

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**JULY 13, 2006**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. July 13, 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, Gaylord Deets, Glenn Ferguson, Jane Greiling, Jeanetta Kirkpatrick, and William Seep.

Members Absent: Dr. Richard Edwards and Ray Schmitz.

Others Present: Barbara Scott, Byron Smith, Christy Duhr, Linda Symons, Patrick Metz, Randy Jacquet, Robin Reser, Sandy Kramer, Teri Buros, Tracy Thorsen, and Angie Rizner.

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

Approve Minutes: Motion by Jane Greiling, seconded by Jeanetta Kirkpatrick to approve the minutes of the last meeting. Motion carried.

Citizen Comments: None.

Veteran Service Officer's Salary Review: Sandy Kramer noted that her anniversary date is August 21, 2006 and she is due for her annual review and increase. Motion made by Jeanetta Kirkpatrick, seconded by Glenn Ferguson to approve a salary increase of the Veteran Service Officer, Sandy Kramer, to be equivalent to what was offered to other County staff effective August 21, 2006 and forward onto the County Board for approval. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2006 Voucher Report was distributed. Patrick Metz noted that the volunteer vouchers are not reflected on this report, but will be paid as soon as possible. Gaylord Deets noted that the postage fees are high because they were not on the report last month. 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**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2006 Expense Reports	52	\$7,397.47
Richland County Health and Human Services – 2006 Vouchers	69	\$38,361.20
Richland County Health and Human Services – 2006 Prepaid Vouchers	25	\$5,691.14
<b>TOTAL</b>	<b>146</b>	<b>\$51,449.81</b>

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for Period Ending June 30, 2006, and noted a surplus of \$59,199. Patrick Metz noted that most units are currently under budget and the Administration line item is over largely due to Annie Windstrup’s retirement. The Mental Health Institutes YTD Expenses continue to hold at \$6,928. Patrick Metz noted that Medicare is increasing reimbursement for shorter stays, so we should only see significant numbers with longer stays.

Patrick Metz reported from the CMO Income Statement, and noted a surplus of \$17,142. Teri Buros noted that the CMO is “riding right on the line”. Discussion was held regarding the reporting of IBNR. It was noted that there was a transfer of part of Teri Buros’ time from the CMO to the Southwest Care Management Coalition for her work as Project Manager.

Patrick Metz reported from the CMO Balance Sheet and noted that we did not receive the June capitation payment on this report, but have since received the \$1.4 million. It was also noted that the report reflects the CMO reimbursing \$116,259 of the Risk Reserve County Contribution. Patrick Metz stated that the \$148,074 listed under IGT costs would be distributed to Pine Valley HealthCare. It was noted that the CMO continues to meet all Working Capital and Restricted Reserve requirements and the Enrollment Report reflects 348 clients.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet announced the recommended hiring of Angela Porter, ADRC Secretary. Motion made by William Seep, seconded by Jane Greiling to approve the hiring of Angela Porter, ADRC Secretary. Motion carried.

Randy Jacquet announced the recommended hiring of Cindy Deckert, Health Check Outreach. Motion made by Gaylord Deets, seconded by Jeanetta Kirkpatrick to approve the hiring of Cindy Deckert, Health Check Outreach. Motion carried.

Resignations/Retirements: Randy Jacquet announced that Barbara Kailean Welsh, CCS Clinician, has submitted her resignation effective July 14, 2006. Motion made by Glenn Ferguson, seconded by William Seep to approve the resignation of Barbara Kailean Welsh, CCS Clinician. Motion

Probationary Evaluations: None.

Time Off Without Pay: Teri Buros stated that the lack of vacation for the first year has been a tough issue when recruiting professional staff. Teri Buros reported on the various staff that have requested time off without pay prior to their employment with the agency:

Renee Knoble, CMO Care Manager	8/25/06 – 8/31/06 (7 days) + 16 hour bank (2 days)
Michelle McHenry, CMO Care Manager	24 hour bank (3 days)
Kristy Wanless, CMO Care Manager	32 hour bank (4 days)
Patty Kemerling, CMO Care Manger	78 hour bank (9.75 days)
Barbara Harris, CMO RN Care Manager	40 hour bank (5 days)
Angie Gault, CMO Quality Coordinator	16 hour bank (2 days)
Charlene Gald, Children with Disabilities	32 hour bank (4 days)
Nicole Harrison, C&F Case Manager	8/18/06 and 8/21/06 (2 days)

Approval of Children's Redesign Structure (Mailout #1): Randy Jacquet distributed three job descriptions for the management structure of the newly proposed Children's Services Unit. Discussion was held regarding the children's services offered by other units of the agency, such as Mental Health and Public Health. Randy Jacquet reviewed the job description of the Children's Services Manager, which replaces the vacant Children and Families Coordinator position. Randy Jacquet reviewed the job description of the first Children's Services Supervisor, which replaces the Coordinated Services Supervisor position currently filled by Byron Smith. Randy Jacquet reviewed the job description of the second Children's Services Supervisor, which replaces the Children and Families Unit Lead Worker position currently filled by Karee Gander. It was noted that the only salary increase would be for the second Children's Services Supervisor from Grade 24 to Grade 28, totaling \$10,522. This expense will be covered by transferring part of the salary of the Long Term Support Manager who will no longer be responsible for supervision of the Birth to Three Program and the Children with Disabilities Program.

The proposed structure would take effect as soon as approved by the County Board and positions would be advertised at that time. Discussion was held regarding the parameters of this proposal and how this is not simply a reclassification. Ann Greenheck questioned if this proposal could wait until January 1, 2006. Randy Jacquet noted that the agency has been working on this proposal for nearly two years and the vacancies in the unit need to be filled as soon as possible. It was recommended that Randy Jacquet present comparison job descriptions clarifying the differences in Karee Gander's supervisory responsibilities. Randy Jacquet noted that he would also present Teri Buros, Long Term Support Manager, revised job description at that time as well. Motion made by Glenn Ferguson, seconded by Daniel Carroll to approve the Children's Services Unit structure and approve the elimination of the Children and Families Coordinator, Coordinated Services Supervisor, and Children and Families Lead Worker positions; creation of a Children's Services Manager position (Grade 30) and approve the job description; creations of two Children Services Supervisor positions (Grade 28), approve the job descriptions, and appoint Byron Smith and Karee Gander to the positions; approve a

revised Long Term Support Manager job description; and forward the request onto the Personnel Committee and County Board for approval. Motion carried.

#### Information Technology

Backup Phone System Discussion: Ann Greenheck reported that the County's current telephone carrier would be replaced as of January 1, 2007. Barb Scott stated that the agency's current phone system is at its end of life. Strang Telephone Service is no longer willing to support our phone system, and has offered us the option of purchasing a backup phone system for \$4,800, which would include a supply of spare parts to be used as more of an insurance policy. Barb Scott stated that any remodeling of the Community Services Building should include the purchase of a new phone system. Motion made by Jeanetta Kirkpatrick, seconded by William Seep to not approve the purchase of the backup phone system from Strang Telephone Service. Motion

Approval of 3 Year Contract with Genuine Telecom (Mailout #2): Barb Scott noted that the contract with Genuine Telecom is for bandwidth connecting our buildings to one server. Barb Scott reported that she has taken the other portions of this contract to the Finance Committee requesting payment by the other county departments. Motion made by William Seep, seconded by Glenn Ferguson to approve a 3 year contract with Genuine Telecom, totaling \$1,540 per month. Motion carried.

Jeanetta Kirkpatrick stated that the agency does not need to create separate documents to present to other committees of the county, such as the Personnel Committee or Finance Committee. The mailout documents presented to the Health and Human Services Board would suffice.

Approval of 3 Year SMARTnet Contract Renewal (Mailout #3): Barb Scott stated that a new SMARTnet contract proposal had been offered to the agency shortly after the mailout was created. Barb Scott noted that some equipment would need to be replaced as it is end of life, and in order to find a more cost effective solution, we would recommend renewing only the SMARTnet contracts for the equipment left in place under the new design. It was recommended that Health and Human Services pay \$1,094 for the West Office and half of the \$198 for the County Clerk's Office. Barb Scott stated that she would be back in the near future to review the proposed new design further. Motion made by William Seep, seconded by Glenn Ferguson to approve a SMARTnet contract renewal with the Health and Human Services portion totaling \$1,193 and forward the request onto the Finance Committee for approval. Motion carried.

Approval of CSB Landscaping Maintenance Proposal (Mailout #4): Ann Greenheck noted that the shrubs surrounding the Community Services Building are in need of maintenance. Motion made by Daniel Carroll, seconded by Jane Greiling to approve the CSB landscaping maintenance proposal submitted by Cooke & Company, LLC totaling \$1,041.33. Motion carried.

Approval of Light Bulbs Purchase and Destruction: This item was tabled.

Disposition of Old CRT Monitors: Randy Jacquet announced that Health and Human Services has approximately 15 monitors that are no longer of use to the agency and we are requesting to offer these old CRT monitors to other county departments first and then to area schools, churches, and non-profit organizations. Motion made by Jane Greiling, seconded by Gaylord Deets to offer old CRT monitors to other county departments first and then to area schools, churches, and non-profit organizations. Motion carried.

Family Care Expansion Update (Mailout #5): Teri Buros reviewed the Southwest Wisconsin Care Management Coalition Project Update handout, and noted that the Coalition has developed a budget for the \$100,000 of awarded planning money. Teri Buros reported that she has been appointed Project Manager. The Coalition has been meeting regularly to develop a written plan by July 20, 2006. This written plan will begin to assess, educate, and involve stakeholders in the planning process. It was noted that other workgroups continue to meet, including a Governance Workgroup and Aging and Disability Resource Center Workgroup. Teri Buros stated that she would continue to offer an update to the Health and Human Services Board as details are finalized.

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.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS CONTRACT APPROVAL (7-13-06)</b>		
<b>RUTH LEBANSKY</b>	Provider of up to 7 months of room and board for a Clinical Services client. (Richland Center)	For a total amount not to exceed <b>\$7,000</b> .
<b>UNIFIED COMMUNITY SERVICES</b>	Provider of physical therapy consultation for our Birth to Three Program. (Lancaster)	For a total amount not to exceed <b>\$29,500</b> .

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

2006 New CMO Provider Contracts (Mailout #6): Robin Reser reviewed the new CMO contracts and noted that the two AFH replace the closing of the Richland Group Home. It was noted that River's Family Therapy specializes in mental health therapy. Robin Reser clarified that County Board Member Virginia Wiedenfeld does not operate the Wiedenfeld Adult Family Home.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (6-8-06)</b>		
<b>RIVER'S FAMILY THERAPY CENTER</b>	Out of Network Provider for Outpatient Therapy Services. (LaCrosse)	

<b>MILL CREEK ADULT FAMILY HOME</b>	A 4-Bed State Licensed Adult Family Home Provider for Residential Services. (Richland Center)	
<b>WIEDENFELD ADULT FAMILY HOME</b>	A 2-Bed County Certified Adult Family Home for Residential Services. (Richland Center)	

Motion made by Gaylord Deets, seconded by Jane Greiling to approve the New 2006 CMO contracts. Motion Carried.

Agency Update

Public Hearing: Randy Jacquet reminded the Board of the Public Hearing scheduled for next Monday, July 17, 2006 at 5:30pm.

It was noted that there was a preliminary regional transportation meeting held yesterday and there was good progress made.

Ann Greenheck reported that the Southwest Wisconsin Workforce Development Board dramatically cut their health insurance rates for 2007, which should be of benefit to our leased employees employed by the Board.

Patrick Metz stated that he has spoken with Vig and Associates as a follow up to last month's discussion about the ability of the 2007 Health and Human Services budget accruing employee benefits. Patrick Metz reported that Jack Vig stated that we are unable to do this, as our current accounting system does not report actual costs. It reports projected costs.

The next regular Board meeting is scheduled for Thursday, August 10, 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 Daniel Carroll, seconded by Glenn Ferguson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Confidential Administrative Assistant