

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
June 10, 2010

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on June 10, 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, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Jason Marshall, Judy Nechkash, and Carrie Pohjola.

Approve Agenda and Posting: Motion by Walter Gust, seconded by Dr. Richard Edwards to approve the agenda and proper posting. Motion carried.

Approve May 13, 2010 Health and Human Services Board Minutes: Ray Schmitz noted the need to change the Election of Officers motions from "election of" to "nomination of". Motion by Walter Gust, seconded by Betty Havlik to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Angie Rizner introduced Judy Nechkash, Southwest Tech Administrative Professional Intern, and Marianne Stanek introduced Carrie Pohjola, Environmental and Public Health Specialist for the State of Wisconsin.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010 Voucher Report was distributed and reviewed by Paul Kinney. Marianne Stanek reported on the thermometer that was purchased for the new refrigerator in the Public Health Clinic. Discussion was held regarding the dietary consultant. Fred Clary noted that Pine Valley Healthcare recently changed their dietary consultant and questioned if the new consultant would offer a discount for servicing two county departments. Fred Clary also questioned whether or not the agency collects proof of automobile liability insurance coverage from our staff now that coverage is mandatory. It was noted that this issue was a county-wide issue and collecting proof of insurance throughout the year on all county staff would be very labor intensive. Ray Schmitz questioned why Town and Country Sanitation was paid twice last month. Patrick Metz stated that he would look into the extra payment, but believes payment was missed one month. Motion made by Paul Kinney, seconded by Betty Havlik to approve the 2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2010 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2010 Expense Reports	56	\$13,228.25
Richland County Health and Human Services – 2010 Vouchers	27	\$17,968.18
Richland County Health and Human Services – 2010 Prepaid Vouchers	19	\$15,019.60
TOTAL	102	\$46,216.03

Ray Schmitz stated that he supports the Finance Sub-Committee and sees an overall value to the committee, but he would recommend including the voucher listing in the Board mailout every month so all Board members have a chance to thoroughly review the expenses before the meeting and prior to authorizing payment. Fred Clary noted that the County Audit Committee has the final say in the payment of bills and they rely heavily on the thorough review by the various County Committees and Boards. Randy Jacquet stated that mailing the voucher listing would be a hard task to accomplish, as most bills are not received until the first week of the month and some expenses could incur late fees and interest payments if not paid within 30 days. Fred Clary noted that the County Audit Committee would reject late fees or interest payments. Ray Schmitz suggested a compromise; mail a voucher listing of the bills that have been received at that time and then revise the list to include additional bills that have come in during the Health and Human Services Board meeting. Patrick Metz stated that splitting this list could create issues in the County Clerk's Office where the checks are actually cut. It was determined that this item would be placed on the agenda for further discussion at the next meeting.

Approval of Wireless Access Point Purchase (Mailout #5): It was noted that this purchase has received approval by the Emergency Management Committee; however, must be forwarded onto the Property Committee since the installation actually occurs in the Courthouse building. Fred Clary clarified that the new equipment is going to be installed in the old Emergency Operations Center (EOC) or Conference Room 2, not in the new EOC. Motion made by Betty Havlik, seconded by Fred Clary to approve the wireless access point purchase from J-Comp Technologies totaling \$998.61, and forward the request onto the Property Committee for final approval. Motion carried.

Approve Transfer of NEC Telephone System to the Symons Recreation Complex (Mailout #6): Health and Human Services was recently approached by the Symons Recreation Complex to see if the ADRC telephone system was still available after the Community Services Building Expansion Project. Fred Clary stated that the Symons Recreation Complex Board has not been made aware of any existing telephone issues, nor has Denise Hanold, Director of the Symons Recreation Complex, mentioned the need for a new system. Fred Clary noted that the Symons Recreation Complex is governed by an Intergovernmental 66.0301 Board which is made up of representatives from both the City of Richland Center and Richland County as it is jointly owned, and special arrangements may have to be made in order to transfer Richland County property to the facility. It was noted that no other county department has mentioned a need for such a telephone system. Motion made by Betty Havlik, seconded by Walter Gust to table this agenda item. Motion carried.

Approval of 2009 Youth Aids Funds Transfer to Children's Unbudgeted Institutional Fund 44:

Patrick Metz reported that we recently received from the State approximately \$35,000 of 2009 Youth Aids funds. It was noted that since this return is post audit, it would be appropriate to recommend the transfer into fund 44. Motion made by Fred Clary, seconded by Ray Schmitz to approve the 2009 Youth Aids Funds transfer to the Children's Unbudgeted Institutional Fund 44, and forward the recommendation onto the Personnel/Finance Committee and County Board. Motion carried.

Fred Clary instructed the agency to contact Victor Vlasak, and request that this transfer be placed on the Finance/Personnel Committee Agenda scheduled for June 14, 2010 and County Board on June 15, 2010.

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of April 30, 2010 noting an overage of \$25,702 which is primarily due to a lag in revenues. Patrick Metz reviewed the line items that contributed to this overage. The Administration line item is under budget largely due to the layoff days even though approximately six staff are applying for unemployment on layoff day. Patrick Metz stated that their unemployment checks are not significant, but do reduce our overall savings. The overage in the ADRC line item is due to a lag in revenues and the Regional ADRC continues to be under budget with the postponement of filling the manager position. The Economic Support line item is over budget due to a lag in revenues and the Children Services Unit is over budget due to a costly placement that has continued longer than expected.

Tracy Thorsen reported on the Clinical Services overage noting that at this time emergency hospitalizations are at 85% of our entire 2010 budget and this has been a very volatile number historically. Tracy Thorsen noted that there isn't an overall increase in clients needing hospitalizations, but those that are in need of treatment might not have insurance and their stays have been long. It was noted that the AODA Residential Treatment line item will not be over, as once the budgeted amount is met; services will no longer be offered.

Patrick Metz reported on the 2010 unbudgeted institutional costs which total \$120,591 at this time. The adult institutional fund has a balance of \$144,138 and children's institutional fund has a balance of \$82,792. Fred Clary stated that the ability of the county to increase their allocation into these accounts for 2011 is not likely.

Randy Jacquet stated that proactive measures have been taken to help address any potential overage in the 2010 budget, including not refilling one social worker position in the Children's Services Unit for six months and delaying the vacant Confidential Administrative Secretary position.

Personnel Updates: Randy Jacquet announced the hiring of Jill Faulkner and Kasey Banker as Children's Services Unit Social Workers. Jill Faulkner started working on June 7, 2010 and Kasey Banker will begin work on June 21, 2010. It was noted that only two of the three new Children's Services staff will need the required State training: Jill Faulkner and Connie Monroe. Motion made by Walter Gust, seconded by Betty Havlik to approve the hiring of Jill Faulkner and Kasey Banker as Children's Services Unit Social Workers. Motion carried.

Randy Jacquet stated that the Clinical Substance Abuse Counselor is up for a six month probationary period, which he would like to extend for up to an additional six months. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the extension of the probationary period for the Clinical Substance Abuse Counselor not to extend another six months. Motion carried.

Randy Jacquet announced that Jill Faulkner has requested up to 3 days without pay as part of her pre-employment agreement, and the agency will begin hiring for the Regional Aging and Disability Resource Center Manager position. Discussion was held regarding the potential for requiring a competency test prior to offering employment or accepting an individual who posts into a position. Randy Jacquet noted that the agency currently requires a competency test prior to filling Courthouse Union positions but has not required the testing for Professional Union positions, as many of those staff are already certified social workers and could easily transfer from unit to unit; however, there are costs associated with their unit specific training.

Public Health Restaurant Inspector Presentation: Carrie Pohjola reported that she began working in the area on April 15, 2010, and has 13 years experience in the field of Public Health throughout the State. Carrie Pohjola distributed copies of her presentation and business card and reviewed the sanitarian workload and inspection types which include licensing/permitting, consultations, plan reviews, and complaints. It was noted that there are 99 permits in Richland County and most of the facilities are inspected annually. There are 49 restaurants, 10 schools, 1 university and 1 vending operation in Richland County. There are also 12 lodging facilities, 9 recreational facilities, and 1 tattoo and body piercing facility that Ms. Pohjola will also be inspecting. Discussion was held regarding seasonal facility and festival inspecting.

Further Discuss 2009 Annual Report (if needed): Randy Jacquet noted that the County Board would be approving the 2009 Health and Human Services Annual Report next Tuesday and questioned if Board members had any additional questions. Discussion was held regarding the transfer of approximately \$44,000 from Fund 59 – Nutrition Program to the overall agency budget.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen reported on the need for a transitional placement which actually was only needed for 3 days at \$100 per day; however, it is possible that we would need to utilize this agreement in the future.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-10-10)		
OLIVAS ADULT FAMILY HOME	Provider of residential care for consumers who due to mental health issues are unable to live independently. This facility is being used to provide a short-term (30-45 days) transitional placement to an individual who is discharging from an institutional setting. (Richland Center)	For a total amount not to exceed \$9,500 .

Motion made by Paul Kinney, seconded by Dr. Richard Edwards to approve the new 2010 agreement. Motion carried.

Tracy Thorsen reported that Dr. Nevers performed psychiatric services 1 day per week over the last few years and he has decided to resign in August. Dr. Schmidt has agreed to pick up this additional day. Discussion was held regarding whether or not the agency is able to meet all the psychiatric needs of the community. Tracy Thorsen stated that the loss of Dr. Nevers is being covered by Dr. Schmidt; however, we are not able to afford an additional psychiatrist and at this time there is a 2-3 month delay to see a psychiatrist with special considerations being offered for emergencies. Discussion was held regarding prescription management and the parity law. Tracy Thorsen noted that she has researched the possibility of filling our need with a nurse practitioner, but this is a better option at this time. Randy Jacquet stated that the risk of simply increasing Dr. Schmidt's contract is the loss of psychiatric depth.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (6-10-10)		
CLEMENS SCHMIDT, M.D.	Dr. Christopher Nevers has given notice that he will be ending his contract in August. There is a substantial need for psychiatric services and it is important to replace the time that Dr. Nevers was providing. Dr. Schmidt has agreed to pick up the additional day once Dr. Nevers leaves. The remaining contract amount (\$22,200) from Dr. Nevers would be used to cover Dr. Schmidt's added day. This would begin in September. (Madison) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$64,800.</i> To a total contract amount not to exceed \$87,000.

Motion made by Dr. Richard Edwards, seconded by Marilyn Rinehart to approve the amended 2010 contract with Clemens Schmidt, M.D., and forward it onto the County Board for approval. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (6-10-10)		
VARC, INC.	There are two new services that VARC will be providing that require an amendment of the contract. 1) VARC operates an adult family home in Viroqua in which a CCS client will be transferring. The cost of this service will be \$29,000 through the end of the year. The client has been living at a group home/CBRF in rural Viroqua. 2) VARC will be providing a Community Skills Development service to CCS clients for several hours a week in order to help them become more engaged in community activities. The cost of this service will be up to \$12,500 through the end of the year. (Viroqua) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$42,000.</i> To a total contract amount not to exceed \$83,500.

Tracy Thorsen reported on the need for additional services offered through VARC. Discussion was held regarding the placement of a Richland County resident into a Vernon County group home. Tracy Thorsen noted that the placement in Vernon County does not remove the responsibility of Richland County even though the individual has chosen to live in Vernon County. Motion made by Walter Gust, seconded by Paul Kinney to approve the amended 2010 contract with VARC, Inc., and forward it onto the County Board for approval. Motion carried.

Fred Clary questioned if the contract budgeted totals could be summarized each time they are brought before this Board.

Ray Schmitz stated that he would like to see an activity center for disabled individuals incorporated into the proposed Senior Center, as many of these individuals attend VARC for the social aspect rather than simply to work.

Review Results of Care Management Unit's Annual Quality Review (AQR): Cheryl Ketelhut reported that the State performed an annual quality review the first week of April 2010 and reviewed six of the Southwest Family Care Alliance (SFCA) counties. The Richland Care Management Unit completed a successful file review and met 85% of the requirements. Cheryl Ketelhut noted that the report will be final at the end of June and recommendations will be distributed to the SFCA for improvements necessary for each of the individual counties.

Approval of 2010 Comprehensive Community Services (CCS) Coordination Committee Membership (Mailout #2): Tracy Thorsen stated that the Health and Human Services Board member is optional and the actual number of members is optional, but at least 1/3 of the total membership must be consumers. Motion made by Dr. Richard Edwards, seconded by Paul Kinney to approve the 2010 Comprehensive Community Services Coordination Committee Membership. Motion carried.

Review Revised Regional Aging & Disability Resource Center Manager Position Description (Mailout #3): Randy Jacquet reported that this Board previously approved the Regional ADRC Manager position description in May without actually reviewing the document and then forwarded it onto the Personnel/Finance Committee and County Board for final approval in June. Randy Jacquet noted that the document is simply coming before you for review at this time. Walter Gust stated that the Regional ADRC Board updated the position description to redefine it as more of a leadership role.

Richland County Senior Nutrition Program Update: Marianne Stanek stated that the Germantown Meal Site adjustments that were being considered last month have not been implemented due to an increase in home delivered meals and current inefficiencies.

Betty Havlik questioned the creation and impact of Mom's Meals on the Senior Nutrition Program. Marianne Stanek stated that the Southwest Family Care Alliance approved a contract with Mom's Meals for Family Care members, and apparently there seems to be more of an impact from Mom's Meals on the overall Nutrition Program than what was originally predicted. Marianne Stanek stated that she would offer more of an update next month.

It was noted that Mom's Meals delivers frozen meals every two weeks via UPS to the individual's home, and there seems to be more options and daily choices available for individuals. Cheryl Ketelhut stated that there have not been issues of quality reported, but what is missed is the lack of human contact and the daily checking-in on individuals. Marianne Stanek expressed concern because Family Care clients pay for the full cost of their meal where other seniors are only asked to give a suggested donation and the full payments help reduce the costs of the overall Senior Nutrition Program. If the Family Care clients continue to transfer over to Mom's Meals, the overall Senior Nutrition Program will suffer.

Approval of Wisconsin Partnership Program Grant Application (Mailout #4): Marianne Stanek stated that agency would like to work on reducing obesity and overweight individuals in Richland County. It was noted that this grant money would be used to work with the local school districts, Symons Recreation Complex, Pine River Food Co-op, and others as appropriate in an attempt to promote healthy weight, physical activity, and good nutrition in Richland County. This planning grant could receive up to \$50,000 initially and Public Health could then be eligible to apply for an implementation grant of up to \$400,000 for a three year project. Marianne Stanek stated that entering into the grant does not commit the agency to future expenses. Motion made by Walter Gust, seconded by Betty Havlik to approve the Wisconsin Partnership Program Grant Application, and forward it onto the County Board for approval. Motion carried.

Family Care Presentation: This item was tabled.

Schedule 2011 Public Hearing: Randy Jacquet stated that it is time to begin preparing for the 2011 Health and Human Services Budget and a holding a Public Hearing is required as part of that process. It was noted that Health and Human Services Board members do not need to be present, but it has been best practice. The Public Hearing was scheduled for Thursday, July 15, 2010 at 5:30pm.

Schedule Special Budget Meeting: Randy Jacquet noted that we have also held an entire Health and Human Services Board meeting designated specifically for reviewing the 2011 Health and Human Services Budget. The Special Budget Meeting was tentatively scheduled for Thursday, September 16, 2010 at 9:30am. It was noted that this date and time are subject to change since the County's Finance/Personnel Committee has not announced their schedule at this time.

The next regular Board meeting is scheduled for Thursday, July 8, 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 Dr. Richard Edwards, seconded by Betty Havlik to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor