

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 9, 2009

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on July 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, Dr. Jenny Myszkowski, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Christy Duhr, Diane Cox, Dean Deborah Cureton, Dr. Richard Edwards, Evertt Newberry, Gary Iliminen, Lawrence Sowle, Linda Symons, Lois Martin, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, and Tracy Thorsen.

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

Approve Minutes: Motion by Walter Gust, seconded by Betty Havlik to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Repair of West Office Building: Randy Jacquet reported that the Finance Committee instructed the UW-Richland Campus to submit a list of improvements needing to be made to the West Office should they wish to acquire the facility. Dean Deborah Cureton stated that they have visited the facility several times over the last few weeks and have a draft of the improvements that they would like to be considered. Fred Clary stated that the Finance Committee is most interested in the programming needs of the campus. Dean Cureton reported that their preliminary considerations are for the Art Department, Extension Office, Administrative Office, and special needs population.

Discussion was held regarding the existing roof being in need of repair, however it is not currently leaking. Evertt Newberry, UW-Richland Building Superintendent, stated that if Richland County does put the roof repairs out for bid that he would like to be consulted regarding the specifications that he would have. Randy Jacquet requested that UW-Richland Campus staff put the repairs out for bid to ensure their specific needs are met. Discussion was held regarding the proper process for the transfer of this building from the HHS Department to UW-Richland.

Dean Cureton reported that she has received “enthusiastic support” regarding the funds necessary for day-to-day operations of this building. Fred Clary questioned if the land and lease issues have been addressed and clarified in writing. Dean Cureton stated that she is in the process of researching this on her end. Lawrence Sowle reported that Attorney Ben

Southwick is awaiting a request from this committee. Randy Jacquet was instructed to contact Attorney Ben Southwick and request his assistance in this matter. Fred Clary noted that the West Office building was on the original list submitted to receive capital improvement funds from the County's Borrowed Money Fund.

Approval to Solicit Bids for various West Office Improvements: It was determined that Health and Human Services should solicit for roof bids, as UW-Richland has not officially acquired the building at this time and Board members would like to see the roof replaced as soon as possible. These bids would be reviewed at the August Health and Human Services Board meeting. It was noted that UW-Richland would be submitting a formal proposal for their intended use of the West Office at that time. Motion made by Robert Holets, seconded by Walter Gust to approve Health and Human Services solicitation of bids for replacing the West Office building roof with specification input from UW-Richland. Motion carried.

Veteran's Service Officer's Salary Review: Sandy Kramer stated that her salary must be reviewed annually on her anniversary date of August 21st. It was noted that a 2 ½% increase was offered to all other non-union staff on January 1, 2009. Sandy Kramer reported that the county receives an \$8,500 grant due to her full time position. Motion made by Fred Clary, seconded by Paul Kinney to approve the Veteran's Service Officer's salary increase by 2 ½% for 2009 effective August 21, 2009 and forward this request onto the Personnel Committee and County Board for final approval. Motion carried.

Richland Center Free Clinic Update: Dr. Richard Edwards reported that on average the Richland Center Free Clinic sees 40 individuals every Tuesday. It is operated by various professional community volunteers, including himself and Dr. Neil Bard. Dr. Edwards noted that approximately 1,417 patients were seen last year for mainly acute and chronic conditions in people that either have no insurance or are underinsured. It was noted that Badger Care Plus and Badger Care Core programs are being offered to patients that are eligible for these services. Discussion was held regarding the community donations that the Free Clinic receives. Dr. Edwards stated that he is here requesting that the same \$10,000 donation be considered in the 2010 Richland County Health and Human Services budget. It was noted that this is a pass through from the Finance Committee. Fred Clary noted that people could be eligible for COBRA options that may be subsidized up to 60%. Randy Jacquet stated that while he is in support of the Free Clinic, in addition to the \$10,000 county donation Health and Human Services Public Health Unit offers free nursing and administrative time to support the Free Clinic and our department is facing a significant budget reduction for 2010.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2009 Voucher Report was distributed and reviewed by Ray Schmitz. It was noted that Wertz Plumbing and Heating was awarded the air conditioner replacement project at the Community Services Building and the need for this replacement was not related to the expansion project. Discussion was held regarding the meals provided to the Viola Meal Site. Motion made by Ray Schmitz, seconded by Robert Holets to approve the

2009 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2009 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2009 Expense Reports	59	\$14,646.05
Richland County Health and Human Services – 2009 Vouchers	37	\$27,734.64
Richland County Health and Human Services – 2009 Prepaid Vouchers	18	\$5,344.94
TOTAL	114	\$47,725.63

2008 Budget Update – Audit Results: Patrick Metz stated that he has not received an official audit report from Vig & Associates at this time. Fred Clary noted that the 2008 overage of approximately \$350,000 is scheduled to be transferred from the General Fund during the next County Board meeting and this is the second year this department has needed a sizeable transfer.

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of May 31, 2009 and reported an anticipated overage of \$43,400 at this time. Patrick Metz reviewed each line item noting that much of the overage is due to delays in revenues and the accrual methods of our accounting system. The child care administrative loss in the Economic Support Unit was due to a State accounting error in 2008. Patrick Metz stated that there are three grants that will be fully utilized before the end of the year to offset any overage we may have. It was noted that we try to maximize revenues directly throughout the year, but this reconciliation usually occurs late in the year.

Patrick Metz reported that he is most concerned with unbudgeted placements at this time. It was noted that the unbudgeted institutional placements are currently \$89,939.

2010 State Budget Update: Randy Jacquet stated that he does not have an update at this time, as the State has not issued a formal announcement yet regarding the anticipated reductions.

Approval of Resignations: Randy Jacquet announced the resignation of Lois Martin, Long Term Support Manager effective August 3, 2009. Lois Martin stated that she has accepted a position with MetaStar performing Family Care reviews across the State. Randy Jacquet announced the resignation of Sarah Hibbard, AODA Counselor, effective July 3, 2009. Motion made by Betty Havlik, seconded by Walter Gust to approve the resignation of Sarah Hibbard, AODA Counselor, effective July 3, 2009 and Lois Martin, Long Term Support Manager, effective August 3, 2009. Discussion was held regarding the need to announce resignations to the Health and Human Services Board. Randy Jacquet stated that he would research the Personnel Committee policies to ensure this requirement. Randy Jacquet stated that generally when positions are vacated he takes a serious look at whether or not the positions should be refilled. Randy Jacquet noted that replacement of these two positions is necessary. Motion carried.

Approval to Appoint a Long Term Support Manager: Randy Jacquet requested that the current Long Term Support Supervisor, Cheryl Ketelhut be appointed to the Long Term Support Manager position. Lois Martin noted that Cheryl Ketelhut is qualified and credentialed for this position and she would recommend this appointment. Discussion was held regarding the job descriptions of the Long Term Support Manager and Supervisor positions and the credentialing requirements. Motion made by Betty Havlik, seconded by Paul Kinney to approve the appointment of Cheryl Ketelhut to the Long Term Support Manager position and forward this onto the Personnel Committee and County Board for final approval. Discussion was held regarding whether or not the agency has someone in mind internally to fill the vacated Long Term Support Supervisor position. Randy Jacquet stated that he would speak privately with those on staff that might be interested in the Long Term Support Supervisor position, and if no one is interested, the agency would advertise to refill the vacated position after Cheryl Ketelhut is appointed to the Long Term Support Manager position. Motion carried.

Richland County Nutrition Program Update: Marianne Stanek stated that Health and Human Services would be receiving \$10,419 in Federal stimulus monies for food purchases made by the Richland County Nutrition Program.

Public Health Report: Marianne Stanek reported that Health and Human Services received guidance from the Centers for Disease Control and Prevention (CDC) to prepare us for the anticipated late fall H1N1 vaccinations. Priority groups have been established regarding who may receive the vaccinations and additional information will be offered when available.

Discuss Client Eligibility for Health and Human Services Programs: Randy Jacquet noted that Robert Holets requested additional information regarding client eligibility for certain agency programs. Robert Holets questioned how income is verified to ensure that individuals are eligible for services. Christy Duhr distributed a handout that reflected what clients are asked to bring with them for any scheduled appointment with an Economic Support Specialist. Randy Jacquet noted that Economic Support funds are actually State funds that we are asked to manage and distribute on their behalf. It was noted that the State does offer some funding to the County for these operations, but it is minimal and the programs are mandated by the State and Federal government. Discussion was held regarding the percentage of individuals Health and Human Services sees that are illegal aliens. Christy Duhr stated that she would research this and report back at the next meeting.

Woodland Consultants Contract Update: Randy Jacquet reviewed the history of the Woodland Consultants contract noting that the original contract was \$40,400 which was increased to \$46,000 in March of 2008. The Community Services Building Expansion Oversight Committee approved an increase the contract to \$51,900 to cover at least some of the additional charges for this project. Randy Jacquet noted that the \$51,900 was included in the figures approved by the Finance Committee for engineering, legal, and misc; however, there was no formal amendment to the contract.

It was noted that Larry Fowler was named Project Manager by the Community Services Building Expansion Oversight Committee for up to an additional \$10,000 in charges.

Community Services Building Expansion Update: Randy Jacquet stated that the project is progressing along smoothly with an anticipated completion date of August 31, 2009.

Approval of Preliminary Moving Plans: Randy Jacquet reported that the Children's Services Unit and Public Health offices are tentatively scheduled to move August 17, 2009. The West Office is tentatively scheduled to move to the Community Services Building the week of August 24, 2009 and the ADRC is tentatively scheduled to move to the Community Services Building September 7, 2009. Randy Jacquet questioned if the Board had any questions or issues with this tentative schedule.

Randy Jacquet stated that, as part of these preliminary moving plans, the agency received an estimate from Pratt Freight Service, Inc. for the moving of large, heavy items from the West Office and ADRC to the Community Services Building which totaled \$2,800. It was noted that the agency already utilized Pratt Freight Service to dispose of old equipment and to move and temporarily store furniture/equipment until the expansion project was complete which totaled \$850. Randy Jacquet noted that the agency would like the Board's support to recommend that these fees totaling \$3,650 be submitted to the Community Services Building Expansion Oversight Committee for payment through that project. It was determined that these expenses would not have been incurred if not for the expansion project.

Discussion was held regarding furniture that might be remaining after the consolidation of the three offices. Angie Rizner was instructed to develop a list of available furniture which is to be offered to all other county departments via email. It was noted that those unused items should remain in the building they currently occupy awaiting pick up by other interested county departments. If other county departments are not interested in the items, they should be sold to a used furniture vendor. Motion made by Dr. Jenny Myszkowski, seconded by Ray Schmitz to approve the preliminary moving plans and the utilization of Pratt Freight Service, Inc. to perform the disposal, moving, and temporary storage needs associated with this project, and forward the fees onto the Community Services Building Expansion Oversight Committee for payment. Motion carried.

The next regular Board meeting is scheduled for Thursday, August 13, 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 Paul Kinney, seconded by Marilyn Rinehart to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor