

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**January 13, 2011**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on January 13, 2011 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Members Absent: Dr. Richard Edwards.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Becky Cupp, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Sandy Kramer.

Approve Amended Agenda and Posting: Motion by Betty Havlik, seconded by Paul Kinney to approve the amended agenda and proper posting. Motion carried.

Approve December 9, 2010 Health and Human Services Board Minutes: Paul Kinney questioned the transitional issues related to the loss of the care management contract with Southwest Family Care Alliance (SFCA) and the three Richland County positions that have been laid off as a result of the loss. Randy Jacquet noted that the SFCA Board plans to further discuss this topic during their February meeting. Motion by Paul Kinney, seconded by Walter Gust to approve the Board Minutes. Motion carried.

Citizen Comments: Sandy Kramer stated that the memorial in front of the Richland County Courthouse was damaged during the recent construction project, and Krause Monument has donated a new memorial at no cost. Additionally, a 20' flag pole with lights is also going to be installed and Sandy Kramer is attempting to secure this at no cost as well. Sandy Kramer stated that there will be a dedication ceremony for the new monument in the near future and attendance by the Health and Human Services Board is requested.

Sandy Kramer reported that the Local American Legion Post will be hosting a baseball tournament the end of July 2011, and more information will be provided during the January County Board meeting.

Approval of 2011 Veterans Service Office Grant: Sandy Kramer requested approval to accept an annual grant which totals \$8,500. Motion by Fred Clary, seconded by Betty Havlik to approve the 2011 Veterans Service Office Grant, and forward it onto the County Board for approval. Motion carried.

Discuss Option for Future Use of Space: Fred Clary stated that there have been reported privacy and space issues with both the Veterans Service Office and the Child Support Office. Fred Clary questioned if the available space at the Community Services Building could be utilized to solve these issues if appropriate, while not combining departments. Sandy Kramer questioned how the veterans would access her. Fred Clary stated that the possibility of relocating Health and Human

Services units further back in the building could offer these departments closer access to the front of the building. Sandy Kramer stated that she would consider the possibility and calculate the approximate square footage needs of her department.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010/2011 Voucher Report was distributed and reviewed by Patrick Metz. Discussion was held regarding the current snow plowing vouchers, noting that a large amount of snow fell in December. Fred Clary stated that the county recently purchased a truck for plowing the lots at Pine Valley Healthcare, and next fall we should explore the possibility of utilizing this truck for plowing the lots at the Community Services Building. Motion made by Robert Holets, seconded by Paul Kinney to approve the 2010/2011 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2010/2011 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2010 Expense Reports	43	\$10,838.49
Richland County Health and Human Services – 2011 Vouchers	3	\$770.89
Richland County Health and Human Services – 2010 Vouchers	37	\$28,107.05
Richland County Health and Human Services – 2010 Prepaid Vouchers	22	\$8,594.88
<b>TOTAL</b>	<b>105</b>	<b>\$48,311.31</b>

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of November 30, 2010, noting a surplus of \$149,692. Patrick Metz noted that Administration is over budget largely due to Godfrey and Kahn legal fees, which are a result of pending union issues, totaling approximately \$40,000 and we only budgeted \$5,000. Additionally, we only budgeted \$68,000 for workman’s compensation fees and the actual cost was \$96,000. Fred Clary questioned why we are budgeting for workman’s compensation based on a 7 year average instead of the costs of the previous year. Patrick Metz stated that we would have to budget based on two years prior, as the previous year amounts are not announced until well after the budget is developed. Discussion was held regarding the workman’s compensation allocation that is divided amongst the county departments.

Linda Symons, Becky Cupp, and Marianne Stanek all reported that their respective unit budgets are right on target. Patrick Metz reported on the Economic Support Unit line item noting that there is simply a lag in revenues at this time, which should balance out during reconciliation. It was noted that the Long Term Support line item should also balance out during the reconciliation process.

Patrick Metz stated that the Children’s Services Unit remains significantly under budget due to placements that did not occur as planned. The Birth to Three Program is over budget due to an increased need for physical, occupational, and speech therapies for children. It was noted that the Birth to Three Program must serve all children in need of services.

Tracy Thorsen reported on the Clinical Services Unit line item noting that we budgeted \$66,000 more in WIMCR payments than we are scheduled to receive. However, we are scheduled to receive more than budgeted for the Community Recovery Services (CRS) Program.

Tracy Thorsen noted that AODA Residential Treatment will be approximately \$9,000 under budget by the end of 2010, but unfortunately it is too late for us to identify clients that could benefit from this treatment.

Patrick Metz reported on the unbudgeted institutional costs, noting that the Adult Institutional Fund currently has a balance of \$36,180 and the Child Institutional Fund currently has a balance of \$31,774. It was noted that we will request a transfer of funds from the General Fund to reimburse these costs within the next few months once we receive final invoices from the institutions. Discussion was held regarding the agency's overall budget and cash flow being in much better shape than it has been in the last few years.

Personnel Updates: Randy Jacquet announced the hiring of Amanda Coorough (pronounced Cure-a), Children's Services Manager effective January 3, 2011. It was noted that Amanda Coorough has requested up to 10 days of unpaid leave in her first year of employment. The Board introduced themselves to Amanda Coorough and welcomed her to the agency. Amanda Coorough stated that she grew up in Hillsboro and worked the last 8 years overseas in child protection. Motion made by Walter Gust, seconded by Paul Kinney to approve the hiring of Amanda Coorough, Children's Services Manager. Motion carried.

Approval of Language Enriched Exercise Plus Socialization (LEEPS) Grant Award (Mailout #1): Becky Cupp reported on the LEEPS Grant application process, noting that this grant program is for people with mild to moderate Alzheimer's or related dementia. The objectives are to provide opportunities for exercise, socialization, and community activities of those participating. A previous research project has resulted in positive affects on physical fitness, mood, and increased satisfaction of caregivers. Walter Gust stated that the goal of the grant is to keep people in the homes longer, while improving their standard of living.

Becky Cupp noted that the grant funds would enable the agency to hire a leased Volunteer Coordinator position at a cost of approximately \$48,097 each year. Concern was expressed regarding Richland County's ability to further sustain the program and position after the three years of grant funding expires. Becky Cupp noted that we are hopeful that the State would offer some additional funds after the results of the three year program are reviewed. Becky Cupp stated that this program would be available to all those who qualify regardless of financial status. Motion made by Walter Gust, seconded by Marilyn Rinehart to approve the Language Enriched Exercise Plus Socialization (LEEPS) Grant Award, and forward it onto the County Board for approval. Motion Carried.

Approval of Contracts, Agreements, and Amendments (Mailout #2): Marianne Stanek stated that there is a need for an increase in the Rockbridge School Meal Site agreement due to a miscalculation; however, there are funds available to cover the increase.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (1-13-11)</b>		
<b>RICHLAND SCHOOL            DISTRICT</b>	Request Board approval to amend the current agreement with the <u>Richland School District</u> (Richland Center) due to increased expenses related to the use of the Rockbridge School as a Senior Nutrition Meal Site.	<i>Original Agreement Amount: \$3,100</i>  Requesting Board approval to amend the current agreement with the <u>Richland School District</u> to a total contract amount not to exceed <b>\$3,800</b> .

Motion made by Betty Havlik, seconded by Marilyn Rinehart to approve the amended 2010 agreement. Motion carried.

Randy Jacquet noted that in 2012 a proposal is being considered to have this service offered regionally. Randy Jacquet stated that the \$1,000 offers the ability for us to investigate two \$500 fraud cases for the Economic Support Unit. Discussion was held regarding the value of pursuing only two cases.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2011 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (1-13-11)</b>		
<b>RYAN INVESTIGATIONS</b>	Request Board approval to amend the current agreement with the <u>Ryan Investigations</u> (Richland Center) due to an increased cost for fraud investigations.	<i>Original Agreement Amount: \$700</i>  Requesting Board approval to amend the current agreement with the <u>Ryan Investigations</u> to a total contract amount not to exceed <b>\$1,000</b> .

Motion made by Walter Gust, seconded by Robert Holets to approve the amended 2011 agreement. Motion carried.

Randy Jacquet stated that this service continues to be provided in 2011 for Birth to Three Program clients who choose to receive medical services in Reedsburg. It was noted that the \$1,000 covers co-pays and deductibles not covered by insurance.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2011 NEW HHS CONTRACT/AGREEMENT APPROVALS (1-13-11)</b>		
<b>REEDSBURG AREA            MEDICAL CENTER</b>	Request Board approval to enter into an agreement with the <u>Reedsburg Area Medical Center</u> (Reedsburg) to provide physical therapy services to Birth to Three Program clients.	Requesting Board approval to enter into an agreement with the <u>Reedsburg Area Medical Center</u> for a total amount not to exceed <b>\$1,000</b> .

Motion made by Paul Kinney, seconded by Walter Gust to approve the new 2011 agreement. Motion carried.

Approval of 2011 Vehicle Lease Agreements and Memorandum of Understanding (Mailout #3): Linda Symons noted that this is an annual request to enter into vehicle lease agreements with VARC, Schmitt Woodland Hills, and Pine Valley Healthcare. Discussion was held regarding the history of the grant, noting that each of the partners paid 20% of the original grant. Motion made by Robert Holets, seconded by Ray Schmitz to approve the 2011 Vehicle Lease Agreements and Memorandum of Understanding. Motion Carried.

Approval of Copier Lease Agreement (Mailout #4): Barb Scott reported that we currently have 5 copiers that all staff prints and copies to, and due to the recent reduction to our staff, we no longer have a need for 5 copiers. Barb Scott noted that while the 5 copiers are under lease, a few of those copiers are over 9 years old, and are routinely in need of service initially by our staff and then Rhyme technicians. The proposal is to enter into a 48 month lease for 3 large copiers and 1 small copier at a cost of \$1,944 per month. Barb Scott noted that the proposal is nearly a 10% reduction to our current lease.

Discussion was held regarding the county-wide copier needs. Barb Scott noted that Jason Marshall is currently working with Pine Valley Healthcare, and is also researching the needs of the Symons Recreation Complex. It was noted that Jason Marshall is currently collecting information to determine centralized copier benefits across the county.

Discussion was held regarding the ability to purchase rather than lease copiers. It was noted that the agency's copy volume is large enough to warrant leasing copiers. Motion made by Walter Gust, seconded by Ray Schmitz to approve entering into a 48 month copier lease agreement with Rhyme Business Products. Motion Carried.

Approval of Center for Disease Control (CDC) Public Health Infrastructure Grant Application: Marianne Stanek distributed a summary sheet that explained the grant application process. It was noted that the Affordable Care Act funds are intended to expand and sustain the national investment in prevention and Public Health programs to improve health and help restrain growth in health care costs. The intention is to make improving public health a priority by improving Public Health services, establishing meaningful health indicators, and achieving long-term improvement in health outcomes.

Marianne Stanek stated that she would like to develop a performance management system which includes program evaluation and quality improvement, so Public Health can develop an agency strategic plan and document whether or not they meet the Public Health Accreditation Board (PHAB) standards. Discussion was held regarding the possibility of using the \$12,000 grant to hire a consultant to complete the grant application and prepare for accreditation, while also improving our current Public Health system. Marianne Stanek stated that the benefits of accreditation include increased eligibility for future grant applications and further funding considerations. Motion made by Marilyn Rinehart, seconded by Ray Schmitz to approve the Center for Disease Control (CDC) Public Health Infrastructure Grant Application, and forward it onto the County Board for approval. Motion Carried.

Discussion Related to Smoke Free County Properties: Marianne Stanek reported that since the interior No-Smoking Ordinance passed at the December County Board, she contacted each of the

relevant Board/Committees via letter regarding the creation of an exterior No-Smoking Ordinance. Marianne Stanek offered to attend Board/Committee meetings in February and is currently scheduled to attend a Fair Committee meeting. Randy Jacquet noted that the input or recommendations offered by the other Boards/Committees will come back to this Board for further action.

Discuss Aging & Disability Resource Center Need for Increased Exterior Community Services Building Signage: Linda Symons reported that the State spent the last 9 months reviewing the services and accessibility of local Aging & Disability Resource Centers (ADRC). While our local ADRC scored high in most areas, exterior signage directing people to the Community Services Building was considered to be lacking. Randy Jacquet noted that signage needs to be improved on the corners of Seminary Street and Main Street. Fred Clary noted that Main Street is also State Highway 80, and there are specific requirements relating to signage placed on a state highway. Linda Symons noted that she has been working with Jim Greeley Signs to develop signage options to be presented to this Board at a later date.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director: Motion by Paul Kinney, seconded by Walter Gust to convene in closed session per Wis. Statutes 19.85(1)(C) to complete the annual performance evaluation of the Director. Motion carried.

Return to Open Session: Motion by Marilyn Rinehart, seconded by Paul Kinney to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 10, 2011 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Robert Holets, seconded by Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor