

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
MAY 11, 2006

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. May 11, 2006 by Ann Greenheck in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Ann Greenheck, Daniel Carroll, Dr. Richard Edwards, Gaylord Deets, Glenn Ferguson, Jeanetta Kirkpatrick, Ray Schmitz, and William Seep.

Members Absent: Jane Greiling.

Others Present: Barbara Scott, Christy Duhr, Karee Gander, Marianne Stanek, Stacy Hach, Randy Jacquet, Tracy Thorsen, and Angie Rizner.

Approval of Agenda and Posting: Motion by Daniel Carroll, seconded by William Seep to approve the agenda and proper posting. Motion carried.

Welcome New Richland County Health & Human Services Board Members: The Board and staff welcomed Jeanetta Kirkpatrick and introductions were held. Randy Jacquet noted that Jane Greiling would be in attendance at the next meeting.

Election of Officers: Motion by William Seep, seconded by Dr. Richard Edwards to approve the election of Ann Greenheck as the Health & Human Services Board Chairman. Motion by Dr. Richard Edwards, seconded by Daniel Carroll to close the nominations and cast a unanimous ballot. Motion carried.

Motion by Daniel Carroll, seconded by Gaylord Deets to approve the election of Dr. Richard Edwards as the Health & Human Services Board Vice Chairman. Motion by William Seep, seconded by Ray Schmitz to close the nominations and cast a unanimous ballot. Motion carried.

Motion by Daniel Carroll, seconded by Dr. Richard Edwards to approve the election of Gaylord Deets as the Health & Human Services Board Secretary. Motion by Jeanetta Kirkpatrick, seconded by Ray Schmitz to close the nominations and cast a unanimous ballot. Motion carried.

Annual Appointment of Finance Sub-Committee Members: Motion by Daniel Carroll, seconded by Glenn Ferguson to approve Dr. Richard Edwards, Gaylord Deets, and Ann Greenheck as members of the Finance Sub-Committee with Ray Schmitz serving as the Alternate. Motion carried.

Annual Appointment of Interview Sub-Committee Members: Motion by Ray Schmitz, seconded by Gaylord Deets to approve Dr. Richard Edwards, Ann Greenheck, and Glenn Ferguson as members of the Interview Sub-Committee with all other Health and Human Services Board members serving as Alternates. Motion carried.

Approve Minutes: Motion by Dr. Richard Edwards, seconded by Glenn Ferguson to approve the minutes of the last meeting. Motion carried.

Citizen Comments: None.

Finance Sub-Committee Report:

Approve Vouchers: The Richland County Health and Human Services 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. Stacy Hach reviewed the program coding and account number sequencing for those new to the Board. Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to approve the 2006 Richland County Health and Human Services vouchers listed below. Motion carried.

2006 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2006 Expense Reports	61	\$9,823.88
Richland County Health and Human Services – 2006 Vouchers	69	\$44,090.15
Richland County Health and Human Services – 2006 Prepaid Vouchers	26	\$6,485.98
TOTAL	156	\$60,400.01

2005 Budget Update – Preliminary Audit Results: Randy Jacquet reported that the auditors were here last week and everything went smoothly with no findings. The 2005 audited Health and Human Services Budget was under budget \$2,700 and unbudgeted institutional costs totaled \$57, 712. Randy Jacquet requested a transfer of \$57,712 from the County’s Institutional Fund and a transfer of \$2,700 into the County’s Institutional Fund. Motion made by Jeanetta Kirkpatrick, seconded by Ray Schmitz to approve the transfer of \$57,712 from the County’s Institutional Fund 54 into the Health and Human Services Fund 56, the transfer of \$2,700 from Health and Human Services Fund 56 into the County’s Institutional Fund 54, and forward the request onto the Finance Committee for approval. Motion carried.

2006 Budget Update: Randy Jacquet distributed the 2006 Budget Report for Period Ending April 30, 2006, and noted a surplus of \$7,716. Discussion was held regarding the actual revenues received from Comprehensive Community Services Residential Services, totaling \$18,925. Randy Jacquet noted that unbudgeted institutional costs total \$6,928.

Stacy Hach reported from the CMO Income Statement and noted an income of \$43,831. It was noted that the CMO financials reflect a YTD surplus of \$72,947. Discussion was held regarding the potential of high cost clients enrolling into the CMO. Stacy Hach

explained the capitation rate and the further intricate details of the CMO financials. Stacy Hach reported that the IGT costs are operating on a June to June fiscal year. It was noted that enrollment continues to increase and is at 342 members. Stacy Hach stated that there is an excess of \$755,338 Working Capital and the CMO is anticipating a transfer of funds from the CMO back to the County. Randy Jacquet noted the exact dollar amount still needs to be determined.

Approval of New Hires, Resignations, and Probationary Evaluations:
New Hires: None.

Resignations/Retirements: None.

Probationary Evaluations: Randy Jacquet recommended that Kristy Mayfield, CMO Care Manager, Charlene Gald, Children with Disabilities Care Manager, and Barbara Harris, CMO RN Care Manager pass their six month probation and be placed on regular status. Motion made by William Seep, seconded by Glenn Ferguson to approve the six month probation of Kristy Mayfield, CMO Care Manager, Charlene Gald, Children with Disabilities Care Manager, and Barbara Harris, CMO RN Care Manager. Motion carried.

2005 Annual Report: The 2005 Annual Report was distributed and unit managers reviewed their sections. Karee Gander reviewed the Children and Families Unit section and noted the unit provides Child Protection Services and Juvenile Justice services. Karee Gander reported that the Juvenile Court Intake Statistics have decreased for 2005 and repeat offenders continue to decrease as well.

Tracy Thorsen reviewed the Clinical Services Unit section and noted the unit provides Outpatient Mental Health Services, Community Support Program, and the newly developed Comprehensive Community Services Program. Tracy Thorsen noted that the Comprehensive Community Services Program is assisting with financial support of other unit programs. Discussion was held regarding the inability to hire a Psychiatric Nurse.

Christy Duhr reviewed the Economic Support Unit section and noted that unit provides financial support to the citizens of Richland County. Christy Duhr noted that the unit staff provides assistance for fuel emergencies 24 hours a day, 7 days per week. It was noted that the staff in this unit have a caseload of over 300 clients each. Discussion was held regarding the lack of success in relation to the W-2 Program.

Marianne Stanek reviewed the Health, Aging and Disability Resource Center Unit section and reported on each of the three units operated under this unit in 2005. Marianne Stanek noted the changes to the Nutrition Program as operated by the Elderly Services Unit. Marianne Stanek reviewed the services provided by the Public Health Unit and noted that there was much work done on behalf of Preparedness and Response. Marianne reviewed the services provided by the Resource Center. Discussion was held regarding a free clinic being offered in surrounding counties and how we might pursue this option in Richland County.

Randy Jacquet reviewed the Long Term Support Unit section and reported on each of the programs operated under this unit. Randy Jacquet noted that the number of children served by the Birth to Three Program continues to increase. It was noted that referrals are increasing as schools, day care providers, and medical professionals are becoming more aware of the program.

Randy Jacquet reviewed the Administration and Fiscal sections of the report. It was noted that the fiscal section was created prior to receiving the final audit figures. The 2005 Health and Human Services Annual Report will be distributed to the County Board during their May meeting with a full review of the report during their June meeting.

Approval to Purchase a Backup Tape Drive (Mailout #3): Barbara Scott noted that the agency data must be backed up everyday and currently we are backing up only crucial information. This new tape drive will double our capacity and ensure successful backups. Motion made by Glenn Ferguson, seconded by Dr. Richard Edwards to approve the purchase of a backup tape drive from CDWG, totaling \$818.14. Motion carried.

Approval of Administrative Reorganization (Mailout #1): Randy Jacquet noted that with the retirement of Annie Windstrup, the agency would like to propose a reorganization of our Administrative staff. Randy Jacquet would like to eliminate the Office Manager and the Confidential Administrative Assistant to the Director positions. With these eliminations, the two positions would be merged into an Office Supervisor position at Grade 25 and Angie Rizner would be appointed to the position. A new Confidential Administrative Secretary position would also be created and advertised at Grade 16. Motion made by Glenn Ferguson, seconded by Dr. Richard Edwards to approve the elimination of the Office Manager and the Confidential Administrative Assistant to the Director positions; create an Office Supervisor position (Grade 25), approve the job description and appoint Angie Rizner to the position; create a Confidential Administrative Secretary position (Grade 16) and approve the job description; and forward the request onto the Personnel Committee and County Board for approval.

Approval of Resolution to Honor Annie Windstrup: Randy Jacquet requested that Annie Windstrup, Office Manager, be honored in a County Board resolution for her retirement after 25 years of service to Richland County. Motion made by William Seep, seconded by Glenn Ferguson to approve a County Board Resolution to Honor Annie Windstrup's retirement after 25 years with Richland County. Motion carried.

Schedule Board Member Orientation: Randy Jacquet stated that Health and Human Services has previously offered a Board Member Orientation to new and existing Health and Human Services Board members, as well as new and existing County Board members. It was determined that this should be offered again. Three dates were proposed: June 29th, June 30th, or July 6th from 9am – Noon. Randy Jacquet was instructed to make contact with the new Health and Human Services Board members to check their schedules and place the item on the next agenda to announce the final date.

Approval of New Member to the Richland County KIDS Council: Angie Rizner reported that the Richland County KIDS Council would like to add Belinda Granger to the committee. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the addition of Belinda Granger to the Richland County KIDS Council. Motion carried.

Discuss the Richland Center Group Home Request for Proposal: Randy Jacquet noted that the current contract with Lori Knapp, Inc. to operate the Richland Center Group Home was to end by June 15, 2006 and the agency developed an RFP to secure another provider. Randy Jacquet stated that this 7-bed group home has decreased to serving only 4 residents and the agency received a letter from ARC, owners of the group home, stating that it was their intent to no longer operate the group home as a 7-bed CBRF, as the current operation is no longer sufficient. Richland County Health & Human Services has since withdrawn the RFP to secure another provider and has informed the guardians of the last 4 residents that we will no longer be seeking a vendor to operate the Richland Center Group Home. The agency is searching for new placements within Richland County for the 4 remaining residents. Discussion was held regarding the current rate being charged to the last 4 residents. It was noted that ARC maintains the mortgage and building operations of the group home.

West Office

Approval of West Office Improvement Bid (Mailout #2): Randy Jacquet reviewed pictures of the entryway of the West Office and noted that the area is not safe and does not accommodate Americans with Disabilities Act (ADA) guidelines. It was noted that this improvement project request was previously presented to the Board in September of 2005 and a bid was not accepted in December of 2005 due to budget constraints and the lack of multiple competitive bids. The project was re-solicited in April of 2006 and one comprehensive bid was received from S & S Construction, LLC, totaling \$19,770. Discussion was held regarding the county expecting Health and Human Services to cover this county building remodeling expense within their 2006 budget and whether or not this procedure is consistent for all county departments. Motion made by Dr. Richard Edwards, seconded by Daniel Carroll to approve the hiring of S & S Construction, LLC for the West Office Improvement Plan, totaling \$19,770 with funding from the 2006 Health and Human Services budget. Role Call Vote. Motion carried.

Status of the Roof: Randy Jacquet reported that we received a recommendation from Michael Marshall, who is currently meeting the agency's maintenance needs, that the roof of the West Office needs to be replaced this year or at the very least next year. Randy Jacquet stated that Michael Marshall anticipates the approximate cost to be \$10,000 - \$14,000, which includes the removal of two layers of shingles and another shingled roof. Motion made by Jeanetta Kirkpatrick, seconded by William Seep to approve the solicitation of bids to replace the roof at the West Office and present them to the County Board for funding. Motion carried.

General Condition of the West Office: Randy Jacquet noted that there are various windows at the West Office that are in need of replacement. Michael Marshall

anticipates the approximate cost to be \$100 per window, plus \$25 - \$30 in labor per window. Randy Jacquet stated that we would request a more formal bid from Michael Marshall to see if the expense would be greater than \$500 and seek approval if necessary. Discussion was held regarding the general condition of the West Office and whether the county is still considering an expansion of the Community Services Building.

Approval of Contracts, Amendments, and Providers:

2006 New HHS Contracts (Mailout #4): Tracy Thorsen reviewed the 2006 New Health and Human Services agreement.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 NEW HHS AGREEMENT APPROVAL (5-11-06)		
UNIFIED COMMUNITY SERVICES	For the provision of limited Substance Abuse services for a period of 4 to 8 weeks while the Alcohol and Other Drug Abuse (AODA) counselor is on medical leave. (Lancaster)	For a total amount not to exceed \$3,000 .

Motion made by Gaylord Deets, seconded by Dr. Richard Edwards to approve the New 2006 HHS contract. Motion carried.

2006 New CMO Provider Contracts (Mailout #4): Randy Jacquet distributed a revised handout and reviewed the 2006 New CMO provider contracts.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2006 CMO PROVIDER APPROVALS (5-11-06)		
CURVES FOR WOMEN	As a therapeutic resource provider. (Richland Center)	
BETHEL HOME & SERVICES, INC. MAPLEWOOD TERRACE	As an Out of Network Provider for RCAC (Residential Care Apartment Complex) services. (Viroqua)	

Motion made by Jeanetta Kirkpatrick, seconded by William Seep to approve the 2006 New CMO contracts. Motion Carried.

The next regular Board meeting is scheduled for Thursday, June 8, 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 Dr. Richard Edwards, seconded by Daniel Carroll to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
 Confidential Administrative Assistant