

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
FEBRUARY 10, 2005**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. February 10, 2005 by Ann Greenheck in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Ann Greenheck, Ariel Ferguson, Daniel Carroll, Dr. Richard Edwards, Earl Mellen, Gaylord Deets, Glenn Ferguson, Jarrett McDonald, and William Seep.

Others Present: Annie Windstrup, Christy Duhr, Judy Krysko, Larry Fowler, Margaret Armstrong, Marianne Stanek, Randy Jacquet, Robin Reser, Teri Buros, Tracy Thorsen, and Angie Rizner.

Approval of Amended Agenda and Posting: Motion by Earl Mellen, seconded by Dr. Richard Edwards to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Motion by Ariel Ferguson, seconded by William Seep to approve the minutes of the last meeting. Motion carried.

Citizen Comments: None.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 2004/2005 Voucher Report was distributed. Jarrett McDonald reported that the vouchers were reviewed, and gave a detailed update on the vouchers that required additional discussion. Discussion was held regarding performing printing in-house rather than going through a printing company. Motion made by Jarrett McDonald, seconded by Gaylord Deets to approve the 2004/2005 Richland County Health and Human Services vouchers listed below. Motion carried.

2004/2005 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – Expense Reports	44	\$5,987.55
Richland County Health and Human Services (2004)	11	\$4,674.33
Richland County Health and Human Services (2005)	60	428,952.49
Richland County Health and Human Services Pre-Paid (2004)	1	\$840
Richland County Health and Human Services Pre-Paid (2005)	4	\$1,240.05
TOTAL	120	\$41,694.42

2004 Budget Update: Judy Krysko distributed the 2004 Budget Report for the period ending December 31, 2004 and noted that a report for 2005 activities would not be prepared until the April Board meeting. The Health & Human Services budget is projecting to be under budget by \$145,711, excluding the addition of unbudgeted institutional costs. With the inclusion of these costs, the year to date expenses would reflect an approximate surplus of \$2,001.

Judy Krysko stated that in March or April management would request a closing of some accounts to transfer the funds to the 2004 Health & Human Services budget. It was noted that these transfers would need action by the County Board. Discussion was held regarding whether or not staff vacation and sick leave had been accrued and deducted from the budget for the year. Judy Krysko noted that this was not past practice.

Judy Krysko reviewed the CMO Income Statement and noted a loss of \$24,378 as of December 31, 2004. Judy Krysko stated that this loss reflects the accrued vacation and sick leave of CMO staff for 2004.

Judy Krysko noted that there are two issues of concern to the 2004 CMO budget. CMO staff is actively working with the State to secure the anticipated payment from them of approximately \$66,219, although this figure has not yet been confirmed. In addition, the State is calculating a retroactive rate adjustment based on our experience, which may reduce our capitation payment by less than approximately 1%. Judy Krysko stated that the CMO is not anticipating a loss for 2004, but the surplus would not be significant. It was noted that the budget is very fluid at this time.

Approval of Contracts, Addendums, and Providers:

2005 CMO Contracts (Mailout #8): Robin Reser reviewed the list of additional providers to the 2005 CMO Network.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 CMO PROVIDER APPROVALS (2-10-05)		
SCHURMANN CHIROPRACTIC & WELLNESS CENTER, LLC	For the provision of alternative therapies.	
AMERICAN HOME PATIENT	For the provision of durable medical equipment/disposable medical supplies. (Madison)	
BOHLMAN'S DRUG STORE	For the provision of durable medical equipment/disposable medical supplies. (Boscobel)	
ACCESS TRANSPORT	For the provision of adaptive aids. (LaCrosse)	

Motion made by Jarrett McDonald, seconded by Dr. Richard Edwards to approve the 2005 CMO Provider contracts. Motion carried.

2004 Health & Human Services Contract Amendments (Mailout #8): Randy Jacquet reviewed the 2004 Health & Human Services contracts that are in need of amendment.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2004 HHS AMENDED CONTRACT APPROVAL (2-10-05)		
COMMUNITY CARE RESOURCES	Due to additional placements by the Children and Families Unit. (Middleton)	<i>Original Contract Amount: \$17,500.</i> Amended contract amount not to exceed \$22,000.
JEAN WARRIOR, PH.D.	Due to the need for additional assessments for court evaluations. (Madison)	<i>Original Contract Amount: \$18,720.</i> Amended contract amount not to exceed \$20,000.
MATEKEL'S GROUP HOME	Due to an additional placement by the Children and Families Unit. (Hillpoint)	<i>Original Contract Amount: \$15,500.</i> Amended contract amount not to exceed \$22,000.

Motion made by William Seep, seconded by Gaylord Deets to approve the 2004 Health & Human Services amended contracts. Motion carried.

2005 Health & Human Services New Contract (Mailout #8): Tracy Thorsen reviewed the new 2005 Health & Human Services contract.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2004 HHS NEW CONTRACT APPROVAL (2-10-05)		
HUEBNER & ASSOCIATES	For the provision of psychotherapy services for CCS clients. These services will be funded by the CCS Program and receive the MA rate. (Richland Center)	Total amount not to exceed \$29,000.

Motion made by Earl Mellen, seconded by Dr. Richard Edwards to approve the 2005 New Health & Human Services contract. Motion carried.

Community Services Building Storm/Sewer Lines: Larry Fowler was introduced to the Board and stated that he is recommending that Health & Human Services take advantage of the anticipated construction of Hwy. 80 during the Main Street Project. It was noted that the current Community Services Building water pipe connection would need to be increased to allow for future expansion of the building. Larry Fowler proposed that during this construction project we increase our pipe size to 10"-12". Larry Fowler stated

that this proposal would cost a little money now, but save a lot of money in the future. The estimated cost is less than \$5,000 to install a 6" water line, 12" storm line, and additional sewer connections. It was noted that the addition would be on Haseltine Street and we would have to approach the City of Richland Center with this proposed project. Discussion was held regarding our goal and timeline of expansion. Motion by Dr. Richard Edwards, seconded by Earl Mellen to approve Health & Human Services approaching the City of Richland Center requesting an estimate on the installation of water lines, storm lines, and sewer connections on Haseltine Street during the Main Street Project. Motion carried.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: None.

Randy Jacquet noted that interviews were conducted recently for a CMO Care Manager, but we are unable to confirm acceptance at this time.

Retirements: Randy Jacquet reported that Judy Krysko, Business Manager, has announced her retirement effective May 4, 2005. Randy Jacquet stated that Judy Krysko's invaluable knowledge would be greatly missed. Ann Greenheck noted that Judy Krysko has also been wonderful with public relations. Discussion was held regarding the ability of Judy Krysko to train a new staff person prior to her retirement. It was noted that Judy Krysko could potentially be hired on a leased employee, since there is no provision within the county for an overlapping of positions. Motion by Daniel Carroll, seconded by Ariel Ferguson to reluctantly approve the retirement of Judy Krysko, Business Manager. Motion carried.

Probationary Evaluations: None.

2005 Agency Goals: Randy Jacquet distributed a handout of 2005 Major Agency Goals and reviewed each with the Board noting that these goals affect the entire agency. In addition, each unit within the agency has their own annual goals to attain. It was noted that the development of the Comprehensive Community Services/Coordinated Services Program, a smooth transition to a new Business Manager, and development and implementation of the new HIPAA Security Rule were the top three on the list.

Economic Support:

Approval to Amend the General Relief Policy (Mailout #1): Christy Duhr distributed the amended General Relief Policy and noted that the only revision is to add a three month maximum for rental assistance. This change would affect those that do not meet disability requirements. Discussion was held regarding the ability to ask individuals for a return of assistance. Christy Duhr stated that individuals are asked to sign a request for payment form, but we seldom receive any funds returned. Motion by William Seep, seconded by Jarrett McDonald to approve the Amended General Relief Policy to add a three month maximum for rental assistance. Motion carried.

W-2 Consortium Update: Randy Jacquet stated that Richland County is part of an five county consortium that operates the W-2 Program and we have received notification that the consortium is running out of money. It is possible that by September of 2005 there will be no more money for the consortium to operate. The individual counties must decide 120 days prior to that time if they would like to continue with the program.

Randy Jacquet reported that Richland County's anticipated loss for 2005 would be approximately \$17,000. Other counties are experiencing a larger loss. Randy Jacquet stated that it would hurt us more if we got out of the W-2 Program, since we receive substantial revenues that help the agency as a whole. If we got out, we would have a \$76,000 shortfall to make up in the 2006 budget process. Richland County may also be penalized by the State if we give less than a 120-day notice to withdrawal from the program. It was noted that if one county drops out of the consortium, the remaining counties must absorb that county's expenses; however, if Grant County drops out the whole consortium will collapse. The Health & Human Services Board directed Randy Jacquet to keep them informed on the situation.

Children and Families Unit Update: Margaret Armstrong distributed the Winter Edition of the 2005 Children and Families Unit Newsletter and updated the Board on advancements made by the unit. The Board thanked Margaret Armstrong for her update.

Discussion of Referendum on State Funding of Human Services: Ann Greenheck stated that this issue is going to be on the County Board agenda on Tuesday. It was noted that this is a referendum requesting the State adequately fund their mandated programs; however, the State has no new money to fund these programs. Ann Greenheck noted that the State taking over managing the mandated programs could be hurtful to small counties. Discussion was held regarding whether the questions would be understandable to the voters. Judy Krysko stated that Richland County contributes approximately \$1M in over-match to the agency. Ann Greenheck reported that this referendum has to be passed by April 2, 2005. It was noted that there is a cost to the county in conducting a referendum.

Approval of Ethics & Boundaries Training (Mailout #2): Randy Jacquet stated that we would like to receive approval to hire Norm Brickl, retired Director of Sauk County, to train our staff in-house on Ethics & Boundaries. It was noted that this is a requirement of Social Workers to retain their certification, and would cost the agency approximately \$250 - \$300. The cost for the full day of training is \$500 plus expenses, however participants from other agencies and counties will be charged a fee to offset the costs. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve the Ethics & Boundaries Training. Motion carried.

Approval of Replacement Server Purchase (Mailout #3): Randy Jacquet reported that the agency has been struggling for some time with the computer response time at the West Office. After much IT research, it has been determined that the agency needs to replace

the Novell server software. The IT Unit is recommending purchasing the 2003 Microsoft server software and hardware at a total cost of \$5,315.37. It was noted that the Coordinated Services Team Initiative (CST) grant would be used to fund this purchase and additional monies have been secured within the Health & Human Services 2005 budget. It was noted that this would need Finance Committee approval. Motion by Daniel Carroll, seconded by Earl Mellen to approve the Replacement Server Purchase at a total cost not to exceed \$5,315.37 and forward the request onto the Finance Committee for final approval. Motion carried.

Approval of Representative Payee Service Fees (Mailout #4): Teri Buros stated that the Representative Payee Program services have lost their funding source through the CMO to offset costs and Health & Human Services needs to implement a fee schedule to charge individual clients for the services provided to them. This fee would be a maximum of \$32.00 per month, subject to Social Security Administration regulations, and the agency sliding fee scale. It was noted that this fee would be removed from the clients SSI benefits. Teri Buros noted that the CMO is researching if any other family members, etc. that could perform the service offered to Representative Payee clients. Randy Jacquet noted that this could be a controversial issue for the Health & Human Services Board members as this charge is being assessed to people who are on disability and are considered very poor. Teri Buros stated that the CMO could no longer pay for Representative Payee services being offered outside the agency. Motion by William Seep, seconded by Glenn Ferguson to approve the Representative Payee Service Fees to a maximum of \$32 per month. Motion carried.

Randy Jacquet noted that the Richland County Board would be presented with a resolution next Tuesday to approve the operation of the Representative Payee Program by Health & Human Services and Pine Valley Health Care and Rehabilitation Center. This resolution does not include the ability to charge clients.

Approval of Increase to Dietary Fluoride Supplement Charges (Mailout #5): Marianne Stanek noted that our vendor has increased the fee imposed on us to purchase the dietary Fluoride supplement and we have to pass that increase onto those utilizing the supplement. It was noted that the cost has increased from \$3.50 per bottle to \$4.00 per bottle. Motion by Ariel Ferguson, seconded by Glenn Ferguson to approve an Increase to the Dietary Fluoride Supplement Charges from \$3.50 per bottle to \$4.00 per bottle. Motion carried.

Approval of Copier Lease (Mailout #6): Annie Windstrup reported that after much research we would like to lease three Sharp copiers from Rhyme that are networked to all agency computers. Discussion was held regarding whether or not we could purchase the machines rather than lease. Annie Windstrup was unsure of the actual purchase cost. Discussion was held regarding Sharp's ability to buy out our existing Xerox contract. The Board requested additional information on the actual purchase price of the machines to adequately compare the value. It was noted that this item would need to be placed on a future agenda.

Approval of Van Lease Agreements with VARC, Inc. (Mailout #7): Teri Buros reported that Health & Human Services would like to lease two new 5310 grant vans to VARC, Inc. for operations at Production Services. It was noted that there is a 20% match for each vehicle and the CMO would be responsible for funding the match. Teri Buros noted that VARC, Inc. would be responsible for writing the grant and funding the 20% match in the next cycle. It was noted that the ordering due date is in April of 2005. Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the Van Lease Agreements with VARC, Inc. Motion carried.

WCHSA Spring Conference: Randy Jacquet reviewed the details of the WCHSA Spring Conference and questioned if any Board members would like to attend. It was noted that this item should be placed on a future agenda once the conference agenda has been announced. Randy Jacquet noted that the conference dates would conflict with our May 2005 Health & Human Services Board meeting. It was determined that Health & Human Services should reserve 2 – 3 rooms with the ability to cancel as needed.

The next regular Board meeting is scheduled for Thursday, March 10, 2005 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Dr. Richard Edwards, seconded by Jarrett McDonald to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant