

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 11, 2010

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 11, 2010 by Robert Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Dr. Richard Edwards, Fred Clary, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Jeanetta Kirkpatrick.

Others Present: Angie Rizner, Cheryl Ketelhut, Christy Duhr, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Windy Goodman.

Welcome Back Dr. Richard Edwards: The Health and Human Services Board welcomed Dr. Richard Edwards back to the committee and thanked him for his continued interest and support.

Approval of Agenda and Posting: Motion by Walter Gust, seconded by Paul Kinney to approve the agenda and proper posting. Motion carried.

Approve January 14, 2010 Health and Human Services Board Minutes: Motion by Paul Kinney, seconded by Walter Gust to approve the Health and Human Services Board Minutes. Motion carried.

Citizen Comments: Fred Clary stated that a group of Richland County representatives recently attended a legislative meeting and expressed concerns with various budgetary issues, including the cost shifting of youth aids expenses to Health and Human Services.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2009/2010 Voucher Report was distributed and reviewed by Ray Schmitz. Fred Clary questioned if the standard IRS mileage reimbursement rate has been reduced for 2010. Patrick Metz reported that the reimbursement rate has reduced to \$.50 per mile. Fred Clary questioned the size of advertisements that have been placed in the local papers recently. Patrick Metz noted that there has been monies set aside for ADRC marketing and recruitment of Board members. Randy Jacquet stated that the agency would take a closer look at reducing these costs, while still maintaining visibility. Motion made by Ray Schmitz, seconded by Betty Havlik to approve the 2009/2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2009/2010 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2010 Expense Reports	55	\$10,526.66
Richland County Health and Human Services – 2009 Vouchers	2	\$110.80

Richland County Health and Human Services – 2010 Vouchers	30	\$15,682.77
Richland County Health and Human Services – 2009 Prepaid Vouchers	8	\$4,451.00
Richland County Health and Human Services – 2010 Prepaid Vouchers	13	\$6,728.89
TOTAL	108	\$37,500.12

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of December 31, 2009, and noted an overage of \$433,879. Tracy Thorsen noted that there was an additional reduction in WIMCR payments for the Clinical Services Unit.

Patrick Metz reported that the unbudgeted institutional costs total \$204,543 which will leave a remaining balance of \$95,457 in Fund 54. Patrick Metz stated that it is likely these are the final unbudgeted institutional costs figures, but needs to verify the Southern Oaks charges for 2009.

Fred Clary announced that the Finance Committee is conducting a preliminary audit in early March 2010, and would like to have the approximate Health and Human Services overage included in this audit. Patrick Metz stated that he would supply that figure to the Finance Committee.

Walter Gust questioned if there continues to be outstanding revenues. Patrick Metz stated that revenues are coming in every day and the approximate outstanding revenues total \$600,000.

Impact of the 2010 Courthouse and Professional Union Layoff Days on the Services to the Public: Randy Jacquet stated that through County Board action the agency would be experiencing 10 layoff days for all Courthouse and Professional Union employees, which makes up the majority of the agency employees. Randy Jacquet questioned if the agency would stay open during this time and operate with non-union management only OR if the agency closes for the day and management handles all emergency/on-call situations. Randy Jacquet noted that it would be hard to function without the 50+ service providing staff and could damage the image of the agency to the community since we could not handle many of the situations that present themselves. It was noted that there would be only 12 members of non-union management and a few leased employees remaining. If the building was to close, these staff would still work while also taking care of emergency/on-call situations.

It was reported that during the Personnel Committee meeting the members of the committee felt that the 10 layoff days were not to result in the closing of the facilities. The non-union managers were to do the best that they could. Robert Holets stated that if there are issues with staying open that the agency should come back to the Board. Fred Clary noted that if this agency was permitted to close that other county departments could also request to be closed and that was not the intention of the Personnel Committee. Motion made by Betty Havlik, seconded by Fred Clary to approve the agency remaining open during the 10 layoff days of the Courthouse and Professional Union. Roll Call Vote. Betty Havlik, Paul Kinney, Robert Holets, Fred Clary, and Ray Schmitz voted for the motion. Walter Gust, Dr. Richard Edwards, and Marilyn Rinehart voted against the motion. Motion carried.

Fred Clary stated that the Personnel Committee is hopeful that there are only 10 layoff days for Courthouse and Personnel Union staff, and if negotiations do not go well, there could be additional layoff days.

Marianne Stanek reported that there are Courthouse Union employees who operate the Richland County Nutrition Program and these services could be affected by the layoffs. Additionally, the non-union staff person at the UW-Richland Campus has scheduled vacation days during two of the union layoff days and no warm meals would be prepared those days. Marianne Stanek noted that she is scheduled to be out of the office to a meeting the fourth Friday of every month.

Discussion was held regarding notifying the public in advance due to the fact that they might not have full access to the services or employees they may need during these layoff days. It was noted that the Personnel Committee did not want to publicize this announcement either in the local newspapers or on the radio at this time. It was determined that a posting should be put on the front door of the Community Services Building notifying people that there would be reduced staff and limited services on the scheduled layoff days.

It was recommended that Randy Jacquet come before the Personnel Committee and inform them of the issues Health and Human Services has with keeping the Community Services Building open during the layoff days.

Personnel Updates: Randy Jacquet announced the resignation of Sheila Kitsemel, Regional Aging & Disability Resource Center Resource Database Specialist, effective February 16, 2010. Randy Jacquet noted that this position is in the Courthouse Union, was recently posted, and a few union members posted into the position. It was noted that a skills test is likely to be given to these individuals.

Randy Jacquet announced the layoff of Meghan Rohn, Long Term Care Assistant, effective March 5, 2010. It was noted that these employees are being laid off on a staggered schedule in order to offer clients a transitional period. Randy Jacquet stated that the Southwest Family Care Alliance has agreed to fund this transitional period and reimbursement of unemployment costs.

Regional Aging & Disability Resource Center Update: Walter Gust stated that with the two recent resignations, the Regional Aging & Disability Resource Center Manager and Resource Database Specialist, the Regional Board continues to review options.

Approval of Contracts, Agreements, and Amendments (Mailout #1):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (1-14-10)		
ALCOCARE	A community residential treatment facility for adults with dual diagnosis of addiction and mental health issues who are served by the Clinical Services Unit. (Janesville)	A total amount not to exceed \$20,000 .

<p>KEVIN CARLEY</p>	<p>A provider of snow plowing and snow removal services at the Community Services Building. (Richland Center)</p>	<p>A total amount not to exceed \$5,000.</p>
<p>LOURDES M. BALGUIER GALLEGOS</p>	<p>A provider of interpreter services to non-English speaking clients. (Richland Center)</p>	<p>A total amount not to exceed \$2,500.</p>
<p>ORION FAMILY SERVICES</p>	<p>A provider of group home care to clients who are served by the Children's Services Unit. (Madison)</p>	<p>A total amount not to exceed \$29,500.</p>

Tracy Thorsen reported that \$26,000 was budgeted for 2010 and AlcoCare would be the third facility to be considered when placing individuals. Motion made by Paul Kinney, seconded by Walter Gust to approve the new 2010 contract with AlcoCare. Motion carried.

Fred Clary reported that he was not able to speak with Kevin Carley as intended. Walter Gust stated that he recently measured the parking lots of the Symons Recreational Complex and the Community Services Building and they are approximately 4,200 square feet and 5,800 square feet respectively. Randy Jacquet noted that the agency needs to secure a snow plowing and removal vendor today, as we were only given authority to utilize Kevin Carley until the February Health and Human Services meeting, so a decision must be made.

Discussion was held regarding the Property Committee previously agreeing to utilize the Courthouse janitorial staff for snowplowing at the Community Services Building, provided they "had the time." Fred Clary reported that he spoke with Ann Greenheck regarding this topic and it wasn't that the Courthouse employee was unable to do the work; rather he was not able to get the Community Services Building plowing done before 8am. It was noted that the Courthouse employee begins plowing the Courthouse lot at 4am and then works a split shift during the snow plowing season. Randy Jacquet stated that the plowing of the Community Services Building lot would need to be done well before 8am since that is when the building opens and cars begin parking in the lot. Randy Jacquet recommended that Kevin Carley be utilized throughout the remainder of this snow season, but then be put out for bid the latter half of the 2010 snow season. Motion made by Betty Havlik, seconded by Walter Gust to approve the new 2010 agreement with Kevin Carley through the remainder of the current snow season. Motion carried.

Marianne Stanek noted that Lourdes M. Balguier Gallegos offers interpreter services at the Richland Hospital and Richland Community Free Clinic. It was noted that this agreement would replace the previous approval with Liliana Martinez, as it is necessary to offer a female option for clients. Motion made by Walter Gust, seconded by Dr. Richard Edwards to approve the new 2010 agreement with Lourdes M. Balguier Gallegos. Motion carried.

Randy Jacquet stated that the agency would be transferring a child from a different group home to this group home, so there would be no additional expense. Motion made by Fred Clary,

seconded by Paul Kinney to approve the new 2010 contract with Orion Family Services. Motion carried.

Community Services Building Snow Plowing: This item was discussed previously.

Community Services Building Cleaning/Janitorial Services Update: Angie Rizner announced that Gander's Cleaning Service was given two weeks' notice the end of January and the agency has hired a leased employee to perform the cleaning/janitorial services beginning February 15, 2010 as a cost savings measure. Additionally, the agency will also begin purchasing various routine cleaning/janitorial supplies either locally or through a supplier. It was noted that a complete inventory and supplier price comparison was conducted recently to ensure the janitorial budget for 2010 will be met.

Approval of Participation in Human Services Legislative Day (Mailout #2): Randy Jacquet announced that there is a Human Services Lobby Day planned for March 4, 2010 to discuss the importance of Health and Human Services funding before the State begins their budget process. Discussion was held regarding the costs associated with participating. It was noted that Board members would be eligible for per diems, should ride together so only one person is reimbursed for mileage, and Randy Jacquet should question what fee (if any) would be charged to the agency since there wasn't a fee listed on the materials. Walter Gust stated that he would be interested in attending. Robert Holets stated that he might be interested in attending. Randy Jacquet noted that he thought Jeanetta Kirkpatrick might also be interested in attending. Motion made by Fred Clary, seconded by Betty Havlik to approve Randy Jacquet and up to three Board members attend the Human Services Legislative Day. Motion carried.

Future of Coordinated Services Team (CST) Advisory Committee: Randy Jacquet announced that State funding is being eliminated for the CST Advisory Committee and the agency is considering merging the committee with the community's Child and Family Advocacy Committee. Randy Jacquet stated that we may come forward next month to approve the elimination of the committee. It was noted that the only member of the CST Advisory Committee that receives a per diem is the Health and Human Services Board representative.

Additional Citizen Comments: Fred Clary stated that the Pine Valley Trustees Board is researching options for the vacant Pine Valley West Apartments and he questioned if the agency has any recommendations for the facility. Randy Jacquet stated that the agency has met previously with Kathy Cianci and recommended the development of an inpatient psychiatric unit.

Ray Schmitz reported that the Southwest Family Care Alliance (SFCA) must make reductions of up to \$5 million for 2010 and there are unfavorable cuts being proposed. Ray Schmitz stated that if the Health and Human Services Board hears negative comments please forward them onto the SFCA appropriately for follow-up.

Dr. Richard Edwards stated that there is a need for increased availability to psychiatric care in Richland County. Tracy Thorsen noted that it would be nice to have another service provider other than the Outpatient Mental Health Clinic, as the County cannot afford the cost. Cheryl

Ketelhut stated that the uninsured population is increasing and the psychiatric need is also increasing. It was noted that there is currently a 6-8 week wait to see a psychiatrist by the agency's Outpatient Mental Health Clinic. Discussion was held regarding residency issues and the inability of BadgerCare Plus to cover psychiatric services.

The next regular Board meeting is scheduled for Thursday, March 11, 2010 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Walter Gust, seconded by Paul Kinney to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor