

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
September 8, 2011

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on September 8, 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, Robert Holets, and Walter Gust.

Members Absent: Dr. Neil Bard and Ray Schmitz.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Darin Gudgeon, Jason Marshall, Patrick Metz, Randy Jacquet, Tracy Thorsen, Jeff Joseph from Richland Electric Cooperative, and Mike McCormick from McCormick Electric

Approve Agenda and Posting: It was noted that a presentation on the Transportation Program would be offered next month when Linda Symons is able to attend. Motion by Paul Kinney, seconded by Walter Gust to approve the agenda and proper posting. Motion carried.

Approve August 11, 2011 Health and Human Services Board Minutes: Discussion was held regarding roll call voting. It was noted that a roll call vote must be requested in order for the minutes to reflect when certain Board members vote against a motion.

Robert Holets requested clarification to the minutes of agenda item #11 which discussed the Child Protective Services and Juvenile Justice Reorganization. Angie Rizner was instructed to work with Amanda Coorough to correct the wording used. Motion by Walter Gust, seconded by Robert Holets to approve the Board Minutes. Motion carried.

Citizen Comments: Robert Holets commented on the Richland Observer article on the front page of their August 25, 2011 publication. The article shines a poor light on Health and Human Services even though we returned funds in 2010. Jeanetta Kirkpatrick noted that the 2010 Auditors Report was specifically quoted. Discussion was held regarding how the institutional account funding is transferred from the General Fund, and the language used by the auditors in their summary should be reworded to more accurately reflect a transfer that was budgeted for.

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. Discussion was held regarding who performs the maintenance on our agency owned vehicles. Patrick Metz noted that we usually shop around for the best deal. Fred Clary stated that the Sheriff's Department is working on securing a contract with a local mechanic to include all non-warranty work for all county owned vehicles. The following items required additional discussion:

Previously Paid Vouchers

Voucher #10 – Hasler: This was to pay for rental of our postage meter.

Voucher #13 – Precision Auto: This was to pay for repairs to the Nutrition Program truck.

Voucher #29, 30 & 31 – Tina Shaw, Lorraine White, Paula White: This was to reimburse meal site worker mileage; however, should not have been prepaid vouchers.

Voucher #32 – 37 – CDW Government: This was to pay for various IT purchases, some which were previously approved by the Health and Human Services Board. Patrick Metz stated that he wasn't certain if a late fee was going to be assessed, so that was why these were prepaid vouchers.

Discussion was held regarding whether or not the Highway Shop could offer maintenance on county owned vehicles. Jeanetta Kirkpatrick stated that she would check into this with Attorney Ben Southwick. It was noted that the Highway Shop may not have enough staff to perform this work, and the costs may be higher than local mechanic shops. Motion made by Robert Holets, seconded by Paul Kinney 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	42	\$14,062.46
Richland County Health and Human Services – 2011 Vouchers	33	\$26,221.38
Richland County Health and Human Services – 2011 Prepaid Vouchers	34	\$12,786.88
TOTAL	109	\$53,070.72

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of July 31, 2011 noting an overage of \$16,516. Patrick Metz noted that July was a three payroll month and our revenues continue to lag. Patrick Metz reported that the Administration line item is over \$24,844 which is largely due to the three payroll month. Patrick Metz stated that he and Linda Symons would be meeting tomorrow to discuss the situation with the Transportation Program continuing to be over budget. Patrick Metz noted that Public Health is under budget currently; however, a large amount of vaccination was just approved for purchase. The Economic Support Unit is over budget largely due to a retirement payout and lack of Income Maintenance funding.

Amanda Coorough reported on the Children's Services Unit line items noting that child placements increased beginning in June of this year, as a group of 10 juveniles have been acting out significantly this summer. Secure detentions and mental health placements have increased and could continue into the remainder of the year and into next year. Amanda Coorough stated that placements for 2011 had been approximately \$6,900 per month from January to May, and this increased to \$19,000 - \$21,000 per month over the last 3 months. Patrick Metz stated that he is calculating that the budget will be approximately \$25,000 over budget in children's placements by the end of the year. Amanda Coorough noted that the change in judges has also affected this situation. This group of juveniles is 14-17 years of age, but they also have siblings 7-9 years of age which are also affected.

Amanda Coorough noted that because of this situation there will be two contracts needing amendment next month. One juvenile has been placed at the Family and Children's Center, and we are waiting to see how the 17 year old adjusts to the placement, as if he continues to have issues he will be waived into adult court. We attempted to place a second juvenile at the Family and Children's Center; however, they were not able to offer services to the 14 year old, so we are contesting the assessment fees. The 14 year old has since been placed at Northwest Passages. These expenses are included in the budget; however, we will come forward with contract requests next month once these situations are more stable. Discussion was held regarding the situation with the visiting judges, and when a Richland County judge is going to be reappointed.

Tracy Thorsen stated that the Clinical Services Unit is currently \$36,531 under budget, but that should balance out over the next few months.

Discussion was held regarding an approximate \$60,000 swing in budget in one month. Patrick Metz noted that the 3 payroll month and increase in children's placements has been the main causes; however, this should look better next month. Fred Clary noted that the agency's cash flow has been positive the last few months. Randy Jacquet questioned Patrick Metz as to whether or not he is predicting that the agency would be under budget by the end of the year in order to have a surplus in budget to pay for some of the upcoming agenda items being considered for purchase. Patrick Metz stated that is hard to predict given the children's placements; however, if we are able to receive reimbursement from Community Recovery Services (CRS) for some of these placements then we could be in a better situation. Patrick Metz reported that at this time he doesn't recommend purchasing both items being presented for consideration, but "it's too early to tell".

Discussion was held regarding the institutional accounts. Tracy Thorsen stated that one individual has been in an institution since the beginning of the year and it is very likely that this woman who is under 22 years of age will stay in the institution through the remainder of the year and into next year. Tracy Thorsen stated that we have to pay approximately 30% of this individual's placement. Another individual has been placed in an institution for 60 days, and we do anticipate transitioning this individual out of the institution in the near future.

Personnel Updates: There were no updates to offer.

Approval of Contracts, Agreements, and Amendments: There were no updates to offer.

Approval of Economic Support Consortia: Randy Jacquet stated that we continue to meet with members of the Dane County Consortium, more recently named the Capital Consortium, and we need approval to enter into the consortia. We will also need approval to enter into a revenue contract with Dane County in January 2012. Randy Jacquet noted that this action will need a County Board resolution.

Randy Jacquet noted that discussion continues within the Capital Consortium. Questions such as how much funding goes to each county are being discussed. The Budget Repair Bill included an average 19% reduction in Economic Support funding across the state. How this reduction is going to be distributed amongst the counties is uncertain. If a formula is decided that distributes this reduction based on client numbers, Richland County would see a 35% decrease in funding (approximately \$70,000 loss) and Grant County for example would receive a 96% increase in their

funding. This situation is still unsettled and is a fight within WCHSA, as they are recommending to the state how to allocate those funds. Discussion was held regarding other options that are available to us. Patrick Metz stated that we would have to return monies to the State if we decide to opt out of the program. Motion made by Robert Holets, seconded by Paul Kinney to approve entering into an Economic Support Consortia with Dane County and 5 other counties for the Capital Consortium; and forward the recommendation onto the County Board for approval. Motion carried.

Approval of Community Services Building Back-up Generator: Jeff Joseph introduced himself and Mike McCormick to the Board and presented a generator proposal and photos to support the Data Center of Richland County Government. Mike McCormick reported that during the discovery phase of the project it was discovered that the main electric panel is a single phase panel, not a three phase panel. It was noted that the lack of a three phase panel does complicate this project, but this could also be the time to correct that issue. Actual estimates to correct that issue were not offered, but could be offered in the future. If this upgrade is made, the generator would increase to 3 phase 20kW, balance the load, offer us all the power the generator is capable of, and be more energy efficient. Discussion was held regarding diesel and natural gas options, noting that there is no underground diesel tank. Fred Clary stated that the generators at the Courthouse and Pine Valley Healthcare are natural gas fed. Mike McCormick noted natural gas is a serious concern due to potential power outages that could eliminate access to natural gas. Jason Marshall stated that Public Safety Answering Point (PSAP) at the Courthouse needs to be supported by a natural gas supported generator. Jeff Joseph stated that the 54 gallon diesel tank being proposed would last approximately 50 hours with a 50% load. A few estimates were received and it is anticipated that the project cost would not be more than \$38,174.

Discussion was held regarding other departments that need access to the data infrastructure located in the Community Services Building; including Public Health, Pine Valley Healthcare, Child Support, Highway Shop, and Emergency Management. Fred Clary noted that the Sheriff's Department could continue all operations on the generator located at the Courthouse.

Darin Gudgeon stated that Emergency Management utilizes the Internet access as a data connection link to the State and other necessary functions. Darin Gudgeon noted that a continuation of government must occur within 72 hours after a disaster. Darin Gudgeon stated that he has not been able to locate funding for this project at this time; however, we are very dependent on technology.

Discussion was held regarding the project timeline. Jeff Joseph noted that it takes 7-8 weeks for delivery of the generator. The general consensus was that the project is necessary, but funding is in question. Discussion was held regarding completing part of the project in 2011 and then the remainder of the project in 2012. Patrick Metz reported that Health and Human Services potentially has funding to complete this project in 2011, but next year we will not have funding to support this project, primarily due to the placement of the children discussed previously. Jeff Joseph questioned if leasing a generator is an option.

Fred Clary questioned who would be responsible for monthly maintenance on the generator. Discussion was held regarding the maintenance needed for the generator, noting that this could be contracted out. Motion by Paul Kinney, seconded by Robert Holets to table this project until next month to get more information from the vendors who already submitted a bid; including leasing

options, revised costs to change the location of the generator, and revised costs to increase the panel from one phase to three phase. Motion carried.

Approval of Resolution Naming HIPAA Privacy Officer (Mailout #1): Randy Jacquet stated that this required position has not been designated since June 2010. Discussion was held regarding the confidential nature of the position. Motion made by Robert Holets, seconded by Marilyn Rinehart to approve a resolution naming the Clinical Services Coordinator as the Richland County Health and Human Services HIPAA Privacy Officer; and forward the recommendation onto the County Board for approval. Motion carried.

Approval of 2011-2012 Influenza and Pneumonia Immunization Fees (Mailout #2): Randy Jacquet noted that Marianne Stanek was not able to make the meeting this morning, but the mailout clarifies her proposal. Discussion was held regarding the costs associated with administering the immunizations; including Public Health RN, secretarial, and fiscal billing support. Motion made by Betty Havlik, seconded by Walter Gust to approve charging \$30.00 for an Influenza immunization and \$60.00 for a Pneumonia immunization for the 2011-2012 flu season. Motion carried.

Approval of Public Health Seal-A-Smile Grant (Mailout #3): Randy Jacquet stated that Marianne Stanek applied for the grant and recently received notification of awarding. Discussion was held regarding whether or not Public Health was able to offer another program. Angie Rizner noted that Marianne Stanek was considering hiring a dental hygienist in-house; however, has since discovered that a certified dental hygienist could be shared with another county. Motion made by Paul Kinney, seconded by Betty Havlik to approve the Seal-A-Smile Grant application and \$18,307 in funding, and forward the recommendation onto the County Board for approval. Motion carried.

Carpet Replacement Project Consideration: Randy Jacquet distributed a handout that outlined the project noting it would involve the removal of wiring/cabbling, disassembling and reassembling cubicles and office desks, repainting, and storing items off-site during the project. Randy Jacquet noted that a few estimates were received and the approximate project costs were \$14,000-\$19,000. Discussion was held regarding the priority of the projects being presented today. No action was taken.

Approval of Non-Union Sick Leave Donation (Mailout #4): Randy Jacquet reported that Health and Human Services staff recently requested to offer sick leave to a Pine Valley Healthcare employee, and the Courthouse Union would be coming forward with an additional request. Discussion was held regarding the resolution language utilized when making these types of requests and whether or not the county could offer a joint request with other departments. Randy Jacquet stated that he would contact other county departments. Motion by Paul Kinney, seconded by Robert Holets to table approval until other county departments are consulted. Motion carried.

Further Review of Family Care Resolution to Federal Government: Randy Jacquet stated that he has no new information to offer, but last month this was tabled for further discussion this month. It was noted that there is no urgency or political benefit for Richland County to recommend a resolution at this time. No action was taken.

Review WPPI Energy Saving Recommendations (Mailout #5): Angie Rizner reviewed the highlights of the energy assessment noting that our energy use is good. Discussion was held

regarding the management of our programmable thermostats and the utilization of office heaters by staff. Fred Clary questioned why the electrical costs for this year are projecting to be higher than last year given the reduction in staff that has occurred over the last year. Angie Rizner stated that she noticed that trend also, but the WPPI representative offered her no explanation other than an increase in kWh costs. Angie Rizner noted that we are not going to see a reduction in energy use for the vacant area unless that area is completely shut off from the other parts of the building.

Special Budget Meeting Reminder: Randy Jacquet reminded Board members that the Special Budget Meeting is scheduled for Thursday, September 15, 2011 at 9:00am.

The next regular Board meeting is scheduled for Thursday, October 13, 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