health and Human Services is still waiting for the final Comprehensive Community Services claims to be processed. Of this \$344,540 overage, approximately \$29,000 of this is due to overages in the Nutrition Program. Randy Jacquet stated that a resolution is scheduled to come before the County Board in October to make this transfer final. It was noted that this overage would become more public at that time. Randy Jacquet stated that the County Finance Committee has asked that a detailed report be reviewed at the County Board meeting which lists what changes were made in 2008 to ensure a significant overage doesn't occur again.

2008 Budget Update: Patrick Metz distributed the 2008 Health and Human Services Budget Report for period ending September 30, 2008, and noted the budget is currently \$7,928 under budget. It was noted that the overage in Administration reflects more staff time due to the separation of the CMO from Health and Human Services, which we were not permitted to budget for per the County Finance Committee. Discussion was held regarding why the budget is at 75% of the year and we have nearly met the \$6,082,067 annual budget. Patrick Metz noted that he is completely comfortable with this, as we were not permitted to budget for the Regional ADRC and Family Care Unit line items.

2009 Budget Update: Randy Jacquet reported that the 2009 Health and Human Services Budget that was presented to the County Finance Committee was accepted as presented. Jeanetta Kirkpatrick stated that the County Finance Committee determined to allocate an additional \$36,667.66 into the Health and Human Services budget in order to partially cover the Nutrition Program shortfall. Jeanetta Kirkpatrick reported that Health and Human Services was then instructed to come up with a way to cover the remaining shortages of the Nutrition Program in order to keep the program intact for one more year. The additional Nutrition Program shortages were to be solved with improved program efficiencies and an increase in the per meal donation. Jeanetta Kirkpatrick stated that the County Board needs to better advocate the Nutrition Program in order to increase a presence of elderly at the meal sites, as only 4% of the eligible population is frequenting the sites. It was noted that there is a negative stigma associated with attending the sites. Patrick Metz stated that the sites need to be more than just a meal site, such as what has occurred at the Rockbridge Meal Site.

Jeanetta Kirkpatrick reported that the County Finance Committee also recommended that the return of \$300,000 from the Southwest Family Care Alliance (SFCA) be placed into the Unbudgeted Institutional Fund.

Randy Jacquet noted that, in addition to the budget cuts already announced, there will also be a total of 5 hours of staff time reduced per week in the Aging & Disability Resource Center (ADRC).

Richland County Nutrition Program Next Steps: Marianne Stanek reported that a meeting has been scheduled on October 23, 2008 with herself, Jeanetta Kirkpatrick, and the meal site workers to discuss options for increasing efficiencies and removing the negative “charity” stigma associated with the meal sites. Currently, the Nutrition Program requests a \$3.00 donation per congregate meal and a \$3.50 donation per home delivered meal.

Randy Jacquet questioned how encouraging more attendance at the meal sites is going to save money for the Nutrition Program. We should be encouraging people to attend, but also encouraging donations to support the program as well. Jeanetta Kirkpatrick stated, in theory, if more people attend the meal sites the county is benefitting more from the money allocated for the program. The fixed costs would be allocated more appropriately, but simply increasing participation would increase program expenses. We also need to encourage donations in order to enable this program to pay for itself.

Patrick Metz reported that of the approximate \$300,000 budgeted for the Nutrition Program; only 200 individuals frequent the meal sites. Patrick Metz cautioned that the donations must be suggested only, as we cannot pressure individuals or distribute invoices.

Paula White, Meal Site Worker, reported that the people that frequent the food pantry simply need food. The people that frequent the Richland Center Meal Site need a meal prepared for them. Paula White questioned why people attending the Rockbridge Meal Site couldn't be bussed down to the Richland Center Meal Site to save money. Ms. White agreed that there is a need to eliminate the negative stigma. It was noted that attendees at each meal site vary greatly. Jeanetta Kirkpatrick stated that she would challenge County Board Members to advocate for the Nutrition Program to increase attendance 20% by March 1, 2009.

Recognize Nutrition Program Volunteer: Marianne Stanek stated that the agency would like to recognize Juanita Wahl for 2 years of volunteer service to the Rockbridge Meal Site and citizens of Richland County. It was noted that Juanita Wahl was instrumental in the opening of the Rockbridge Meal Site. Marianne Stanek was instructed to determine a time to present a plaque to Juanita Wahl in recognition of her efforts. Motion made by Marilyn Rinehart, seconded by Betty Havlik to formally recognize Juanita Wahl for her 2 years of volunteer service at the Rockbridge Meal Site. Motion Carried.

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

New Hires: None.

Resignations/Retirements: None.

Probationary Evaluations: None.

Southwest Family Care Alliance Staff Termination Letters Update: Randy Jacquet reported that formal letters were issued to four Local Union 2085 staff working at the Southwest Family Care Alliance (SFCA) indicating that they are to be laid off by Health and Human Services as of December 31, 2008. The letters stated that the four staff were asked to make a decision by Tuesday, October 7, 2008 as to whether or not they were going to bump into another union position or accept employment with the SFCA. An extension was granted until 4pm on Friday, October 10, 2008 as the union representative contacted our labor attorney requesting an extension. Randy Jacquet stated that we are still uncertain if any of these four employees would choose to bump back into the Richland County union.

Randy Jacquet stated that letters were also sent to the remaining twelve SFCA staff informing them of the elimination of their Richland County positions as of December 31, 2008. It was noted that this was simply a formality and done on the behalf of Richland County.

Approval of Contracts, Amendments, and Providers (Mailout #1): Randy Jacquet noted that the location of the adult family home is Boaz, not Fennimore.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2008 NEW HHS CONTRACT/AGREEMENT APPROVALS (10-9-08)		
BUCKHORN HOUSE AFH	A provider of short-term adult family home services to an individual who is under a civil commitment and is discharging from the hospital after a lengthy stay and requires this transitional period in a supervised living arrangement. (Boaz)	For a total amount not to exceed \$7,000 .

Motion made by Daniel Carroll, seconded by Robert Holets to approve the new 2008 HHS agreement. Motion Carried.

Provider Name	Provider Description
Southwest Family Care Alliance	AODA Day Treatment Services Care/Case Management Care/Case Management – Program Assistant Community Support Program – CSP Financial Management Services – Rep Payee Home Modifications Meals: Home Delivered Mental Health Services Transportation: Non-Medicaid Covered – Nutrition Program Transport Transportation: Non-Medicaid Covered – COA Medical Transport, lift van Transportation: Non-Medicaid Covered – COA Non-Medical Transport

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

Community Services Building Expansion Update: Jeanetta Kirkpatrick noted that the County is still waiting for the current occupant to vacate the property and a letter was sent by Corporation Counsel Ben Southwick to the current occupant reinforcing the move out date. Once vacated, the county will proceed with demolition of the building.

Randy Jacquet stated that Larry Fowler has submitted the Community Services Building expansion blueprints to the State for approval and a question was raised by the State whether or not a sprinkler system would be required. We are uncertain at this time whether or not this would be necessary, but it could add cost to the project.

Production Services Building Update: Randy Jacquet stated that Teri Buros, Southwest Family Care Alliance (SFCA) Chief Executive Officer, and the SFCA Board are still considering the Production Services Building for their business operations. The SFCA questioned if the County is willing to consider selling the building to the SFCA over a

period of time and whether or not the County would be willing to finance the remodeling of the building. The County Finance Committee determined that they would be willing to sell the building over a period of time, but they would not fund the remodeling costs. Currently, the SFCA is determining the remodeling costs and deciding whether or not they want to enter into a land contract with the County. It was noted that the County would still have to pay the City of Richland Center \$15,000 for the donated land. Randy Jacquet stated that the County Finance Committee instructed Health and Human Services to employ a surveyor to provide documentation that the Production Services Building is not in the flood plain. It was noted that these surveyor costs may be reimbursed to Health and Human Services.

Approval of 2008/2009 Snow Plowing Provider (Mailout #2): Angie Rizner reviewed the four 2008/2009 snow plowing bids received noting that Health and Human Services solicits bids every 2-3 years. It was noted that advertisements were placed in the Richland Observer and Shopping News for two consecutive weeks. While D&P Enterprises has provided consistent service for the last three years, Kevin Carley offered the lowest pricing for servicing the Community Services Building and West Offices. Angie Rizner noted that Kevin Carley did not offer proof of liability insurance with his bid, but she has been in contact with him and he is working on securing insurance that meets all county insurance requirements. It was noted that Kevin Carley has been awarded this contract in the past and met all requirements. Bids were received from Kevin Carley, Mike Lepke's Excavating, D&P Enterprises, and Miller & Son Snow Removal. Motion by Paul Kinney, seconded by Walter Gust to award Kevin Carley the 2008/2009 snow plowing contract provided he can meet all county insurance requirements. Motion carried

Approval of 2009 Cleaning Contract Provider (Mailout #3): Angie Rizner reported that the 2009 cleaning contract is complicated in that the Community Services Building plans to be remodeled and have an 8,700 square foot addition added within that year. Additionally, the provider must be able to ensure adequate coverage regardless of illness or vacationing staff. Angie Rizner noted that she received a few calls from interested providers, but they were not able to guarantee adequate coverage. Health and Human Services solicits bids every 2-3 years and advertisements were placed in the Richland Observer and Shopping News for two consecutive weeks. Gander's Cleaning Service was the only bid received, and they have provided consistent service for at least the last six years. Discussion was held regarding Gander's Cleaning Service requesting a 22% increase in costs from 2008 to 2009. It was noted that Gander's Cleaning Service has not requested an increase over the last few years, and the uncertainty of the actual work involved with the Community Services Building expansion, warranted an increase. Angie Rizner reported that Gander's Cleaning Service does not subcontract services - costs for window washing, carpet cleaning, etc. are all included in the bid. Motion by Daniel Carroll, seconded by Robert Holets to award Gander's Cleaning Service the 2009 cleaning contract. Motion carried

Children's Services Unit Quality Site Review Update: Lori Thuli reported that the review planning is on schedule and a fully comprehensive agenda has been established. It was

noted that Health and Human Services Board members can attend the QSR report on November 7, 2008 and an agenda will be mailed in the near future.

Walter Gust noted that the Regional Aging & Disability Resource Center held their first meeting recently and all went well.

The next regular Board meeting is scheduled for Thursday, November 13, 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 Betty Havlik, seconded by Paul Kinney to adjourn the meeting.
Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor