

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
October 11, 2012

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on October 11, 2012 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Fred Clary, Larry Jewell, Marilyn Rinehart, Paul Kinney, Bob Bellman, Bob Holets, Ray Schmitz, and Virginia Wiedenfeld.

Members Absent: Dr. Louis Williams.

Others Present: Angie Rizner, Dana Churchill, Linda Symons, Marianne Stanek, Patrick Metz, and Randy Jacquet.

Bob Holets led a moment of silence for Ann Greenheck who passed away yesterday, noting the loyalty and dedication she gave to the citizens of Richland County during the many years she served as a County Board Supervisor and County Board Chair.

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

Approve September 13, 2012 Health and Human Services Board Minutes: Motion by Bob Bellman seconded by Virginia Wiedenfeld to approve the Board Meeting Minutes. Motion carried.

Approve September 20, 2012 Special Budget Meeting Minutes: Motion by Virginia Wiedenfeld, seconded by Paul Kinney to approve the Special Budget 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 October 11, 2012 was distributed and reviewed by Patrick Metz. Patrick Metz reported that per county resolution staff expense reimbursement vouchers have now become a bi-weekly payroll function, and will no longer be included in the voucher report reviewed by the Health and Human Services Board. Board members expressed a continued interest in reviewing a staff mileage report and a quarterly or yearly review of payroll possibly during budget time. Patrick Metz stated that he would prepare a payroll summary report to be presented next month and the Board could then determine the frequency in which they would like to review the report.

Randy Jacquet noted that included in this voucher report are June expenses for Katie Erb. Ms. Erb submitted her expense report to her supervisor timely; however, her supervisor inadvertently neglected to process the paperwork on time resulting in the voucher exceeding the 90 day limit from which the expense was incurred. The Health and Human Services Board recommended that this voucher be forwarded onto the Audit Committee for payment. Fred Clary stated that in the past the Audit Committee would consider such an exclusion from the rule if a letter was attached to the voucher explaining the reasoning for its late submission. The following items required additional discussion:

Administrative Vouchers:

Marianne Stanek announced that there are numerous Richland FIT grant purchases included in this month's voucher report since the funds must be spent before the end of the month.

Voucher #3 & 4 – B-L Signs, LLC: This was to pay for signage created for the “Walk or Bike to School Day” organized by the Richland FIT grant project.

Voucher #13 – 28 – CDW Government, Inc.: Patrick Metz noted that many of these purchases are related to the implementation of Streamline Healthcare Solutions Electronic Health Record (EHR) software or the Richland FIT grant. Patrick Metz stated that the purchases have all been budgeted for. Fred Clary questioned if the payment of this voucher needs to also go before the County Board since the purchases to the same vendor exceed \$5,000. Patrick Metz noted that the MIS Department sent the Dragon software invoice and a few other EHR invoices directly to the County Clerk's Office for payment out of the previously approved County Board funds set aside for the EHR software project. Patrick Metz noted that voucher #28 totaling \$2,818.47 included the purchase of a laptop for the Richland Fit grant project.

Voucher #29 – Center Court, LLC: This was not to pay for “office supplies”, but Richland FIT T-shirts and this was the best account title that the County Clerk's Office had available.

Voucher #31 & 32 – City of Richland Center: This was to pay for two City of Richland Center staff to assist with Richland FIT grant project activities.

Voucher #43 & 44 – Gopher: This was to pay for Richland FIT equipment purchases.

Voucher #45 – Grant County Health Department: This was to pay for Richland County's portion of Environmental Health Consultant, Troy Morris, who is employed by Grant County and shared by other county consortia members.

Voucher #54 – Marco, Inc.: This was to pay for the Community Services Building telephone system's annual maintenance contract for programming and service. Patrick Metz noted that the MIS Department attempted to put this out for bid; however, there was no other competition and Marco bought out Five Star Telecom. The reoccurring annual maintenance contract would be approximately \$4,000. Discussion was held regarding a back-up for the current digital telephone system. Barb Scott reported that Marco supports the entire telephone system, two servers, and one controller. Discussion was held regarding the details of the maintenance contract. Barb Scott noted that there was a 40% fee included in this invoice due to a lapse in the contract. Barb Scott stated that upgrades to the system occur 1-2 times per year and Marco charges \$115.00 per hour if they have to service the equipment without a maintenance contract. Barb Scott recommended securing this annual maintenance contract.

Voucher #94 & 95 – Town & County Presbyterian Church: This was to pay for monthly rent and refuse collection at the Richland Center Meal Site.

Voucher #81 – Scott Consulting Partner: 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.

Voucher #82 – 85 – Shopping News, Inc.: This was to pay for Richland FIT grant project advertising and the printing of marketing materials. Motion made by Virginia Wiedenfeld, seconded by Ray Schmitz to approve the 2012 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2012 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2012 Expense Reports	17	\$5,820.39
Richland County Health and Human Services – 2012 Vouchers	60	\$68,311.56
Richland County Health and Human Services – 2012 Prepaid Vouchers	3	\$215.00
TOTAL	80	\$74,346.95

2011 Budget Clarification: Bob Holets stated that he requested this topic be placed on the agenda due to comments made during a Finance & Personnel Committee meeting and the county audit reporting that Health and Human Services had an \$853,000 deficit in 2011. Patrick Metz distributed a 2011 Summary by Fund handout and reviewed why the 2011 budget was over our budgeted expenses. Reasoning included Regional ADRC satellite payments, the Public Health UW Partnership Grant, unbudgeted institutional fund placements, lower attendance at Senior Nutrition Program meal sites, and the delayed opening of a local Dialysis Clinic which increased our Transportation Program costs. It was noted that the new Johnson Block auditors reported the 2011 Health and Human Services budget at \$6,249,471. Patrick Metz stated that he is uncertain what accounts the auditors included in that figure.

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of August 31, 2012 noting a surplus of \$100,045. Patrick Metz reviewed the Administration line item noting that the \$36,941 surplus will reduce when the voucher purchases approved earlier in this meeting are deducted. Linda Symons and Marianne Stanek noted that there is very little change to the ADRC and Public Health line items respectively. Discussion was held regarding the lack of Public Health revenues. Marianne Stanek noted that a majority of the Public Health revenue is received at the end of the year due to immunization clinics and grant funds are received later in the year. Discussion was held regarding upcoming influenza and pneumonia clinics and vaccination charges. Patrick Metz reported that the Economic Support line item is fairly stable, but additional Wisconsin Home Energy Assistance Program (WHEAP) revenues are coming. Patrick Metz noted that the Children’s Services Alternate/Shelter Care line item is reflecting high-cost placements which were not anticipated. The CPS Contractual Services line item includes expenses for a Termination of Parental Rights (TPR) case that the unit intends to finalize this year utilizing Attorney Henry Plum and Title IV-E funds. Patrick Metz stated that most Clinical Services line items are under budget and IDP Enhancement Grant funds are being utilized to fund AODA staff time. It was noted that AODA Residential Treatment can be denied or we can request additional funds if the overage continues.

Patrick Metz summarized that long-term placements of children will likely continue to reduce the surplus; however, the agency still projects a surplus for 2012. Fred Clary questioned why the budgeted revenues are short \$190,251. Patrick Metz noted that historically there is a delay in revenues and most revenues are attached to service reimbursement.

The Institutional Costs were reviewed noting that an institutional adult credit remains totaling \$45,352. Patrick Metz noted that there are two children in long- term institutional placements and we pay 25% of the total costs. It was noted that the Children’s Institutional Fund only has a balance of \$79,430.

2013 Budget Update: Bob Holets reported that the Finance and Personnel Committee approved the 2013 Health and Human Services budget as presented, and no further cuts or reductions are being planned at this time. It was noted that the health insurance rates increased 5% and the Wisconsin Retirement System rates increased nearly 2%. Randy Jacquet stated that the 2013 Health and Human Services budget included voluntary staff layoff days which totaled a savings of nearly \$12,000. Fred Clary reported that the Finance and Personnel Committee is within \$10,000 - \$20,000 of their county budget goal. It was noted that Jeanetta Kirkpatrick would be submitting a letter to department heads updating them on the situation, but Randy Jacquet could make this announcement to his staff at this time.

Personnel Updates: Randy Jacquet announced the resignation of Connie Monroe, Child Protective Services Social Worker, effective October 19, 2012 noting that we are currently advertising for the vacant county position. Fred Clary noted that discussions are taking place regarding a county-wide delay in refilling vacant county positions until the supervising committee grants approval to refill the position. Discussion was held regarding the delay this approval process could pose when a position is already included in the budget and organizational structure of the agency.

Randy Jacquet reported that he has authorized Patrick Metz, Business Manager, up to five days without pay in October and DeAnna Riska, Disability Benefit Specialist, up to four days without pay in November. Randy Jacquet noted that he has notified the County Clerk’s Office and Chair of the Finance and Personnel Committee as required.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner distributed copies of the Health and Human Services organizational chart and reviewed the document in detail, noting that she added the date of hire for each leased employee as instructed. Discussion was held regarding the historic reduction in administrative support and the Economic Support Specialist case loads reaching over 600 households per worker. Discussion was held regarding the vacant positions listed in the organizational chart and whether those should be eliminated from the county structure. Patrick Metz noted that these vacant positions were either the result of a layoff or not refilling a vacated position due to lack of funds. Management has no intention to fill these vacant positions unless there are sustainable funds and it is a lengthy process to get a position eliminated and then recreated.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner noted that the agreement with Symons Recreation Complex needs to increase due to the addition of Comprehensive Community Services clients.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (10-11-12)		
SYMONS RECREATION COMPLEX	Request Board approval to amend the current MOU agreement with <u>Symons Recreation Complex</u> (Richland Center) due to an increased need for swimming services provided to Comprehensive Community Services clients and children with disabilities.	<i>Original Agreement Amount: \$1,000</i> To a total agreement amount not to exceed \$3,000.

Motion made by Paul Kinney, seconded by Marilyn Rinehart to approve the 2012 contract amendment. Motion carried.

Richland FIT Update: Dana Churchill distributed a handout which highlighted the Richland FIT initiatives; including the 2012 Richland “Fitness In Total” Community Assessment and the Community Strategic Plan for Obesity Prevention.

Dana Churchill noted that the Wisconsin Partnership Program Grant was completed; we accomplished the established goals, completed a needs assessment, and developed a strategic plan. Richland County was also awarded an Active Communities Impact Grant, and Richland FIT will be working on the following four goals:

1. Increase physical activity for all residents.
2. Improve eating habits for all residents.
3. Promote a holistic concept of “Fitness in Total”.
4. Strengthen the Richland FIT coalition.

Richland FIT also applied for a three year Wisconsin Partnership Program Implementation grant. This grant, if approved, will be awarded in December 2012, and would offer \$300,000 for three years starting in April 2013.

Richland FIT also applied for the Transform Wisconsin Fund and those funds would be utilized to build on our Joint-use Agreements, create a Resource Directory, and develop a Social Support Campaign. Dana Churchill reviewed some of the tasks being considered:

- Partner with local 4-H groups to establish a 4-H fitness project.
- Outreach to townships to create safe, marked walking paths.
- Develop stronger partnerships with the Richland Center Park & Recreation Department to inventory equipment needs and improve afterschool programming.

Richland FIT held their first community event on October 3, 2012 – International “Walk or Bike to School Day”. It was noted that not all schools in Richland Center are within a safe walking distance or there are no sidewalks, which poses safety issues. Dana Churchill stated that Richland FIT might possibly arrange for a group to walk to these outlying facilities. Dana Churchill shared photos of the Richland Center “Walk or Bike to School Day”.

Discussion was held regarding the under utilization of the existing bike trail due to its poor conditions. Dana Churchill noted that Richland FIT funds cannot be utilized for structural improvements, but the partnership could influence community members and recommend improvements. It was noted that promoting cross country skiing on the bike trail, in conjunction with snowmobiling, would be a nice addition. Coordinating area sledding activities would be another way to keep people active during the winter months. Discussion was held regarding the under utilization of the Community Center for physical activities due to the \$40 gym rental fee.

Richland Center Meal Site Update: Marianne Stanek reported that she has not yet received a contract from the City of Richland Center agreeing to the \$300 per month rental fee for the next 12 months. The Richland Center Meal Site would like to move to the Richland Community/Senior Center on November 12, 2012. Bob Bellman noted that the next City Council Meeting is scheduled for Tuesday, October 16,

2012 and the Park and Recreation Board approved a contract which was drafted by Attorney James Robb that includes a 60 day termination notice and specific details regarding what can be utilized by the meal site. It was noted that one Thursday a month a potluck has already been scheduled in the Senior Center, so the meal site would have to move to another location or be held in conjunction with the senior potluck. It was noted that if meal site attendance numbers increase, it could move into gymnasium as long as the areas is not already reserved. Marianne Stanek stated that meal site activity should not affect or interfere with other Senior Center activities. Angie Rizner noted that the Board previously approved a contract with the City of Richland Center and Randy Jacquet has the authority to sign the contract.

Wisconsin WINS Tobacco Compliance Checks Update: Marianne Stanek reported that tobacco compliance checks were recently conducted as part of the Wisconsin WINS project. Richland County had one sale to a minor, which equates to a 7% sale rate. Marianne Stanek noted that this is an annual statewide initiative conducted by a law enforcement officer. Violations trigger training and further education of establishment staff.

Discuss the Financial Impact of a Dialysis Clinic on the Transportation Program: Linda Symons stated that she recently spoke with an individual from Gundersen Lutheran Healthcare regarding the situation in Richland County, as the Richland Hospital has been waiting three years to get their Dialysis Clinic certified and a lawsuit was filed which is now under appeal.

Linda Symons reported the following statistics:

- 4 Richland County residents are currently being transported to Viroqua to receive their dialysis.
- 7 Richland County residents are on a dialysis waiting list in the Gundersen Lutheran Healthcare system.
- 7 Richland County residents are on a dialysis waiting list outside the Gundersen Lutheran Healthcare system.

Richland County currently transports six residents out of Richland County for dialysis which results in a:

- Loss of over \$3,000 per person on an annual basis – transported to Dodgeville dialysis facility.
- Loss of over \$11,000 per person on an annual basis – transported to Madison dialysis facility.
- Loss of over \$2,000 per person on an annual basis – transported to Viroqua dialysis facility.

Linda Symons stated that this is a total cost of \$53,961 annually and these costs would be reduced significantly if the Dialysis Clinic was opened in Richland Center. Additionally, individuals receiving dialysis incur private pay costs and not travelling as far to receive treatment would be healthier for them. Discussion was held regarding the potential reduction in volunteer driver mileage.

The next regular Board meeting is scheduled for Thursday, November 8, 2012 at 9:30am at the Community Services Building.

Adjourn: Motion by Virginia Wiedenfeld, seconded by Fred Clary to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor