

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
October 8, 2009

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on October 8, 2009 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Dr. Jenny Myszkowski, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Cheryl Ketelhut, Christy Duhr, DeAnna Riska, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Windy Goodman.

Approval of Agenda and Posting: Motion by Robert Holets, seconded by Fred Clary to approve the agenda and proper posting. Motion carried.

Approve Minutes: Motion by Paul Kinney, seconded by Betty Havlik to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2009 Voucher Report was distributed and reviewed by Ray Schmitz. Motion made by Ray Schmitz, seconded by Robert Holets to approve the 2009 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Fred Clary questioned if managers could consider watching mileage closely and consider options such as carpooling and lumping client home visits together when traveling to certain regions of the county. Ray Schmitz noted that the larger mileage amounts are for those volunteers who either transport clients to Madison for medical appointments or transport meals to the meal sites.

Discussion was held regarding Dennis Behl being retired from the county and then later accepting a 10 hour per week position as an Adult Family Home Coordinator for the Long Term Support Unit. Motion carried.

2009 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2009 Expense Reports	60	\$20,150.09
Richland County Health and Human Services – 2009 Vouchers	34	\$23,515.70
Richland County Health and Human Services – 2009 Prepaid Vouchers	24	\$7,982.72
TOTAL	118	\$51,648.51

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of August 31, 2009, and reported an overage of \$375,231. Patrick Metz noted that this overage is mainly due to an over projection of 2009 Comprehensive Community Services (CCS) revenues and a 2008 CCS reconciliation payback of \$130,387.98 in 2009. It was noted that the Administrative Services Unit is over budget primarily due to workman's compensation increases and delays in revenues. The Children's Services Unit is also experiencing delays in revenues. The Economic Support Unit is also over budget due to a lack of anticipated revenues and staff unemployment payments. Patrick Metz noted that the Transportation Program is also over budget at this time.

Fred Clary questioned what the agency plans to do to remedy this overage. Randy Jacquet stated that there is no way our agency could make up this shortfall and we have already laid off employees to attempt to remedy any future overage.

Betty Havlik questioned if clients that need to be transported out of county could request assistance from their family members. Linda Symons noted that we do try to link them up with family members, but many do not have family available to assist with the transport. Linda Symons stated that we do try to fill the seats of the vehicles before they are sent out. It was noted that the agency receives revenues that helps offset most of these expenses.

Tracy Thorsen distributed a handout that reflected the 3-year comparison of CCS Medicaid revenues received by other CCS counties. It was noted that Richland County is the smallest population CCS county, yet we receive significant revenues for operating the program.

Randy Jacquet noted that the agency has reduced CSP and transferred those clients to CCS in order to claim additional revenues and provide better options to clients. Discussion was held regarding the revenues that were projected during budget time and how the over projection of revenues is what has been causing deficits to our budget over the last few years.

It was noted that when the over projection of CCS revenues was noticed, staff cuts were made to reduce the over projection, but the remaining deficit in CCS is anticipated to reach approximately \$95,000 for 2009. Patrick Metz noted that the CCS program is very complex and if additional cuts are made the program cannot bill for services that we already have budgeted revenue for.

Randy Jacquet announced that he requested that Tracy Thorsen and Patrick Metz seek out consultation from the State regarding the CCS program. It was noted that October 21, 2009 is the first meeting of a CCS Fiscal Workgroup that both Tracy Thorsen and Patrick Metz would be attending. Randy Jacquet noted that this is a part of the corrective plan that the agency has developed to remedy the issues with our CCS program.

Discussion was held regarding utilizing 2009 funds to pay for the 2008 CCS overage. Patrick Metz noted that is a result of the prolonged CCS reconciliation process and noted that the county books have already been closed for 2008.

Community Recovery Services Participation: Tracy Thorsen announced that the Community Recovery Services is a new program being offered by the State. It allows us to recover some of

our client residential service expenses. The agency had to reply to the State before the end of September as to whether or not we would consider participating in the program. Tracy Thorsen stated that four CCS clients have been initially selected for the program, and since their residential services are not receiving reimbursements through CCS, this program would reimburse for those placements. Randy Jacquet stated that this program, using a conservative estimate, is anticipating a net revenue of \$20,000 and our current staff would continue to provide the service. Randy Jacquet noted that the agency is entering into this program with a low risk. Discussion was held regarding the potential expenses related to this program. Tracy Thorsen stated that the details of program are yet to be finalized. Jeanetta Kirkpatrick requested that the agency diligently monitor this program to ensure that the savings are received and all staff expenses are accounted for.

Review and Approve Additional 2009/2010 Health and Human Services Budget Reduction Measures: Randy Jacquet stated that during the Special Budget meeting the Board requested that the Finance Committee make up the remaining deficit of the 2010 Health and Human Services budget as it was presented which totaled \$154,653. Randy Jacquet announced that when the Finance Committee met to finalize the 2010 County Budget, they required that Health and Human Services make up the total deficit of \$154,653. However, they later returned the 5% reduction in county tax levy which totaled \$53,589. The Finance Committee also approved a 50% reduction to the Passages and Richland Community Free Clinic contributions which reflected a savings of \$8,000 for Health and Human Services. Randy Jacquet stated that the remaining deficit totaled \$92,444 and the following additional revenues or reductions are being recommended:

Community Recovery Services Participation	\$20,000
Crisis Funding Allocation	\$15,000
Birth to Three Therapy Expense Reduction	\$10,378
H1N1 Revenues (1 year allocation only)	\$10,800
Elderly Benefit Specialist Funding to ADRC	\$11,646
Medical Assistance Transportation to Admin	\$7,620
WHEAP Additional Funding	\$7,000
Adult Family Home Certification Fees	\$1,000
Non-union County Staff Furloughs (4 days)	<u>\$9,000</u>
TOTAL	\$92,444

Discussion was held regarding the Elderly Benefit Specialist funding. Discussion was held regarding the crisis funding allocation. Tracy Thorsen noted that this is different from the crisis certification process that the agency is pursuing. Discussion was held regarding the Richland County Nutrition Program allocations.

Fred Clary questioned why the 4 furlough days are not being carried over to all staff. Randy Jacquet noted that at this time this is the only reduction that the agency can control, as the union negotiations need to proceed. Discussion was held regarding how this work is going to be made up due to the current reductions in staff. Fred Clary stated that the entire county budget is balanced on the assumption that the unions agree to a 15% contribution in health insurance.

Approval of Revised 2010 Health and Human Services Budget: Motion made by Walter Gust, seconded by Robert Holets to approve the revised 2010 Health and Human Services Budget which includes the additional \$92,444 budget reduction measures. Motion carried. Jeanetta Kirkpatrick reported that the Finance Committee also made a decision to establish a second unbudgeted institutional fund for juveniles and contributed \$135,000 into the account and \$125,000 to the adult unbudgeted institutional fund. Fred Clary noted that the county is taxing at the maximum limit. Discussion was held regarding the savings potential due to the consolidation of the agency offices, including janitorial and copier expenses.

Personnel Updates: Randy Jacquet announced the resignation of Renee Knoble, Long Term Support Social Worker/Care Manager, effective October 2, 2009 and the posting of Alyson Bowe, current Children's Services Social Worker, into the vacated position effective October 19, 2009. Randy Jacquet noted that the agency does plan to fill the vacancy in the Children's Services Unit.

Richland County Nutrition Program Update: Marianne Stanek announced that the Meal Site Managers are scheduled to attend a training next week and the Germantown Meal Site will be celebrating their 30th anniversary in November. Marianne Stanek stated that the agency is still uncertain at this time how the Nutrition Program administration work will be reallocated with the transferring of Linda Rohn to the Aging & Disability Resource Center.

Approval of Public Health Emergency Response Contract: Marianne Stanek reported that the Public Health Unit would receive \$31,587 in H1N1 funding as part of this emergency response contract. Motion made by Walter Gust, seconded by Fred Clary to approve the Public Health Emergency Response Contract. Discussion was held regarding what the agency is doing to prevent the spread of viruses in the Richland County Courthouse, including the jail. Marianne Stanek stated that the jail staff and prisoners are not included in the initial population scheduled to receive the H1N1 vaccination. The initial population includes children and healthcare workers only. The Public Health Unit is planning to offer clinics at the local elementary schools and holding community clinics for younger children and healthcare workers. Marianne Stanek noted that an informational consent form is being distributed to schools this or next week regarding the H1N1 immunization options available to parents. The Public Health Unit is planning to hold immunization clinics in the local schools beginning the second week of November if a sufficient supply of vaccination is received. Marianne Stanek stated that "the virus seems to be affecting younger people." Motion carried.

Approval of Pharmacy Refrigerator for Vaccine Storage Purchase: Marianne Stanek requested to purchase an additional refrigerator to store the H1N1 vaccinations, as our current storage is not adequate. It was noted that the Public Health Emergency Response funds would be use for this purchase. Motion made by Betty Havlik, seconded by Marilyn Rinehart to approve the purchase of a pharmacy refrigerator for vaccine storage not to exceed \$5,000. Discussion was held regarding the refrigerator specifications and the needs of the unit. Marianne Stanek distributed a picture of a sample refrigerator. Motion carried.

Abatement of Human Health Hazards on Two Richland County Properties: Marianne Stanek reported that the Public Health Unit must investigate human health hazard complaints and orders

are issued to the owners of the property requesting they address the issues. It was noted that property owners usually comply with the orders, but the following two properties still have outstanding issues:

1. Jason Hooks property, 28389 Hwy. 60, Lone Rock.
Marianne Stanek stated that it has taken some time to determine who owned the property, as it was placed into foreclosure and the bank was not able to sell the property due to the condition of the building. Marianne Stanek stated that it is likely that the Public Health Unit would have to take action on this property. The Public Health Unit is currently working with the District Attorney's Office to settle this with the municipality and options for destruction are being considered, which include offering it to the fire department. Otherwise Richland County would be responsible for the proper destruction of the building and clean-up of the property.
2. Georgann Randall property, 11918 Excelsior Road, Blue River.
It was noted that this Excelsior property has been an issue since 2005. Marianne Stanek stated that she would bring additional information regarding this issue to the next meeting.

Approval of Contracts, Amendments, and Providers (Mailout #1): Lori Thuli stated that the Children's Services Unit would like to enter into an agreement to lease breathalyzers that are attached to a telephone to test primarily the parents/caregivers of children in out-of-home placement. It was noted that the lease fee could be charged to the parents/caregivers as a means in order to have their children returned. Discussion was held regarding the abilities of the system.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 NEW HHS CONTRACT/AGREEMENT APPROVALS (10-8-09)		
BI INCORPORATED	For the provision of monitors and sobriety devices to place in the homes of parents and/or juveniles being served by the Children's Services Unit. (Boulder, Colorado)	For a total amount not to exceed \$2,000 .

Randy Jacquet reported on the amended Aging & Disability Resource Center (ADRC) contracts noting that these approvals reflect additional Federal Medicaid revenues which include all the monies that Richland County is transferring to the other satellite offices.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (10-8-09)		
ADRC OF SOUTHWEST WISCONSIN-NORTH, CRAWFORD COUNTY SATELLITE	A provider of Aging & Disability Resource Center local office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding. The previous contract amount did not include Federal Medicaid Revenues. This will require County Board approval. (Prairie du Chien)	<i>Original Contract Amount: \$100,000. Amended Contract Amount: \$112,000.</i> To a total contract amount not to exceed \$210,228.
ADRC OF SOUTHWEST WISCONSIN-NORTH, JUNEAU COUNTY SATELLITE	A provider of Aging & Disability Resource Center local office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding. The previous contract amount did not include Federal Medicaid Revenues. This will require County Board approval. (Mauston)	<i>Original Contract Amount: \$110,000. Amended Contract Amount: \$165,000.</i> To a total contract amount not to exceed \$284,205.
ADRC OF SOUTHWEST WISCONSIN-NORTH, SAUK COUNTY SATELLITE	A provider of Aging & Disability Resource Center local office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding. The previous contract amount did not include Federal Medicaid Revenues. This will require County Board approval. (Baraboo)	<i>Original Contract Amount: \$265,000. Amended Contract Amount: \$371,000.</i> To a total contract amount not to exceed \$514,844.

Motion made by Walter Gust, seconded by Paul Kinney to approve the new 2009 agreement and the amended 2009 contracts and forward those as necessary onto the County Board for approval. Motion carried.

Discuss Community Services Building Snow Plowing & Removal Options: Randy Jacquet stated that this is the time of year the agency considers putting the snow plowing and removal needs out for bid; however, with the discussions this Board has had previously about utilizing the janitorial staff from the Courthouse, the agency is looking for direction on how to proceed. Angie Rizner stated that a few unsolicited bids have been submitted to the agency and the current approved vendor has agreed to review his expenses to see if he could further reduce his rate in order to secure our business. Randy Jacquet was instructed to forward the Board's request to utilize the janitorial staff onto the Property Committee for consideration. Motion made by Walter Gust, seconded by Robert Holets to approve the agency securing snowplowing and removing options while the Property Committee considers the utilization of the Courthouse janitorial staff for the Community Services Building snowplowing and removal needs in an effort to share expenses and increase efficiencies throughout the county. Motion carried.

Sale of Unused Furniture and Equipment Update: Randy Jacquet reported that any unused furniture or equipment has been offered to other county departments and all items that remained were either sold or donated to local non-profit agencies. K & K Used Furniture and Antiques purchased 10 items for \$135 and various items were donated to GRACE, Inc. and Goodwill. It

was noted that many businesses are not buying used furniture at this time. Discussion was held regarding the unused furniture that the other county departments now have.

Community Services Building Expansion Oversight Committee Update: Randy Jacquet stated that sealcoat bids were recently received for the committee's consideration and it is anticipated that this work to the old parking lot would be done next spring. Randy Jacquet noted that the committee is scheduled to meet again on October 15, 2009 at 9:30am.

Community Services Building Expansion Update: Randy Jacquet stated that the project is nearly final and approximately \$90,000 remains of the \$150,000 contingency.

Community Services Building Open House: Randy Jacquet announced that the Open House is scheduled for November 5, 2009 from 4-6pm. It was noted that the agency should have operational cost reductions information available including staff reductions.

Convene in Closed Session Per Wis. Statutes 19.85(1) (c) + (f) to Discuss Management Performance/Evaluation Relating to the Fiscal Management of the Agency: Motion made by Paul Kinney, seconded by Ray Schmitz to convene in closed session to include Randy Jacquet per Wis. Statutes 19.85(1) (c) + (f) to discuss management performance/evaluation relating to the fiscal management of the agency. Roll Call Vote. Motion carried.

Return to Open Session: Motion made by Betty Havlik, seconded by Walter Gust to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, November 12, 2009 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. Jenny Myszkowski, seconded by Betty Havlik to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor