

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 12, 2009

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on March 12, 2009 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Daniel Carroll, Dr. Jenny Myszkowski, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Christy Duhr, Gary Ilminen, Linda Symons, Lois Martin, Lori Thuli, Marianne Stanek, Randy Jacquet, and Tracy Thorsen.

Approval of Amended Agenda and Posting: Motion by Robert Holets, seconded by Marilyn Rinehart to approve the amended agenda and proper posting. Motion carried.

Approve Minutes of February 12, 2009 HHS Board: Motion by Daniel Carroll, seconded by Paul Kinney to approve the Board Minutes. Motion carried.

Approve Minutes of February 13, 2009 Joint HHS Board & Finance Committee: Motion by Betty Havlik, seconded by Robert Holets to approve the Board Minutes. Motion carried.

Approve Minutes of February 26, 2009 Special HHS Board: Motion by Walter Gust, seconded by Robert Holets to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2008/2009 Voucher Report was distributed and reviewed by Ray Schmitz. Motion made by Ray Schmitz, seconded by Paul Kinney to approve the 2008/2009 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2008/2009 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2009 Expense Reports	67	\$15,903.73
Richland County Health and Human Services – 2008 Vouchers	4	\$956.76
Richland County Health and Human Services – 2009 Vouchers	44	\$27,168.92
Richland County Health and Human Services – 2008 Prepaid Vouchers	1	\$35.56
Richland County Health and Human Services – 2009 Prepaid Vouchers	24	\$12,870.52
TOTAL	140	\$56,935.49

2008 Budget Update: Patrick Metz distributed a handout that reflected an anticipated overage of \$469,622. Patrick Metz noted that the 2008 Comprehensive Community Services (CCS) reconciliation process still needs to be entered, as well as anticipated revenues in the Children's Services and Clinical Services Units that still need to be posted.

Patrick Metz reported that the Administration line item includes a \$40,000-\$50,000 increase in workman's compensation. Additionally, the costs of the split of the CMO from the agency and the costs of the creation of the Regional ADRC were also not included in the budget as directed by the Finance Committee. Randy Jacquet noted that Production Services Building expenses that were not budgeted for are also included in this overage. Patrick Metz noted that we generally receive the State grant funds allocated to us, but we have very little control over Basic County Allocation (BCA) funds promised by the State.

Randy Jacquet stated that he would like to see the Finance Committee revisit how the county allocates workman's compensation to the departments. It was noted that the Sheriff's Department, Pine Valley Healthcare, and the Highway Department have claims that far exceed the Health and Human Services claims, but Health and Human Services pays a higher fee due to the number of staff they employ.

Jeanetta Kirkpatrick questioned if the agency needs to request additional funding from the county in order to meet the needs of the citizens of Richland County during these tough economic times. Discussion was held regarding other things the agency could do in order to help meet the budget. It was noted that there are very few cuts remaining that the agency could consider, and non-mandated program cuts that were recommended by the agency were not eliminated by the County Board. Patrick Metz stated that one other item that would help him with projecting the budget would be notification of staff retirements. Unanticipated retirements could cost the agency approximately \$20,000 annually which would not have been budgeted for. Jeanetta Kirkpatrick noted that the county could require an advance notice by employees as part of the union contract negotiations.

Marianne Stanek reported on the Public Health and Nutrition line items noting that this includes a reduction in nursing hours and a reduction in vaccination clinics. Discussion was held regarding the Public Health – Fund 56 line item totals. Patrick Metz noted that there is a problem with the revenues over/under budget column, but the total line item is under budget \$33,127.

The Economic Support Unit line item was reviewed in detail. Patrick Metz noted that we were hopeful for additional revenues for the W-2 Program, but that was short \$8,023. This overage will not continue into 2009.

The Long Term Support Unit line item was reviewed in detail. Patrick Metz noted that the Program Assistant line item was over budget due to unbudgeted overtime that was not included in the Southwest Family Care Alliance (SWFCA) budget. It was noted that we should renegotiate our actual costs. Discussion was held regarding the 1% non-lapsing fund. It was noted that those funds can only be utilized for care management.

The Children's Services Unit and Clinical Services Unit line items were reviewed in detail. It was noted that the Children's Services Unit reflects an overage of \$77,794 and the Clinical Services Unit reflects an overage of \$280,022. It was noted that these overages are directly related to client services that were unbudgeted, including alternate/shelter care and institutional placements. Patrick Metz stated that the Clinical Services Unit is largely over budget due to a decrease in Medicaid revenues. Tracy Thorsen noted that the revenues were substantially lower, but have been adjusted in the 2009 budget. Discussion was held regarding the \$160,000 in CCS revenues that was removed from the 2008 budget and placed into the 2007 budget to cover the CCS overage for 2007. Therefore, the 2008 budget was short \$160,000 in CCS revenues starting out with the understanding that the State would reimburse higher in 2008, but that did not occur.

Patrick Metz reported that there are various revenues that are not posted at this time, but the anticipated overage includes \$469,622 plus the unbudgeted institutional costs of \$245,849. After the contribution of \$50,000 from the Unbudgeted Institutional Fund the anticipated 2008 Health and Human Services budget overage totals \$665,471 at this time. Randy Jacquet noted that in April of 2008 the agency presented significant reductions to ensure that an overage did not occur again in 2008 as occurred in 2007. Obviously this overage was not anticipated.

2009 Budget Update: Randy Jacquet stated that the additional pay period in 2009 was not included in our 2009 budget and would have serious implications to our budget. Jeanetta Kirkpatrick reported that the consensus of the Finance Committee was that the county would cover this overage and not require the departments to absorb the costs in their existing budgets.

Jeanetta Kirkpatrick stated that in both January and February of 2009 that cash balance snapshot provided to the Finance Committee is over \$1 million for the Health and Human Services Department. Jeanetta Kirkpatrick noted that this department needs to answer why this is and where these funds are. Patrick Metz stated that there is an anticipated \$1.1 million in revenue for 2009 that has not been received yet.

Governor's Budget Proposal: Randy Jacquet distributed handouts that reflected the affects of the Governor's budget proposal. Randy Jacquet reported that at a county level clearly Health and Human Services takes the largest hit in this proposal. The "Department of Children and Families Governor's 2009-11 Biennial Budget: Items Affecting Counties" handout was reviewed and the following Health and Human Services reductions were noted:

- The Department of Children and Families (DCF) BCA will be reduced by \$9.5 million or 14% in 2010 and \$11.1 million or 16% in 2011. *This would mean a reduction of approximately \$51,000 in Children's Services Unit funding.*
- The Department of Health Services (DHS) and the DCF will change the timing of contract payments for the BCAs in both departments to generate one time savings in 2010. This change will not further reduce the overall BCA contract for the

calendar year, but will mean that counties will receive reimbursement later in the contract period.

Under the methodology, DHS and DCF will issue contracts for approximately 25% of the annual amount on January 1. The BCA will be increased to their full annual amounts on July 1. *The State is reducing the timeliness of their payments to the counties and county cash flow is going to be a bigger issue.*

- No GPR funding provided to replace the lost IV-E funding for this program. *This would mean a reduction of approximately \$69,000 in Children's Services Unit funding.*

Randy Jacquet noted that Milwaukee County is slated to receive additional funding for child welfare services.

The "Governor's 2009-11 Biennial Budget: DHS Items Affecting Counties" handout was reviewed and the following Health and Human Services reductions were noted:

- Base funding for the DHS BCA will be reduced by roughly 1% in 2010. *Patrick Metz is working on calculating what this would cost the Health and Human Services budget, which is anticipated to be over \$5,700.*
- The DHS and the DCF will change the timing of contract payments for the BCAs in both departments to generate one time savings in 2010. This change will not further reduce the overall BCA contract for the calendar year, but will mean that counties will receive reimbursement later in the contract period.

Under the methodology, DHS and DCF will issue contracts for approximately 25% of the annual amount on January 1. The BCA will be increased to their full annual amounts on July 1. *The State is reducing the timeliness of their payments to the counties and county cash flow is going to be a bigger issue.*

- The Governor's budget will require counties to contribute to the cost of care for children and elderly patients at Mendota and Winnebago Mental Health Institutes. *Tracy Thorsen distributed a handout that reflected that costs of child mental health institutional stays and the average total placement costs over the last three years is \$112,162. Tracy Thorsen noted that this projection was based on current rates, which change annually in October.*
- For several years, the DHS was able to provide \$4.1 million supplement to the county contracts using one time funding. These one time funds are exhausted. *The elimination of supplemental contracts, which includes Income Maintenance, would mean a reduction of approximately \$20,000 in Economic Support Unit funding. Additionally, the elimination of the Family Care supplemental contract would mean a reduction of approximately \$20,000 in Economic Support Unit funding.*

- The Governor's budget proposes to implement a transportation manager for Medicaid SMV and common carrier services statewide. The manager will provide centralized scheduling, dispatch, and provider reimbursement. It will relieve counties of the responsibility of administering common carrier transportation. *It is unclear how this would affect the Richland County Transportation Program operated by the Aging & Disability Resource Center.*
- Transfers oversight of 1-2 bed adult family homes licensing from the counties to the Department's Division of Quality Assurance. *This would eliminate the Adult Family Home Program operated by the Long Term Support Unit.*

Randy Jacquet noted that the Wisconsin Counties Association plans to push back, but we are uncertain how effective this would be. Jeanetta Kirkpatrick noted that her rough calculations total approximately \$366,000 in State reductions to Health and Human Services if the Governor's proposed budget is passed.

Ways to Reduce Board Costs: This item was tabled.

Richland County Nutrition Program Update: Marianne Stanek reported that the first quarter of 2009 doesn't look great, and the budget figures will be presented at the next Health and Human Services Board meeting.

Agent Status for DHS and DATCP Inspection Program Update: Marianne Stanek stated that the Inspection Program is not going to move forward this year as planned. The Grant County Board voted against the program on February 17, 2009. It was noted that a State employee lobbied the board members and local vendors to ensure the program did not move forward. Participation by Grant County was crucial to the program, as they were scheduled to be the employer of the Inspection Program staff. Marianne Stanek noted that Vernon and Iowa counties are still pursuing a limited inspection program, but the project remains on hold for now.

Community Services Building Expansion Update: Randy Jacquet noted that the Richland County Board narrowly approved the expansion project and nominated an oversight committee to include Jeanetta Kirkpatrick, Robert Holets, and Ann Greenheck. The oversight committee has met with the contractors and the project is moving forward as of April 1, 2009. A proposed timeline was distributed with an anticipated completion date of October 31, 2009. However, the contract states that the completion date shall be within 210 days of the project start date, which would be September 30, 2009. Randy Jacquet questioned if the Board would like a groundbreaking event and it was decided that would not be necessary.

Review Board Member Terms (Mailout #1): Randy Jacquet reviewed the mailout and noted that the County Board would need to assign a replacement for Daniel Carroll after the April 2009 meeting. It was noted that Jeanetta Kirkpatrick and Marilyn Rinehart would also need to be reappointed by the County Board for another three year term.

WCHSA Spring Conference: Randy Jacquet distributed a brochure which highlighted the agenda for the conference. Daniel Carroll noted that this conference is one of the best that he has attended. It was noted that attendance should be limited since there is a cost.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c)+(e) for Update on Status of Union Employee Grievance and Review Probationary Evaluation of Regional ADRC Manager): Motion made by Daniel Carroll, seconded by Robert Holets to convene in Closed Session per Wis. Statutes 19.85(1)(c)+(e) for update on status Union employee grievance and review probationary evaluation of Regional ADRC Manager to include Randy Jacquet, Christy Duhr, and Angie Rizner. Role Call Vote. Motion carried.

Return to Open Session: Motion made by Ray Schmitz, seconded by Betty Havlik to return to Open Session. Motion carried.

Action on Closed Session Items (if any): None.

The next regular Board meeting is scheduled for Thursday, April 9, 2009 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Walter Gust, seconded by Robert Holets to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor