

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
November 14, 2013

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. November 14, 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.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Linda Symons, Marianne Stanek, Patrick Metz, Stephanie Ronnfeldt, and Tracy Thorsen.

Approval of Agenda and Posting: Motion by Dr. Louis Williams, seconded by Larry Jewell to approve the agenda and proper posting. Motion carried.

Approve October 10, 2013 Health and Human Services Board Minutes: Angie Rizner stated that she needed to expand on her notes under the September 19, 2013 Special Budget Meeting Minutes to read, the cost of reducing staff hours from 40 to 35 hours per week, not 35 to 40 hours per week was discussed. Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for November 14, 2013 was distributed. The following items required additional discussion:

2013 Administrative Vouchers: Patrick Metz noted the addition of a voucher totaling \$300 for one Children's Services staff member to attend training on special interviewing of children techniques and preparing for court. Fred Clary stated that he feels the agency has an extremely serious situation with lodging and training/conference registration expenses and questioned if staff are required to attend these events. Fred Clary stated that staff are not producing on the job while attending these events, and essentially their time away from the office is nonproductive time. Patrick Metz distributed the monthly expense line trends handout noting that the conference and registration line item is only .08% of our overall budget. It was noted that when a staff member requests to attend a training/conference, both the unit manager and Director have to sign off on an internal form authorizing time away from the office. Amanda Coorough reported that social workers must obtain 30 hours of certified training every two years to maintain their social work license. Patrick Metz noted that staff attendance at a training/conference could potentially protect the county from unknown liabilities, and ultimately staff do their job better, but the training/conference could have been optional. Fred Clary stated that other counties put a limit on training/conference expenses, and requested Patrick Metz compile a year-end report for further review.

Voucher #9 – Cardmember Service: This was to purchase an item for a child with disabilities which will be reimbursed by waiver funds.

Voucher #41 – 50 – Quill: This was to pay for office supply expenses. Angie Rizner noted that our core list of supplies is put out for bid annually and Quill has been the most economical for many years.

Voucher #65 – Scott Consulting Partner: This was to pay for consultation services as part of the Partnership Grant and the contract received prior Board approval.

Voucher #80 – Walsh’s Ace Hardware: This was to pay for building maintenance expenses; such as light bulbs, furnace filters, and tools. Angie Rizner noted that the building has been in desperate need of attention and the part-time leased Custodian has taken the lead in this regard. Discussion was held regarding the history of the leased position. Angie Rizner stated that we have always leased two part-time Cleaning employees and one part-time Maintenance employee; however, with recent turnover we merged the hours and responsibilities of one of the Cleaning positions with the Maintenance position, and leased a 20 hour per week Custodian. Fred Clary questioned the agency’s leased position procedures noting that there are inconsistencies across the county, as other county departments are required to receive County Board approval before hiring a leased position. Angie Rizner reported that the overall leased staff contract with the Southwest Wisconsin Workforce Development Board (SWWDB) receives County Board approval annually and we replace or revise positions as necessary, but they are not individually approved by the County Board. It was noted that we routinely announce leased staff changes during the Health & Human Services Board meetings.

Voucher #85 – WI Department of Agriculture: This was to pay for expenses related to the part-time leased Public Health Farm to School position. Motion made by Bob Bellman, seconded by Dr. Louis Williams 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	15	\$11,734.26
Richland County Health and Human Services – 2013 Vouchers	54	\$50,975.71
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$343.77
Richland County Health and Human Services – Additional 2013 Voucher	1	\$300.00
TOTAL	71	\$63,353.74

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of September 30, 2013 noting a surplus of \$81,187 when factoring out the unbudgeted \$.75 staff salary increase. This surplus also includes the Children’s Institutional Fund overage of \$20,530.

Linda Symons stated that the Transportation Program is currently over \$12,410, but after implementing cost saving measures, should balance out by the end of year. The \$12,141 overage in Adult Protective Services (APS) is largely due to the unbudgeted staff salary increase and additional fees for private pay individuals. Discussion was held regarding Lakeview Health Center admissions and the additional fees. Linda Symons noted that this is a significant problem for our county, as there are no local facilities for these individuals who display challenging behaviors. It was noted that Randy Jacquet and Virginia Wiedenfeld regularly attend Mississippi Valley Health Commission meetings with surrounding counties to work on this regional problem. Linda Symons stated that currently three APS placements will each

cost the county approximately \$20,000 per year. There was discussion about how other counties handle these situations and similar contracts.

Marianne Stanek noted that the Public Health and Nutrition line items have no changes. Stephanie Ronnfeldt reported that the Economic Support Unit is under budget. Amanda Coorough stated that we continue to have child placement issues, as the children will continue in placement and we are struggling to get them back home. Amanda Coorough noted that this too is a significant problem for our county, as there are no local facilities or services in our county to help these children. Tracy Thorsen reported that MH Inpatient Services is stabilizing and the MH Outpatient and Comprehensive Community Services Program are experiencing a lag in revenues, but we are expecting those line items to be on budget by the end of the year. Fred Clary offered an update that Richland County will not receive additional Community Support Program (CSP) revenue from Southwest Family Care Alliance.

The Children’s Institutional Fund was reviewed noting a \$20,530 shortage. Patrick Metz stated that this shortage will continue, as current placements total \$15,000 - \$20,000 additional per month. Patrick Metz stated that with the institutional fund deficits included and the unbudgeted staff salary increase excluded; it is projected that the overall budget will be right on budget or slightly over by the end of the year.

Personnel Updates: Patrick Metz reported that Roxanne Klubertanz-Gerber, Resource Center Specialist, has passed probation and is being recommended to be placed on regular status effective November 20, 2013. Patrick Metz also reported that Dana Churchill, Health & Wellness Coordinator, has passed probation and is being recommended to be placed on regular status effective December 3, 2013. Motion made by Donald Seep, seconded by Marilyn Rinehart to approve the probationary period of Roxanne Klubertanz-Gerber, Resource Center Specialist, and Dana Churchill, Health & Wellness Coordinator. Motion carried.

Discussion was held regarding the vacant Psychiatric RN position. It was noted that we are currently advertising, but have not received any applications at this time. Marianne Stanek reported that the leased LTE Community Outreach Specialist position for the Farm to School Program position was recently advertised, interviews were held, and it is likely that the position will be filled by the end of the week.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner noted that this provider was the successful bidder awarded the project during last month’s meeting and we need to have an agreement in place with him for November and December 2013.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (11-14-13)		
MARK SCHMID	Provider of snow plowing services at the Community Services Building. (Richland Center)	For a total amount not to exceed \$1,000.

Motion made by Virginia Wiedenfeld, seconded by Larry Jewell to approve the new 2013 agreement. Motion carried.

2014 Revenue Contracts (Mailout #2): Fred Clary questioned why the projected revenues for the Ithaca and Weston School Districts and UW-Richland are the same even though staff salaries have increased. Marianne Stanek noted that charging the schools \$40 per hour covers our nursing costs and this rate was increased three years ago. Tracy Thorsen stated that we submitted a competitive bid to UW-Richland and there will be a time that we could adjust that rate. It was noted that a therapist provides eight hours of on-site counseling services to UW-Richland students per week. Patrick Metz noted that ContinuUs revenues reduced approximately \$10,000 due to their competitive home delivered meals options.

<i>Provider Name</i>	<i>Provider Description</i>	<i>2013 Budgeted Revenue</i>	<i>2014 Budgeted Revenue</i>
<i>ContinuUs (Southwest Family Care Alliance)</i>	<i>Home Delivered Meals, Psychotherapy Services, Substance Abuse Counseling, Transportation, and Loan Closet</i>	\$ 119,710	\$ 109,552
<i>Dane County - Capital Consortium</i>	<i>Income Maintenance Consolidation</i>	\$ 263,739	\$ 287,444
<i>Department of Administration</i>	<i>Wisconsin Home Energy Assistance Program</i>	\$ 41,404	\$ 38,627
<i>Department of Children and Families</i>	<i>State and County Contract</i>	\$ 467,972	\$ 463,457
	<i>Administration of Child Care Program</i>	\$ 45,748	\$ 47,654
<i>Department of Corrections</i>	<i>Community Youth and Family Aides</i>	\$ 106,185	\$ 106,185
<i>Department of Health Services</i>	<i>Regional Aging & Disability Resource Center Contract</i>	\$ 2,019,499	\$ 1,984,640
	<i>State and County Contract</i>	\$ 1,074,188	\$ 1,056,760
<i>Division of Public Health</i>	<i>Consolidated Contract (Immunization, Maternal Child Health, Well Woman)</i>	\$ 30,224	\$ 30,224
	<i>Public Health Emergency Preparedness and Response</i>	\$ 35,575	\$ 35,575
<i>Department of Transportation</i>	<i>Specialized Transportation 85.21</i>	\$ 68,117	\$ 68,117
	<i>Highway Safety Project</i>	\$ 3,500	\$ 3,500
<i>Greater Wisconsin Agency on Aging Resources, Inc.</i>	<i>AAA Older Americans Programs</i>	\$ 154,167	\$ 155,949
	<i>Active Aging</i>	\$ 7,439	\$ 7,418
	<i>Elder Abuse Services</i>	\$ 10,554	\$ 10,554
	<i>Nutrition Services Incentive Program (NSIP)</i>	\$ 18,576	\$ 18,576
	<i>State Health Insurance Assistance Program (SHIP)</i>	\$ 7,000	\$ 9,011
	<i>State Pharmaceutical Assistance Program (Part D)</i>	\$ -	\$ 6,550
<i>Ithaca School District</i>	<i>Public Health School Health Services</i>	\$ 500	\$ 500
<i>University of Wisconsin-Richland</i>	<i>Mental Health Counseling Services on Campus</i>	\$ 18,000	\$ 18,000

<i>UW School of Medicine & Public Health</i>	<i>Wisconsin Partnership Program</i>	\$ 99,750	\$ 132,656
	<i>Public Health Community Transformation</i>	\$ 50,000	\$ 50,000
<i>Weston School District</i>	<i>Public Health School Health Services</i>	\$ 1,250	\$ 1,250
		\$ 4,643,097	\$ 4,642,199

Motion made by Bob Bellman, seconded by Diane M. Brown to approve the 2014 revenue contracts, and forward them onto the County Board for approval. Motion carried.

2014 Contracts > \$30,000 (Mailout #3): Bob Holets questioned if managers are just accepting the rates offered by each provider or are the rates negotiated. Tracy Thorsen noted that this varies by provider, but when possible, we do try to negotiate rates. Amanda Coorough noted that many rates are established by the State. Discussion was held regarding the 2013 amount expended being approximately 2-3 months behind due to provider billings. Discussion was held regarding shortfalls of expenditures in 2013. Tracy Thorsen noted that the Kickapoo Valley Adult Family Home has submitted 2013 invoices, so this will have to be verified with Angie Rizner.

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2013 Contract</i>	<i>2013 Amount Expended *</i>	<i>2014 Contract</i>
<i>ADRC of Eagle Country - Crawford County</i>	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Prairie du Chien</i>	\$ 212,945	\$ 137,263	\$ 246,421
<i>ADRC of Eagle Country - Juneau County</i>	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Mauston</i>	\$ 323,956	\$ 197,528	\$ 367,832
<i>ADRC of Eagle Country - Sauk County</i>	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Baraboo</i>	\$ 718,816	\$ 404,860	\$ 799,479
<i>Gunderson Lutheran Medical Center and Gundersen Clinic, LTD</i>	<i>Clinical Services Unit provider of Residential Treatment Services for substance abuse treatment, detox services for persons taken into protective custody due to incapacitation by alcohol, and for acute inpatient psychiatric services for emergency mental health hospitalizations.</i>	<i>LaCrosse</i>	\$ 65,000	\$ 5,655	\$ 63,000
<i>Kickapoo Valley Adult Family Home</i>	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Viola</i>	\$ 84,000	\$ -	\$ 65,000

Lucky Star 3 Corporation	<i>Clinical Services Unit provider of CBRF and AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	Dodgeville		\$ 65,000	\$ 44,155	\$ 65,000
Northwest Counseling & Guidance Clinic	<i>Clinical Services Unit provider of afterhours crisis intervention services. The services include an afterhours phone center staffed by trained crisis professionals and a mobile crisis response service locally available to conduct face-to-face assessments and interventions.</i>	Frederic		\$ 45,000	\$ 32,948	\$ 45,000
The Richland Hospital, Inc.	<i>Children's Services Unit provider of speech, occupational and physical therapy services to children being served by the Birth to Three Program.</i>	Richland Center	Original \$29,500 Amended \$90,000		\$ 62,097	\$ 115,000
Southwest WI Workforce Development Board	<i>Provides contracted employee services to Richland County Health and Human Services.</i>	Platteville		\$ 475,000	\$ 322,698	\$ 454,000
Trempealeau County Health Care Center	<i>Clinical Services Unit provider of Institute for Mental Disease (IMD) and AFH residential treatment for consumers who due to mental health issues are unable to live independently.</i>	Whitehall	Original \$90,000 Amended \$145,000		\$ 81,359	\$ 150,000
VARC, Inc.	<i>Clinical Services Unit provider of employment skills training for Comprehensive Community Services consumers who due to mental health issues are unable to find or maintain employment without support.</i>	Viroqua	Original \$35,000 Amended \$65,000		\$ 23,972	\$ 65,000
Total 2014 Contracts > \$30,000:						\$ 2,435,732

Motion made by Virginia Wiedenfeld, seconded by Bob Bellman to approve the 2014 contracts > \$30,000, and forward them onto the County Board for approval. Motion carried.

2014 Contracts < \$30,000 (Mailout #4): Tracy Thorsen announced that Dr. Schmidt is anticipated to end his contract by the end of 2013, but his contract could continue briefly into 2014 until a new psychiatrist is secured and additional contract approved. Discussion was held regarding the potential options of filling the psychiatrist position and also maintaining the budget. It was noted that the Breininger Law Office contract for \$27,600 is only if additional legal assistance is needed. It was noted that the Streamline Healthcare Solutions expenses for 2013 were \$15,600 but were paid in 2012, and the additional funds for 2014 would only be used if we have customizations. Tracy Thorsen noted that TLC Senior Home Care has submitted 2013 invoices, so this will have to be verified with Angie Rizner.

Additional discussion was held regarding the issues with the Tazzee's Wonder Bar & Restaurant contract. Marianne Stanek stated that she contacted other restaurants in the Viola area to see why they didn't submit a bid. Kickapoo Corners reported that delivering the meals and capacity was problematic. Marianne Stanek stated that she calculated the cost of transporting meals from UW-Richland to Viola and the costs doubled because we would have to hire an additional Temporary/Casual Driver. Donald Seep noted that he received reports that the Viola Meal Site meals were not as good as was provided when a cook prepared the meals onsite. Patrick Metz noted that the meals prepared onsite occurred many years

ago. Marianne Stanek stated that complaints were received after the elimination of the onsite cook, but those issues have improved and Viola Meal Site attendees do not want to complain for fear that the site would close. Discussion was held regarding whether Lafarge or Viroqua area restaurants were contacted. Marianne Stanek stated that she did reach out to those areas, but there was no interest. It was noted that there is a 30 day cancellation clause with all contracts, and Tazzee's Wonder Bar & Restaurant, who also provides meals for Crawford County, is the lowest bidder for the Viola Meal Site at \$4.75 per meal.

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2013 Contract</i>	<i>2013 Amount Expended *</i>	<i>2014 Contract</i>
Breining Law Office	<i>Children's Services Unit provider of Termination of Parental Rights (TPR) legal services and court appointed special prosecutor for complicated CHIPS cases.</i>	<i>Richland Center</i>	\$ -	\$ -	\$ 27,600
Children's Service Society of Wisconsin	<i>Children's Services Unit provider of treatment foster care.</i>	<i>Milwaukee</i>	Original \$20,000 Amended \$50,000	\$ 34,415	\$ 20,000
Clemens Schmidt, M.D.	<i>Health and Human Services is required to have a Medical Director and provide psychiatric services in order to maintain state certifications for the Outpatient Mental Health Clinic, Crisis Services, and Comprehensive Community Services Program. Dr. Schmidt is the Medical Director, and provides psychiatric services and consultation to area professionals/agencies including Pine Valley Health Care.</i>	<i>Madison</i>	\$ 130,000	\$ 85,050	\$ 29,500
Family & Children's Center, Inc.	<i>Children's Services Unit provider of residential, group, and treatment foster care with onsite special education.</i>	<i>LaCrosse</i>	Original \$29,500 Amended \$130,000	\$ 92,455	\$ 20,000
Family Works Programs, Inc.	<i>Children's Services Unit provider of group and treatment foster home services.</i>	<i>Madison</i>	\$ 75,000	\$ 45,244	\$ 25,000
Fillyaw Adult Family Homes	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Richland Center</i>	\$ 46,000	\$ 26,099	\$ 29,500
Hoffman Adult Family Home	<i>Adult Protective Services provider of AFH residential care and personal care services.</i>	<i>Richland Center</i>	\$ 49,000	\$ 22,033	\$ 21,000
Imagine A Child's Capacity	<i>Clinical Services Unit provider of specialized behavioral assessments for children with complex emotional and behavioral issues and ongoing direct services to assist with implementing behavioral plans.</i>	<i>Madison</i>	\$ 9,000	\$ -	\$ 12,000

Independent Living Resources	<i>Clinical Services Unit provider of peer/advocate support services for Community Recovery Services and Comprehensive Community Services consumers.</i>	<i>Richland Center</i>			
			\$ 28,000	\$ 2,356	\$ 23,000
Jean Warrior, Ph. D.	<i>Contracted provider of psychological testing and evaluations for court ordered evaluations, including guardianships/protective placements, criminal, and CHIPS/JIPS issues; and evaluations to assess eligibility for programs, diagnosis, and to assist with appropriate treatment planning.</i>	<i>Verona</i>			
			\$ 20,000	\$ 13,376	\$ 20,000
LaCrosse County Human Services	<i>Children's Services Unit provider of secure and non-secure placement facility for children subject to criminal sanctions.</i>	<i>LaCrosse</i>			
			\$ 20,000	\$ 15,725	\$ 24,000
Mayo Clinic Health System - Franciscan Medical Center, Inc.	<i>Clinical Services Unit provider of Residential Treatment Services for substance abuse treatment, detox services persons taken into protective custody due to incapacitation by alcohol, and for acute inpatient psychiatric services for emergency mental health hospitalizations.</i>	<i>LaCrosse</i>			
			\$ 25,000	\$ 14,452	\$ 25,000
Northwest Passage, LTD	<i>Children's Services Unit provider of residential assessment and treatment facility care for children with social/emotional/cognitive behavioral difficulties.</i>	<i>Frederic</i>	Original \$60,000 Amended \$68,000		
				\$ 65,606	\$ 20,000
Psychology Center	<i>Children's Services Unit provider of court ordered psychological assessments.</i>	<i>Madison</i>			
			\$ 15,000	\$ 2,811	\$ 15,000
Scott Consulting Partners, LLC	<i>Public Health Unit provider of assessment and evaluation consultation and database programming.</i>	<i>Richland Center</i>			
			\$ 29,500	\$ 3,710	\$ 20,000
St. Anthony's School	<i>Use of the school to prepare and serve meals for the Richland County Nutrition Program Germantown Meal Site.</i>	<i>Cazenovia</i>			
			\$ 12,000	\$ 4,092	\$ 12,000
Streamline Healthcare Solutions, LLC	<i>Clinical Services Unit provider of an Electronic Health Records (EHR) system which routinely requires maintenance, upgrades, and further customizations to meet our programmatic changes and financial claiming needs.</i>	<i>Portage, MI</i>			
			\$ -	\$ -	\$ 26,000
Tazee's Wonder Bar & Restaurant	<i>Provider of meals to the Richland County Nutrition Program Viola Meal Site.</i>	<i>Soldiers Grove</i>			
			\$ 16,200	\$ 11,210	\$ 17,000
Tellurian UCAN, Inc.	<i>Clinical Services Unit provider of Residential Treatment Services for substance abuse treatment, and detox services for persons taken into protective custody due to incapacitation by alcohol.</i>	<i>Madison</i>			
			\$ 29,500	\$ 2,056	\$ 29,500

TLC Senior Home Care	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Arena</i>	\$ 18,000	\$ 2,325	\$ 28,000
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Total 2014 Contracts < \$30,000: \$ 444,100

Motion made by Bob Bellman, seconded by Diane M. Brown to approve the 2014 contracts < \$30,000.
 Motion carried.

2014 Agreements < \$10,000 (Mailout #5): Tracy Thorsen noted that we prefer to have an agreement in place with the Pauquette Center in case a client requests to be seen by their providers.

Provider Name	Provider Description	Location	2013 Agreement	2013 Amount Expended *	2014 Agreement
Attorney Gregory A. Myszkowski	<i>Clinical Services Unit stand-by Corporation Counsel to represent Richland County in Chapter 51 Civil Commitment proceedings when the Corporation Counsel and Assistant Corporation Counsel are unavailable.</i>	<i>Richland Center</i>	\$ 3,500	\$ -	\$ 3,500
Attorney Henry Plum	<i>Children's Services Unit provider of consultative services for Termination of Parental Rights (TPR) and complicated CHIPS cases.</i>	<i>Wauwatosa</i>	\$ 45,000	\$ 33,965	\$ 1,750
B.I., Inc.	<i>Children's Services Unit provider of monitors and sobriety to place in the homes of parents and/or juveniles.</i>	<i>Boulder, Colorado</i>	\$ 2,000	\$ 1,413	\$ 2,000
Center Point Counseling Services	<i>Clinical Services Unit provider of psychotherapy, counseling, and assessment services for Comprehensive Community Services consumers.</i>	<i>Viroqua</i>	\$ 8,000	\$ 3,455	\$ 5,000
City of Richland Center	<i>Use of the Richland Community/Senior Center as the Richland County Nutrition Program Richland Center Meal Site. Meals are prepared by Richland County Food Service, delivered by Nutrition Program staff, and served at the facility.</i>	<i>Richland Center</i>	\$ 3,600	\$ 3,500	\$ 3,600
Debbie Lord	<i>Public Health Unit provider of nutrition consultation and menu preparation for the Richland County Nutrition Program.</i>	<i>Richland Center</i>	\$ 3,000	\$ 1,268	\$ 3,000
Hidden Spring Clinic	<i>Clinical Services Unit provider of psychotherapy, counseling, and assessment services for Comprehensive Community Services consumers.</i>	<i>Westby</i>	\$ 4,000	\$ -	\$ 3,000

Mark Schmid Snowplowing	<i>Provider of snow plowing and snow removal services at the Community Services Building.</i>	<i>Richland Center</i>	\$ 1,000	\$ -	\$ 6,000
Midwest Center for Psychotherapy and Sex Therapy	<i>Children's Services Unit provider of psychosexual therapy for youth with sexual offending/maltreating behaviors.</i>	<i>Madison</i>	\$ 1,500	\$ -	\$ 5,280
Orion Family Services	<i>Clinical Services Unit provider of psychotherapy, counseling, and assessments for Comprehensive Community Services child consumers.</i>	<i>Madison</i>	\$ 7,000	\$ -	\$ 7,000
Passages, Inc.	<i>Contract amount is a contribution the Finance Committee has instructed us to provide to Passages, Inc.</i>	<i>Richland Center</i>	\$ 3,000	\$ 1,500	\$ 3,000
Pauquette Center	<i>Clinical Services Unit provider of psychotherapy, counseling, and assessments for Comprehensive Community Services consumers.</i>	<i>Richland Center</i>	\$ 5,000	\$ -	\$ 3,000
Richland School District	<i>Use of the Rockbridge School as the Richland County Nutrition Program Rockbridge Meal Site. Meals are prepared by Richland County Food Service, delivered by Nutrition Program staff, and served at the school.</i>	<i>Richland Center</i>	\$ 6,500	\$ 3,180	\$ 3,700
Therapy Without Walls, LLC	<i>Clinical Services Unit provider of specialized behavioral assessments for Comprehensive Community Services children with complex emotional and behavioral issues and ongoing direct services to assist with implementing behavioral plans.</i>	<i>Reedsburg</i>	\$ 12,000	\$ -	\$ 5,000
The Rivers Family Therapy Center, LLC	<i>Children's Services Unit provider of psychosexual assessments for youth with sexual offending/maltreating behaviors.</i>	<i>LaCrosse</i>	\$ 1,000	\$ -	\$ 1,400
Village of Viola	<i>Use of a room in the Village Office as the Richland County Nutrition Program Viola Meal Site. Meals are prepared and delivered to the site by Tazzee's Wonder Bar & Restaurant.</i>	<i>Viola</i>	\$ 2,400	\$ 2,000	\$ 2,400
ZirMed, Inc.	<i>Clinical Services Unit provider of electronic claims submission and management software for the electronic health record (EHR) system.</i>		\$ 4,000	\$ 3,548	\$ 4,000
	Total 2014 Agreements < \$10,000:				\$ 62,630

Motion made by Bob Bellman, seconded by Virginia Wiedenfeld to approve the 2014 agreements < \$10,000. Motion carried.

2014 Memorandums of Understanding (Mailout #6):

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2013 MOU</i>	<i>2013 Amount Expended *</i>	<i>2014 MOU</i>
ADRC of Eagle Country - Richland County	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Richland Center</i>	\$ 394,194	\$ 282,589	\$ 426,802
Richland County Food Service	<i>Use of the UW-Richland Campus for preparation of Richland County Nutrition Program meals to be delivered to the Richland Center and Rockbridge Meal Sites.</i>	<i>Richland Center</i>	\$ 88,000	\$ 53,275	\$ 88,000
Symons Recreation Complex	<i>Clinical Services Unit provider of swimming services to Comprehensive Community Services consumers.</i>	<i>Richland Center</i>	\$ 4,000	\$ 1,858	\$ 3,000

Motion made by Diane M. Brown, seconded by Dr. Louis Williams to approve the 2014 MOUs. Motion carried.

Approval of 2014 Vehicle Lease Agreements and a Memorandum of Understanding (MOU) Mailout #7: Linda Symons reported that several vehicles were purchased many years ago and the remaining vehicles are either leased to VARC, Schmitt Woodland Hills or Pine Valley Healthcare. Linda Symons stated that these vehicles would not be replaced if they became inoperable. Motion made by Diane M. Brown, seconded by Bob Bellman to approve the 2014 Vehicle Lease Agreements and MOU. Motion carried.

Approval of 2014 s.85.21 Specialized Transportation Assistance Grant (Mailout #8): Linda Symons stated that if Richland County authorizes a 20% match totaling \$13,623 an additional \$68,117 in State aid will be offered to Richland County to continue to provide transportation services to elderly and disabled residents needing transportation to medical appointments. These funds will also continue to support the Richland County Public Transportation bus routes in the rural communities. Motion made by Dr. Louis Williams, seconded by Bob Bellman to approve the 2014 s.85.21 Specialized Transportation Assistance Grant application with required match totaling \$13,623, and forward the recommendation onto the County Board for approval. Motion carried.

Diane M. Brown left the meeting.

Approval of Revisions to the Health & Human Services Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules (Mailout #9): Angie Rizner reviewed the revisions being proposed to the Health & Human Services Addendum, and distributed an additional revision to page #4. Fred Clary stated that there are serious issues with the carryover of on-call compensatory time, noting that this was recently discussed at a Finance & Personnel Committee meeting and it is problematic for the Wisconsin Retirement System and includes penalties. Patrick Metz stated that not carrying over on-call compensatory time is difficult for the on-call staff and there are significant budgetary implications. It was noted that during this time of year it is difficult for on-call staff to cover the on-call 24/7 schedule during paid holidays while also utilizing all their accrued compensatory time before December 31st. Amanda Coorough noted that on-call staff were increased from 37.50 hour per week positions to 40 hour

per week positions which helped with the accrual of compensatory time, but currently five employees have approximately \$1,200-\$1,500 of accumulated on-call compensatory time each, and it would be preferred that they carryover these hours into 2014.

Fred Clary stated that there are issues with an employee being temporarily assigned to work in a vacant position, then applying and being hired into that position, and the probationary period is waived. The employee is not new to county employment, but they are new to the position and if there are issues, the county needs to have the ability to dismiss during a probationary period. It was noted that this is a county-wide problem.

Angie Rizner noted that the department is currently experiencing multiple staff on Family and Medical Leaves and management would like to receive a copy of the forms/documents submitted to the County Clerk's Office so we can be aware of the employees needs. Patrick Metz stated that internal staff compile the department's payroll and it is necessary that we know what is going on with the individual to accurately process payroll. Management also needs notification in order to meet the scheduling needs of their unit. Discussion was held regarding the employee's personnel file and medical record located at Health & Human Services, noting that the County Clerk holds the official file. Angie Rizner stated that all original documents are forwarded to the County Clerk's Office, but it is assumed that Health & Human Services staff are already submitting a copy to Health & Human Services, which is not the case, so we would like a statement added to the addendum. Discussion was held regarding staff medical records and the services offered by Public Health nurses to county staff. Angie Rizner noted that employee personnel files are kept separate from their medical records and it is likely that other county departments with human resource staff maintain similar files.

The five additional changes being recommended to the Richland County Handbook were reviewed noting that these, along with the Health & Human Services Addendum changes, would be discussed at the Finance and Personnel Committee meeting scheduled for November 21, 2013. Barb Scott stated that the county needs to develop a county-wide Social Media Policy. Discussion was held regarding incidental use of county equipment, the Social Media Policies that other departments have developed internally, and the potential liabilities surrounding social media. Motion made by Larry Jewell, seconded by Bob Bellman to approve the proposed revisions to the Health & Human Services Addendum and recommendations to the Richland County Employee Handbook of Personnel Policies and Work Rules, and forward the recommendations onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Regional Enrollment Network Planning for Affordable Care Act Implementation Update: Stephanie Ronnfeldt reported that more than 80 people attended the meeting on November 5th and it is being recommended that clients submit paper applications in order to meet the December 15th deadline to avoid penalties. It was noted that at this time more than 27,000 applications have been submitted nationwide. Marilyn Rinehart stated that there has been a good use of local partners to get the word out. Discussion was held regarding the participating insurance agents and healthcare plans. Stephanie Ronnfeldt noted that changes to BadgerCare will be felt next Monday. Discussion was held regarding the effects on Medicare Part D.

Approval of a New Richland County KIDS Council Member (Mailout #10): Amanda Coorough recommended the addition of Richard Brown as a new parent member. The current membership includes five parent members, four voting professionals, and three non-voting professionals. Motion by Virginia

Wiedenfeld, seconded by Fred Clary to approve Richland Brown as a new member of the Richland County KIDS Council. Motion Carried.

Electronic Health Record (EHR) Software Update: Patrick Metz reported that various agency staff met three days last week with representatives from Streamline Healthcare Solutions to address the software deficits onsite. Agency staff will continue to work with them to get those issues not resolved immediately, resolved within the next three weeks. The owner of Streamline Healthcare Solutions was present during all meetings, and was truly disappointed with the various issues that we have been having and made us an immediate priority. As new issues arise, a new process for handling the issue will be immediately offered. Patrick Metz stated that service claiming is functional now, but automatic posting will still need manual adjustments and State reporting is still a work in progress. It was noted that the MIS Department was utilized and involved in the meetings when relevant. Patrick Metz stated that agency staff are now feeling better about the software, but the overall decision to look for another vendor will depend greatly upon the results offered over the next three weeks.

Approval of Clinical Services Software Purchase (Mailout #11): Patrick Metz stated that SQL report training was offered by Streamline Healthcare Solutions representatives and it was recommended that we purchase this tool to assist the MIS Department county-wide. Barb Scott noted that the 2013 SQL software would be effective for many years. Patrick Metz stated that even though this expense was not budgeted, the ability to retrieve data from the EHR system and run reports to assist with State and meaningful use claiming would far outweigh the cost. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the purchase of a SQL Developer Bundle from CDW-G totaling \$1,796.95. Motion Carried.

Hospice Care Update: No updates offered.

The next regular Board meeting is scheduled for Thursday, December 12, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Fred Clary, seconded by Larry Jewell to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor