

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 14, 2014

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. August 14, 2014 by Bob Bellman in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, Linda Gentes, Marilyn Rinehart, and Virginia Wiedenfeld.

Members Absent: Diane M. Brown.

Others Present: Amanda Coorough, Angie Rizner, Angela Porter, Becky Dahl, Marianne Stanek, Patrick Metz, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the agenda and proper posting. Motion carried.

Approve July 10, 2014 Health and Human Services Board Minutes: Motion by Linda Gentes, seconded by Dr. Louis Williams 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 2014 Voucher Report for August 14, 2014 was distributed. The following items required additional discussion:

2014 Administrative Vouchers:

Voucher #18 – Corcoran Healthcare: Fred Clary noted that the Richland County Jail receives nursing supply discounts that are now available to other county departments as part of their new provider contract and price comparisons should be looked into further.

Voucher #19 & 20 – Dex Media: This was to pay for yellow page advertisements in the local Frontier telephone book for the ADRC and Clinical Services Units marketing and outreach efforts which are invoiced monthly.

Voucher #27 – Honey Creek Market: This was to pay for Regional ADRC meeting needs in the Spring Green area.

Voucher #46 – Rhyme Business Products: This was to pay for the monthly copier rental fees which are usually around \$2,000 per month for three machines; however, this month included excess color copy fees associated with printing the agency's annual report. Motion made by Dr. Louis Williams, seconded by Marilyn Rinehart to approve the 2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2014 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2014 Expense Reports	15	\$11,082.44
Richland County Health and Human Services – 2014 Vouchers	42	\$30,781.15
Richland County Health and Human Services – 2014 Prepaid Vouchers	2	\$334.09
TOTAL	59	\$42,197.68

Approve Transportation Program Title VI Civil Rights Compliance Plan (Mailout #2): Patrick Metz noted that the submission of a Title VI Civil Rights Compliance (CRC) Plan is now being required as part of our contract with the Wisconsin Department of Transportation (DOT) to operate the Transportation Program. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the Transportation Program Title VI Civil Rights Compliance Plan, and forward the recommendation onto the County Board for approval and obtain the necessary signatures. Fred Clary questioned why there are a number of blank documents in the completed plan. It was noted that the blank forms are to be utilized in the event of a CRC complaint against the Transportation Program. Patrick Metz noted that the Richland County CRC Plan includes many of these blank forms as well, which should be posted and utilized by county departments. Angela Porter stated that this is the first time the DOT has requested the completion of a Title VI CRC Plan, as the State is watching such issues more closely and imposed this new requirement. Motion carried.

Approve the Application and Acceptance of a 2015 Section 5310 Department of Transportation Grant (Mailout #3): Patrick Metz reported that the Transportation Program was informed of new grant funds which could be used to operate the program and expand services. It was noted that existing Transportation Program funding would be used to cover the 50% local match which will leverage an additional \$28,031 for the program. Angela Porter noted that the grant application was already submitted due to an impending deadline, but the funding would only be accepted if this proposal was approved. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the application and acceptance of a 2015 Section 5310 Department of Transportation Grant, and forward the recommendation onto the County Board for approval. Don Seep questioned what exactly the additional funding would be used for. Angela Porter explained that additional marketing and outreach activities are being planned for next year and these funds would also support operational efforts. Fred Clary noted that the DOT claims that they are suffering financially and have reduced county road maintenance funding, but we are receiving additional funding for transporting individuals on these poorly maintained roads. Angela Porter stated that there is a huge push to keep the elderly of the communities mobile. It was noted that, while our Transportation Program is available to all individuals, often our route schedules do not meet the transportation needs of working individuals. Motion carried.

Approve Applying Marketing Design on a Second Public Transportation Bus (Mailout #4): Patrick Metz stated that Schmitt Woodland Hills recently returned a bus that the Transportation Program would like to start utilizing and is requesting to put the “dots” marketing design on this vehicle as well. Angela Porter assured the Board that the bus has been thoroughly checked and is currently being serviced to remedy any issues. Fred Clary questioned the price range in Gawronski Signs bid. Angela Porter stated that the vendor is uncertain how difficult the removal of the Schmitt Woodland Hills logo will be and if the new logo will look the same on this bus, since the color of the bus is not white like our other bus. Discussion was held regarding the operations of B-L Signs located in Gillingham. Motion made by Donald Seep, seconded by Linda Gentes to approve the application of the marketing design on a second Public Transportation bus to Gawronski Signs for a total amount not to exceed \$1,175. Motion Carried.

2013 Audit Update: Patrick Metz stated that he has been in contact with Johnson Block auditors and they were not able to offer a copy of the Health & Human Services audit to him yet. Fred Clary noted that the Finance & Personnel Committee received the audit presentation from Johnson Block in July, and the figures were very similar if not exactly what was offered in the 2013 Health & Human Services Annual Report. Patrick Metz noted that many of our programs require an electronic version of this audit and he will continue to apply pressure to the auditors to obtain an electronic copy.

2014 Budget Summary: Patrick Metz distributed a handout that reflected a 2014 Health & Human Services Budget overage of \$10,209 as of July 10, 2014; however, this resulted in a \$6,780 surplus when unbudgeted retirement costs were factored out. The approximately \$51,000 in unbudgeted retirements should be covered by the delay in refilling a number of administrative positions. Patrick Metz noted that the agency is also absorbing approximately \$57,000 of expense in 2014 largely due to 2013 institutional placement cost adjustments. It was noted that preliminary Worker's Compensation Insurance figures totaling approximately \$103,000 were recently billed to us. Patrick Metz noted that historically we have received a sizeable Worker's Compensation Insurance refund once our actual payroll costs are audited, as we only budgeted \$53,000 for 2014 due to historical trends.

2015 Preliminary Budget Update: Patrick Metz stated that he just completed preliminary budget meetings with managers and requested that a 10% health insurance increase be built into unit budgets for now. It was noted that a 10% increase in health insurance equates to an additional \$1,800 per year per family plan. It was noted that final insurance rates should be announced in mid-September. Discussion was held regarding individual insurance plans versus group insurance plans.

Fred Clary reported that the Finance & Personnel Committee reviewed the preliminary 2015 County Budget which is anticipated to begin at approximately \$500,000 in the hole. This is due to a \$140,000 transfer to balance the current budget, costs associated with adding a new Jailer position and increasing inmate services for the Sheriff's Department, and one other high cost item which brings the total beginning deficit to around \$500,000 for 2015. Fred Clary stated that the Finance & Personnel Committee contracted with M3 to look at the current county fringe benefit package and offer alternatives to our existing health and dental insurance providers. Fred Clary noted that operational tax levy is based upon new construction growth and there has been very little new construction in Richland County. It was noted that budget crunching continues for all county departments and committees.

Personnel Updates: Patrick Metz reported that Cheryl Blair, Psychiatric RN, has passed probation and is being recommended to be placed on regular status effective August 24, 2014. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the probationary period of Cheryl Blair, Psychiatric RN following a successful performance evaluation. Motion carried.

Finance & Personnel Committee Updates: Patrick Metz reported that the four sizeable proposals which were discussed at the Health & Human Services Board meeting last month were forwarded onto the County Board with two significant revisions to the Administrative Services reorganization imposed by the Finance & Personnel Committee – two positions on the organizational chart, Fiscal Supervisor and Confidential Administrative Secretary, were removed from under the supervision of the Office Manager and subsequently placed under the supervision of the Director; and the Office Manager position was reduced from Grade 27 as proposed to remaining at Grade 23. Patrick Metz stated that we consider this a success for the agency, as there was much to be considered by the Finance & Personnel Committee.

Approve Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen and Amanda Coorough reviewed the details of their contract requests. Amanda Coorough noted that the placement at Genesee

Lake School is for a child with behavioral issues who was then discovered to have a traumatic brain injury. Fred Clary questioned where the funds would come from to pay for this placement. Amanda Coorough noted that the Children’s Institutional Fund would be utilized.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 NEW HHS CONTRACT/AGREEMENT APPROVALS (8-14-14)		
LUTHERAN SOCIAL SERVICES OF WISCONSIN AND UPPER MICHIGAN, INC. (LSS)	Provider of psychosocial rehabilitation support services to CCS consumers. The provider will deliver a variety of CCS therapeutic interventions to consumers who are identified through their assessments and treatment plans as needing more intensive supports in the community. This provider has a history of providing quality CCS services in Sauk and Columbia counties. (Baraboo)	For a total amount not to exceed \$15,000.
OCONOMOWOC DEVELOPMENTAL TRAINING CENTER – GENESEE LAKE SCHOOL	Provider of residential treatment care to a child being served by the Children’s Services Unit. (Dousman) <i>This will require County Board approval.</i>	For a total amount not to exceed \$82,000.

Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the new 2014 contracts, and forward those necessary onto the County Board for approval. Motion carried.

The balance of the Children’s Institutional Fund was reviewed. Fred Clary questioned what additional planning is being considered for the Children’s Institutional Fund going over next year. Patrick Metz stated that we are reviewing other optional lower cost placements. Amanda Coorough noted that her plan is to have the child previously mentioned placed into a lower cost placement by mid-2015. Discussion was held regarding the child’s parental situation. It was noted that private insurance would not cover these costs. Fred Clary questioned if moving funds between accounts (Health & Human Services Fund 56 to Children’s Institutional Fund 44) could occur. Patrick Metz noted that the County Board must authorize all fund transfers and that usually occurs during the auditing process.

Review and Approve a Resolution to Add a Referendum Question on the November 2014 Ballot Regarding the Expansion of Medicaid/BadgerCare (Mailout #5): Patrick Metz referred to a draft resolution that is being suggested by Kevin Kane, Citizen Action of Wisconsin, for counties to consider. Patrick Metz stated that he recently spoke with Kevin Kane and other regional directors, and they are not looking for another letter of support, they are looking for a referendum question. Bob Bellman stated that August 25th is the last date that the County Clerk’s Office can make additions to the November ballot, so this resolution would have to be added to the August 19th County Board session.

Bob Bellman noted that this is an advisory vote for Governor Walker to consider. It was noted that only 19 of the 72 Wisconsin counties/tribes are currently participating in this action. Fred Clary noted that getting the facts out to the people to be transparent is going to be difficult, as this is a complicated issue, and there are costs associated with getting the question added to the ballot; including printing costs and actually counting the ballots. Marilyn Rinehart and Bob Bellman agreed that this is a confusing issue. Larry Jewell questioned if we should attempt to explain the issues better on the WRCO Morning Show.

Donald Seep stated that there should be a public forum for discussion on this topic by people who are thoroughly informed. Discussion was held regarding the necessary changes to be made to the draft resolution. Motion by Donald Seep, seconded by Virginia Wiedenfeld to make four changes to the draft resolution: replace “19” counties with “approximately 20 counties”, replace “thousands of” Wisconsin citizens with “eligible” Wisconsin citizens, remove “quality and affordable”, and replace insurance “cover” with insurance “coverage”, and forward the revised resolution onto the August County Board for consideration. Linda Gentes questioned what the other 50 counties are doing. Fred Clary stated that at this point it appears that the majority of the counties are doing nothing. Motion carried.

Schedule Special Budget Meeting in September: Patrick Metz stated that the Finance & Personnel Committee announced available dates for departments to present their 2015 budgets and Health & Human Services selected Friday, September 19, 2014. It was determined that a Special Budget Meeting of the Health & Human Services Board will be held during the regularly scheduled meeting on September 11, 2014 and the meeting will start at 9am instead of 9:30am to allow additional time for budget discussion.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c)(f) to Discuss the Health & Human Services Director Position (if needed): Motion by Donald Seep, seconded by Linda Gentes to convene in closed session per Wis. Statutes 19.85(1)(c)(f) to discuss the Health & Human Services Director Position. Roll Call Vote. Marilyn Rinehart, Virginia Wiedenfeld, Fred Clary, Larry Jewell, Dr. Louis Williams, Donald Seep, Linda Gentes, and Bob Bellman all voted for the motion. Motion carried.

Return to Open Session: Motion by Fred Clary, seconded by Virginia Wiedenfeld to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, September 11, 2014 at 9:30am at the Community Services Building.

Adjourn: Motion by Marilyn Rinehart, seconded by Dr. Louis Williams to adjourn the meeting at 12:50pm. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor