

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
APRIL 14, 2005**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. April 14, 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, Glenn Ferguson, Jarrett McDonald, and William Seep.

Absent: Gaylord Deets.

Others Present: Annie Windstrup, Christy Duhr, Judy Krysko, Marianne Stanek, Patrick Metz, Randy Jacquet, Teri Buros, and Angie Rizner.

Approval of Agenda and Posting: Motion by Daniel Carroll, seconded by Earl Mellen to approve the agenda and proper posting. Motion carried.

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Glenn Ferguson 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 the expenditures to the Home Plate. Discussion was held regarding the WSSA and WHSFM prepaid vouchers. Motion made by Dr. Richard Edwards, seconded by William Seep 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	48	\$7,606.71
Richland County Health and Human Services (2005)	65	\$37,888.81
Richland County Health and Human Services Pre-Paid (2004)	1	\$47.79
Richland County Health and Human Services Pre-Paid (2005)	20	\$2,276.23
TOTAL	134	\$47,819.54

2004 Budget Update: Judy Krysko distributed the 2004 Budget Report for the period ending December 31, 2004, and noted that 2004 is projected to be under budget by \$9,302 (unaudited).

Transfer of 2004 Unused Tax Levy to the Institution Fund: Judy Krysko requested a transfer of any excess funds, after the audit, to be placed in the County Institution Fund for future use by Health & Human Services as necessary. It was noted that this request would require County Board action. Any action would follow the final audited numbers.

2005 Budget Update: Judy Krysko reviewed the 2005 Budget Report for the period ending March 31, 2005, and noted a few additions to the program line items: CCS Case Management, CCS Residential Services, and Coordinated Services Team Initiative. Judy Krysko noted that we collect 58% of our costs for CCS Residential Services and CCS Case Management. However, we have not received any income at this time, as we have not billed Medical Assistance.

Judy Krysko reported that the Economic Support Unit is over budget due to Income Maintenance and the W-2 Program. It was noted that these revenues might catch up, but at this time they are not meeting what we have budgeted. Judy Krysko reported that the Health & Human Services budget is under by \$56,482 at this time.

Teri Buros noted that the amount reflected for the Birth to Three Program is not accurate, as we have been holding bills until providers have completed necessary contractual requirements. Discussion was held regarding the number of children in the program.

It was noted that the Mental Health Institutes year to date expenses are \$13,620. Discussion was held regarding court required placements.

Judy Krysko reviewed the 2004 CMO Income Statement, and noted a surplus of \$159,209. It was noted that this surplus would be applied to the Working Capital for future years. Judy Krysko reported a large increase in Administrative costs from 2003 to 2004. It was noted that in 2004 a large portion of administrative staff time was attributed and charged to the Health Insurance Portability and Accountability Act (HIPAA).

Judy Krysko reviewed the 2005 CMO Income Statement, and noted a surplus of \$63,689 with Capitation rates being very good. It was noted that the IBNR rate for 2005 is based on 2003 experience reported to the State, which reflects what our actual expense rate is. Discussion was held regarding the Money Held to Pay IGT costs line item and the pass through to nursing homes. It was noted that we do not pay this out until we actually receive it.

Judy Krysko noted that the current CMO membership is at 312, which has been growing over the last couple of months. It was noted that there are more people enrolling into the CMO and fewer disenrolling or passing away. Judy Krysko reported that the enrollment

is increasing our budget revenues by 4%. Discussion was held regarding where the new clients are coming from.

Randy Jacquet noted that the CMO financial reports are very favorable for last year and we are off to a good start for 2005. Randy Jacquet reported that the Richland County CMO is the only county of the five pilots to show a surplus in 2004.

Discussion was held regarding the capitation rate calculations and how 2006 rates would not be as favorable with the 2004 comparison. Teri Buros stated that she understands the concern and realizes that 2006 rates may not be as good as 2005.

Discussion was held regarding receipt of the \$38,000 State Risk Sharing amount for 2003 as an accrued revenue. Judy Krysko noted that it is a 2004 Other Receivable, and that this would not affect 2005 quarterly reporting.

Randy Jacquet noted that if the financial trend continues, the CMO would like to take some of this surplus to build up our Risk Reserve by the end of the calendar year. Theoretically, we could take some of the surplus to reimburse the initial contribution of County Tax Levy. It was noted however, that the County does receive the interest off this money.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet informed the Board that Dennis Behl had been selected by the Interview Team for the Adult Family Home Coordinator position. It was noted that this position is a 10-hour per week county position with no benefits. Randy Jacquet noted that Dennis Behl had recently retired from the county, and has agreed to come back in a limited capacity.

Randy Jacquet informed the Board that Byron Smith had been selected by the Interview Team for the Coordinated Services Supervisor position. It was noted that Byron Smith comes to us with a lot of experience.

Randy Jacquet informed the Board that Patrick Metz had been selected by the Interview Team for the Business Manager position. It was noted that Patrick Metz, who is currently the Elderly Services Supervisor, has the experience necessary to enable a smooth transition. Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve the hire of Dennis Behl as the Adult Family Home Coordinator, Byron Smith as the Coordinated Services Supervisor, and Patrick Metz as the Business Manager. Motion carried.

Discharges/Resignations: Randy Jacquet reported that Tracy Hartman, CMO SW/Care Manager, had been discharged effective April 8, 2005. It was noted that Tracy Hartman was still under probation.

Randy Jacquet reported that Patty Wilson, CMO RN/Care Manager, has submitted her resignation effective April 15, 2005. It was noted that Patty Wilson is returning to the Richland Hospital.

Randy Jacquet reported that Penny Clary, CMO Member Relations Coordinator, has submitted her resignation effective May 3, 2005. It was noted that Penny Clary has accepted a position as the Executive Director of Our House.

Randy Jacquet reported that Dana Marshall, File Clerk, has submitted her resignation effective June 3, 2005. It was noted that Dana Marshall is moving to Missouri with her family. Motion by William Seep, seconded by Earl Mellen to approve the discharge of Tracy Hartman, CMO SW/Care Manager; resignation of Patty Wilson, CMO RN/Care Manager; resignation of Penny Clary, CMO Member Relations Coordinator; and resignation of Dana Marshall, File Clerk. Motion carried.

Probationary Evaluations: None.

Randy Jacquet announced that we are looking for one or two Board Members to attend an interview with a CMO RN/Care Manager on Friday, April 15th at 10am. William Seep stated that he would be available to represent the Health & Human Services Board.

Ann Greenheck noted that there is a question as to whether these Interview Committee meetings should be posted if Board members are receiving per diems.

Status of Community Services Building Storm/Sewer Lines: Annie Windstrup reported that she has been in contact with Larry Fowler. However, there is nothing to report at this time. It was noted that the project contractor, A-1 Excavating, is willing to install these lines into our building, rather than have the agency work with an independent plumber. Annie Windstrup noted that this project is “up in the air” right now, as no firm cost estimate has been received. Discussion was held regarding the possible need to make a quick decision and whether or not there would be enough time to hold an emergency meeting. Annie Windstrup left the Health and Human Services Board meeting to attend the bi-weekly Main Street Project meeting.

Long Term Support:

CMO Staff Restructuring Proposal (Mailout #1): Ann Greenheck questioned if this proposal would “side step” the resolution requiring reclassifications be requested only in June and September. Randy Jacquet stated that he felt these positions are not being reclassified, but rather whole new positions are being created. Discussion was held and members of the Board stated that they would like to receive a recommendation from the Personnel Committee, as to whether this request would fall within the parameters of the reclassification resolution, prior to ruling on the proposal.

Randy Jacquet noted that, with the resignation of Penny Clary, the Member Relations Coordinator position is now vacant. Randy Jacquet indicated that he would like to reclassify this position now as a Quality Coordinator with a new job description, rather than fill the position as a Member Relations Coordinator.

Randy Jacquet noted that the RN Coordinator position would be eliminated and a new Long Term Support Supervisor position would be created. The CMO Business Analyst position would be eliminated and a new CMO Financial Reporting/Systems Supervisor position would be created. It was noted that this would be a significant restructuring of the CMO, not simply a grade change and salary increase for each position. Randy Jacquet stated that these positions were new CMO positions, and their job descriptions and duties have evolved over time.

Ann Greenheck recommended that a compromise be presented. Teri Buros stated that she is unable to present just one position, as all of the positions are in need of revision. It was noted that the CMO is a profitable program, and these reclassifications would have no effect to the county tax levy. Ann Greenheck called for a role call vote from the Board to approve this proposal and forward it onto the Personnel Committee for consideration.

Role Call Vote: Earl Mellen voted against the CMO restructuring proposal. William Seep, Glenn Ferguson, Dr. Richard Edwards, Ann Greenheck, Ariel Ferguson, Daniel Carroll, and Jarrett McDonald voted to support the CMO restructuring proposal and forward it onto the Personnel Committee for approval. Motion Carried.

CMO RN Staffing Flexibility: Teri Buros stated that the CMO continues to have difficulty with recruiting and retaining qualified, competent nurses. Teri Buros noted that one option being considered is to reduce the weekly hours of the RN's, but this would create animosity with their social worker peers. Teri Buros reported that staff turnover costs approximately \$30,000 per person, and there is a 6-month learning curve. It was noted that the CMO employs 6 full time RN's and 10 full time social workers when fully staffed. Discussion was held regarding why nurses are leaving. Teri Buros stated that this is a very complex, stressful job and a lot of the staff "take the work home with them". Teri Buros reported that the CMO has not been fully staffed for over one year and enrollment keeps increasing. Teri Buros stated that CMO management is actively meeting to attempt to resolve this issue and come up with a plan to present at a later date.

Honoring of Earl Mellen and Judy Krysko: Randy Jacquet reported that Earl Mellen has been instrumental on the Community Programs Board, the Social Services Board, the initial committee that spearheaded the reorganization, Health and Human Services Board, and County Board. Earl Mellen stated that he began his service nearly 15 years ago. The Board thanked Earl Mellen for his many years of devoted service and wealth of knowledge. Ann Greenheck questioned if Earl Mellen could serve on any of the internal committees, such as the Long Term Care Council.

Randy Jacquet reported that Judy Krysko has been an extremely valuable employee over the last 13 years and will be greatly missed. The Board thanked Judy Krysko for her many years of service to the citizens of Richland County.

Approval to Request to Hire Temporary Casual Drivers (Mailout #2): Patrick Metz stated that the Elderly Services Unit is requesting the flexibility to hire temporary casual workers in the Nutrition and Driver/Escort Programs. It was noted that drivers are needed primarily to transport clients to and from Madison for dialysis, as we are anticipating losing some volunteer drivers with the increased gas prices. It was noted that this request would need Personnel Committee approval. Motion by Earl Mellen, seconded by Glenn Ferguson to approve the Request to Hire Temporary Casual Workers, and forward the request onto the Personnel Committee for approval. Motion carried.

Annie Windstrup returned from the Main Street Project meeting, and reported that she would contact Charlie from A-1 Excavating to clarify our storm/sewer connection.

Public Health:

Support of Assembly Bills 70 and 215 (Mailout #3): Marianne Stanek stated that these bills clarify the child safety restraint system and enforce the seat belt law. Marianne Stanek requested the support of this legislation by authorizing the Board Chair to sign the resolutions. Motion by Dr. Richard Edwards, seconded by Jarrett McDonald to approve the Support of Assembly Bills 70 and 215. Motion carried.

Influenza and Vaccine Update: Marianne Stanek stated that the price of a vial (10 doses/vial) of influenza vaccine has increased by \$21 for 2006. It was noted that the Medicare reimbursement rate would be adequate to cover this increase. Marianne Stanek noted that supply is still questionable and we have be required to submit two orders, one listing only the high risk individuals and one listing how much we would actually like to receive. Marianne Stanek noted that Public Health would be reimbursed for left over vaccine in 2005, but this would not be the case in 2006. Marianne Stanek reported that we administered vaccinations to 1,200 high-risk individuals in 2005.

Update on June 16, 2006 Public Health Review: Marianne Stanek distributed a packet of background information to assist those Board members wishing to attend the June 16, 2006 review of the Public Health Department.

W-2 Program Options: Randy Jacquet reported that it is anticipated the W-2 Consortium would be out of funds by September of 2005. It was noted that the client benefits are increasing. Randy Jacquet stated that we have two options: fight for more money or submit our 120-day notice in May of 2005. It was noted that there is also a second issue, if we resolve 2004/2005 problems, then what do we do for the 2006/2007 program years.

Christy Duhr distributed a letter that Grant County sent to Roberta Gassman, Secretary of the State Department of Workforce Development (DWD), on the behalf of the W-2 Southwest Consortium, which compared the Southwest Consortium allocations to other

counties. Christy Duhr reported that Richland County serves 10 of the 40 individuals noted in the report as being served by the Southwest Consortium. Christy Duhr also distributed the Department of Workforce Development Report Highlights on the W-2 Program.

Randy Jacquet noted that if any of the other counties in our consortium decides to submit notice, then the consortium would dissolve or the remaining counties would have to absorb their responsibilities. If we submit our notice, then we lose the W-2 revenues that are scheduled and the number of people we serve would not change. It was noted that we would basically lose money either way. Ann Greenheck stated that the elected officials of the County Board would need to make the final decision.

Approval of Copier Lease: Annie Windstrup reported that she has researched the ability to purchase three copy machines and the cost was approximately \$38,000. The leasing cost is \$712 per month, plus copies for three machines, and we are charged \$.0065 per copy. Annie Windstrup reported that 42,000 copies would total \$985 per month for the three copiers. It was noted that we pay \$965 per month now. Annie Windstrup reviewed the features of the new secure machines and the comparison to our current copier usage. Annie Windstrup noted that she also received an estimate from Gordon Flesch, but it was substantially higher than Ryme. It was noted that this lease is for five years and Ryme is willing to buy out our remaining Xerox contract. Motion by Dr. Richard Edwards, seconded by Jarrett McDonald to approve the five-year lease of three Sharp copiers with Ryme. Motion carried.

Approval of IT Purchases (Mailout #4): Christy Duhr reported that the Economic Support Unit has been required to purchase 19” flat screen monitors in order to work with the State operated Cares Worker web. It was noted that Economic Support Unit staff currently have 15” monitors that are relatively new, and these would be distributed to other agency staff as needed. Motion by William Seep, seconded by Daniel Carroll to approve the IT purchase of seven 19” monitors for the Economic Support Unit, totalling \$2,413.74. Motion carried.

Approval of Contracts, Addendums, and Providers:

2005 CMO Contracts (Mailout #5): Robin Reser reviewed the list of additional providers to the 2005 CMO Network. Judy Krysko reported that the State is willing to pay Health & Human Services 10%, approximately \$10,000, in administrative fees to contract with Paragon. It was noted that the CMO contract with Paragon would need a dollar amount and County Board approval, as it is an administrative contract.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 CMO PROVIDER APPROVALS (4-14-05)		
PARAGON	For the State to hire consulting firm to perform Functional Screen work. This would also need County Board approval.	Up to \$120,000.

REM WISCONSIN, INC DBA CCS – WISCONSIN	For the provision of CBRF services.	
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Motion made by Ariel Ferguson, seconded by Jarrett McDonald to approve the 2005 CMO Provider contracts. Motion carried.

2004 Health & Human Services Contract Amendments (Mailout #5): Randy Jacquet reviewed the Health & Human Services contract that is in need of amendment. It was noted that half of the Business Manager’s LTE position could be billed to the CMO. It was noted that the LKI contract should be reviewed, as it is approaching the contract limit.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 HHS AMENDED CONTRACT APPROVAL (4-14-05)		
LORI KNAPP – RICHLAND	To add LTE staff and a Representative Payee Specialist for the Business Office.	<i>Amended Contract Amount: \$324,000.</i> To a total contract amount not to exceed \$344,000.

Motion made by William Seep, seconded by Glenn Ferguson to approve the 2005 Health & Human Services Amended contract. Motion carried.

2005 Health & Human Services New Contract/Agreement (Mailout #5): Randy Jacquet reviewed the new Health & Human Services agreement.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 HHS NEW CONTRACT/AGREEMENT APPROVAL (4-14-05)		
FAMILY AND CHILDREN’S CENTER	To provide respite care for the Children with Disabilities Unit.	An agreement not to exceed \$6,500.

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

The next regular Board meeting is scheduled for Thursday, May 12, 2005 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Agency Update:

WCHSA Conference: Randy Jacquet distributed the WCHSA Conference agenda and registration. It was noted that the conference dates conflict with our next Health & Human Services Board meeting. It was determined that the Health & Human Services Board meeting would remain as scheduled.

Coordinated Services Update: Randy Jacquet noted that Coordinated Services Team Initiative training was held at the White House Lodge recently, and good comments were received from key community partners.

Adjourn: Motion by Glenn Ferguson, seconded by Earl Mellen to adjourn the meeting.
Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant