

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 9, 2009

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 9, 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, and Robert Holets.

Members Absent: Walter Gust.

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

Approval of Amended Agenda and Posting: Motion by Paul Kinney, seconded by Daniel Carroll to approve the amended agenda and proper posting. Motion carried.

Approve Minutes: Motion by Betty Havlik, 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 Robert Holets 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	65	\$17,367.43
Richland County Health and Human Services – 2009 Vouchers	43	\$28,510.28
Richland County Health and Human Services – 2009 Prepaid Vouchers	24	\$6,375.34
TOTAL	132	\$52,253.05

2008 Budget Update: Patrick Metz distributed a handout that reflected an anticipated overage of \$461,470 and noted that auditors are scheduled to be at the agency the week of April 20th. The following summary of the 2008 budget deficits as of December 31, 2008 were reviewed in detail:

Administrative Services Unit

Expenses:	Workman's Comp/other insurances	\$52,000.00
	Production Services Building Costs	\$3,617.00
Revenues:	CMO split from HHS	\$32,000.00
	Loss of BCA/WIMCR Revenues	<u>\$26,845.55</u>
	Unit Sub-total	\$114,462.55

Children's Services Unit

Expenses:	TPR legal services	\$44,000.00
Revenues:	Loss of BCA/WIMCR Revenues	\$20,420.51
	Loss of Miscellaneous Revenues	<u>\$10,620.00</u>
	Unit Sub-total	\$75,040.51

Clinical Services Unit

Expenses:	Unplanned Residential Placements	\$38,700.00
Revenues:	2007 CCS Reconciliation	\$165,593.00
	Loss of CCS Residential Revenues	\$54,598.00
	Loss of Outpatient Revenues	<u>\$13,075.94</u>
	Unit Sub-total	\$271,966.94

2008 HHS Budget Deficit: **\$461,470.00**

Lori Thuli reported on the shortage in reimbursement for the TPR cases, and noted that the costs to the agency would have been much greater if the TPR cases did not occur, as there would have been significant foster care placement costs for the very young children. Patrick Metz reported that in addition to the \$461,470 deficit the unbudgeted institutional costs of \$146,764 results in a total 2008 Health and Human Services anticipated deficit of \$608,233.

Discussion was held regarding the transfer of the 2007 Comprehensive Community Services (CCS) Reconciliation into the 2008 budget year. Patrick Metz noted that the auditors advised us to take from the 2008 budget to repair the 2007 budget. Discussion was held regarding the CCS reconciliation process and how it was anticipated that the 2008 budget year was going to be more profitable. Patrick Metz reported that the State has delayed the 2008 CCS reconciliation to June of 2009, which is much later than the county auditing schedule. Randy Jacquet reviewed the history of entering into the CCS Program and the uncertainty every year as the State redefines the rules of reimbursement annually. Tracy Thorsen noted that we no longer bill for residential placements through the CCS Program.

2009 Budget Update: Randy Jacquet stated that starting this month the agency would like to revise the method in which the 2009 budget is being presented. To be more actual, we would like to present a budget one month behind. This also offers the ability for managers to review their budgets prior to presenting it to the Board. Therefore, each manager will be able to present his/her budget to the Board and clearly explain the reason for any budget overage. The Board agreed with this new presentation method.

Patrick Metz distributed the 2009 Health and Human Services budget summary and reviewed the snapshot of the budget, noting an anticipated overage of \$12,182. January was a 3 payroll month and various delays in revenues are the main causes for this overage.

Discussion was held regarding the 27 pay periods in 2009. Jeanetta Kirkpatrick reported that the Finance Committee decided that the county would cover the extra pay period for the departments affected. Jeanetta Kirkpatrick noted that all non-union, elected official, salaried staff would only receive their actual annual salary. All hourly staff would receive the additional pay period. It was noted that hourly staff are not receiving a raise or bonus; it is simply how the pay periods fall within the year.

Patrick Metz reviewed the 2009 unbudgeted institutional costs which total \$25,602 as of February 28, 2009. Jeanetta Kirkpatrick reported that an additional \$50,000 would be placed into the unbudgeted institutional fund. Therefore, the balance in fund 54 would equal \$350,000.

Ways to Reduce Board Costs: Jeanetta Kirkpatrick stated that this item is on the agenda routinely, as she believes this Board should lead by example. Elimination of Board treats and the elimination of the Finance Sub-Committee per diems were discussed.

Paul Kinney stated that he would like to see the Finance Sub-Committee remain as is, as it is "very valuable and one of the meetings he sees gets the most done". Robert Holets stated that he was willing to meet as a member of the Finance Sub-Committee without collecting a per diem. Ray Schmitz noted that the cost of a per diem is not that large for the amount of time actually devoted to these committees. It was noted that membership for most committees is not that desirable due to the time of day the meetings are held.

Other ideas were mentioned. Daniel Carroll stated that he would like consideration of the Health and Human Services Board meeting less frequently. Gary Ilminen noted that there could be some efficiencies of reducing paper costs by not producing as many copies and emailing documents instead of printing (when possible). Jeanetta Kirkpatrick stated that the Board would vote on some of these ideas at the next meeting.

Richland County Nutrition Program Update: Patrick Metz reported that the donation levels are not looking promising at this time, and a full report would be offered by Marianne Stanek next month. Patrick Metz noted that the decrease in donations is likely a result of the current economic recession. Each congregate meal served has a fixed cost of \$7.54. However, the incoming donations average \$1.50-\$2.50 per meal. It was noted that the full cost of home delivered meals is reimbursed by those enrolled in the Family Care Program, but the Family Care Program does not reimburse for congregate meals. Patrick Metz noted that individuals over 60 years of age are eligible for a free meal with a suggested donation. Those under 60 years of age should be paying the full price of the meal. It was recommended that meal site workers more visibly post the requirement that those under 60 should pay full price and workers should monitor this payment more closely. Jeanetta Kirkpatrick stated that she and Robert Holets have been touring the Richland County Meal Sites, and each one definitely has a different atmosphere.

Honoring of Daniel Carroll: The Board honored Daniel Carroll for his many years of involvement with Community Programs, Social Services, and Health and Human Services Boards.

Community Services Building Expansion Update: Randy Jacquet reported on the current status of the Community Services Building Expansion Project, including progress of site excavation, electrical and utility upgrades and connections, and fiber optic connection to the Richland County Courthouse. Randy Jacquet stated that the Community Services Building Expansion Oversight Committee is meeting this afternoon. Jeanetta Kirkpatrick noted that parking is of concern and on this afternoon's agenda for discussion. Randy Jacquet reported that Health and Human Services staff have been given specific instructions regarding parking and we are aware that parking will get worse with the upcoming Seminary Street Project that the City of Richland Center has planned for this spring/summer. Ray Schmitz noted that he has had recent discussions with Jim Husnik of Consumers Cooperative and he is seriously considering the possibility of entering into a lease with Richland County for parking on their property.

Future of West Office Building: Randy Jacquet reported that he would like to begin discussions on the future of the West Office Building, as we do not wish to have a repeat of the lengthy process involved with selling the Production Services Building. Randy Jacquet reviewed the history of the West Office and that the funding utilized to build the building has been satisfied per Attorney Ben Southwick. The building is able to be sold. Discussion was held regarding potential buyers or options. Randy Jacquet noted that there are significant improvements that need to be made to the building. Discussion was held regarding the potential utilization of the building for adult nursing, emergency services, and other similar community needs. Randy Jacquet was instructed to research the ownership of the land the West Office resides on. This item was to be placed on the next agenda for future discussion. Jeanetta Kirkpatrick stated that she would place this item on the next Finance Committee agenda.

Production Services Building Update: Randy Jacquet reported that as of this time the sale of the building to Hynek Printing, LLC is scheduled for April 13, 2009. Angie Rizner noted that the utilities have been scheduled for transfer to the new owner at that time.

Approval of 2009 Contracts and Amendments (Mailout #1): Lori Thuli reported on the necessary placement of a high needs juvenile. It was noted that we are uncertain how long this juvenile will need to reside in the group home, but if it is for the entire year, the cost will exceed the requested \$29,500 and additional approvals will need to be sought.

Tracy Thorsen noted that the Fillyaw AFH placement costs would not exceed the already budgeted Spilde AFH costs.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 NEW HHS CONTRACT/AGREEMENT APPROVALS (4-9-09)		
WALDON HOME LIMITED DBA THOREAU HOUSE	A group home provider for a Juvenile Justice Children's Services Unit client. (Madison)	For a total amount not to exceed \$29,500.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (4-9-09)		
FILLYAW ADULT FAMILY HOME	Due to a Clinical Services client moving in April from the Spilde AFH to the Fillyaw AFH. (Richland Center)	<i>Original Agreement Amount: \$9,500.</i> To a total contract amount not to exceed \$15,000.

Motion made by Daniel Carroll, seconded by Betty Havlik to approve the new 2009 contract and amendment. Motion carried.

2010/2011 State Budget Update: Randy Jacquet distributed a State Budget Proposal handout which highlighted what the Governor's Budget Proposal would mean monetarily to the units affected and ultimately to the Health and Human Services Budget.

<u>Children's Services Unit</u>	
14% Basic County Allocation Reduction	\$50,765
Children and Families IV-E Reduction	\$68,746
Youth Aides Reduction	<u>\$6,524</u>
	\$126,035
 <u>Clinical Services Unit</u>	
1% Basic County Allocation Reduction	\$5,765
State Hospital Charge for Youth *	<u>\$170,115</u>
	\$175,880
 <u>Economic Support Unit</u>	
1% Basic County Allocation Reduction	\$2,112
Family Care Addendum Reduction	\$23,489
State Supplemental Funding Reduction	<u>\$15,492</u>
	\$41,093
 Total Potential Reduction in Funding:	 \$343,008

* 3 year average will vary depending on utilization.

Randy Jacquet reported that Lori Thuli attended the State Joint Finance Committee meeting and spoke for 2 minutes on the current BCA and IV-E reductions and how these additional planned cuts would severely impact the Children's Services Unit budget. Christy Duhr reported that the Economic Support Unit received 108 new referrals in March which usually averages 70 each month. Christy Duhr stated that these individuals are existing Richland County residents and most are the affect of layoff. Marilyn Rinehart noted that the Richland County Free Clinic has also noticed an increase in clients recently.

Approval of IT Purchases: Randy Jacquet stated that he authorized the purchase of a laptop prior to receiving Board approval, as the grant funding needed to be utilized and invoiced before March 31, 2009. Motion made by Betty Havlik, seconded by Ray Schmitz to approve the purchase of a laptop from CDW-G totaling \$998.99 which will be reimbursed by Elderly Benefit Specialist grant funding. Motion carried.

Approval to Accept Bid of a Retired 5310 Van: Linda Symons reported that three bids were received on a retired 1998 Dodge 14-passenger, non-accessible van which was acquired through a 5310 grant. Linda Symons requested that the first offer be accepted, however if the buyer is no longer interested, the second offer would be accepted. Motion made by Paul Kinney, seconded by Daniel Carroll to accept the bid submitted by Ben Wood in the amount of \$1,500 for the retired 1998 Dodge 14-passenger van, and should the first offer be rescinded, the second offer submitted by Paul Hammock in the amount of \$1,200 would be accepted, and forward the request onto the County Board for final approval. Motion carried.

WCHSA Spring Conference: Randy Jacquet noted that the WCHSA Spring Conference flier was distributed at the last meeting and he questioned if any Board members were interested in attending. Those interested were instructed to contact Angie Rizner no later than April 17, 2009 to register.

The next regular Board meeting is scheduled for Thursday, May 14, 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 Dr. Jenny Myszkowski, seconded by Paul Kinney to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor