

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
JUNE 8, 2006

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. June 8, 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, Daniel Carroll, Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, Jane Greiling, Ray Schmitz, and William Seep.

Members Absent: Jeanetta Kirkpatrick

Others Present: Barbara Scott, Byron Smith, Christy Duhr, Erin Wilson, Kailean Welsh, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Renee Knoble, Robin Reser, Teri Buros, Tracy Thorsen, and Angie Rizner.

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

Welcome New Richland County Health & Human Services Board Member: The Board and staff welcomed Jane Greiling and introductions were held.

Approve Minutes: Motion by Dr. Richard Edwards, seconded by William Seep to approve the minutes of the last meeting. Motion carried.

Randy Jacquet introduced Linda Symons, Aging and Disability Resource Center Manager, to the Board. The Board introduced themselves and welcomed Linda Symons to the agency.

Citizen Comments: None.

Finance Sub-Committee Report:

Approve Vouchers: Ann Greenheck noted that the Finance Sub-Committee has determined to eliminate the intimate review of the vouchers with the larger Board. The voucher report will continue to be distributed during the Health and Human Services Board meeting, approval of the vouchers will be sought, and the Finance Sub-Committee minutes will be mailed to the entire Health and Human Services Board for review. If questions arise, they could be addressed during the next Health and Human Services Board meeting. The Board agreed with this time saving plan.

The Richland County Health and Human Services 2006 Voucher Report was distributed. Motion made by Gaylord Deets, seconded by Glenn Ferguson to approve the 2006 Richland County Health and Human Services vouchers listed below. Motion carried.

2006 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2006 Expense Reports	53	\$9,745.08
Richland County Health and Human Services – 2006 Vouchers	53	\$30,051.54
Richland County Health and Human Services – 2006 Prepaid Vouchers	12	\$2,087.73
TOTAL	118	\$41,884.35

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for Period Ending May 31, 2006, and noted a surplus of \$32,145. Discussion was held regarding the ability to accrue benefits within our existing budget. It was noted that this currently is the Care Management Organization’s practice, but this is not Health and Human Services’ practice. Patrick Metz stated that he would consult with Jack Vig regarding this request. Patrick Metz noted that there has been a significant placement of a child into a residential care facility, totaling over \$60,000 for the remainder of the year. This expense will need to be covered by the County’s Institutional Fund. Current, YTD Mental Health Institute expenses total \$6,928.

Patrick Metz reviewed the CMO Balance Sheet and noted a Total Fund Equity of \$945,708. It was noted that the Risk Reserve County Contribution totals \$516,259 and the CMO is prepared to transfer some funds back to the county. Discussion was held regarding the risk of having a ventilator dependent client that could have expenses up to \$1,000/day.

Patrick Metz reviewed the CMO Income Statement and noted a \$2,712 loss for May. It was noted that the YTD actual income is \$70,235 and enrollment continues to increase at 342 clients with an anticipated increase to 350 clients as of June 9, 2006. Discussion was held regarding where these people are coming from. Teri Buros noted that the majority of new clients are existing Richland County residents and word of mouth is stretching to the far reaches of the county, not just the city of Richland Center. The remaining clients are coming from outside the county, but they must move to Richland County with the “intent to stay”. It was noted that most clients do not require significant care. Teri Buros stated that other counties have huge waiting lists and that may be the push to move to Richland County.

CMO Risk Reserve Transfer: Teri Buros reported that the CMO is required to meet specific Working Capital and Risk Reserve balances. The CMO’s Total Fund Equity or checkbook currently totals \$945,708. Teri Buros stated that the CMO is in a position to payback the county \$116,259 of the \$516,259 owed. Motion made by Glenn Ferguson, seconded by William Seep to approve the CMO Risk Reserve Transfer of \$116,259 to the Richland County’s General Fund 10 and forward this request onto the Finance Committee and County Board for approval. Motion carried.

Schedule 2007 Public Hearing Date: Randy Jacquet noted that an annual Public Hearing is an opportunity for citizens to approach the Health and Human Services Board prior to

the development of their upcoming year's budget. Randy Jacquet recommended that the 2007 Public Hearing be scheduled for Monday, July 17 at 5:30pm. It was determined that a Board member tour of the Community Services Building would be held after the meeting. It was noted that an announcement is placed in the Richland Observer and read on WRCO encouraging attendance at the Public Hearing.

Announce Board Member Orientation Date: Randy Jacquet announced that the Board Member Orientation is scheduled for Thursday, June 29, 2006 from 9am – Noon. It was noted that an agenda would be mailed to all Health and Human Services Board and County Board members.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet announced the recommended hiring of Nicole Harrison, Children and Families Case Manager. It was noted that Nicole Harrison is a certified Alcohol and Drug Counselor. Motion made by Dr. Richard Edwards, seconded by William Seep to approve the hiring of Nicole Harrison, Children and Families Case Manager. Motion carried.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet recommended that Francis Waldsmith, Temporary Casual Courtesy Driver, pass the probation period and be placed on regular status. It was noted that the required 910 hours has been met. Motion made by Glenn Ferguson, seconded by Daniel Carroll to approve the probation of Francis Waldsmith, Temporary Casual Courtesy Driver. Motion carried.

Time Off Without Pay: Randy Jacquet reported that this category would now be added to this personnel section of the agenda, as it is a requirement of our Employee Handbook to announce requests of time off without pay. Randy Jacquet stated that Paula Wilson, Program Assistant, has been approved for time off without pay for 5 days from July 24, 2006 – July 28, 2006.

Approval of Computer Purchases (Mailout #5): Barbara Scott stated that the agency is growing and we are in need of new computers, as we are not able to support existing staff or incoming new staff. The proposed request offers no shipping and products are in stock with a 3 year service agreement. Randy Jacquet noted that we are in a crisis with our computers and the average life of our computers is 3 – 5 years. Discussion was held regarding that ability to purchase products locally. It was noted that the county is obligated to take the lowest bid and a local vendor offered a higher bid. Barbara Scott requested that this item be placed on the Finance Committee agenda scheduled for Tuesday, June 13, 2006 due to the sense of urgency. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the purchase of 15 computers and monitors from Florida Micro, totaling \$12,640.50 and forward the request onto the Finance Committee and County Board for approval. Role Call Vote. Motion carried.

Byron Smith, Coordinated Services Supervisor, introduced Erin Wilson and Kailean Welsh, CCS Clinicians. The Board introduced themselves and welcomed Erin Wilson and Kailean Welsh to the agency.

Children's Redesign Proposal: Randy Jacquet reviewed a presentation on the progress made with the Children's Redesign Project. Randy Jacquet stated that he would be presenting a more formal organizational structure of the unit, as well as job descriptions of unit management during the next Health and Human Services Board meeting. Discussion was held regarding the number of children that would be served by this unit. It is approximated that 100 – 150 children would be served.

Production Services:

Building Expansion Update: Randy Jacquet distributed copies of the estimate and blueprints received from Woodland Consultants, LLC for an expansion of the Production Services Building, totaling \$520,388. Randy Jacquet noted that this is considered a moderate expansion. Robin Reser reported that the current facility is at maximum utilization and is unable to add additional workers. It was noted that the ability to offer vocational services is a requirement of our CMO contract with the State. Workers are currently from the CMO and Comprehensive Community Services Program, but this expansion would also enable the ability to hire an integrated (hard to employ or untrained) workforce. Randy Jacquet noted that he has met with Bruce Bullamore, Richland Center Economic Development, and it is possible that half of this project could be funded by various grants, etc.

It was recommended that the county organize a committee led by Ann Greenheck with members of the Finance Committee to consider various options:

1. Should VARC purchase the building and be responsible for operations in its entirety? The county would need assurances through a purchase agreement.
2. Is this piece of land adequate for the expansion? Should the county sell the land and build a new building either operated by Health and Human Services or VARC?

It was determined that this recommendation would be forwarded onto the County Board for the creation of a Production Services Study Committee.

Electrical Upgrade Approval (Mailout #1): Randy Jacquet noted that VARC has requested an electrical upgrade to the existing Production Services building to permit the addition of a shrink wrapping machine. Motion made by Dr. Richard Edwards, seconded by William Seep to approve the electrical upgrade to the Production Services Building by Barnett & Dalberg Electric, totaling \$1,500. Motion carried.

Parking Lot Sealcoating Approval (Mailout #2): Randy Jacquet reported that VARC has also requested that the parking lot of the Production Services Building be sealcoated. Motion made by William Seep, seconded by Daniel Carroll to approve the parking lot

sealcoat of the Production Services Building by Badgerland Sealcoat, Inc., totaling \$1,039.50. Motion carried.

Randy Jacquet introduced Renee Knoble, CMO Care Manager. The Board introduced themselves and welcomed Renee Knoble to the agency.

Care Management Organization:

Temporary CMO Management Proposal: Teri Buros reported that, with the CMO at full capacity, the unit is facing some concerns with a lack of supervision over the summer months. Teri Buros stated that the CMO would have a shortage of management hours this summer due to medical concerns of some of the supervisory staff. Teri Buros has asked Mary Kenefick, CMO Care Manager, to take on the role of Lead Worker within the unit for 10 - 20 hours per week as needed. It was noted that the Professional Union is in agreement with compensation for Mary Kenefick of \$2 more per hour for any supervisory hours worked. A formal agreement would need to be entered into. Randy Jacquet stated that he has consulted with Attorney Jon Anderson and his recommendation is to seek Health and Human Services Board and Personnel Committee approval. Motion made by William Seep, seconded by Glenn Ferguson to approve Mary Kenefick, CMO Care Manager, as a temporary Lead Worker for the CMO earning up to \$2 more per hour, 10-20 hours per week from June 12, 2006 – September 2, 2006 and forward the request onto the Personnel Committee for approval. Motion carried.

Approval to Create CMO RN Positions (Mailout #3): Teri Buros reported that the CMO is growing and, since she is uncertain if she will be in attendance during the budgeting months this year, this request is coming before you in advance. The CMO is proposing to approve one RN Care Manager position to begin no sooner than August 1, 2006 and a second RN Care Manager position to begin no sooner than January 1, 2007. Teri Buros noted that these positions would not be filled unless absolutely needed. This request would balance out the ratio that RNs serve clients and bring them more in line with the ratio that SWs serve. Motion made by Glenn Ferguson, seconded by Dr. Richard Edwards to approve the creation of 2 CMO RN positions and forward the request onto the Personnel Committee and County Board for approval. Motion carried.

Approval to Create a Fiscal Specialist Position for the Business Office: Patrick Metz distributed a handout and draft job description for the addition of a Fiscal Specialist position for the Business Office. Patrick Metz noted that the demands on Administrative staff is at a peak and existing staff are stretched thin. The new Fiscal Specialist position would maintain the Representative Payee Program, payroll functions, and fiscal support to the Birth to Three and Children with Disabilities Programs. Patrick Metz reported that this position would cost the 2006 Health and Human Services budget only an additional \$153. Motion made by William Seep, seconded by Glenn Ferguson to approve the creation of a Fiscal Specialist Position for the Business Office and forward the request onto the Personnel Committee and County Board for approval. Motion carried.

Approval of Folder Purchase (Mailout #4): Teri Buros reported that the CMO and Adult Protective Services have run out of client files and need to order another supply. Motion made by Daniel Carroll, seconded by Glenn Ferguson to approve the purchase of client file folders not to exceed \$1,400. Motion carried.

Approval of CSB Office Door Purchase: Randy Jacquet stated that office space is at capacity in the Community Services Building and we need to utilize a conference room to create a supervisory office. Dr. Richard Edwards offered a door to the agency. Randy Jacquet stated that we would have Mike Marshall take a look at the door. Discussion was held regarding the ability to pay for this expense. Patrick Metz noted that the agency is saving money by not refilling vacant positions that are in the 2006 budget. Motion made by Dr. Richard Edwards, seconded by Gaylord Deets to approve the purchase and installation of the CSB office door by Michael Marshall Carpentry & Decorating, totaling \$1,725.97. Motion carried

Approval of West Office Window Purchase: Randy Jacquet stated that four windows are in need of replacement at the West Office. Discussion was held regarding putting more Health and Human Services money into the West Office if our intentions are to expand the Community Services Building in the near future. The approximate cost of the windows total \$100 each, plus \$25 - \$30 labor per window. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the purchase and installation of the West Office window purchases by Michael Marshall Carpentry & Decorating, totaling approximately \$520. Motion carried

Approval of Contracts, Amendments, and Providers:

2006 New HHS Contracts (Mailout #6): Randy Jacquet distributed a revised mailout and reviewed the 2006 New Health and Human Services contracts. Tracy Thorsen reported on the residential treatment facility placement.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS CONTRACT APPROVAL (6-8-06)		
LAD LAKE	A Residential Treatment Facility for a Comprehensive Community Services client. This will require County Board approval. (Dousman)	For a total amount not to exceed \$63,000 .
HIRING & STAFF SERVICES, INC.	A State provider of an IT Analyst for Long Term Care and related redesign initiatives modeled after the Family Care Program implementation. Health & Human Services will receive a 10% administrative fee from the State. (Madison)	For a total amount not to exceed \$25,000 .

Motion made by Daniel Carroll, seconded by William Seep to approve the New 2006 HHS contracts. Motion carried.

2006 New CMO Provider Contracts (Mailout #6): Randy Jacquet reviewed the 2006 New CMO provider contracts. Robin Reser noted that Our Home is taking over the Richland County Group Home on June 16, 2006 and the CMO has decided to keep the 3 individuals in the facility.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (6-8-06)		
FILLYAW ADULT FAMILY HOME	A 2-Bed County Certified Adult Family Home Provider. (Richland Center)	
OUR HOME	A 4-Bed State Licensed Adult Family Home Provider. (Richland Center)	

Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the New 2006 CMO contracts. Motion Carried.

Gaylord Deets reported on an event taking place during the Richland Rodeo that will benefit children with disabilities in Richland County. Gaylord Deets noted that the Richland County KIDS Council is supporting the event.

The next regular Board meeting is scheduled for Thursday, July 13, 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 Daniel Carroll to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Confidential Administrative Assistant