

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 11, 2013

The Public Hearing and monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. July 11, 2013 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Diane M. Brown, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, Marilyn Rinehart, Bob Holets, and Virginia Wiedenfeld.

Citizens Present: Walter Gust and Kathy Maly.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Becky Dahl, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

Approval of Agenda and Posting: Motion by Bob Bellman, seconded by Virginia Wiedenfeld to approve the agenda and proper posting. Motion carried.

Introductions and Review Purpose of the Public Hearing: Bob Holets noted that the purpose of the Public Hearing is to solicit comments by the public regarding the services and programs of Richland County Health & Human Services to assist in the development of the 2014 budget and plan.

Citizen Comments about the 2014 Budget and Services: Kathy Maly stated that she has been a licensed treatment foster parent for Richland County in the past; however, now Children's Service Society of Wisconsin (CSSW) is certifying and placing foster care kids for Richland County and often places them out of the county. Kathy Maly questioned why Richland County can't open a few licensed treatment foster homes locally to save money and send only the seriously troubled youth out of county.

Walter Gust distributed a handout relating to the Rockbridge Meal Site noting that he would like to see a paid county position added to that well attended meal site. Walter Gust noted that he understands that the creation of the Rockbridge Meal Site included operation by volunteers only; however, many of the original volunteers are experiencing poor health and one has even passed away. Other meal sites have paid Temporary/Casual Meal Site Workers and the Rockbridge Meal Site participants would like one as well. Bob Holets reported that he and Marianne Stanek recently approached the Richland School District to request a reduction in rent for the Rockbridge Meal Site, as \$40 per day far exceeds the amount that is paid for other meal site locations. Bob Bellman clarified that the Rockbridge Meal Site is open only three days per week and questioned if the calculations in the handout were an accurate comparison to meal sites that are open five days per week. There were no further members of the public present. Motion by Fred Clary, seconded by Dr. Louis Williams to close the Public Hearing at 9:14am. Motion carried.

Citizen Comments: Fred Clary noted that he attended his first Family Care Board meeting recently. Discussion was held regarding nursing home payments.

Approve June 13, 2013 Health and Human Services Board Minutes: Bob Bellman questioned the final numbers of the retroactive payment to the Temporary/Casual Meal Site Workers noting that the County Board resolution was for 7 employees and totaled approximately \$18,000. Patrick Metz noted that the

final numbers changed when Attorney Ben Southwick and Victor Vlasak conducted a final payroll analysis. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the Board Meeting Minutes. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for July 11, 2013 was distributed and the monthly expense line trends handout which was requested by the Board. The following items required additional discussion:

2013 Administrative Vouchers:

Voucher #8 – Driftless Community: This was to pay for Timebank membership dues.

Voucher #13 – Godfrey & Kahn, SC: This was to pay for labor law attorney fees.

Voucher #14 & 15 – Hotel Mead: This was to pay for lodging for two staff attending two day training.

Voucher #18 – Hynek Printing, LLC: This was to pay for Regional ADRC advertising and marketing materials.

Voucher #21 – JComp Technologies: This was to pay for computer equipment for Public Health.

Voucher #39 & 40 – Richland School District: This was to pay for three months of rent and telephone expenses for the Rockbridge Meal Site. Bob Holets noted that he and Marianne Stanek are working on the creation of a letter requesting a rent reduction.

Voucher #41 – SP of Madison, Inc.: This was to pay for ServPro services to clean-up the water damage from a pipe break at the Community Services Building. It was noted that this expense will be submitted to the county's insurance provider; however, there is a \$2,500 deductible per incident.

Voucher #49 – Turning Technologies, LLC: This was to pay for handheld voting monitors which were purchased utilizing Preparedness Grant funding.

Voucher #55 – Wertz Floor and Home, LLC: This was to pay for the replacement and installation of carpet baseboard that was removed by ServPro of Madison, Inc. in an effort to clean-up and dry out the water damaged areas. It was noted that Wertz Floor and Home, LLC is a new local business and the expense will be submitted to the county's insurance provider as well.

Angie Rizner stated that the only related water damage expense that would not be covered by insurance is the Strang's plumbing repair invoice due to the fact that it is the original cause of the water damage. Bob Bellman questioned if the leased copy machines are covered by the county's insurance or who would be responsible for their repair/replacement. Randy Jacquet noted that any damage to equipment would also be submitted to the county's insurance provider. Discussion was held regarding staff potentially checking the facility afterhours or on the weekends. Motion made by Donald Seep, seconded by Virginia Wiedenfeld to approve the 2013 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2013 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2013 Expense Reports	19	\$10,497.87
Richland County Health and Human Services – 2013 Vouchers	40	\$33,879.16
Richland County Health and Human Services – 2013 Prepaid Vouchers	4	\$1,083
TOTAL	63	\$45,460.03

Approval of Economic Support Scanner Purchase (Mailout #1): Stephanie Ronnfeldt noted that the Economic Support Unit received additional Food Share bonus funding and these funds must be used for Income Maintenance purchases only. Discussion was held regarding the purpose and location of the scanner. Barb Scott noted that she has been able to repair the current scanner on her own and it is due for replacement within the next year. This is an opportunity to make that replacement now utilizing new funds. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the purchase of a scanner from Zones at a cost of \$1,885.91. Patrick Metz noted that the amount of bonus funds available is \$14,000 plus \$14,000 match funds for a total of \$28,000. It was noted that the three proposals being recommended today total approximately \$8,500. Fred Clary questioned if more scanners should be purchased so each worker could perform their own scanning. Virginia Wiedenfeld noted that the workers have far more work to be processed these days and it is more appropriate for a front desk staff person to perform the scanning. Barb Scott noted that three bids were received and the next closest bid was \$200 more than the Zones bid. Motion Carried.

Approval of Economic Support Computer Purchase (Mailout #2): Barb Scott reported that the costs for the computer parts have reduced since the mailout was prepared. The new cost from CDW-G totals \$3,991.86 and MIS will assemble the computers. Motion by Bob Bellman, seconded by Marilyn Rinehart to approve the purchase of parts for six desktop computers from CDW-G at a cost of \$3,991.86. Motion Carried.

Approval of Economic Support Office 2013 Licensing Purchase (Mailout #3): Barb Scott noted that every six years the county is going to have to purchase upgrades to licensing and this is a conversation being held at the Finance and Personnel Committee level. When a computer is purchased, a new license has to be purchased per Microsoft licensing requirements. Barb Scott stated that three bids were received and JComp Technologies submitted the lowest bid. Motion by Bob Bellman, seconded by Dr. Louis Williams to approve the purchase of six Microsoft Office Professional Plus 2013 licenses from JComp Technologies at a cost of \$2,417.88. Motion Carried.

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of May 31, 2013 noting a surplus of \$9,640 after removing the \$.75 staff salary increases that were not budgeted. Discussion was held regarding who is responsible for covering the \$.75 staff salary increase; is it the department’s responsibility or the county’s responsibility.

Patrick Metz stated that the Administration line items are over \$16,173 largely due to May being a three payroll month. The total for the agency for the extra payroll in May totals \$98,488. Linda Symons noted that the ADRC Adult Protective Services line item is over \$7,725 due to a private pay individual. The Regional ADRC and Public Health budgets are on target and the new bonus funding has not been included in the Economic Support budgets at this time. Amanda Coorough noted that the Children’s

Services Unit should be getting closer to budget and it was noted that we are still waiting for 2012 State Title IV-E monies which total nearly \$17,000. Tracy Thorsen reported that the Clinical Services Unit is experiencing a delay in revenues and continued difficulty in billing through the new Electronic Health Record (EHR) system. Patrick Metz noted that there are no approved 2013 State rates yet for Comprehensive Community Services (CCS) which prevents us from billing for that program. Tracy Thorsen noted that MH Outpatient Services is over budget largely due to hospitalized individuals who do not have insurance. Discussion was held regarding the difficulty we are having with the Clinical Services EHR system and their contract with our agency. Randy Jacquet noted that we are attempting to work with the SmartCare representatives to resolve our continued issues. Patrick Metz stated that we are losing revenues now due to our inability to bill successfully through SmartCare. It was noted that claims must be submitted to Medicare within one year and Medicaid or private insurance is within 30-60 days.

Tracy Thorsen reported that recently there was an individual placed in a long-term Institute for Mental Disease (IMD) and if the placement continues for an entire year the cost will be \$56,000-\$57,000. Amanda Coorough noted that the children's placements are getting better. One child was removed from placement last month, one will be removed this month, and one will continue through the end of the year. It was noted that the Children's Institutional Fund is projecting a shortfall of \$40,000-\$45,000 by the end of 2013. Randy Jacquet noted that the recommendation to transfer the 2012 Health and Human Services budget surplus to the Children's Institutional Fund was presented to the Finance and Personnel Committee and the committee voted to postpone this action until after the county audit is complete.

Personnel Updates: Randy Jacquet announced the hiring of Jean Hanko, Temporary/Casual Nutrition Site Worker (Germantown), effective July 1, 2013. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the hiring of Jean Hanko, Temporary/Casual Nutrition Site Worker, effective July 1, 2013. Motion carried.

Randy Jacquet reported that Leah Anderson, Children's Long Term Support Social Worker, has passed probation and is being recommended to be placed on regular status effective July 14, 2013. Motion made by Dr. Louis Williams, seconded by Diane M. Brown to approve the probationary period of Leah Anderson, Children's Long Term Support Social Worker. Motion carried.

Comprehensive Community Services – Children Reorganization Update: Randy Jacquet reported that the Comprehensive Community Services (CCS) Program experienced some changes recently and shifted one Licensed Clinical Social Worker (LCSW) from supervision under the Children's Services Unit to supervision through the Clinical Services Unit. Randy Jacquet noted that the initial organization of the staff supervision was largely due to the multiple locations that Health and Human Services was operating out of at that time – West Office and Community Services Building. Now that all staff are in one building, it makes sense to merge the CCS services offered to children with the CCS services offered to adults. Discussion was held regarding sharing mixed caseloads between the LCSWs and caseload numbers were questioned. Amanda Coorough noted that she supervises 250 cases in the Children's Services Unit and CCS-Children total 20-25 cases. In the Clinical Services Unit, Tracy Thorsen supervises CCS-Adults which carry 30-35 cases. It was noted that Tracy Thorsen would have to offer the total caseload number for the Clinical Services Unit, as those present were uncertain. Don Seep noted that he recently attended his first CCS Committee meeting.

Discuss Use of Community Services Building Parking Lot During Fall Festival: Meegan Thompson from the Richland Chamber & Development Alliance was present and requested use of the Community

Services Building parking lot for an Auto Show during the Richland Center Fall Festival. Meegan Thompson noted that the Richland Chamber is facilitating festival events and are attempting to keep most events in the downtown area. Meegan Thompson reported that she has contacted Larry Ferguson, Dairy Queen Car Show organizer, to see if they would be responsible for insuring the Fall Festival Auto Show. Fred Clary questioned if there would be Hwy 80 issues and how much of the parking lot would be utilized. Meegan Thompson noted that depends on the number of cars that register. It was noted that Health and Human Services might need to move Transportation Program vehicles to South Parking Lot. Meegan Thompson stated that the Fall Festival Auto Show is being planned for Saturday, October 5, 2013 and the event organizers would be responsible for parking lot clean-up after the event. . Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to approve use of the Community Services Building parking lot for an auto show during the October 5, 2013 Richland Chamber & Development Alliance Fall Festival. Motion Carried.

Approve Contracts, Agreements, and Amendments: There were no new contracts to approve.

Approval of Reduction to Volunteer Driver Mileage Reimbursement Rate (Mailout #4): Randy Jacquet distributed a copy of a draft resolution prepared by Attorney Ben Southwick for consideration by the Finance and Personnel Committee and the County Board. Linda Symons noted that the \$.07 addition to the IRS mileage reimbursement rate was originally offered in an effort to recruit volunteer drivers. Currently there are only 2 individuals receiving the extra \$.07 and there would be no change for those drivers. Linda Symons stated that the removal of the possible \$.07 addition for new volunteers makes it difficult to budget and the removal of this option would enable the Transportation Program to use those funds differently. Motion by Bob Bellman, seconded by Virginia Wiedenfeld to approve establishing the volunteer driver mileage reimbursement rate to the IRS rate, eliminate the plus \$.07 mention, and forward the recommendation onto the August Finance and Personnel Committee and County Board for approval. Fred Clary requested that this agenda item be postponed until the August Finance and Personnel Committee and August County Board, and not rush this topic since it is not urgent. Motion Carried.

Hospice Care Update: Bob Bellman reported that he spoke with Marianne Stanek and Jeff Kindrai, Grant County Health Department Director/Health Officer. Bob Bellman submitted a list of questions to Mr. Kindrai and he offered answers to the questions. Bob Bellman noted that Grant County provides direct care in people's homes, not a separate facility. They have a staff of nurses and related staff to assist with in-home care. Bob Bellman questioned if Grant County would consider expanding their services into Richland County since the amount of hospice care service they provide changes frequently. Marianne Stanek noted that Grant County operates a home health agency, hospice care providers, and social workers. It was noted that Richland County no longer operates a home health agency. Marilyn Rinehart listed the various local home health agencies and questioned if these facilities could provide home health services for hospice care individuals in Richland County. Consistency in care provision was discussed and it was questioned if Richland County social workers could gather a list of providers to help ease the confusion. Discussion was held regarding the philosophy of hospice care and the need for a coordinated approach locally. It was noted that hospital discharge social workers often coordinate the needs and requests of hospice patients. Linda Symons stated that she would check on the information ADRC I&A Specialists offer hospice requests and get those documents to Bob Bellman. Randy Jacquet noted that he spoke with Kathy Cianci at Pine Valley Healthcare and they are considering 1-2 beds for hospice care in the new facility being proposed.

Discuss Potential Remodeling of the Community Services Building: Fred Clary stated that the Community Services Building has 3,000 square feet that is currently vacant and the location of that vacant space is not very useful for another county department or agency. Fred Clary proposed moving Health and Human Services staff from their current offices in the new area of the building into the vacant space. This would offer a separate private entryway for another occupant. Patrick Metz questioned if there was another county department expressing interest in moving to the Community Services Building. Bob Holets noted that the Zoning Department has requested to move over here and possibly in the existing vacant space. Fred Clary stated that two county departments and one outside agency has expressed interest. It was noted that county departments located in the Courthouse need more space. Randy Jacquet stated that the vacant space at the Community Services Building is already being considered as part of the Courthouse space needs study. Discussion was held regarding hiring an architect to offer a study and options for the space. Randy Jacquet noted that any architect is going to need to know what specifications are needed for the new occupant. Fred Clary stated that Emergency Management has also expressed interest in the space, but any county department would like their own entryway. Discussion was held regarding the future space needs of Health and Human Services, including the potential regional expansion of the Comprehensive Community Services Program. Randy Jacquet was instructed to discuss Health and Human Services space needs with staff and offer a proposal next month. Fred Clary noted that we need to make use of the space and right now it is unusable.

Schedule Special Budget Meeting in September: The Special Budget Meeting was scheduled for Thursday, September 19, 2013 at 9:30am at the Community Services Building.

The next regular Board meeting is scheduled for Thursday, August 8, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Fred Clary, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor