

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
September 10, 2009

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on September 10, 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, Char Gald, Christy Duhr, Gary Ilminen, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, Tracy Thorsen, and Windy Goodman.

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

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

Citizen Comments: None.

Approval of 2010 Veterans Service Office Transportation Grant: Sandy Kramer announced that this is an annual grant request and the funding received is based upon how many counties apply and how many veterans are actually transported to/from appointments. Sandy Kramer noted that a requirement of this grant is that a transportation program for elderly is operational in Richland County. Randy Jacquet stated that at this time a transportation program for elderly is still included in the 2010 Health and Human Services budget. Motion made by Betty Havlik, seconded by Paul Kinney to approve the 2010 Veterans Service Office Transportation Grant. Motion carried.

Approval of 2010 Veterans Service Office Budget: Sandy Kramer presented the 2010 Veterans Service Office budget which reflected a 15% reduction in health insurance as directed by the County Finance Committee. Sandy Kramer noted that since the department was able to share in the expenses of a part-time employee over the last few years, the department was able to purchase replacement equipment with those savings in salary. In 2010, those savings will be used to offset the required reduction in health insurance. Sandy Kramer noted that the grant fund listed is an approximation, but has historically been \$500. Motion made by Robert Holets, seconded by Paul Kinney to approve the 2010 Veterans Service Office Budget. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2009 Voucher Report was distributed and reviewed by Ray Schmitz. Motion made by Ray Schmitz, seconded by Walter Gust 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	64	\$16,099.29
Richland County Health and Human Services – 2009 Vouchers	36	\$34,774.37
Richland County Health and Human Services – 2009 Prepaid Vouchers	20	\$12,694.74
TOTAL	120	\$63,568.40

Ray Schmitz reported that the Finance Sub-Committee discussed the possibility of sharing expenses throughout the county, including lawn mowing and snow removal at the Community Services Building. Ray Schmitz stated that during these tough economic times, efficiencies must be sought and the committee requested that their ideas be forwarded onto the Personnel Committee for consideration.

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of July 31, 2009 which reflected a deficit of \$375,617. Patrick Metz stated that this overage is due in part to a significant increase in workman's compensation, delays in revenues, and over projection of Comprehensive Community Services (CCS) revenues. It was noted that the previous Lakeview Health Care Center issue has been resolved and Health and Human Services will be receiving a reimbursement for these payments. Patrick Metz stated that the projected overage also includes a 2008 CCS reconciliation payback of \$130,388.

Tracy Thorsen distributed a handout that explained the CCS Medicaid revenue reconciliation issue, how this error occurred, and what actions have been taken to address these errors. It was noted that the final budget impact that the CCS program has on the 2009 Health and Human Services budget is anticipated to reach over \$250,000. Discussion was held regarding the reduction of CCS staff and their ability to collect revenues. Tracy Thorsen stated that eliminating these positions equates to a savings of approximately 40% of their actual position; however, the program could no longer support the expense of these staff. Discussion was held regarding the methodology flaw and the transferring of monies between 2007 to 2008 and 2008 to 2009 budget years. Jeanetta Kirkpatrick stated that the CCS program began in 2006 and questioned why it took 3 years to discover this methodology flaw. Tracy Thorsen stated that this was primarily due to many changes that the program experienced over those 3 years. Patrick Metz stated that the billable rate was based on our historical rate and this rate did not change over the years. The billable rate did not match the actual received revenues and there was an internal communication issue, as well as an issue with the State not approving our rates timely. Tracy Thorsen stated that this rate should be reviewed quarterly and adjusted as needed.

Patrick Metz stated that the worst case scenario for the Health and Human Services budget by the end of 2009 is an anticipated overage of \$375,000 or more. Discussion was held regarding the additional pay period in 2009. Patrick Metz noted that this has not been included in the anticipated overage since the county stated previously that they would be

covering the additional pay period for all departments that were affected. Randy Jacquet stated that all administrative staff involved in the CCS program reconciliation are at fault and these staff are not trying to make excuses, but simply trying to explain what happened. Lori Thuli stated that the agency would have had higher institutional costs if the agency no longer operated the CCS program.

Review and Approve Additional 2009/2010 Health and Human Services Budget Reduction Measures: Randy Jacquet distributed two handouts that outlined further reductions to the 2009/2010 budget which brings the total reductions at this time to \$502,538. The following 5 positions were included in the reduction measures:

Economic Support Specialist	Economic Support Unit	\$50,712
Confidential Admin Secretary	Admin Services/Children's	\$53,762
RN/Care Manager	Long Term Support	\$68,674
Data Specialist	Long Term Support/Admin	\$47,556
File Clerk	Long Term Support/Admin	<u>\$36,304</u>
	Total Reductions:	\$257,008

Randy Jacquet stated that of the 5 positions listed, 4 positions have been reduced due to the directives received from the Southwest Family Care Alliance (SFCA) as part of the 2009/2010 rate negotiations. Patrick Metz stated that the SFCA is projecting additional reductions in 2011. Jeanetta Kirkpatrick noted that the total reductions implemented by Health and Human Services from 2008-2009 totals \$937,281.

Walter Gust stated that the reduction to the Temp/Casual Nutrition Driver should remain as presented with the 3-month extension, as the Rockbridge Meal Site will begin operating with volunteers in mid-November. Marianne Stanek stated that the Richland County Nutrition Program has assumed the responsibility of arranging these volunteers. Motion made by Paul Kinney, seconded by Betty Havlik to approve the additional 2009/2010 Health and Human Services Budget Reduction Measures. Motion carried.

Fred Clary arrived.

Approval of 2010 Health and Human Services Budget: Randy Jacquet stated that he would like to request additional time to prepare the 2010 Health and Human Services budget noting that the County Finance Committee meeting is scheduled for September 18, 2009. Randy Jacquet requested a special budget meeting be held next week. Motion made by Paul Kinney, seconded by Walter Gust to postpone the approval of the 2010 Health and Human Services Budget and a Special Budget Meeting was scheduled for 5:30pm on Wednesday, September 16, 2009 in the Main Conference Room of the Community Services Building. Motion carried.

Personnel Updates: Randy Jacquet announced the resignation of Shirley Olson, RN/Care Manager, effective August 28, 2009 and the retirement of Kathy Ehorn, Economic Support Specialist, effective December 31, 2009. Discussion was held regarding the vacant AODA Counselor position and the certification requirements.

Richland County Nutrition Program Update: Marianne Stanek stated that the Richland County Nutrition Program Advisory Committee met in August. The agency is working on meal site reviews and meeting all program requirements.

Marianne Stanek noted that the Grace Community Church has volunteered to deliver the meals to the Rockbridge Meal Site and we are organizing their volunteer criminal background checks and the completion of all required paperwork for volunteers.

Discussion was held regarding the upcoming elimination of the Clerical II position that supports the Richland County Nutrition Program.

Public Health Influenza Clinics Update: Marianne Stanek reported that there are many changes being announced with the H1N1 virus. Many meetings have been scheduled to be planning for the H1N1 vaccination clinics. Marianne Stanek stated that the H1N1 vaccine is provided by the Federal Government, but we are not sure when they will be available locally. Richland County is scheduled to receive an additional \$30,000 in 2009 for H1N1 initiatives and Wisconsin counties are due to receive an additional \$10m in 2010 for these initiatives. Marianne Stanek noted that the vaccinations would be sent in partial shipments and a vaccination schedule would be developed for certain target groups. It was noted that the details are still being worked out locally.

Marianne Stanek requested that the charges for the influenza vaccine in 2009 increase from \$25 to \$28 and the pneumonia vaccine would remain the same at \$40. Motion made by Walter Gust, seconded by Paul Kinney to approve an increase in the 2009 charge for the influenza vaccine from \$25 to \$28 per dose and the pneumonia vaccine would remain \$40 per dose. Motion carried.

Processing Badger Care Core Plan Applications for the State: Randy Jacquet stated that in the past the Badger Care Core Plan applications have been processed electronically by the State; however, these applications are not being processed timely. The State is now requesting that counties assist with the processing of these applications and the State would reimburse staff time and our agency expenses. Discussion was held regarding whether or not the agency should assist the State. Patrick Metz stated that assisting the State could become a cash flow issue. Christy Duhr stated that two Economic Support Specialists are interested in putting in the extra hours and our county citizens are in need of this support, as they are not getting their benefits. Motion made by Robert Holets, seconded by Marilyn Rinehart to approve the processing of Badger Care Core Plan Applications for the State by our Economic Support Specialists, while receiving reimbursement from the State for all staff time and agency expenses related to the project. Motion carried.

Approval of Contracts, Amendments, and Providers (Mailout #1): Tracy Thorsen stated that the agency has historically had an Memorandum of Understanding (MOU) with UW-Richland for services provided in our Outpatient Clinic and they are now requesting that a mental health counselor actually be on campus providing these services. It was noted that the agency would receive \$9,000 annually. Motion made by Betty Havlik, seconded by

Ray Schmitz to approve the new 2009 revenue contract and forward it onto the County Board for approval. Motion carried.

Gary Ilminen reported on the amended Aging & Disability Resource Center (ADRC) contracts noting that these approvals reflect changes to the State funding of the satellite offices. Discussion was held regarding the MOU in place with the Richland County Satellite Office. It was noted that two of the contracts would need to go back to the County Board for approval, as the new contract amount exceeded more than 15% of the original contract that was previously approved by the County Board. Motion made by Robert Holets, seconded by Walter Gust to approve the amended 2009 contracts and forward those as necessary onto the County Board for approval. Motion carried.

Community Services Building Expansion Update: Randy Jacquet stated that since the last meeting all West Office and ADRC staff have moved into the Community Services Building. The construction work is nearly complete and there are punch list items that are currently being addressed. Robert Holets stated that the committee plans on one more meeting that is scheduled for October 1, 2009. Randy Jacquet stated that of the \$150,000 contingency, approximately \$95,000 remains unused at this time.

Approval of Resolution to Sell Unused Furniture and Equipment: Randy Jacquet stated that various furniture and equipment items are available for other county departments since the consolidation of the West Office and ADRC. Discussion was held regarding the status of the items that are available. Angie Rizner noted that she worked with Emergency Management during the moving of the ADRC to ensure that items they were interested in were not moved twice by Pratt Freight Service, as previously instructed by the Health and Human Services Board. Pratt Freight Service moved all other items into the basement hallway of the Courthouse so they could be inventoried and offered to other county departments. The unused items at the West Office are also scheduled to be inventoried and included in the inventory list. Once this list is finalized, it will be emailed to all county department heads along with a schedule for viewing and moving the items they are interested in. Health and Human Services is requesting that a resolution come before the County Board in September authorizing the sale of any unused furniture and equipment. Motion made by Robert Holets, seconded by Ray Schmitz to approve the creation of a resolution to sell unused furniture and equipment after the other county departments have made their selections and forward this onto the County Board. Motion carried.

Community Services Building Open House: Randy Jacquet stated that the agency is proposing to hold an open house at the Community Services Building in late October or early November. The Board supported holding such an event, and requested that it be held from 4-6pm. It was noted that an internal committee had been assembled to organize the event details.

The next regular Board meeting is scheduled for Thursday, October 8, 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 Ray Schmitz, seconded by Robert Holets to adjourn the meeting.
Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor