

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**August 9, 2012**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on August 9, 2012 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Dr. Louis Williams, Fred Clary, Larry Jewell, Marilyn Rinehart, Paul Kinney, Bob Bellman, Bob Holets, and Virginia Wiedenfeld.

Members Absent: Ray Schmitz.

Others Present: Amanda Coorough, Angela Porter, Angie Rizner, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Sandy Kramer, Tricia Behn from Aegis Therapies, Jackie Rhodes from Rural Health Cooperative, and Cindy Chicker from the Richland Hospital.

Approve Agenda and Posting: Motion by Dr. Louis Williams, seconded by Bob Bellman to approve the agenda and proper posting. Motion carried.

Approve July 12, 2012 Public Hearing Minutes: Motion by Paul Kinney, seconded by Virginia Wiedenfeld to approve the Public Hearing Minutes. Motion carried.

Approve July 12, 2012 Health and Human Services Board Minutes: Motion by Larry Jewell, seconded by Dr. Louis Williams to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2012 Voucher Report for August 9, 2012 was distributed and reviewed by Patrick Metz. The following items required additional discussion:

**Expense Reports:**

Voucher #47– John Pyle: This was to reimburse the staff member for expenses paid to attend training in Madison.

**Administrative Vouchers:**

Voucher #30 – Richland Medical Center: This was to pay for services provided by Dr. Neil Bard to the Public Health Wisconsin Partnership Program Grant. Marianne Stanek noted that Dr. Neil Bard is an active participant on the Richland FIT Coalition.

Voucher #31 & 32– Richland County Food Service: This was to pay for one month of food prepared for the Richland Center and Rockbridge Senior Meal Sites.

Voucher #65 & 66 – Simplex Grinnell, LP: This was to pay for sprinkler system maintenance and service. Patrick Metz noted that the agency entered into another three year contract. Fred Clary

questioned if there were any contract savings with entering into a three contract as opposed to a one year contract.

Voucher #7 – 11 – Cardmember Services: This was to pay for items purchased online utilizing the agency credit card; such as lodging for staff, client equipment, or agency computer supplies.

Voucher #40 – Scott Consulting Partnership: This was to pay for services provided by Shari Scott for the Public Health Wisconsin Partnership Program Grant. It was noted that a contract has been previously approved by the Health and Human Services Board and all expenses receive full grant funding reimbursement. Motion made by Paul Kinney, seconded by Marilyn Rinehart to approve the 2012 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2012 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2012 Expense Reports	43	\$12,438.80
Richland County Health and Human Services – 2012 Vouchers	41	\$36,609.13
Richland County Health and Human Services – 2012 Prepaid Vouchers	2	\$170.52
<b>TOTAL</b>	<b>86</b>	<b>\$49,218.45</b>

2011 Budget Update – Audit Results: Patrick Metz noted that the auditors have completed their on-site audit and initially calculated a surplus of \$220,826.22; however, in reviewing the audit, it was discovered that \$95,156 in revenue was excluded from the 2011 transfers. This discovery resulted in an overall surplus of \$125,670.22 with the \$95,156 in revenues being added to the 2012 Health and Human Services budget.

Fred Clary stated that the historic transfer of any Health and Human Services surplus to the agency’s institutional funds is likely not to occur this year, as the \$125,670.22 surplus is needed in the General Fund.

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of June 30, 2012 noting a surplus of \$28,129. It was noted that the Administrative, Regional Aging & Disability Resource Center, Public Health, Economic Support, and Clinical Services line items are all under budget. Linda Symons stated that she would be reviewing the \$2,435 Transportation Program overage in the Aging & Disability Resource Center. Amanda Coorough reported that placements continue to be of concern and the Alternate/Shelter Care line item is currently \$49,084 over budget. There are currently six children in placement with three anticipated to be adopted by early next year, one child is receiving treatment at Rawhide, and five new children from one home were recently placed outside the home. Amanda Coorough noted that the unit is anticipating twelve children in placement throughout the remainder of the year and potentially into next year. The Institutional Fund balances were reviewed.

Personnel Updates: Randy Jacquet reported that Virginia Cairns, Regional Aging & Disability Resource Center (RADRC) Administrative Secretary, has passed probation and is being recommended to be placed on regular status effective September 2, 2012. Motion made by Marilyn Rinehart, seconded by Dr. Louis

Williams to approve the probationary period of Virginia Cairns, RADRC Administrative Secretary. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #1): Amanda Coorough reported on the agency’s need to further contract with Attorney Henry Plum due to our special legal needs regarding Termination of Parental Rights (TPR) cases. It was noted that historically the District Attorney’s Office has neither the capacity, due to a high number of criminal cases, or the necessary training needed for TPR cases. Amanda Coorough expressed that she would like to meet with the District Attorney’s Office to discuss these needs further.

Amanda Coorough announced a need to increase the Family Works Programs contract. Discussion was held regarding foster home availability in Richland County. Amanda Coorough noted that of our seven foster homes, all seven are respite providers only and the agency is attempting to recruit new placement foster homes within the county.

Randy Jacquet reported that Streamline Healthcare Solutions contract needs to be increased due to the need for additional customizations to their basic electronic health records system. Tracy Thorsen noted that we budgeted \$5,000 for customizations and it was not until we started working with the company that this budget shortfall was discovered. Fred Clary noted that this additional amount would include a General Fund transfer, and needs approval from the Finance & Personnel Committee first.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES                      2012 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (8-9-12)</b>		
<b>ATTORNEY HENRY                      PLUM</b>	Due to an increased need for Termination of Parental Rights (TPR) and other legal services provided to the Children’s Services Unit. (Wauwatosa) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$35,000</i>  To a total contract amount not to exceed <b>\$50,000.</b>
<b>FAMILY WORKS                      PROGRAMS, INC.</b>	Due to an increased need for treatment foster care provided to children being served by the Children’s Services Unit. (Madison) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$55,000</i>  To a total contract amount not to exceed <b>\$75,000.</b>
<b>STREAMLINE                      HEALTHCARE                      SOLUTIONS, LLC.</b>	Due to an increased need for software customizations to complete the implementation of an Electronic Health Records (EHR) system by October 15, 2012. (Portage, MI) <i>This will require Finance &amp; Personnel and County Board approval.</i>	<i>Original Contract Amount: \$35,000</i>  To a total contract amount not to exceed <b>\$49,500.</b>

Amanda Coorough reported that a child is in need of an evaluation at Rawhide, and after this assessment is completed, it is likely that the child will be placed in a treatment foster home and eventually adopted.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 NEW HHS CONTRACT/AGREEMENT APPROVALS (8-9-12)</b>		
<b>RAWHIDE, INC.</b>	To conduct a 30-day evaluation to define the treatment needs and placement requirements for a child being served by the Children's Services Unit. (New London)	For a total amount not to exceed <b>\$14,600.</b>

Motion made by Marilyn Rinehart, seconded by Dr. Louis Williams to approve the two 2012 contract amendments and forward those onto the County Board for approval, recommend to forward one 2012 contract amendment to the Finance & Personnel Committee for consideration, and approve the new 2012 contract. Motion carried.

Approve Children's Services Unit Reorganization (Mailout #2): Amanda Coorough distributed a handout which further explained the advantages and challenges of this reorganization, noting the elimination of a Physical Therapist position from the updated proposal. Patrick Metz reviewed the projected financials and payroll comparison of the reorganization noting a savings of approximately \$20,360. Fred Clary questioned how we can afford the 2012 payroll increase in comparison to the 2011 payroll. Patrick Metz noted that the overall costs of the reorganizations will increase expenses; however, all Children's Long Term Support (CLTS) costs receive reimbursement and the majority of the payroll increases are related to CLTS. Discussion was held regarding the potential risk of reductions in Medicaid funding. Amanda Coorough noted that changes in Medicaid funding would also modify program eligibility requirements, and individuals no longer eligible, would be eliminated from the program.

Paul Kinney left the meeting.

Bob Bellman stated that this reorganization seemed to increase management and eliminate front line staff, and requested a visual picture of the unit's organizational structure. Amanda Coorough noted that front line staff are not being eliminated, and the K.I.D.S. Coordinator would supervise and support the front line staff as well. Amanda Coorough further explained the primary coaching model.

Amanda Coorough introduced Cindy Chicker from the Richland Hospital, Jackie Rhodes (Speech Therapist) from Rural Health Cooperative, and Tricia Behn (Occupational Therapist) from Aegis Therapies noting that these individuals are directly involved with the current contracting of Birth to Three therapy services. Amanda Coorough reported that she recently received notice from Aegis Therapies that they would be ending their contract with the agency for occupational therapy services effective October 16, 2012 and we would need to fill that role into 2013.

Further discussion was held regarding the contracted services being provided by the Richland Hospital. Cindy Chicker noted that the Richland Hospital charges Health and Human Services \$70.00 per hour for speech therapy and the contract is due to expire December 31, 2012. Jackie Rhodes stated that last month she billed an average of 13 hours per week, and she is concerned that an in-house employee would be paid a set wage regardless of the number of clients being served. Jackie Rhodes also expressed concern with the low base wage being offered by Health and Human Services, noting that the agency would only be able to recruit lesser experienced individuals to serve these often medically fragile children. Jackie Rhodes noted that Rural Health Cooperative is also able to cover staff time off requests.

Discussion was held regarding the reduction in hours for the Early Intervention Special Educator. Amanda Coorough noted that a regional contract has been discussed offering her the ability to serve Birth to Three Programs in other surrounding counties. Motion made by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the proposal as presented including position descriptions, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Roll Call Vote. Dr. Louis Williams, Virginia Wiedenfeld, Bob Holets, and Larry Jewell voted for the motion. Marilyn Rinehart, Fred Clary, and Bob Bellman voted against the motion. Motion carried.

Approve Wisconsin Partnership Program Implementation Grant Application (Mailout #3): Marianne Stanek stated that the Richland FIT Coalition has been meeting regularly with community partners over the last year and are now ready to apply for a full implementation of the program. If awarded, Public Health is eligible to receive up to \$400,000 over a 3 year period. These grant funds would be focused on improving the health of the public through nutrition by offering farm to school programs and additional farmers markets. Marianne Stanek reported that additional contracted staff would need to be hired to fulfill the additional workload, and a complete plan would be offered to the Health and Human Services Board once we receive notification of the award. Motion made by Virginia Wiedenfeld, seconded by Marilyn Rinehart to approve the application and acceptance (if selected) of the UW SMPH Community – Academic Partnership Fund Implementation Grant, and forward the request onto the County Board for approval. Motion carried.

Active Communities Transformation Grant Update: Marianne Stanek reported that this grant is focused on improving the health of the public through physical activity. A county-wide survey will be distributed in the near future and a training session offered. Marianne Stanek reported that this grant also enables the agency to increase hours for the Health Educator position from 20 hours per week to 40 hours per week plus benefits as a leased employee with the Southwest Wisconsin Workforce Development Board. Motion made by Larry Jewell, seconded by Dr. Louis Williams to approve the increase of hours for the leased Health Educator position from 20 hours per week to 40 hours per week plus benefits. Motion carried.

Angie Rizner questioned if any changes to leased employees will require Health and Human Services Board approval instead of just prior announcement as previously requested by Bob Holets. Bob Holets stated that discussion should be placed on a future agenda.

Richland Center Meal Site Update: Fred Clary noted that there was a City/County meeting last night and this topic was discussed. It was noted that Marianne Stanek, Bob Bellman, and Bob Holets would be attending the next City Council meeting, and an update would be offered during the next Health and Human Services Board meeting.

Future Use of Vacant Space & Equipment at Community Services Building: Tabled.

Approve Intoxicated Drivers Program (IDP) Enhancement Grant Funds (Mailout #4): Tracy Thorsen requested the continued receipt of IDP grant funds totaling \$19,744 to cover training, materials, and staff expenses necessary to implement the program activities. Motion made by Virginia Wiedenfeld, seconded by Bob Bellman to approve the continued receipt of IDP Enhancement Grant funds under the existing grant proposal, and forward the request onto the County Board for approval. Motion carried.

Richland County Transportation Services Presentation: Angela Porter distributed a handout brochure and poster explaining the new Richland County Public Transportation “Connecting our Communities” route information. Discussion was held regarding the schedule and this being the most personalized public transportation offered, as individuals are encouraged to call with their transportation needs. Angela Porter noted that program policies and procedures are being further reviewed and finalized. Various Health and Human Services Board members expressed caution when offering services to minors.

Approve Marketing Design for the Public Transportation Bus (Mailout #5): Angela Porter distributed a handout that listed the estimates received by the following vendors:

Baraboo Tent & Awning (Baraboo)	\$2,050
Gawronski Sign (Reedsburg)	\$1,800 - \$2,000
Greely Sign and Awning (Richland Center)	\$2,822.73

A sample of the graphic design to be adhered to the bus was also reviewed, noting the same green and blue dot theme that is present on all other marketing materials. Angela Porter noted that the Baraboo Tent & Awning estimate is the only firm quote, as the other vendors would need to come take measurements prior to finalizing their quote. Motion made by Virginia Wiedenfeld, seconded by Bob Bellman to award the project to Gawronski Sign not to exceed \$2,000. Motion carried.

Approve Veterans Service Office Transportation Grant: Sandy Kramer noted that this is an annual approval process and we received \$370.88 in Transportation Grant funds for 2011. Sandy Kramer reported that Veterans transported increased from 52 in 2011 to 112 in 2012. The total grant funds available are \$10,000 and must be spread between all counties. Richland County usually receives \$500 annually. Motion by Fred Clary, seconded by Dr. Louis Williams to approve the Veterans Service Office Transportation Grant, and forward the request onto the County Board for approval. Motion Carried.

Veterans Service Office Request to Convene in Closed Session Per Wis. Statues 19.85(1) (f): Motion by Bob Bellman, seconded by Virginia Wiedenfeld to convene in closed session per Wis. Statutes 19.85(1) (f). Roll Call Vote. Motion carried.

Return to Open Session: Motion by Dr. Louis Williams, seconded by Fred Clary to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, September 13, 2012 at 9:30am at the Community Services Building.

Adjourn: Motion by Larry Jewell, seconded by Marilyn Rinehart to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor