

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 10, 2013

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on January 10, 2013 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Dr. Louis Williams, Fred Clary, Larry Jewell, Marilyn Rinehart, Bob Holets, and Ray Schmitz.

Members Absent: Paul Kinney and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, and Tracy Thorsen.

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

Approve December 12, 2012 Special Health and Human Services Board Minutes: Motion by Marilyn Rinehart, seconded by Dr. Louis Williams to approve the Special Board Meeting Minutes. Motion carried.

Approve December 13, 2012 Health and Human Services Board Minutes: Fred Clary requested a revision to the Citizen Comments section of the minutes noting that he received a phone call from “one” county employee, not multiple county employees. Angie Rizner noted that she would make the revision. Motion by Ray Schmitz, seconded by Fred Clary 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 2012/2013 Voucher Report for January 10, 2013 was distributed. The following items required additional discussion:

2013 Administrative Vouchers:

Voucher #6 – Town & Country Presbyterian Church: This was to pay for January rent for the Richland Center Senior Meal Site which has now been relocated to the Richland Community/Senior Center. Marianne Stanek noted that the Town & Country Presbyterian Church has been given a 60 day agreement termination notice.

2012 Administrative Vouchers:

Voucher #5 – Cardmember Service: This was to purchase an iPad and other related items for an autistic child in the Children’s Long Term Support Program. Patrick Metz noted that this expense receives full reimbursement from the Family Support Program and should not have been included in this Health and Human Services Board approval process since only Administrative Vouchers are reviewed and approved. Amanda Coorough reviewed the authorization process necessary prior to purchasing an iPad for a child.

Randy Jacquet stated that a demonstration of the programs offered to children via an iPad could be offered in the future.

Discussion was held regarding client related expenses being excluded from the Health and Human Services Board approval process. Fred Clary noted that this is a different process from what other county departments present to their supervising committees. No further action was taken.

Voucher #14 – 21 – CDW Government, Inc.: This was to purchase computer parts and supplies for the MIS Department to assemble new computers which were included in the 2012 Health and Human Services budget. It was noted that the technology purchasing processes of the MIS Department would have to be discussed with them.

Voucher #24 & #25 – D&P Enterprises: This was to purchase snow plowing/removal services for December. It was noted that the 2012 budget allocations for snow plowing/removal have been completely utilized and another \$5,000 has been budgeted for such services in 2013. Angie Rizner noted that these services are put out for bid every couple of years and are due to be rebid in October 2013.

Voucher #32 & #33 – JComp Technologies, Inc.: This was to purchase services requested by the MIS Department.

Voucher #36 – Debbie Lord: This was to purchase dietary services for the Senior Nutrition Program. Marianne Stanek noted that Debbie Lord works an average of 8 hours per month.

Voucher #43 – 53 – Quill Corporation: This was to purchase office supplies which were included in the 2012 Health and Human Services budget. Angie Rizner noted that a core list of office supplies is put out of bid annually, and the Quill Corporation has been awarded the project the last 2 years.

Voucher #56 – Rhyme Business Products: This was to purchase the Interactive LCD Television/Whiteboard with mobile stand which was previously approved.

Voucher #66 – 73 – Shopping News: This was to purchase various ads for recruitment of vacant positions or program advertising. Fred Clary stated that in the future cutting advertising costs might be a better way to make reductions to the budget rather than cutting service costs. It was noted that many of the programs require advertising or outreach to citizens and offer reimbursement for such expenses. Fred Clary reported that he believed there was a resolution requiring that all advertisements be placed in the legal section of the newspapers which would significantly reduce the advertising costs. Randy Jacquet stated that he has not been made aware of such a resolution and questions the readability and actual value of legal section print ads. It was noted that the next Rules and Resolutions Committee meeting is scheduled for January 16, 2013. Bob Bellman stated that he would speak with Victor Vlasak regarding this resolution. Randy Jacquet was instructed to check with WRCO regarding their fees associated with making such agency announcements.

Voucher #63 & 64 – Richland School District: This was to purchase rent for the Rockbridge Meal Site from October to December. Bob Holets questioned if these rates should be renegotiated since the fee is \$40 per day (average of \$480 per month) plus incidentals and the Rockbridge Meal Site is only open 3 days per week. It was noted that the Village of Viola only charges \$200 per month plus incidentals and the Viola Meal Site is open 5 days per week.

Voucher #78 – #81 – 4 Imprint, Inc.: This was to purchase marketing items for the Regional Aging & Disability Resource Center (ADRC). It was noted that the company is located Oshkosh and local printers are utilized when possible. Motion made by Bob Bellman, seconded by Dr. Louis Williams to approve the 2012/2013 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2012/2013 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2012 Expense Reports	16	\$6,100.43
Richland County Health and Human Services – 2013 Vouchers	8	\$3,732.61
Richland County Health and Human Services – 2012 Vouchers	35	\$48,359.32
Richland County Health and Human Services – 2012 Prepaid Vouchers	1	\$233.95
TOTAL	60	\$58,426.31

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of November 30, 2012 noting a surplus of \$43,360. Patrick Metz stated that the Administration line item includes a credit of approximately \$27,000 for Workman’s Compensation. Patrick Metz noted that the ADRC is experiencing a delay in revenues, but is under budget \$11,700 at this time. Becky Dahl and Marianne Stanek noted that the Regional ADRC and Public Health budgets continue to be on or under budget respectively. Patrick Metz stated that the Economic Support Unit is experiencing a delay in revenues from Dane County which should correct the \$41,656 overage very soon. Amanda Coorough reported that the Children’s Services Unit Alternate/Shelter Care line item is over budget \$107,766 and continues to be of concern for the unit. Tracy Thorsen stated that the Clinical Services Unit received a WIMCR payment of approximately \$57,000 which brought the unit under budget \$63,375. Discussion was held regarding the WIMCR payment allocations. It was noted that the Clinical Services Unit is experiencing some revenue deficits. The Mental Health Residential Services line item revenues have been delayed and AODA programs, which are funded by Intoxicated Driver Program funds, are anticipated to be lower than originally budgeted.

Patrick Metz stated that he is still projecting a surplus for the 2012 Health and Human Services budget. Fred Clary noted that Health and Human Services is currently approximately \$300,000 in the red for cash flow. Patrick Metz stated that he is confident that cash flow issues will clear up in the near future, noting that the Institutional Costs are also included in the red cash flow which will clear up when the county transfer funds to cover those expenses. Fred Clary questioned why the Institutional Costs on the county balance sheet do not match what is being presented today. Patrick Metz noted that an institutional credit is included in the Adult Institutional Fund which is not included in the county balance sheet. Tracy Thorsen noted that there are also additional credits included for both funds, as we have to pay the entire costs and then portions are reimbursed from the State as appropriate. Patrick Metz stated that he would recheck those calculations against what the county balance sheet numbers are reflecting.

Discussion was held regarding the fluctuation of revenues included in the Health and Human Services budget every year. Randy Jacquet stated that Patrick Metz has been very accurate in his reporting over the last 5 years, but this is a budgeting “art form”. Patrick Metz noted that previous years are used to establish historical trends and then he routinely meets with management to project unanticipated expenses as well. Fred Clary questioned if there is a standard percentage for administrative costs, as Health and

Human Services is at 14%. Patrick Metz stated that he is unaware of any statewide percentage comparison. Randy Jacquet stated that each county is unique, so it is hard to compare the administrative costs of each. Discussion was held regarding the standard for Medicaid funded agencies.

Personnel Updates: Randy Jacquet requested the hiring of Leah Anderson, Children's Long Term Support Case Manager, effective January 14, 2013. Motion made by Marilyn Rinehart, seconded by Bob Holets to approve the hiring of Leah Anderson, Children's Long Term Support Case Manager, effective January 14, 2013. Motion carried.

Randy Jacquet requested the hiring of Kim L'Hote, Meal Site Worker (Viola), effective December 28, 2012. Motion made by Bob Bellman, seconded by Dr. Louis Williams to approve the hiring of Leah Anderson, Children's Long Term Support Case Manager, effective December 28, 2012. Motion carried.

Randy Jacquet reported that Jessica Stanek, Children's Services Social Worker, has passed probation and is being recommended to be placed on regular status effective January 9, 2013. Motion made by Fred Clary, seconded by Ray Schmitz to approve the probationary period of Jessica Stanek, Children's Services Social Worker following a successful performance evaluation. Motion carried.

Randy Jacquet reported that the agency still has vacancies for the part-time Children's Services Unit Occupational Therapist and Speech & Language Pathologist positions working 28 hours per week. Amanda Coorough noted that therapy services are still being provided by the Richland Hospital and this is being reviewed quarterly, so an amendment to their contract might be necessary if these positions continue to remain unfilled. Randy Jacquet noted that we are currently interviewing for the Clinical Services Mental Health Clinician position.

Health and Human Services Board Notice of Vacancies Process: Randy Jacquet stated that this topic was a county-wide issue raised at a recent Finance & Personnel Committee. Fred Clary noted that the issue was that the resignation or retirement of a county staff member should be reviewed by the supervising committee prior to advertising to fill the position, because that is the time to determine whether or not the position needs to be refilled or changed/ updated. Randy Jacquet stated that over the years he has made that decision and often Health and Human Services has not refilled positions or we delay in refilling a position, so we have a track record that refilling is not automatic. Randy Jacquet noted that it takes several months to refill a position and waiting for a Health and Human Services Board meeting to discuss the issue further delays the recruitment process. It was recommended that Randy Jacquet notify and justify the refilling of the position to the Health and Human Services Board Chair prior to advertising. The consensus was to continue with the current process.

Richland Center Meal Site Update: Marianne Stanek reported that the Richland Center Meal Site has successfully moved to the Richland Center Community/Senior Center and a \$300 per month contract with the City of Richland Center will be recommended later in this meeting. Marianne Stanek noted that there have been some new attendees at the relocated meal site and additional advertising will take place in the near future to further inform the community.

Approve Contracts, Agreements, and Amendments (Mailout #1):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (1-10-13)		
MYSZKOWSKI LAW OFFICE, LLC	Due to an increased need for Special Corporation Counsel services during Chapter 51 Civil Commitment proceedings.	<i>Original Agreement Amount: \$1,500.</i> To a total agreement amount not to exceed \$1,800.

Motion made by Marilyn Rinehart, seconded by Bob Bellman to approve the 2012 contract amendment. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (1-10-13)		
CITY OF RICHLAND CENTER	For use of the Richland Center Community/Senior Center for the Richland Center Senior Meal Site location with a rental fee of \$300.00 per month.	Total amount not to exceed \$3,600.

Motion made by Ray Schmitz, seconded by Bob Bellman to approve the new 2013 contract. Motion carried.

Richland FIT Grant Award Announcement: Marianne Stanek announced that Health and Human Services received a 3 year grant for up to \$400,000 beginning in April 2013 to continue the Richland FIT initiatives. This additional funding will enable us to hire another full-time Health Educator and possibly another part-time position. Marianne Stanek noted that we are currently preparing for the next steps of the plan which include further Richland FIT collaborative efforts and community use agreements. It was noted that the Richland School District also received two grants recently which are separate from this grant, but have similar initiatives.

Approve Reducing the Regional ADRC Administrative Secretary Position from Full-Time to Part-Time (Mailout #2): Randy Jacquet reviewed the proposal noting that there is a need to increase service delivery in the four county ADRC region, and this reduction in Regional ADRC Administrative staff hours, would offer savings to be reallocated to service delivery. Becky Dahl noted a change to the mailout which requests a reduction in hours from 40 hours per week to 21 hours per week. This should be increased to 24 hours per week. Randy Jacquet stated that this proposal has been discussed with the affected employee.

Randy Jacquet requested that he be offered the authority to reinstate the position back to 40 hours per week if the Regional ADRC funds allow and workload requires. Fred Clary stated that changing the position description's normal work week hours to be readjusted as needed has not been authorized to

department heads in the past, and requested the removal of the ability to restore to 40 hours from the proposal. Motion by Fred Clary, seconded by Marilyn Rinehart to approve reducing the Regional ADRC Administrative Secretary position from full-time at 40 hours per week to a part-time position at 24 hours per week, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director: Motion by Bob Bellman, seconded by Ray Schmitz to convene in closed session per Wis. Statutes 19.85(1)(C) to complete the annual performance evaluation of the Director. Roll Call Vote. Bob Bellman, Dr. Louis Williams, Fred Clary, Marilyn Rinehart, Larry Jewell, Bob Holets, and Ray Schmitz all voted for the motion. Motion carried.

Return to Open Session: Motion by Ray Schmitz, seconded by Bob Bellman to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 14, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Marilyn Rinehart, seconded by Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor