

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 11, 2008**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 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, Dr. Jenny Myszkowski, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Daniel Carroll.

Others Present: Angie Rizner, Christy Duhr, Gary Ilminen, Linda Symons, Lois Martin, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

Judith Andresen, Deb Hanzel, and Harriett Hendricks, Association for Retarded Citizens (ARC) Board of Directors.

Approval of Amended Agenda and Posting: Motion by Walter Gust, seconded by Robert Holets to approve the amended agenda and proper posting. Motion carried.

Approval of Minutes: Motion by Betty Havlik, seconded by Paul Kinney to approve the Board Minutes. Motion carried.

Citizen Comments:

Production Services Building Next Steps: Jeanetta Kirkpatrick noted that the Production Services Building remains vacant at this time and ARC representatives have requested to come before the Health and Human Services Board with a proposed use for the building. Each ARC representative introduced themselves to the Board. Judith Andresen stated that ARC has set a goal to reopen the Richland County Production Services Building for "use by the people for which it was built". Judith Andresen reviewed the mission of the nonprofit organization and noted that ARC would like to open an Activity Center to provide a safe location for social interaction and organized activities for retarded citizens of the community. Judith Andresen reviewed a list of items that would need to be repaired before ARC could move into the facility.

Discussion was held regarding where members of this population currently reside and work. Judith Andresen reported that ARC is estimating that approximately 120 individuals per week would visit the facility. ARC would charge a nominal fee to each individual's provider to cover the monthly rent and expenses of the facility. It was noted that transportation would be provided by the providers, and would not be the responsibility of Richland County or ARC. Judith Andresen stated that ARC has already spoken to an insurance provider regarding liability and the providers would supervise the individuals in

this setting. Judith Andresen noted that ARC would be willing to lease the facility from Richland County. Jeanetta Kirkpatrick questioned if the items that need to be repaired would be at the cost of Richland County. Judith Andresen said that these items could be discussed further at a later time and ARC is simply looking for the Health and Human Services Board's support and direction to make this goal occur. Randy Jacquet stated that he would like to see this request at the decision of the County Finance Committee, rather than the decision of the Health and Human Services Board. Ray Schmitz questioned why the county would charge ARC a monthly rental fee to use this facility when it is still being utilized by the population it was intended for. Motion by Robert Holets, seconded by Betty Havlik to approve the recommendation of support for ARC to pursue the use of the Production Services Building as an Activity Center for retarded citizens of the community which should be offered to ARC rent free, and forward this recommendation onto the Finance Committee and County Board for approval. Motion carried. It was noted that the next Finance Committee is scheduled for December 19, 2008 at 9:30am in the County Board Room.

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	66	\$15,858.22
Richland County Health and Human Services – 2008 Vouchers	44	\$20,305.02
Richland County Health and Human Services – 2008 Prepaid Vouchers	22	\$4,748.12
<b>TOTAL</b>	<b>132</b>	<b>\$40,911.36</b>

2008 Budget Update: Patrick Metz distributed the 2008 Health and Human Services Budget Report for period ending November 30, 2008 and noted an overage of \$222,633. Patrick Metz stated that this overage is due largely to a duplicative entry and the error overestimated nearly \$200,000 in revenue. Additionally, the YTD unbudgeted institutional costs total \$132,647 of which only \$50,000 is covered by the county unbudgeted institutional fund. The remaining \$82,647 must be absorbed by the 2008 Health and Human Services budget.

Patrick Metz reviewed the reasoning for this deficit. Line items were reviewed that accounted for \$211,299 less in revenues than what was anticipated and additional expenses of \$64,594. Patrick Metz stated that he would like to request a new account be created by the County Finance Committee to permit a carryover of 1% of the total Long Term Support budget and he would pursue this in the near future. Patrick Metz noted that the cuts made earlier in the year helped the budget, but there are unbudgeted placement costs continuing through the remainder of the year and the lack of Comprehensive Community Services projected revenues were a significant blow to the 2008 budget.

Patrick Metz stated that the approximate 2008 Health and Human Services budget overage totals \$222,633 plus \$82,647 or \$305,280 at this time. It was noted that this year's budget was watched very closely over the year and this deficit was not at all anticipated. Discussion was held regarding the inability to actually project revenues from the State and WIMCR payments. Patrick Metz reported that the County Clerk's Office just reported to the departments an increase in workman's compensation as well.

Jeanetta Kirkpatrick reported that the County Finance Committee is very concerned with the county's current cash flow. It was noted that Health and Human Services is reflecting nearly a \$1.5 million deficit in the county's financials, as revenues are not coming in timely but payments are still being made. Patrick Metz stated that some pass-through and grant monies are yet to be received. It was also noted that Medical Assistance payments have been held up due to their change in processes.

2009 Budget Update: Randy Jacquet stated that the agency will be analyzing the 2009 budget to ensure that all current financial projections are accurate given the current issues with the 2008 budget. It was noted that the 2009 budget would be revisited at the next meeting if necessary.

Approval of New Hires, Resignations, Probationary Evaluations, and Layoffs:

New Hires: None.

Layoff: Randy Jacquet announced the layoff of Diane Greene-Wenham, Comprehensive Community Services Quality Coordinator, effective December 31, 2008 due to 2009 budget cuts. It was noted that Richland County would be responsible for all unemployment costs.

Randy Jacquet noted that additional layoffs are necessary as the result of the Local Union 2085 contractual bumping process that was initiated by the elimination of the Southwest Family Care Alliance (SFCA) from the Richland County government structure. Joy Propp, Clerical Assistant II; Ellen Bushee, Regional ADRC Resource Database Specialist; and Kim Barto, Regional ADRC Administrative Secretary, would be laid off effective December 31, 2008. It was noted that the unemployment costs of this bumping would be charged to the SFCA when applicable.

Randy Jacquet stated that another staff member would be given a layout notice effective December 31, 2008 through the Lori Knapp-Richland, Inc. leasing agency due to 2009 budget cuts. It was noted that all unemployment costs would be assumed by Lori Knapp-Richland, Inc. Motion made by Betty Havlik, seconded by Robert Holets to approve the layoff of Diane Greene-Wenham, CCS Quality Coordinator; Joy Propp, Clerical Assistant II; Ellen Bushee, Regional ADRC Resource Database Specialist; and Kim Barto, Regional ADRC Administrative Secretary effective December 31, 2008. Motion Carried.

Probationary Evaluations: None.

Approval of Richland County Nutrition Program Suggested Donation and Gift Certificate Pricing (Mailout #1): Marianne Stanek noted that various local advertisements have been placed recently as a way to outreach to the community about this program. The Nutrition Advisory Committee met recently and recommended an increase in the “minimum suggested donation” and gift certificate pricing. Discussion was held regarding whether or not the actual costs of the meals are covered by the minimum suggested donations. Marianne Stanek stated that this varies from meal site to meal site and day to day. Jeanetta Kirkpatrick noted that public awareness has helped increase donations and participation. Motion made by Paul Kinney, seconded by Robert Holets to approve the Richland County Nutrition Program “Minimum” Suggested Donations from \$3.00 to \$3.50 per congregate meal, from \$3.50 to \$4.00 per home delivered meal, and Gift Certificates would increase from \$3.00 to \$3.50 per certificate. Motion Carried.

Approval of 2009 Public Health Fee Schedule (Mailout #2): Marianne Stanek reviewed the 2009 Public Health Fee Schedule, and noted no increase in pricing from 2008 to 2009; however, the meningococcal vaccination has been removed from the schedule and the foot care program has been discontinued. It was noted that influenza and pneumonia vaccinations are determined annually. Motion made by Robert Holets, seconded by Ray Schmitz to approve the 2009 Public Health Fee Schedule. Motion Carried.

Approval of 2009 Clinical Services Fee Schedule: Tracy Thorsen distributed the proposed 2009 fee schedule, and noted pricing increases for most services. Motion made by Betty Havlik, seconded by Paul Kinney to approve the 2009 Clinical Services Fee Schedule. Motion Carried.

Approval of 2009 Vehicle Lease Agreements and MOU (Mailout #3): Linda Symons reviewed the mailout and requested the five leases and one MOU continue into 2009. Motion made by Ray Schmitz, seconded by Walter Gust to approve the 2009 Vehicle Lease Agreements with VARC, Inc. and Schmitt Woodland Hills and the MOU with Pine Valley Healthcare. Motion Carried.

Approval of Dissolution of the Commission on Aging Board and the Aging & Disability Resource Center Advisory Board and the Creation of the Commission of Aging and Disability Board (Mailout #4): Linda Symons stated that the eleven member board is necessary to meet all the requirements of the two boards merging into one and the existing members voice remains. Motion made by Walter Gust, seconded by Robert Holets to approve the Dissolution of the Commission on Aging Board and the Aging & Disability Resource Center Advisory Board and the Creation of the Commission of Aging and Disability Board, and forward the request onto the Rules and Resolutions Committee, Committee on Committees, and County Board for approval. Motion Carried.

Approval of IT Purchase: This item was revoked at this time.

Community Services Building Expansion Next Steps: Randy Jacquet reported that the County Board voted yesterday to pursue the Community Services Building expansion

process and request bids for the project. Once those bids are received, the County Board would still need to award the bids and move the project forward if appropriate.

Woodland Consultants Contract Review: Randy Jacquet stated that he received a letter recently from Woodland Consultants requesting an increase in contract from \$40,400 to \$46,000. The letter and contract was reviewed and no action was taken.

The next regular Board meeting is scheduled for Thursday, January 8, 2009 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 Robert Holets to adjourn the meeting.  
Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor