

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**AUGUST 10, 2006**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. August 10, 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, Jeanetta Kirkpatrick, Ray Schmitz, and William Seep.

Others Present: Christy Duhr, Linda Symons, Patrick Metz, Randy Jacquet, Robin Reser, Stacy Hach, Teri Buros, Tracy Thorsen, and Angie Rizner.

Approval of Amended Agenda and Posting: Motion by William Seep, seconded by Daniel Carroll to approve the amended agenda and proper posting. Motion carried.

Approve July 13, 2006 Board Minutes: Motion by Glenn Ferguson, seconded by Jeanetta Kirkpatrick to approve the minutes of the last Health and Human Services Board meeting. Motion carried.

Approve July 17, 2006 Public Hearing Minutes: Motion by Glenn Ferguson, seconded by Jeanetta Kirkpatrick to approve the minutes of the Public Hearing meeting. Motion carried.

Citizen Comments: Ray Schmitz voiced his concern with the county not patronizing all of our local vendors on a regular basis. Ray Schmitz stated that he would like the county to make this more of a priority to give our local vendors a chance. Ann Greenheck stated that counties are unable to negotiate, per state statute, when bids are requested. However, requests for proposals offer the ability to negotiate. Discussion was held regarding this issue and the recent purchase of computers from a Florida Internet vendor.

Randy Jacquet introduced Nicole Harrison, Children and Families Case Manager, and Michelle Ferris, Children and Families Family Preservation Worker through LKI, Inc. The Board introduced themselves and welcomed Nicole Harrison and Michelle Ferris to the agency.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2006 Voucher Report was distributed. Gaylord Deets noted that the prepaid vouchers include the meals and mileage of our volunteer drivers since they were missing from last month's Board meeting. Motion made by Gaylord Deets, seconded by Dr. Richard Edwards 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  | 58                     | \$9,178.50         |
| Richland County Health and Human Services – 2006 Vouchers         | 60                     | \$33,496.36        |
| Richland County Health and Human Services – 2006 Prepaid Vouchers | 33                     | \$8,488.74         |
| <b>TOTAL</b>  | <b>152</b>             | <b>\$51,163.60</b> |

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for Period Ending July 31, 2006, and noted a surplus of \$12,573. Patrick Metz stated that this surplus does not include the expense of the remodeling at the West Office, which is anticipated to be nearly \$19,000. It was noted that the Administration line items are over due to Annie Windstrup's retirement and expenses related to creating additional offices for staff in the Community Services Building. Patrick Metz noted that the Resource Center has received some additional revenues and is working on either utilizing revenues this year or transferring funds into 2007. It was noted that the unbudgeted institutional costs are holding at \$6,928 and we currently have a credit with the Mendota Mental Health Institute. Tracy Thorsen reported that we do not have any placements or anticipated placements at this time.

Stacy Hach presented the CMO financials and noted that enrollment increased to 349 clients. It was noted that the CMO had a surplus of \$5,974 for July. Discussion was held regarding the IBNR carried forward to pay prior year expenses line item. Stacy Hach reported that the June capitation payments, which were usually paid in June, are now being held until July. Discussion was held regarding the loss of one client due to income ineligibility.

CMO Risk Reserve Account Separation: Stacy Hach reported that the State has now required that a separate Risk Reserve account be created by the end of 2006. It was noted that there are no misusing of funds, but the State is still requiring this action to guarantee no misuse. Stacy Hach stated that she has spoke with the County Clerk's Office and this would not affect their procedures. It was noted that the interest earned would still go to the county. This item was on the agenda during the last Finance Committee agenda and Jeanetta Kirkpatrick reported on the discussion held during that meeting. Discussion was held regarding the ability of the CMO to return more of the Risk Reserve, since they are experiencing a surplus.

Schedule Special Budget Meeting: It was determined that the Annual Special Budget meeting would be held on Monday, September 25, 2006 at 1pm.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet announced the recommended hiring of Nichole Myers, Confidential Administrative Secretary. It was noted that Nichole Myers pre-employment agreement includes time off without pay of up to 5 days in 2006 and up to 10 days in

2007. Motion made by Dr. Richard Edwards, seconded by Gaylord Deets to approve the hiring of Nichole Myers, Confidential Administrative Secretary. Motion carried.

Randy Jacquet announced that Kathy Dobbs has posted into the Fiscal Specialist position from the County Clerk's Office. It was noted that this transfer would be effective August 17, 2006.

Resignations/Retirements: Randy Jacquet announced that Pam Harness - Hanson, CMO RN Care Manager, has submitted her resignation effective September 1, 2006. Motion made by William Seep, seconded by Glenn Ferguson to approve the resignation of Pam Harness - Hanson, CMO RN Care Manager. Motion

Probationary Evaluations: Randy Jacquet informed the Board that Michelle McHenry, CMO Care Manager, and Linda King, CCS Clinician, have successfully completed their probationary periods. Motion by Dr. Richard Edwards, seconded by Jane Greiling to approve the probationary period of Michelle McHenry, CMO Care Manager, and Linda King, CCS Clinician. Motion carried.

#### Public Health

2006 Influenza and Pneumonia Immunization Fees (Mailout #1): Marianne Stanek requested approval of the 2006 immunization fees. It was noted that the Medicare reimbursable rate is \$29.59 for influenza and \$42.10 for pneumonia. Discussion was held regarding the ability to further increase the fees assessed by Public Health. Motion by Dr. Richard Edwards, seconded by Daniel Carroll to approve the 2006 influenza fee to \$25 per immunization and the 2006 pneumonia fee to \$40 per immunization. Motion carried.

Approval of Satellite Telephone Purchase (Mailout #2): Marianne Stanek requested the purchase of a satellite telephone using Emergency Preparedness funds. Marianne Stanek noted that it is not anticipated that the emergency preparedness money would always be available and the entire county has a need for a satellite telephone to be used during emergency situations. It was noted that Emergency Government would be responsible for the monthly fees associated with the satellite telephone. Motion by William Seep, seconded by Daniel Carroll to approve a satellite telephone purchase from Globalstar totaling \$2,199.99. Motion carried.

#### Clinical Services

Approval to Create Comprehensive Community Services Clinician Position (Mailout #3): Tracy Thorsen noted that this position would not be added until needed in 2007 and the position would also create income to support the expense. Motion by Dr. Richard Edwards, seconded by Jane Greiling to approve the creation of a Comprehensive Community Services Clinician position as needed in 2007, and forward the request onto the Personnel Committee and County Board for approval. Motion carried.

Approval of Locking Filing Cabinet Purchase (Mailout #4): Tracy Thorsen stated that this request is also necessary with the increase in Comprehensive Community Services clients. Motion made by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve a locking filing cabinet purchase from K-Log totaling \$932. Motion carried.

Long Term Care Expansion Survey (Mailout #5): The Board members submitted their completed governance questionnaires.

Approval of CSB Sealcoating (Mailout #6): Randy Jacquet noted that the Community Services Building parking lot includes three separate lots. Discussion was held regarding the need to patch the parking lot first and whether or not this should even be done with the anticipated expansion. It was noted that we should request that the Richland County Highway Shop wedge and resurface a section of the parking lot. Motion made by Daniel Carroll, seconded by Dr. Richard Edwards to approve the Community Services Building sealcoating bid of the newer areas by Badgerland Sealcoat totaling \$1,808.76, and request the Richland County Highway Shop be contacted regarding work necessary for the older area. Motion carried.

Approval of Contracts, Amendments, and Providers:

2006 New HHS Contracts (Mailout #7): A revised handout was distributed. Marianne Stanek and Tracy Thorsen reviewed the 2006 New Health and Human Services contracts. It was noted that Huebner and Associates has been sold and a revised contract for Health and Human Services would be presented at the next meeting.

| <b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES<br/>2006 NEW HHS CONTRACT APPROVAL (8-10-06)</b> |   |  |
|---|---|--|
| <b>DEBBIE LORD</b>  | Provider of Richland County Nutrition Program consultation and menu creation. (Richland Center)       | A total amount not to exceed <b>\$5,000.</b> |
| <b>FAMILY AND CHILDREN'S CENTER</b>   | Provider of psychotherapy services for Comprehensive Community Services children. (Viroqua)           | A total amount not to exceed <b>\$1,500.</b> |
| <b>KALEIDOSCOPE THERAPIES</b>   | Provider of tutoring services and social interaction for a child with disabilities. (Richland Center) | A total amount not to exceed <b>\$2,500.</b> |

Motion made by Glenn Ferguson, seconded by Dr. Richard Edwards to approve the New 2006 HHS contracts/agreements. Motion carried.

2006 New CMO Provider Contracts (Mailout #7): Robin Reser reviewed the new CMO contracts.

| <b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES<br/>2006 CMO PROVIDER APPROVALS (8-10-06)</b>                        |  |  |
|---|--|--|
| <b>KCI</b>  | For Specialized Medical Supplies and Equipment. (Texas)    |  |
| <b>KEPLER<br/>ADULT FAMILY HOME</b>   | For Adult Family Home Services. (Richland Center)          |  |
| <b>SERENITY<br/>ADULT FAMILY HOME</b>   | For Adult Family Home and Respite Care Services. (Necedah) |  |
| <b>PAQUETTE CENTER FOR<br/>PSYCHOLOGICAL SERVICES<br/>WHITE PINE CENTER<br/>FORMERLY HUEBNER &amp; ASSOCIATES</b> | For Outpatient Mental Health Services. (Richland Center)   |  |

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

Approval of Reclassification of the IT Coordinator Position (Mailout #8): Randy Jacquet noted that reclassifications must be presented in August of each year to meet the County requirements and to be included in the next year's budget preparation. Randy Jacquet distributed and reviewed an IT Coordinator Salary Comparison handout. Ann Greenheck requested that we research the area school district IT salary comparisons. It was noted that fringe benefits are not clarified within the comparison salary handout. Motion made by William Seep, seconded by Jeanetta Kirkpatrick to approve the reclassification of the IT Coordinator position from Grade 21 to Grade 25 including the revised job description, and forward onto the Personnel Committee and County Board for approval. Motion Carried.

Discuss T.R. Discrimination Complaint – May Be Subject to Closed Session per Wis. Statutes 19.85 (1)(f): Motion by Dr. Richard Edwards, seconded by Jeanetta Kirkpatrick to enter into Closed Session per Wis. Statutes 19.85(1)(f) to include Randy Jacquet, Patrick Metz, and Angie Rizner to discuss the T.R. discrimination complaint. Role Call Vote. Motion carried.

Motion by William Seep, seconded by Glenn Ferguson to return to Open Session. Motion carried.

The next regular Board meeting is scheduled for Thursday, September 14, 2006 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

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Adjourn: Motion by Dr. Richard Edwards, seconded by Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor