

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**May 12, 2011**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 12, 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. Neil Bard.

Others Present: Angie Rizner, Barb Scott, Becky Dahl, Christy Duhr, Darrin Gudgeon, Jason Marshall, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Fred Clary, seconded by Paul Kinney to approve the agenda and proper posting. Motion carried.

Annual Election of Officers: Randy Jacquet stated that a question was posed to him as to why we do an annual election of officers instead of every two years like most other Boards/Committees. Randy Jacquet noted that an annual election of officers is not listed in the statutes and is not a rule of the County Board; however, with the Health and Human Services Board's staggered terms, there is the potential of up to three new Board members every year and the annual elections offer those new members the ability to be elected as an officer. Robert Holets questioned if this schedule must be maintained. It was noted that there are no set terms limits for Health and Human Services Board Officers. Motion by Fred Clary, seconded by Walter Gust to approve the nomination of Jeanetta Kirkpatrick as the Health & Human Services Board Chair, Robert Holets as the Health and Human Services Board Vice Chair, and Paul Kinney as the Health and Human Services Board Secretary, to close the nominations, and cast a unanimous ballot. Motion carried.

Committee Appointments: Randy Jacquet reviewed each of the committee requirements as they were discussed.

Appointment of Finance Sub-Committee: Motion by Robert Holets, seconded by Marilyn Rinehart to nominate Paul Kinney, Walter Gust, and Betty Havlik to the Finance Sub-Committee. Fred Clary questioned if this committee is still necessary or should the Board meet 30 minutes earlier to review the vouchers. Betty Havlik and Paul Kinney noted that they feel the committee is of value, but if it is eliminated the full Board would need to meet earlier. Ray Schmitz stated that the discussion that occurs during the committee meeting should be discussed with the full Board, and in his opinion, that committee is an unnecessary duplication and cost to the agency. Walter Gust stated he was all right with the committee being abolished. Robert Holets and Marilyn Rinehart voted to withdraw their motion.

Discussion was held regarding the history of the Finance Sub-Committee. Randy Jacquet stated that the committee was created back in 2000 to save time during the full Board meeting. Randy

Jacquet noted that the vouchers have not been scrutinized the last few years like they were 10+ years ago. Motion by Betty Havlik, seconded by Robert Holets to abolish the Finance Sub-Committee and start the Health and Human Services Board meeting at 9:00am to offer time for review of the vouchers by the entire Board. Motion Carried.

Appointment of Interview Sub-Committee: Motion by Fred Clary, seconded by Ray Schmitz to nominate Marilyn Rinehart, Betty Havlik, and Jeanetta Kirkpatrick and all other Health and Human Services Board members as alternates to the Interview Sub-Committee, close the nominations, and cast a unanimous ballot. Motion Carried.

Appointment of Comprehensive Community Services Coordination Committee Representative: Motion by Walter Gust, seconded by Betty Havlik to nominate Paul Kinney to the Comprehensive Community Services Coordination Committee, close the nominations, and cast a unanimous ballot. Motion Carried.

Appointment of Richland County KIDS Council Representative: Motion by Robert Holets, seconded by Ray Schmitz to nominate Marilyn Rinehart to the Richland County KIDS Council, close the nominations, and cast a unanimous ballot. Motion Carried.

Approve April 14, 2011 Health and Human Services Board Minutes: Motion by Betty Havlik, seconded by Paul Kinney to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2011 Voucher Report was distributed and reviewed by Patrick Metz. Fred Clary questioned the Richland County telephone book advertising and out-of-area radio advertising. Randy Jacquet noted that the phone book advertising is for multiple agency, mental health, and Aging & Disability Resource Center (ADRC) listings in both the white and yellow pages, and is a requirement of many of our programs. Becky Dahl noted that the out-of-area radio advertising is for the Regional ADRC outreach and marketing to surrounding counties. It was determined that the advertisements placed in the Richland County telephone book should be discussed further next month. Discussion was held regarding the meal costs for the meal sites. Discussion was held regarding vehicle repairs. Linda Symons noted that the ADRC usually goes with the vendor who offers the least cost. It was determined that the voucher report would be easier to read if the voucher accounts were sorted better. Motion made by Betty Havlik, seconded by Walter Gust to approve the 2011 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2011 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2011 Expense Reports	46	\$13,024.40
Richland County Health and Human Services – 2011 Vouchers	39	\$21,032.41
Richland County Health and Human Services – 2011 Prepaid Vouchers	11	\$2,790.08
<b>TOTAL</b>	<b>96</b>	<b>\$36,846.89</b>

2010 Budget Update – Preliminary Audit Results: Patrick Metz reported that the auditor’s report notes a transfer of \$250,233.91 back into the General Fund from Health and Human Services. It was noted that this amount does not include an institutional fund transfer. Patrick Metz stated that the Adult Institutional Fund would require a transfer of \$186,630. Randy Jacquet noted that the entire \$250,233.91 would be transferred back to the General Fund, and then a resolution would have to be created to transfer funds back to the Adult Institutional Fund. Randy Jacquet stated that this would be a “cleaner transfer” per the auditors, but the full County Board could potentially not support the additional transfer back to the Adult Institutional Fund. It was determined that this discussion should be placed on the Finance/Personnel Committee agenda for further consideration.

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of March 31, 2011 noting a surplus of \$10,540.

Patrick Metz stated that the Economic Support Unit continues to experience a delay in revenues and the Children’s Services Unit has a potential out-of-home placement at this time that could affect the budget in May. Patrick Metz noted that the Birth to Three Program is over budget largely due to it being a mandated service; however, the unit is working on minimizing the costs of therapy while not reducing services. Tracy Thorsen noted that the Clinical Services Unit is experiencing an overage in MH Outpatient and AODA Outpatient line items largely due to a delay in claims. Tracy Thorsen reported that there is an inpatient placement which will be reflected on the April budget report, and there is also a long-term placement of an individual in an institution. It was noted that all other line items are reflecting a surplus that is expected to continue. Patrick Metz noted that Unbudgeted Institutional Costs breakdown does not include 2010 funds, only the 2011 fund transfer.

2011-2013 State Biennial Budget Proposal and State Budget Repair Bill Update: Randy Jacquet stated that there are no updates to offer.

Personnel Updates: Randy Jacquet reported that Bonnie Tydrich, Administrative Secretary, has announced her retirement effective July 8, 2011. It was noted that Bonnie Tydrich has been with the county for 11 years.

2010 Annual Report: Randy Jacquet noted that the 2010 Annual Report would come before the entire County Board in June, and requested that each manager briefly review their unit highlights for the year.

Patrick Metz reported that the Administrative Services Unit continues to experience change, especially with the loss of staff and increase in workload.

Linda Symons noted that the Aging & Disability Resource Center (ADRC) responded to over 3,000 requests in 2010. The Elderly Benefit Specialist and the Disability Specialist brought \$3,435,426 additional dollars into the county. The Driver Escort Program transported passengers 170,360 miles. The Adult Protective Services activities tracked that self neglect is the largest referral and financial exploitation is on the rise. Discussion was held regarding Medicaid fraud.

Becky Dahl reported that the Regional ADRC – North (RADRC) Information & Assistance Specialists recorded 8,652 contacts for 2010. The Regional Disability Benefit Specialists (DBS) brought \$4,338,429 into the four county area, and the Regional Elderly Benefit Specialists (EBS) are preparing for the “silver tsunami” with an average monetary impact of \$607,491. Becky Dahl noted that there is only one DBS worker in Richland County and one DBS worker in Sauk County; however, given the size of Sauk County, the RADRC is recommending that Sauk County add another DBS worker very soon. Discussion was held regarding the State’s population of people 65 years or older is projected to reach 1.4 million by the year 2035.

Randy Jacquet reported on the Children’s Services Unit noting that physical abuse continues to be the largest percentage of child maltreatment. Discussion was held regarding the decrease in Child Protective Services reports.

Tracy Thorsen stated that the Clinical Services Unit became certified at a higher level for crisis services in 2010, and out after hours crisis incidents decreased. Tracy Thorsen noted that there was an increase in substance abuse clients from 2008 to 2009 due to counselor illness in 2008. The number of Comprehensive Community Services (CCS) clients is leveling off, and the number of Community Support Program (CSP) clients is reducing because many of the CSP clients were transferred to CCS over the last few years or they moved out of the area. Tracy Thorsen noted that we have also seen a drop in 2010 emergency detentions. Discussion was held regarding the transportation of emergency detentions. It was noted that Inpatient Psychiatric Hospitalization costs increased significantly in 2010, along with Mental Health Institutional Placements. Discussion was held regarding the shift in the State’s responsibility for payment of these costs onto the county. Tracy Thorsen reported that Detox Services continuously decreased once the Boscobel Hospital closed their Detox Facility and local alternatives were found for these individuals. Tracy Thorsen noted that the statistics used for this report only include those fees paid by Richland County directly, and does not include those individuals that have insurance. It was determined that a full report on the new after hours crisis system should be offered in June or July.

Christy Duhr reported on the Economic Support Unit noting that these are tough economic times and enrollment is up in nearly all programs. It was noted that a large percentage of our county receives FoodShare Program benefits. There were 1,369 unduplicated households in 2010, totaling \$3,061,782. Christy Duhr stated that Economic Support Intakes (new enrollees) dropped from 849 in 2009 to 756 in 2010 because people are not dropping from service year-to-year. They may be working, but need to remain on the programs.

Randy Jacquet noted that while the Long Term Support Unit was in operation for most of 2010, all data has been transferred to the Southwest Family Care Alliance.

Marianne Stanek reviewed the Public Health Unit operations, noting that we just finished administering H1-N1 flu shots. Marianne Stanek noted that times sure have changed, as only 3 immunizations were given out by the Public Health Unit when she began working for the county and now there are more than 20. The Wisconsin Wins Program marked another year of seeing no sales to minors in Richland County. Marianne Stanek expressed concern, as the Ronald McDonald Care Mobile which offered dental services for children in Dodgeville will no longer

be an option. Marianne Stanek noted that we can make referrals to the Access Dental Clinic in Dodgeville now, but dental care is desperately needed in this community. Marilyn Rinehart stated that the Richland Community Free Clinic is considering offering dental service, as the number of clients served by the clinic also continues to rise. Marianne Stanek noted that we are looking for ways to continue our Environmental Health funding. It was noted that Senior Nutrition Program numbers are down due to a decrease in home delivered meals in Richland Center. It is possible that the Southwest Family Care Alliance option of Moms Meals could have potentially impacted this program. Discussion was held regarding the attendance at meal sites.

Patrick Metz noted that the Fiscal Section has a different look this year and still reflects un-audited figures. It was noted that Health and Human Services budgeted \$1,071,797 in county tax levy and only utilized \$897,962. Health and Human Services also budgeted for \$7,848,136 in revenues and only utilized \$7,061,326.

Approval of Resolution to Honor Kathy Allbaugh: Motion made by Robert Holets, seconded by Betty Havlik to approve a resolution to honor Kathy Allbaugh for her 36 years with Richland County and forward it onto the County Board. Motion carried.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Marianne Stanek noted that during the last Board meeting we discussed the increase in rent for the Rockbridge Meal Site in 2010 and this needs to also be adjusted for 2011. Marianne Stanek stated that the rent increased from \$5 per day for 3 hours of use 3 days per week to \$10 per day for 3 hours of use days per week. It was noted that donations at the site are paying for the food costs. It was recommended that Marianne Stanek approach Rachel Schultz to see if entering into an annual agreement that establishes a rate for the entire year (instead of the facility use form) would be a possibility.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2011 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (5-12-11)</b>		
<b>RICHLAND SCHOOL            DISTRICT</b>	Due to an increase in rent for the use of the Rockbridge School as a Senior Nutrition Meal Site. (Richland Center)	<i>Original Agreement Amount: \$3,120</i>  To a total contract amount not to exceed <b>\$6,000.</b>

Marianne Stanek stated that this contract would be Infrastructure Grant funded.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2011 NEW HHS CONTRACT/AGREEMENT APPROVALS (5-12-11)</b>		
<b>SCOTT CONSULTING            PARTNERS</b>	To conduct a community needs assessment, perform research and data assessment, and provide consultation to Public Health for the Partnership and Infrastructure Grants (this will go through September 2012). (Richland Center)	For a total amount not to exceed <b>\$20,000.</b>

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

Income Maintenance Alternative Plan Presentation: Randy Jacquet and Christy Duhr offered a presentation titled Income Maintenance and the 2011-2013 State Biennial Budget. It was noted that if Governor Walker's proposal is approved Richland County would have to return approximately \$20,000 to the State, so they could fund the Enrollment Services Centers and automate the process. Randy Jacquet noted that counties could not bid to provide the income maintenance administrative services under the Governor's proposal. Christy Duhr stated that while the alternative model seems to be more realistic, Richland County's Economic Support Specialists would have an increase in caseloads from 500 to more than 650.

It was noted that this is not the first time the State has pursued a regionalization in program functions. The alternative model comes close to Governor Walker's proposal and the potential savings noted in the Governor's proposal seems impossible. Jeanetta Kirkpatrick noted that we are fragmenting the delivery of service, which will increase the level of confusion and potential fraud. It is unfortunate, but a significant delay in receiving services could offer programmatic cost savings. Randy Jacquet distributed an article from the Capital Times "Walker wants private sector to run assistance programs".

Casual for a Cause Report: Christy Duhr distributed a handout that reflected the Casual for a Cause Day donations that have been collected over the years for non-profit organizations, totaling \$18,610.80. It was noted that the non-profit organizations receive an average of \$80-\$150 each week.

Community Services Building Back-up Generator Consideration: Randy Jacquet noted that this is an idea that should have been considered before, as there is a potential risk if the Community Services Building (CSB) lost power. Randy Jacquet noted that there is no money budgeted for this project. Jason Marshall stated that the network infrastructure for the entire county runs through the CSB and offers Internet access to Emergency Management, Pine Valley Healthcare, Health and Human Services, and other departments in the Courthouse. Fred Clary noted that the generator at the Courthouse offers service to a limited amount of departments; including the Emergency Operations Center, Sheriff's Department, 911, and telephone system. Jason Marshall reported that the generator for the CSB would include power to a few core rooms and the Public Health immunization refrigerator. One estimate was secured from a local vendor totaling approximately \$19,000 excluding natural gas hook-up fees.

Fred Clary stated that the Highway Shop recently purchased a generator so they could serve as a back-up Dispatch Center, and this also serves a door opener in case of a power outage. It was noted that the generator would not power the entire CSB just essential emergency services. Jason Marshall reported that the generator would be located outside the CSB in a landscaped area near the newly remodeled area and a vendor would have to be secured to service the generator. Fred Clary noted that there are already discussions about having to replace the 30+ year old generator at the Courthouse and this project should be further researched with that potential replacement. It was determined that this topic should be tabled until we pursue all

options; including the possibility of connecting to the generator located in the Courthouse. Darrin Gudgeon arrived and expressed support of the project.

Discuss Options for Future Use of Space: Angie Rizner reported that she contacted Organic Valley and emailed them pictures of the cubicle system; however, they are not interested in purchasing the system. Fred Clary questioned if the vacated area of the CSB could be considered as the Regional Income Maintenance location.

The next regular Board meeting is scheduled for Thursday, June 9, 2011 at 9:00 a.m. at the Community Services Building.

Adjourn: Motion by Paul Kinney, seconded by Betty Havlik to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor