

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 14, 2013

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 14, 2013 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 Holets, Ray Schmitz, and Virginia Wiedenfeld.

Members Absent: Bob Bellman.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Leah Anderson, and Sandy Kramer.

Approve Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Paul Kinney to approve the agenda and proper posting. Motion carried.

Approve January 10, 2013 Health and Human Services Board Minutes: Remove PK from here. Motion by Dr. Louis Williams, seconded by Marilyn Rinehart to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: None.

Approval of 2013 Veterans Service Office Grant: Sandy Kramer reported that the 2013 Veterans Service Office Grant could offer up to \$8,500 and the total dollar amount received is based upon the populous of the county. It was noted that this is an annual approval process. Motion made by Paul Kinney, seconded by Ray Schmitz to approve the 2013 Veterans Service Office Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2012/2013 Voucher Report for February 14, 2013 was distributed. The following items required additional discussion:

2013 Administrative Vouchers:

Voucher #6 - 8 – Cardmember Service: This was to pay for credit card purchases, including the monthly Electronic Health Record (EHR) fee for electronic billing.

Voucher #27 – GWAAR, Inc.: This was to pay for an annual accessing fee to the information and referral software system hosted by the State. It was noted that GWAAR stands for Greater Wisconsin Agency on Aging Resources.

Voucher #64 – Wallace Plumbing & Heating: This was to pay for service to a water heater at the Viola Meal Site. Marianne Stanek noted the water heater was originally purchased by the Senior Nutrition Meal Site in order to get hot water into the facility. Discussion was held regarding whether this should be a landlord expense.

2012 Administrative Vouchers:

Voucher #1 – Alzheimer’s & Dementia Alliance: This was to pay for participation in an ADRC support group which pays for respite.

Voucher #16 – RC Truck & Auto, Inc.: This was to pay for significant repairs to the 2001 Dodge passenger van utilized by the Transportation Program.

Discussion was held regarding the utilization of multiple local vendors for heating, air conditioning, and plumbing services. Randy Jacquet noted that historically the agency has been directed to contact different local vendors for these services in an effort to “spread around the business”. Discussion was held regarding entering into a 1-2 year bid contract for such services. Randy Jacquet stated that we cannot predict what piece of equipment might need service or a complete replacement every year. It was noted that the county consistently accepts the lowest bids on projects, which often decreases the quality of the product installed, and increases the number of product brands in the building. The agency was instructed to continue utilizing a variety of local vendors to service our heating, air conditioning, and plumbing needs.

2013 Previously Paid Vouchers:

Voucher #1 – UW Madison: This was to pay for new Children’s Services Unit social workers to attend Child Protective Services (CPS) training. Motion made by Paul Kinney, seconded by Ray Schmitz 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 – 2013 Expense Reports	14	\$7,001.77
Richland County Health and Human Services – 2013 Vouchers	46	\$27,826.40
Richland County Health and Human Services – 2012 Vouchers	16	\$7,581.77
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$876.00
Richland County Health and Human Services – 2012 Prepaid Vouchers	2	\$572.16
TOTAL	80	\$43,858.10

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of December 31, 2012 noting a surplus of \$95,002. Patrick Metz reviewed the Administration line item noting that the purchase of computer parts and the new Interactive LCD TV has brought the unit over budget by \$2,812. Linda Symons noted that the ADRC anticipates being closer to budget and Marianne Stanek stated that the Public Health line items are experiencing a surplus largely due to grant funds. Patrick Metz reported that the Economic Support Unit line item continues to improve and should end up closer to budget. Amanda Coorough noted that the juvenile problems from 2011 continued into 2012, and Alternate/shelter care placements were quite high. Tracy Thorsen stated that the Clinical Services Unit is under budget \$77,042 largely due to an unanticipated WIMCR payment and should remain well under budget.

Patrick Metz reported that \$600,000 in anticipated revenues has not yet been received by the county, but claims have been submitted and we fully intend to receive those payments. It was noted that those

anticipated revenues are included in the budget report. Patrick Metz noted that an additional \$44,000 in revenue is pending until the Comprehensive Community Services (CCS) reconciliation has been finalized. Discussion was held regarding the monthly cash flow process and contingency fund review performed by the Finance & Personnel Committee.

The Institutional Costs were reviewed and it was noted that Medicaid reimburses a percentage for each child placement. Patrick Metz stated that the figures presented today are nearly accurate.

Personnel Updates: Randy Jacquet requested the hiring of David Dati, Mental Health Therapist, effective January 14, 2013. Discussion was held regarding the interviewing process. Motion made by Marilyn Rinehart, seconded by Bob Holets to approve the hiring of David Dati, Mental Health Therapist, effective January 14, 2013. Motion carried.

Randy Jacquet announced the resignation of DeAnna Jelinek, Disability Benefit Specialist, effective February 8, 2013. Randy Jacquet noted that he spoke with Bob Holets shortly after receiving the letter of resignation and requested the ability to refill the position and start the hiring process, which was agreed upon. Discussion was held regarding whether this position could be shared with other counties. Randy Jacquet noted that the Disability Benefit Specialist positions already support each other across counties, but the workload is quite high. It was noted that this position requires a social work certificate and Richland County has only one Disability Benefit Specialist.

Discussion was held regarding the Affordable Health Care for America Act. Fred Clary stated that his understanding is that there would be no expansion to serve clients other than the support offered by the Resource Centers, and it ultimately becomes the individual's responsibility. The role of the Economic Support worker is also uncertain.

Randy Jacquet informed the Board of the hiring of Ken Davenport, Meal Site Worker (Viola fill-in), as a Lori Knapp, Inc. leased employee effective January 15, 2013.

Quarterly Review of Health and Human Services Organization Chart: Angie Rizner distributed copies of the Health and Human Services Organizational Chart as of February 15, 2013 and reviewed the updates since the last review on October 11, 2012.

Review Leased Staff Contracts and Approve Plan to Address Issues (Mailout #1): Randy Jacquet reported that Lori Knapp, Inc. (LKI) recently requested an increase in fees for leasing staff to our agency in 2013 and that request initiated a multi-layer review of our leased positions. Angie Rizner noted that in 2012 LKI charged an 11.45% admin plus profit fee and now they requested an increase to 14.95%. Health and Human Services also contracts for leased staff through the Southwest Wisconsin Workforce Development Board (SWWDB) and they have historically charged only a 7% admin fee. Randy Jacquet stated that, at a minimum, he would recommend eliminating our leased staff contract with LKI and move all LKI leased staff to employment with SWWDB.

Angie Rizner reviewed the entire proposal which also includes transferring two LKI positions to Richland County Temporary/Casual Nutrition Site Worker non-union positions and one SWWDB position to the Richland County non-union structure as a Health and Wellness Coordinator. Angie Rizner stated that the entire proposal would offer an annual savings of \$8,612.

Discussion was held regarding the Health and Wellness Coordinator being funded by grants and whether the agency could afford to continue this position without those funds. Marianne Stanek noted that the grants are in place through April 2016 and she is hopeful that this position could be continued. Randy Jacquet noted that if this transfer to county employment does not occur, we enter into another long-term leased position which ultimately costs more.

Patrick Metz confirmed that the hourly wages include the proposed 4% salary increase for county staff and a 2% salary increase for SWWDB leased staff. Discussion was held regarding the total costs for the four leased staff to be transferred from LKI to SWWDB. Angie Rizner noted that that figure would be \$62,081.

Discussion was held regarding the 2013 approved contract amounts for LKI and SWWDB. Angie Rizner explained that the 2013 LKI contact totals \$117,000 but that amount also includes independent living skills training for a Comprehensive Community Services consumer. The amount approved for leased staff totals \$82,000 but it is likely that amount will not be fully utilized. Angie Rizner noted that the 2013 SWWDB contract totals \$475,000 but that amount includes the addition of a second LTE Health Educator in April 2013 and a Sauk County staff member working through the Regional ADRC. Angie Rizner stated that the contract with SWWDB would need to be amended by the Health and Human Services Board, but the dollar amount would not exceed 15% of the total contract amount approved by the County Board.

Additional figures were requested, including the actual cost of transferring all six LKI staff to the SWWDB and not pursuing county employment for the three other positions. Motion made by Paul Kinney, seconded by Larry Jewel to table the proposal until next month. Motion carried.

Amanda Coorough introduced Leah Anderson, Children’s Long Term Support (CLTS) Case Manager. Leah Anderson stated that she just graduated from UW-Oshkosh and this is her first position in social work. The Board introduced themselves.

Approve Contracts, Agreements, and Amendments (Mailout #2): Amanda Coorough stated that the child’s family members work in the Reedsburg area, so the Voyageur Inn is a more convenient provider. Discussion was held regarding the current situation with Community Care Resources, Inc. and the 2012 contract Health and Human Services had with their agency. Amanda Coorough stated that we anticipate receiving reimbursements from Community Care Resources, Inc.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (2-14-13)		
MIDWEST CENTER FOR PSYCHOTHERAPY & SEXUAL THERAPY	Provider of therapy to a child being served by the Children’s Services Unit. (Madison)	For a total amount not to exceed \$1,500.
VOYAGEUR INN	Provider of recreational services to a child with disabilities who is being served by the Children’s Services Unit. (Reedsburg)	For a total amount not to exceed \$500.

Motion made by Fred Clary, seconded by Paul Kinney to approve the new 2013 agreements. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (2-14-13)		
VARC, INC.	The contract amount approved previously did not include a residential placement that was included in the 2013 Health and Human Services budget. (Viroqua) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$35,000.</i> To a total contract amount not to exceed \$65,000.

Motion made by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the 2013 contract amendment. Motion carried.

Amanda Coorough explained that the 2012 contract overages for Attorney Henry Plum and Family Works Programs, Inc. are both the result of a child with disabilities who became very ill late in 2012 and it was necessary to make changes to his placement which also required additional legal work.

Discussion was held regarding Health and Human Services utilization of Attorney Henry Plum and Attorney Gregory Myszkowski instead of the two attorneys in the District Attorney's Office. Amanda Coorough noted that we are looking closely at other possible options because Attorney Plum and Attorney Myszkowski offer very specialized services.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (2-14-13)		
ATTORNEY HENRY PLUM	Due to an increased need for Termination of Parental Rights (TPR) and other legal services provided to the Children's Services Unit. (Wauwatosa)	<i>Original Contract Amount: \$35,000</i> <i>Amended to: \$50,000.</i> To a total contract amount not to exceed \$52,000.
FAMILY WORKS PROGRAMS, INC.	Due to an increased need for treatment foster care provided to children being served by the Children's Services Unit. (Madison)	<i>Original Contract Amount: \$55,000</i> <i>Amended to: \$75,000.</i> To a total contract amount not to exceed \$85,000.
NIKKI MARTIN, RDH	Provider of additional Public Health Unit dental hygienist duties for age appropriate school children during the 20011/2012 and 2012/2013 school years. (Madison)	<i>Original Agreement Amount: \$6,000.</i> To a total agreement amount not to exceed \$9,000.
RAWHIDE, INC.	Due to an increased need for residential care and crisis management provided to a child being served by the Children's Services Unit. (New London) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$14,600.</i> To a total contract amount not to exceed \$34,000.

<p style="text-align: center;">STREAMLINE HEALTHCARE SOLUTIONS, LLC</p>	<p>Due to the requirement that our monthly license and implementation fees be prepaid. The fees for Oct-Dec 2012 were paid from the county appropriated fund. The fees for Jan-Dec 2013 were paid by Health and Human Services Fund 56. (Portage, MI) <i>This will require County Board approval.</i></p>	<p><i>Original Contract Amount: \$35,000 Amended to: \$49,500.</i></p> <p>To a total contract amount not to exceed \$69,000.</p>
--	---	--

Motion made by Paul Kinney, seconded by Ray Schmitz to approve the 2012 contract amendments. Motion carried.

Review Board Member Terms (Mailout #3): Randy Jacquet noted that both Paul Kinney and Ray Schmitz would have reached their maximum limit on the Health and Human Services Board in April 2013. It was noted that the Committee on Committees would offer a County Board replacement for Paul Kinney. Randy Jacquet is seeking to replace Ray Schmitz. Randy Jacquet noted that Ray Schmitz's replacement must be a current or previous consumer of Health and Human Services or a family member of a consumer of Health and Human Services.

Approve the Acceptance of Credit Card Payments: Patrick Metz stated that the Health and Human Services Business Office would like to begin accepting credit and debit card payments, primarily for the Clinical Services Unit and their new electronic healthcare system. Fred Clary noted that this has worked in the Courthouse, but there is a fee associated with processing such payments. Discussion was held regarding whether or not this approval needs to come before the County Board. Motion by Fred Clary, seconded by Larry Jewel to approve the acceptance of credit and debit card payments, and forward the recommendation onto the County Board for approval (if necessary). Motion carried.

Approve the Application for a Living Well with Chronic Disease Grant (Mailout #4): Becky Dahl reviewed the proposal noting that classes would be offered throughout the four county region for individuals living with a chronic disease. Becky Dahl noted that an example of a chronic disease would be cancer, diabetes, or obesity and the self-management of their chronic disease would be discussed. The chronic diseases could be ongoing and not necessarily terminal. It was noted that chronic disease patient referrals would come from doctors, healthcare providers, family members, and word of mouth. Becky Dahl noted that this grant also includes a marketing and outreach approach. Motion made by Dr. Louis Williams, seconded by Marilyn Rinehart to approve the application for a Living Well with Chronic Disease Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Viola Meal Site Update: Marianne Stanek noted that Lorraine White, Meal Site Worker (Viola), retired in December 2012 and Kim L'Hote was hired into the Temp/Casual position working 3 hours per day (15 hours per week). Marianne Stanek stated that it has since been determined that an additional 1 hour of work per day was necessary to sufficiently complete the duties of the position. Marianne Stanek noted that this increase in hours would move the position from a Temp/Casual position with no benefits to a part-time position with benefits (20 hours per week).

Randy Jacquet noted that there was a statement added into the Health and Human Services Addendum recently which requires that the promotion of a Temp/Casual employee to a part-time or full-time position shall follow the regular hiring process. Randy Jacquet questioned if we would have to re-advertise for this position that has now become part-time. It was noted that the annual costs associated with this change total approximately \$15,000. It was recommended that the agency look into adding another

Temp/Casual position for a few hours a week to accomplish some of the duties, such as the home delivery of meals, as that option would cost much less. It was noted that the Senior Nutrition Program is currently under budget approximately \$30,000. Marianne Stanek reported that the food costs are scheduled to be put out for bid next year. Motion by Virginia Wiedenfeld, seconded by Marilyn Rinehart to table this agenda item until next month. Motion carried.

Possible Tour of Vacated Office Space: It was determined that a tour was not necessary, but Board members could request one at any time.

Approve to Liquidate or Dispose of Surplus Office Furniture and Equipment: Angie Rizner noted that during the September 18, 2012 Health and Human Services Board meeting she was given direction to wait to dispose of surplus items until after the Property Committee determines whether or not they could utilize the items during their October 3, 2012 meeting. Numerous county departments have picked up additional items over the last few months and it is now time to dispose of what items still remain. Angie Rizner reviewed Rule 17 of the Richland County Board regarding surplus county property, noting that “if no other county department has use for the surplus equipment, it is then to be liquidated by the supervising committee by the best means possible.” Discussion was held regarding whether the property has a market value of more than \$500 and if it should be placed on the State surplus website for possible sale. Angie Rizner noted that many of the items are broken, damaged, or can no longer be put to use. There are a variety of sizes of cubicle walls, but not many cubicle desk parts. Randy Jacquet recommended that the agency contact Pratt’s Moving Service to have them dispose of and/or recycle the remaining surplus items. Motion by Fred Clary, seconded by Paul Kinney to liquidate or dispose of the surplus office furniture and equipment at the lowest price possible. Motion carried.

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

Adjourn: Motion by Ray Schmitz, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor