

**MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
FEBRUARY 9, 2006**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. February 9, 2006 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, Gaylord Deets, Glenn Ferguson, Janet Parr, and William Seep.

Others Present: Annie Windstrup, Cathie Ryan, Christy Duhr, Karee Gander, Marianne Stanek, Patrick Metz, Randy Jacquet, Teri Buros, and Angie Rizner.

Approval of Agenda and Posting: Motion by Daniel Carroll, seconded by Janet Parr 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 2005/2006 Voucher Report was distributed. Gaylord Deets reported that the vouchers were reviewed, and gave a detailed update on the vouchers that required additional discussion. Discussion was held regarding incentive money. Randy Jacquet reported that these funds are used to get mentally ill out into the community. Discussion was held regarding the use of the Richland County Visa credit card to purchase items through the Internet at a lower cost. Motion made by Gaylord Deets, seconded by William Seep to approve the 2005/2006 Richland County Health and Human Services vouchers listed below. Motion carried.

2005/2006 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2005 Expense Reports	1	\$109.61
Richland County Health and Human Services – 2006 Expense Reports	54	\$8,402.68
Richland County Health and Human Services – 2005 Vouchers	14	\$5,171.23
Richland County Health and Human Services – 2006 Vouchers	63	\$31,611.14
Richland County Health and Human Services – 2005 Prepaid Vouchers	7	\$6,757.24
Richland County Health and Human Services – 2006 Prepaid Vouchers	9	\$1,418.35
TOTAL	148	\$53,470.25

2005 Budget Update: Patrick Metz distributed the 2005 Budget Report for the Period Ending December 31, 2005, and noted an overage of \$70,346. Patrick Metz stated that these are not our final numbers for 2005, as we still have income coming in and managers are working on maximizing revenues. Patrick Metz noted that we are working on transferring some legitimate expenses to 2006, but we have to be careful not to disrupt the 2006 bottom line. Patrick Metz reported that the reason for the overage continues to be in the Administration line for unbudgeted salary increases and staff retirement, and the Economic Support line due to a reduction of W-2 Program and General Relief funds. Patrick Metz explained that there is also a need to clarify Birth to Three case management billing, which would reduce the program overage by \$4,000 - \$5,000. Comprehensive Community Services revenues are uncertain and may be \$338,000 compared to \$349,000. The more conservative figure was used in presenting this budget. It was noted that non-CMO unbudgeted salary increases totaled \$99,245. Teri Buros stated that the CMO budgeted more than \$50,000 for 2005 salary increases.

Ann Greenheck stated that the budget overage increased by \$18,000 from last month. Patrick Metz noted that the unbudgeted institutional costs are figured in and we are not foreseeing any additional increase in these, but rather a decrease is anticipated. Discussion was held regarding the \$24,000 owed to Community Care Resources for 2004. Patrick Metz stated that the back payment is also included in this report. Discussion was held regarding the service rates at Rawhide, Inc. Karee Gander noted that Rawhide's rates are standard to other similar placements.

Patrick Metz reported that Mental Health Institutes is anticipated to increase to nearly \$57,000, as we had a placement in Brown County in April of 2005 and we are just receiving invoices in December. Teri Buros clarified the situation of this individual and reported on the connection of this protective placement to Richland County.

Patrick Metz stated that the CMO is experiencing a surplus of \$95,306 for December 2005 with a YTD surplus of \$557,423. Patrick Metz noted that there is a cushion within the IBNR calculation, as the expenses have been overestimated. Teri Buros stated that the CMO has been very conservative all year and has spread certain costs over the course of the year rather than charge these costs to December only. Teri Buros reported that it is anticipated that this surplus will increase.

Patrick Metz noted that the CMO Working Capital is \$759,329, which may increase over the next few months. Discussion was held regarding the upcoming transfer from the CMO Risk Reserve that is slated for the next Finance Committee meeting. It was noted that enrollment of 324 members is well over the 2005 projection.

Patrick Metz distributed the 2006 CMO Budget Report for the Period Ending January 31, 2006. The report was not reviewed in detail, but Patrick Metz noted that the CMO is experiencing a surplus of \$22,061 for January and enrollment continues to increase at 329 members.

Discussion was held regarding CMO placements at Our House in Richland Center. Teri Buros stated that placements by our CMO have been capped at 4 individuals (due to our reduced rate) and we have 1 member placed there currently.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: None.

Resignations/Retirements: Randy Jacquet announced that two CMO Social Worker Care Managers have submitted their resignations. Mindy Shrader's resignation is effective February 10, 2006 and Michele Wetter's resignation is effective March 31, 2006. Randy Jacquet also announced that Annie Windstrup, Office Manager, has formally submitted her retirement request effective May 5, 2006. It was noted that Annie Windstrup has been employed by Richland County for nearly twenty-five years. Motion made by Gaylord Deets seconded by William Seep to approve the resignation of Mindy Shrader, CMO Social Worker Care Manager, and Michele Wetter, CMO Social Worker Care Manager, and the retirement of Annie Windstrup, Office Manager, with regret. Motion carried.

Probationary Evaluations: Randy Jacquet informed the Board that Laurie Couey, Children and Families Case Manager, has successfully completed her probationary period. Motion by Dr. Richard Edwards, seconded by Ariel Ferguson to approve the probationary period of Laurie Couey, Children and Families Case Manager. Motion carried.

Ann Greenheck reported that a contracted worker was dismissed recently due to overzealous use of the county computer equipment. Discussion was held regarding the ability to hire someone to replace Annie Windstrup while she was still here by creating a new, but similar position. This would offer overlapping time to adequately train the new hire. Randy Jacquet noted that when any position is vacant we take a closer look at whether or not to re-fill the position as is or make changes to the position.

Children and Families Foster Parent Program Update: Randy Jacquet introduced Cathie Ryan, Foster Parent Coordinator, and Karee Gander, Interim Children and Families Coordinator. Karee Gander distributed a handout regarding Richland County Foster Care Information and reviewed the handout with the Board.

Discussion was held regarding the 36 hours of required PACE training offered to foster parents. Karee Gander noted that additional trainings are also offered to foster parents in Richland Center. It was noted that caseworkers must have a minimum of one face-to-face meeting per month with a child in foster care. After 18 – 22 months of either out of home placement or attempted reunification, a Termination of Parental Rights (TPR) is pursued through the closed court. Discussion was held regarding the final step being TPR. Karee Gander stated that the child would be placed in a home that is indicating that they are considering adopting the child.

Randy Jacquet reported that county licensing of Treatment Foster Homes is relatively new to Richland County, as we used to pursue state licensed facilities that resulted in placing the child out of the county and their environment. Discussion was held regarding the Treatment Foster Home rate only being received when the child presents emotional, behavioral, or physical needs beyond the standards set by the State. Discussion was held regarding the maximum children permitted in a foster home. Cathie Ryan reported that the maximum is four, but exceptions could be made to allow for more children to keep the family together.

Approval of Resolution to Honor Kay Cunningham: Randy Jacquet requested that Kay Cunningham, Public Health RN, be honored at the County Board for her 30 years of service to Richland County. Motion made by Glenn Ferguson, seconded by William Seep to approve a County Board resolution to honor Kay Cunningham for 30 years of service. Motion carried.

Appointment of County Security Officer (Mailout #1): Randy Jacquet reported that the County Security Officer maintains control over access to State Medical Assistance software systems. Prior to 2002, the County Clerk had been Richland County's Security Officer. In 2004, the County Clerk requested that the Economic Support Manager be the County Security Officer for both Health and Human Services and the Child Support Agency. This has been the case since then, however, there has been no official designation given to name the County Security Officer. Motion made by Gaylord Deets, seconded by Ariel Ferguson to approve designation of the Economic Support Manager as the County Security Officer and forward this request onto the Personnel Committee and County Board for final approval. Motion carried.

Approval of New Members to the Richland County KIDS Council: Teri Buros reported that Rick Daniels has been added to the Richland County KIDS Council as a new member. Gaylord Deets reported that the KIDS Council also updated their bylaws recently. Motion made by Dr. Richard Edwards, seconded by William Seep to approve Rick Daniels as a new member to the Richland County KIDS Council. Motion carried.

Long Term Care RFP Grant Update: Randy Jacquet noted that we have not heard anything yet as to the status of the Long Term Care RFP Grant.

New Richland County Health and Human Services Board Member Update: Dr. Richard Edwards stated that he has approached Ray Schmitz to be a member of the Health and Human Services Board and he is willing to accept the appointment. It was noted that Mr. Schmitz is also willing to maintain his position on the CMO Advisory Committee. This recommendation will go before the Committee on Committees Meeting in February.

Randy Jacquet noted that we are also seeking a replacement for Ariel Ferguson in April of 2006. Ariel Ferguson stated that she contacted Jane Greiling, an RN from the Richland Hospital, and Ms. Greiling is willing to accept the appointment. It was noted

that this replacement would have to wait until April when Ariel Ferguson's term formally expires.

Approval of Contracts, Amendments, and Providers:

2006 New HHS Contracts (Mailout #2): Randy Jacquet distributed a revised mailout and reviewed the new 2006 Health and Human Services contract and agreement approvals. Discussion was held regarding the Mystic Willow placements for 2006 no longer occurring.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS AGREEMENT APPROVALS (2-9-06)		
CHRIS HAVEN GROUP HOMES	For group foster care utilized by the Comprehensive Community Services Program. This will require County Board approval. (LaCrosse)	Total amount not to exceed \$52,000.
TERRY FILLYAW ADULT FAMILY HOME	For adult family home services utilized by the Comprehensive Community Services Program. (Richland Center)	Total amount not to exceed \$19,000.
MYSTIC ACRES	For respite services utilized by various agency units. (Viola)	Total amount not to exceed \$8,000.

Motion made by Daniel Carroll, seconded by Janet Parr to approve the New 2006 HHS contracts and agreements and forward those necessary onto the County Board for final approval. Motion carried.

2005 Amended HHS Contracts (Mailout #2): Randy Jacquet reviewed the 2005 Health and Human Services contracts that are in need of amendment to maintain auditor requirements.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2005 AMENDED HHS CONTRACT APPROVALS (2-9-06)		
COMMUNITY CARE RESOURCES	Due to an increased need for treatment foster care utilized by the Children and Families Unit and Comprehensive Community Services Program. This will not need County Board approval. (Middleton)	<i>Original Contract Amount: \$95,000.</i> To a total contract amount not to exceed \$100,000.
THE PSYCHOLOGY CENTER	Due to an increased need for psychological evaluations and court testimony utilized by the Children and Families Unit. This will not need County Board approval. (Madison)	<i>Original Contract Amount: \$33,000.</i> To a total contract amount not to exceed \$38,000.

Motion made by Ariel Ferguson, seconded by Dr. Richard Edwards to approve the 2005 Amended HHS contracts. Motion carried.

2006 New CMO Provider Contracts (Mailout #2): Robin Reser reviewed the new CMO provider contracts. Discussion was held regarding the necessity of Out of Network providers.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (2-9-06)		
SUNRISE MEADOW	Request Board approval to add <u>Sunrise Meadow</u> (Muscodia) to the CMO Provider Network as an Out of Network Provider for CBRF services.	

Motion made by William Seep, seconded by Gaylord Deets to approve the 2006 New CMO contracts. Motion carried.

The next regular Board meeting is scheduled for Thursday, March 9, 2006 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 Gaylord Deets to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant