

**MINUTES  
RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
APRIL 13, 2006**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. April 13, 2006 by Dr. Richard Edwards in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Ariel Ferguson, Daniel Carroll, Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, Janet Parr, Ray Schmitz, and William Seep.

Members Absent: Ann Greenheck.

Others Present: Angie Gault, Mandi Payne, Patrick Metz, Randy Jacquet, Robin Reser, and Angie Rizner.

Approval of Amended Agenda and Posting: Motion by Janet Parr, seconded by Gaylord Deets to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Janet Parr noted two revisions to the minutes. Motion by Ariel Ferguson, seconded by Janet Parr to approve the amended minutes of the last meeting. Motion carried.

Citizen Comments: None. Randy Jacquet introduced Mandi Payne, Children and Families Case Manager. Mandi Payne is attending today's meeting to observe County government as part of a social work certification class.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 2005/2006 Voucher Report was distributed. Gaylord Deets reported that the vouchers were reviewed, and gave a detailed update on the vouchers that required additional discussion. It was noted that the IRS mileage reimbursement rate is currently \$.405 per mile. Motion made by Gaylord Deets, seconded by Daniel Carroll to approve the 2005/2006 Richland County Health and Human Services vouchers listed below. Motion carried.

**2005/2006 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2006 Expense Reports	54	\$9,743.08
Richland County Health and Human Services – 2005 Expense Reports	1	\$20.00
Richland County Health and Human Services – 2006 Vouchers	63	\$33,948.76
Richland County Health and Human Services – 2005 Vouchers	1	\$100.00
Richland County Health and Human Services – 2006 Prepaid Vouchers	19	\$3,089.54
<b>TOTAL</b>	<b>138</b>	<b>\$46,901.38</b>

2005 Health and Human Services Budget Update: Patrick Metz distributed the 2005 Health and Human Services Budget for Period Ending December 31, 2005 (un-audited), and noted we are \$1,658 under budget. Patrick Metz stated that we were able to move some funding around to bring the 2005 budget below the anticipated overage. There were also significant savings in the Children and Families Unit related to Alternate and Shelter Care, as well as other Clinical Services savings. Patrick Metz reported that the 2005 unbudgeted mental health institutes expenses total \$57,712, which will require a transfer of funds from the County's Institutional Account.

Patrick Metz reported on the 2005 CMO Enrollment Report, and noted the year's enrollment was at an all time high of 324 clients. The CMO Income Statement reflects \$148,074 in IGT Costs. A small portion will be allocated to Vernon Manor and the balance will be given to Pine Valley HealthCare & Rehabilitation Center. Discussion was held regarding the surplus in Fund Equity as noted on the CMO Balance Sheet.

2006 Budget Update: Patrick Metz distributed the 2006 Budget Report for the Period Ending March 31, 2006, and noted that we are \$33,067 under budget. It was noted that this surplus is very fluid. Discussion was held regarding the % variance column already being over. Patrick Metz noted that a number of items are paid up front for the whole year and some of the programs rely on revenues that have not come in yet. Patrick Metz reported that the current unbudgeted mental health institutes expenses total \$5,300.

Patrick Metz reported on the 2006 CMO Enrollment Report, and noted that enrollment continues to increase at 335 clients. The CMO Income Statement reflects a loss of \$54,170. However, March was a three-payroll month. Patrick Metz noted that the fiscal month of March was very favorable for the entire agency.

Randy Jacquet introduced Michelle McHenry, CMO Care Manager, to the Board. The Board introduced themselves and welcomed Michelle McHenry to the agency.

Approval of New Hires, Resignations, and Probationary Evaluations:

New Hires: Randy Jacquet announced that Patricia Kemerling and Renee Knoble have been selected as CMO Care Managers and are recommend for hire. It was noted that the CMO, with these positions, would be fully staffed. Randy Jacquet announced the recommended hiring of Linda Symons, ADRC Manager, and Connie Monroe, ADRC Specialist. Motion made by Ariel Ferguson, seconded by William Seep to approve the hiring of Patricia Kemerling, CMO Care Manager, Renee Knoble, CMO Care Manager, Linda Symons, ADRC Manager, and Connie Monroe, ADRC Specialist. Motion carried.

Resignations/Retirements: Randy Jacquet announced the resignation of Sharlene Elwell, Health Check Outreach. Motion made by Daniel Carroll seconded by Glenn Ferguson to approve the resignation of Sharlene Elwell, Health Check Outreach. Motion carried.

Probationary Evaluations: None.

Approval of 2006 School Nurse Service Fees (Mailout #1): Patrick Metz stated that the 2006 Public Health Fees were presented earlier in the year and the Board requested Marianne Stanek revisit the accuracy of the \$40 school nurse service fee. Marianne Stanek researched the fee and determined that \$40 per hour per nurse is sufficient. Discussion was held regarding why these nursing fees are not higher. It was noted that schools do not have the funds to retain an on site nurse and our Public Health nurses have very little overhead. Motion made by William Seep, seconded by Janet Parr to approve the 2006 school nurse service fees. Motion carried.

#### Long Term Support

Long Term Care RFP Grant Update: Randy Jacquet reported that the Southwestern Care Management Coalition (SWCMC), consisting of eight counties and one private organization, has been meeting regularly and it was determined that the regional coalition is in need of a Project Manager. It was recommended that Teri Buros take the lead as Project Manager. It was determined that Teri Buros would need to free up 20 hours per week of her current workload to be able to devote time to the regional coalition. Randy Jacquet noted that we would receive reimbursement through the grant for her time working for the Coalition.

Reorganization of Long Term Support Unit: Randy Jacquet noted that the only way Teri Buros could free up 20 hours per week would be to remove some of her supervisory requirements. It was noted that the Long Term Support Unit consists of not just the CMO, but also the Children with Disabilities Program and the Birth to Three Program. It was recommended that the Children with Disabilities Program be temporarily reorganized under the CCS Unit with supervision provided by Byron Smith. The Birth to Three Program would be temporarily reorganized under the Public Health Unit with supervision provided by Marianne Stanek.

CMO Grievance and Appeal Committee: Angie Gault, CMO Quality Coordinator, distributed a handout that proposed a revision to the CMO Grievance and Appeal Process. Per state requirement, individuals who make decisions on grievance & appeals must be free from conflict of interest regarding his or her participation in the governing board/committee of the CMO. Our current Grievance and Appeal Committee consists of three members of our CMO Advisory Committee and any health professionals, as appropriate. While this arrangement has received State approval, it is time to redesign the committee to remove the direct connection to the CMO's governing board, the CMO Advisory Committee. Motion made by William Seep, seconded by Gaylord Deets to approve the revised grievance and appeal committee process and forward the request onto the Rules and Resolutions Committee. Motion carried.

Honoring of Daniel Carroll, Ariel Ferguson, and Janet Parr: The Board thanked Daniel Carroll and Ariel Ferguson for their six years on the Health and Human Services Board, while also being instrumental in the development of the agency. The Board thanked Janet Parr for her year on the Health and Human Services Board and wished her the best with her upcoming move.

County Liability Insurance Discussion: Randy Jacquet reported that there has been some discussion by the Finance Committee regarding protecting the County by increasing liability insurance requirements on providers. Robin Reser stated that the increased requirement of \$1M liability insurance and \$1M automobile insurance is best business practice, but our current adult family home providers and respite providers will have difficulty meeting these requirements without increasing their rates to us. Patrick Metz noted that foster homes and volunteer drivers are also significantly affected by this increase. Discussion was held regarding the clarification of employer versus employee. It was noted that one-time services are excluded, but otherwise all contracts/agreements must require the insurance increase. Randy Jacquet noted that the agency would like to voice their concerns and be offered the ability to comment on any mandatory requirement and the development of a County resolution if proposed.

Approval to Replace the Back Door of the West Office: Randy Jacquet distributed a handout that clarified the need to replace the back door of the West Office. Our advertising secured only one bid and we would propose accepting the \$769.95 bid from Dick McKenzie. In addition, a keyless lock would be purchased from Perkins Lock & Security for \$495. Discussion was held regarding the lack of security and safety at the West Building. Motion made by William Seep, seconded by Ray Schmitz to approve the hiring of Dick McKenzie to replace the back door at the West Office, totaling \$769.95, and the purchase of a keyless lock from Perkins Lock & Security for \$495. Motion carried.

Approval of Contracts, Amendments, and Providers:  
2006 New CMO Provider Contracts (Mailout #2): Robin Reser reviewed the 2006 New CMO provider contracts.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (4-13-06)</b>		
<b>NATIONAL PEDORTHIC SERVICE</b>	As a Specialized Medical Supplies and Equipment Provider. (Milwaukee)	
<b>VAN DOREN AND SCHOLL, LLC</b>	To inform Board of name change. Former name was <u>Crow Hill Builders</u> .	
<b>O'NEAL ADULT FAMILY HOME</b>	As a County Certified Adult Family Home Provider. (Lone Rock)	
<b>KING ADULT FAMILY HOME</b>	As a County Certified Adult Family Home Provider. (Richland Center)	

<b>DEER VALLEY, LLC</b>	As a State Licensed Adult Family Home Provider. (Richland Center)	
<b>MICHAEL MARSHALL CARPENTRY &amp; DECORATING</b>	For home modification services. (Richland Center)	

Motion made by Glenn Ferguson, seconded by Ariel Ferguson to approve the 2006 New CMO contracts. Role Call Vote. Motion Carried.

2006 New HHS Contracts (Mailout #2): Randy Jacquet reviewed the 2006 New Health and Human Services agreement.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS AGREEMENT APPROVAL (4-13-06)</b>		
<b>ROBINSON MOWING</b>	For lawn mowing at the West Office and Community Services Building. (Muscoda)	For a total amount not to exceed <b>\$1,000.</b>

Motion made by William Seep, seconded by Glenn Ferguson to approve the New 2006 HHS contract. Motion carried.

Convene in Closed Session Per Wis. Statutes 19.85(1)(e) to Discuss the LKI – Richland, Inc. Contract: Motion made by Janet Parr, seconded by Glenn Ferguson to Convene in Closed Session Per Wis. Statutes 19.85(1)(e) to Discuss the LKI – Richland, Inc. Contract to include Robin Reser, Angie Gault, Angie Rizner, Patrick Metz, and Randy Jacquet. Role Call Vote. Motion Carried.

Return to Open Session: Motion made by William Seep, seconded by Glenn Ferguson to return to Open Session. Motion carried.

The next regular Board meeting is scheduled for Thursday, May 11, 2006 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Glenn Ferguson, seconded by Janet Parr to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
 Confidential Administrative Assistant