

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
June 9, 2011

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on June 9, 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: Amanda Coorough, Angie Rizner, Barb Scott, Becky Dahl, Darrin Gudgeon, Jason Marshall, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

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

Approve May 12, 2011 Health and Human Services Board Minutes: Motion by Betty Havlik, seconded by Walter Gust to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2011 Voucher Report was distributed and reviewed by Patrick Metz. The following items required additional discussion:

Voucher #1 – Food Supplies: This was to purchase frozen meals from Burnstads for the Senior Nutrition Program.

Voucher #2 – Cardmember Service: This was to purchase Regional Aging & Disability Resource Center (RADRC) marketing materials for four counties. Discussion was held regarding purchasing materials locally rather than going with the lowest priced vendor.

Voucher #7 – Country Springs Hotel: This was to pay for staff lodging in Waukesha. It was confirmed that the cost was at the State rate.

Voucher #17 – Richland Center Utilities: Patrick Metz noted that since the merger of our three office locations our electric bill has decreased approximately \$300 per month and we have seen a savings of approximately \$170 per month on our water bill. Motion made by Betty Havlik, seconded by Ray Schmitz 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	45	\$11,850.91
Richland County Health and Human Services – 2011 Vouchers	28	\$16,941.19
Richland County Health and Human Services – 2011 Prepaid Vouchers	16	\$3,509.16
TOTAL	89	\$32,301.26

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of April 30, 2011 noting a surplus of \$10,574. Linda Symons reported on the ADRC line items noting an overage of \$2,233 which is due to the Transportation Program. Patrick Metz noted that the Economic Support line item is over budget \$23,770 due to a delay in revenues; however, he did not post some revenues, as we did not know what was going to happen with the Income Maintenance Program. Patrick Metz noted that we now know that the Income Maintenance Program is staying within the counties, so we will be able to post all anticipated revenues. Amanda Coorough noted that the Children’s Services Unit is over budget \$22,289 primarily due to Birth to Three therapies and we are hoping to get that under control next month.

Patrick Metz announced that the Finance/Personnel Committee recently approved the transfer of \$150,000 to the Adult Institutional Fund pending County Board approval. Randy Jacquet stated that Health and Human Services is very appreciative of the transfer.

Patrick Metz noted that Health and Human Services has a positive cash flow of approximately \$400,000 and this should continue through the remainder of the year. Discussion was held regarding what has been done to make this change. Patrick Metz stated that financial claiming and billing are being done more timely and staff are more aware of our cycles. It was noted that the State has held payments in the past, but an additional payment will come from the State on July 1, 2011 which will also help the county’s cash flow.

2011-2013 State Biennial Budget Proposal and State Budget Repair Bill Update: Randy Jacquet stated that the Joint Finance committee voted unanimously to accept the alternative proposal that the counties has presented. There will remain an Income Maintenance Unit within each of the Human Service Departments and there will be 10 consortiums across the State that will operate a Regional Change/Call center. Clients will be seen here face-to-face regarding eligibility, but they can call changes into the Call Center. The theory is that this reduction of calls would allow staff to absorb an increase in caseloads. Randy Jacquet noted that as we develop our 2012 budget we will have to look at staffing needs; however, we do not plan to refill Christy Duhr’s position at this time. Randy Jacquet stated that we plan to hire Christy Duhr as a leased consultant short-term to help transition through these changes, Brianna Turk will be temporarily paid out of classification as a Lead Worker, and Patrick Metz will supervise the unit.

Personnel Updates: Randy Jacquet reported that Amanda Coorough, Children’s Services Manager, has passed probation and is being recommended to be placed on regular status effective July 3, 2011. Motion made by Fred Clary, seconded by Robert Holets to approve the probationary period of Amanda Coorough, Children’s Services Manager. Motion carried.

Discuss 2011 Richland County Telephone Directory Advertising: Randy Jacquet noted that during the last meeting it was requested that we further discuss the agency's telephone directory advertising. Angie Rizner distributed a handout that listed the locations of the agency's advertising in two local telephone books: the Richland County Telephone Directory from Genuine Telecom and the Richland Center Telephone Directory from Frontier. The two telephone directories were also distributed with tabs on the agency's advertisements. Fred Clary noted that a third local telephone directory is being considered.

Fred Clary stated that the agency needs to look at reducing the size of our yellow page advertisements, which could include decreasing the amount or size of words. Randy Jacquet noted that per contract, we must clearly advertise our ADRC and RADRC. Becky Dahl stated that the mission of the RADRC is that everyone in our community knows who we are and where we are, so we have an impact on people's lives before they are in crisis.

Discuss Agency Advertising: Fred Clary noted that again we need to look at reducing the size and quantity of our advertisements.

NACO Prescription Discount Drug Plan: Robert Holets reported that there are several counties in Wisconsin that are utilizing the NACO (National Association of Counties) prescription discount drug plan with an average of 22% in savings. Fred Clary stated that an individual can only use NACO if they have no other prescription drug coverage on their health insurance. Linda Symons stated that she would like to look into this further for ADRC clients. Marilyn Rinehart stated that she would like to share this information with the Richland Community Free Clinic.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2011 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (5-12-11)		
STILWELL ADULT FAMILY HOME	Request Board approval to amend the current contract with the <u>Stilwell Adult Family Home</u> . This provider only provided respite services previously, but now will also provide daily residential services to a client who is being protectively placed. (Muscodia)	<i>Original Agreement Amount: \$4,500.</i> To a total contract amount not to exceed \$21,000.

Motion made by Robert Holets, seconded by Paul Kinney to approve the amended 2011 contract. Motion carried.

Approval of 2011 Comprehensive Community Services (CCS) Coordination Committee Membership (Mailout #2): Tracy Thorsen noted that this is an annual approval, and the committee must consist of at least 1/3 consumers and no more than 1/3 county staff or providers. It was noted that this committee is only an advisory committee. Motion made by Robert Holets, seconded by Paul Kinney to approve the 2011 Comprehensive Community Services Coordination Committee Membership. Motion carried.

Community Services Building Back-up Generator Consideration: Barb Scott stated that as a follow-up to last month's meeting three electricians were consulted and all have reported that the Community Services Building and Courthouse cannot share one generator. This would result in back feed problems as a result of mixing the electrical systems between two different buildings, also there is a different power grid between the Community Services Building and Courthouse.

Barb Scott distributed a picture of a generator placed outside the Community Services Building in the landscaped area near the large electrical box. It was noted that this picture displayed a sample generator that would be the approximate size and appearance of a generator that Strang's Heating and Electric would recommend. Jason Marshall reported that he spoke with Richland Electric regarding comparative pricing. It was noted that Wisconsin Gas would also need to establish a second service and install a second meter at the Community Services Building, and we are awaiting cost estimates.

Jason Marshall noted that the purpose of the generator would be to preserve the integrity of the computer infrastructure for Emergency Management, Pine Valley Healthcare, and the Public Health Clinic. The generator would power the IT Office, Server Room, another room or two on the same electrical panel as the Server Room, and the immunization refrigerator in the Public Health Clinic all located in the Community Services Building. These areas would then maintain Emergency Management operations, the Pine Valley Healthcare server, Internet and Email for most County Departments.

Darin Gudgeon reported that the Courthouse generator is aged, but it has minimal hours logged on it, so if maintenance is maintained it should be able to meet our needs for quite some time. Fred Clary questioned who is going to pay for the generator. Darin Gudgeon noted that the lack of a generator could seriously impact the response we are able to provide to our citizens and everything has been geared toward information technology, including communications with the State. Discussion was held regarding the approximate cost of the generator. It was noted that preliminary cost estimates are \$30,000. Darin Gudgeon stated that the main three issues that need to be powered in the event of a disaster are telephone, data storage, and Internet access. Discussion was held regarding other counties that have been purchasing equipment to maintain their "critical infrastructure." Motion made by Paul Kinney, seconded by Ray Schmitz to continue research on the Community Services Building back-up generator and obtain other bids. Motion carried.

Transportation Program Presentation: Linda Symons stated that, as a cost saving measure, Governor Doyle proposed contracting with Logisticare to provide all Medical Assistance transportation effective July 1, 2011. Discussion was held regarding the impact this will have to our county. Linda Symons noted that Logisticare will develop a transportation network to coordinate and reimburse for medical transportation services. Logisticare will collect \$3.61 per Medical Assistance member per month regardless if they utilize transportation services. Family Care enrollees and nursing home individuals will not use the Logisticare system. It was noted that Southwest Family Care Alliance will take care of transporting all Family Care members. Linda Symons noted that we currently have families that take their children to Madison for medical appointments and they receive mileage reimbursement, Logisticare will no longer reimburse for this service. It was noted that the last two months has been spent meeting with providers and educating members on this new system. With this new system, Logisticare must verify member eligibility and authorize common carrier services plus self service trips via a centralized Call Center. Linda

Symons noted that Logisticare will not have a local presence in the community, and providers will have to contract with Logisticare directly.

Linda Symons reported that Richland County Health and Human Services decided not to become a Logisticare provider. This was determined because Logisticare's billing rate structure did not meet our needs, there are significant background check costs, drug testing costs, increased insurance requirements, additional vehicle inspection costs, and two-way communication requirements. Linda Symons noted that while Logisticare taking over the provision of Medical Assistance transportation will reduce the number of rides we provide (approximately 200 rides per month); we did not receive full reimbursement for those rides which will save Health and Human Services approximately \$12,000 per year. Linda Symons noted that this annual savings could be used for quality of life transportation needs and we are researching those options at this time. Jeanetta Kirkpatrick noted that the new shared ride taxi service for 65 and over which transports individuals within 1 mile of Richland Center has been very positive for the community.

Further Discuss 2010 Annual Report (if needed): There was no additional discussion.

Discuss Options for Future Use of Space: Jeanetta Kirkpatrick questioned if the space could be used as an Income Maintenance Regional Call Center. Randy Jacquet noted that Dane, Rock, and LaCrosse Counties already have a Call Center, so it is not likely that we would be asked to develop a new Call Center.

WCHSA Spring Conference Report: Jeanetta Kirkpatrick reported on the highlights of her attendance at the WCHSA Spring Conference, noting that Randy Jacquet received an award for Outstanding Public Service. It was noted that in addition to Jeanetta Kirkpatrick, Walter Gust, Paul Kinney, and Fred Clary were also in attendance during the Awards Banquet.

Schedule 2012 Public Hearing: Randy Jacquet stated that it is time to begin preparing for the 2012 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 past practice. The Public Hearing was scheduled for Tuesday, July 19, 2011 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 2012 Health and Human Services Budget. The Special Budget Meeting was tentatively scheduled for Thursday, September 15, 2011 at 9:00am. It was noted that this date and time are subject to change.

The next regular Board meeting is scheduled for Thursday, July 14, 2011 at 9:00 a.m. at the Community Services Building.

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

Respectfully Submitted,

Angie Rizner
Office Supervisor