

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**January 14, 2010**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on January 14, 2010 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Bonnie Tydrich, Cheryl Ketelhut, Christy Duhr, Diane Cox, Gary Iminen, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Sandy Kramer.

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

Approve December 10, 2009 Health and Human Services Board Minutes: Motion by Paul Kinney, seconded by Betty Havlik to approve the Health and Human Services Board Minutes. Motion carried.

Approve December 29, 2009 Special Health and Human Services Board Minutes: Motion by Robert Holets, seconded by Walter Gust to approve the Special Health and Human Services Board Minutes. Motion carried.

Citizen Comments: None.

Approval of 2010 Veterans Service Office Grant: Sandy Kramer reported that the Veterans Service Office receives this grant annually which totals \$8,500 and a check is issued in June. Motion by Walter Gust, seconded by Betty Havlik to approve the 2010 Veterans Service Office Grant and forward it onto the County Board for approval. Motion carried.

Discussion of Assistance Needy Veterans Grant Letters from Health and Human Services: Sandy Kramer stated that the Veterans Service Office has access to a grant which can secure dentures, hearing aids, etc. for veterans in need. The Veterans Service Office has various items that need to be completed and submitted as part of the veteran's application. In addition, the Veterans Service Office is requesting that a letter be submitted by Health and Human Services noting that there are no local dentists within the county that accept Medicaid. Sandy Kramer noted that there is one dental provider in Hillsboro that accepts Medicaid, but Hillsboro is outside of our county. Sandy Kramer stated that the Veterans Service Office has had difficulty obtaining the necessary letter from Health and Human Services.

Christy Duhr stated that the Economic Support Unit has no way to research or survey what dentists in the county accept Medicaid. Christy Duhr recommended that the Veterans Service Office do the necessary dental office research, and then the Economic Support Unit would sign

off on a letter noting that the veteran is eligible for Medicaid. Christy Duhr noted that a release of information should also be signed by veterans requesting communications be held on their behalf between the Veterans Service Office and the Economic Support Unit of Health and Human Services.

Discussion was held regarding Medicaid fraud and the burden that would be placed on the Economic Support Unit to conduct this research on the behalf of each veteran applying for services. Sandy Kramer noted that this also places a burden on the Veterans Service Office. It was determined that the Veterans Service Office should conduct the dental office research on the behalf of the veteran in need and work cooperatively with the Economic Support Unit regarding Medicaid and other benefit eligibility.

Approval of Health and Human Services Vouchers: Betty Havlik questioned the voucher discussion held last month relating to the Mississippi Valley Healthcare bill of \$22,000. Fred Clary stated that the private pay individual or guardian should be forced to pay or they are discharged. Randy Jacquet noted that this individual has been protectively placed by the Richland County Court System and Health and Human Services is not able to remove the individual without a secondary placement. Randy Jacquet stated that Attorney Ben Southwick has offered to place a lawsuit against Mississippi Valley Healthcare, but that is not a favorable solution, so other options will be pursued.

Betty Havlik questioned how Passages accesses their annual pass-through allocation from the County Finance Committee. Angie Rizner stated that they invoice the agency and their final request for a \$3,000 payment for 2009 was just recently received. Discussion was also held regarding the fees Kevin Carley charges for snowplowing, salting and snow removal.

The Richland County Health and Human Services 2009/2010 Voucher Report was distributed and reviewed by Ray Schmitz. Barb Scott clarified the Five Star Telecom invoice of \$722.93 noting that this is in relation to the Community Services Building Expansion Project and the inability of Genuine Telecom to meet our contractual service needs. Genuine Telecom has since fixed the problem with the help of Five Star Telecom at our request. Ray Schmitz noted that the Finance Sub-Committee excluded payment of this invoice from their voucher approval, noting that the bill should be forwarded onto Genuine Telecom.

Fred Clary questioned if the invoices that are due to be reimbursed will be done timely. Patrick Metz stated that these invoices must be expensed first before we can claim to be reimbursed and it usually takes up to 60 days to receive the funds. Motion made by Robert Holets, seconded by Ray Schmitz to approve the 2009/2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below with the exception of the Five Star Telecom invoice totaling \$722.93. Roll Call Vote. Paul Kinney, Betty Havlik, Robert Holets, Jeanetta Kirkpatrick, Ray Schmitz, and Marilyn Rinehart voted for the motion. Walter Gust and Fred Clary voted against the motion. Motion carried.

**2009/2010 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2009 Expense Reports	60	\$11,849.52
Richland County Health and Human Services – 2010 Vouchers	7	\$3,333.69
Richland County Health and Human Services – 2009 Vouchers	62	\$53,463.13
Richland County Health and Human Services – 2009 Prepaid Vouchers	25	\$20,146.80
Richland County Health and Human Services – 2010 Prepaid Vouchers	1	\$45.00
<b>TOTAL</b>	<b>155</b>	<b>\$88,838.14</b>

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of November 30, 2009, and reported an overage of \$446,349.

Fred Clary questioned the Health and Human Services approximate \$1.2 million deficit that was announced at the County Finance Committee meeting yesterday. Patrick Metz distributed a handout that listed the Health and Human Services Fund 56 outstanding revenues of \$707,444 as of January 13, 2010. It was noted that the approximate 60 day delay in State revenues is not new and the system has been operating like this for many years. Patrick Metz noted that not included in the \$707,444 would be additional transfers from Funds 54, 59 and 63 which occur later in the year and adjusts the net overage to \$427,349. Additionally, removing the unbudgeted 27<sup>th</sup> payroll totaling \$156,269 and Comprehensive Community Services revenue issues totaling \$225,000 would reduce the 2009 Health and Human Services overage to \$46,080.

Discussion was held regarding the delay in State revenues and the need for the County Board Officials to contact legislatures to force quicker reimbursements. It was noted that this is a serious issue and is impacting the financial status of the county.

2010 Budget Update and Approval of Furlough Process: Randy Jacquet stated that Health and Human Services’ “plan B” includes 4 furlough days for all non-union employees and furlough days for union employees, once direction has been given by the County Personnel Committee. Randy Jacquet requested that a resolution be created to clarify the language necessary to address that employees would not lose their benefits with the implementation of furlough days. Randy Jacquet noted that some employees have also offered taking time off without pay or unpaid leaves of absence but only if they would not lose their benefits. It was noted that this topic is on the County Finance Committee agenda and it is not necessary for this Board to initiate a resolution. Jeanetta Kirkpatrick clarified the language to be used; non-union staff can be issued “furloughs”, but union staff must be issued “lay off” days or “unemployment” only.

Impact of 2010 Southwest Family Care Alliance Contract Reductions with Health and Human Services: Randy Jacquet stated that the agency has been in negotiations with the Southwest Family Care Alliance for the last few months and part of the negotiations included a rate reduction to the in-home skilled nursing services being offered by the Long Term Support Unit in 2010. This rate reduction resulted in the layoff of three employees; Barb Ottesen, Meghan Rohn and Eula Wallace. Randy Jacquet noted that Eula Wallace may retire in February 2010,

but Barb Ottesen and Meghan Rohn would be laid off in February or March 2010 after a service transition period.

Jeanetta Kirkpatrick questioned when the Southwest Family Care Alliance would be done negotiating rates. It was noted that the rates are now set for 2010, but additional reductions are already being anticipated for 2011. Patrick Metz noted that this reduction also impacts the Administrative Services Unit, as these three positions also assisted the Long Term Support Unit with administrative duties.

Health and Human Services Board Member Vacancy Update: Randy Jacquet announced that Dr. Richard Edwards is interested in returning to the Health and Human Services Board due to the recent resignation of Dr. Jenny Myszkowski. Randy Jacquet noted that the Health and Human Services Board is required to have a medical doctor representative. Motion made by Paul Kinney, seconded by Marilyn Rinehart to recommend Dr. Richard Edwards to complete the Health and Human Services Board member term vacated by Dr. Jenny Myszkowski, and forward this recommendation onto the Committee on Committees. Motion Carried

Personnel Updates: Randy Jacquet announced the resignation of Gary Iliminen, Regional Aging & Disability Resource Center Manager, effective January 19, 2010. Gary Iliminen reported that he has accepted a position with WPS in Madison, and thanked Richland County for the opportunity.

Economic Support Unit Update: Christy Duhr distributed a handout which reflected the caseloads, intakes, and FoodShare applications received by the Economic Support Unit over the last three years. Christy Duhr noted that she has seen more new people than she has ever seen before. Additionally, current clients who may have only asked for one benefit before are now asking for additional benefits to compensate for wage or benefit reductions. Caseloads have increased from 1,630 in 2007 to 1,735 in 2008 and to 1,816 in 2009. There were 738 new intakes in 2007, 806 in 2008, and 849 in 2009. FoodShare applications increased dramatically from 903 in 2007 to 980 in 2008 and 1,200 in 2009.

Regional Aging & Disability Resource Center Update: Randy Jacquet stated that, with the announcement of Gary Iliminen's resignation, the Regional Aging & Disability Resource Center is looking at various options including the merger of offices. It has been decided not to replace the Regional Aging & Disability Resource Center Manager position at this time, but rather take some time to research more cost effective options. Walter Gust reported that the State and the eight county consortia are discussing options, but the possibility of changing things is not looking very favorable at this time. Discussion was held regarding the potential options and barriers.

Gary Iliminen distributed and reviewed a Regional Aging & Disability Resource Center – North Progress Report for 2009. It was requested that this report be incorporated into the 2009 Agency Annual Report.

Approval of Contracts, Agreements, and Amendments (Mailout #1):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (1-14-10)</b>		
<b>GANDER'S CLEANING SERVICE</b>	A provider of janitorial services and supplies at the Community Services Building for January and February. (Richland Center)	For a total amount not to exceed <b>\$4,000</b> .
<b>HIDDEN SPRING CLINIC</b>	A provider of psychotherapy services for Comprehensive Community Services clients being served by the Clinical Services Unit. (Westby)	For a total amount not to exceed <b>\$5,000</b> .
<b>KEVIN CARLEY</b>	A provider of snow plowing and snow removal services at the Community Services Building. (Richland Center)	For a total amount not to exceed <b>\$5,000</b> .

Angie Rizner recommended that a two month agreement be entered into with Gander's Cleaning Service while negotiations continue and further cost reductions are researched. Discussion was held regarding the janitorial services provided by Gander's Cleaning Service. It was noted that monies were budgeted for janitorial services and supplies in the 2010 Health and Human Services budget. Motion made by Robert Holets, seconded by Betty Havlik to approve the Gander's Cleaning Service agreement. Motion carried.

Fred Clary questioned if the Hidden Spring Clinic agreement would be at an additional cost to the program. Tracy Thorsen clarified that this would not be an additional cost. Motion made by Robert Holets, seconded by Betty Havlik to approve the Hidden Spring Clinic agreement. Motion carried.

Randy Jacquet announced that the Property Committee had previously agreed (as recommended from the Health and Human Services Board) to utilize the Courthouse janitorial staff for snowplowing at the Community Services Building, provided they "had the time." Unfortunately, the Courthouse janitorial staff has not had the time, nor do they feel they have the equipment necessary to properly take care of the Community Services Building parking lots. It was noted that the County Board Chair does not feel that the Courthouse janitorial staff has time available for this additional duty.

Angie Rizner reported that Kevin Carley charges \$60 per plow at the Community Services Building, \$10 for clearing the sidewalks, \$40 for salting the lots, and \$60 per hour for snow removal services. A competitive bidding process was followed for the 2008/2009 plowing season and Kevin Carley was the lowest bidder. Motion made by Jeanetta Kirkpatrick, seconded by Walter Gust to approve the Kevin Carley agreement. Roll Call Vote. Walter Gust, Jeanetta

Kirkpatrick, and Betty Havlik voted for the motion. Paul Kinney, Robert Holets, Fred Clary, and Ray Schmitz voted against the motion. Motion denied.

Fred Clary questioned why Kevin Carley charges the Symons Recreation Complex \$40 per plow, and stated that he would contact Kevin Carley personally before our next meeting to request clarification. Discussion was held regarding the need to share expenses and increase efficiencies throughout the county. It was noted that this expense was included in the 2010 Health and Human Services budget. Motion made by Walter Gust, seconded by Robert Holets to approve the Kevin Carley agreement until the February Health and Human Services Board meeting allowing time for Board members to negotiate with Kevin Carley. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (1-14-10)</b>		
<b>TREMPEALEAU COUNTY HEALTH CARE CENTER</b>	Due to an additional client placed under civil commitment in January which is likely to continue for 60-90 days and an increase in daily rate. (Whitehall) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$86,000.</i>  To a total contract amount not to exceed <b>\$126,000.</b>

Tracy Thorsen noted that this would be an unplanned placement budget expense. It was noted that this placement would ultimately save money and eliminate the need for an expensive Mendota placement. The 2010 budget does contain some monies for unplanned placements, but this placement may use a significant portion of that amount. Motion made by Paul Kinney, seconded by Walter Gust to approve the amended 2010 contract. Motion carried.

Jeanetta Kirkpatrick announced that the Clinical Services Unit was inspected recently and received positive comments from the State inspector.

Approval of 2010 Vehicle Lease Agreements and Memorandum of Understanding (Mailout #2):  
It was noted that Schmitt Woodland Hills and Pine Valley Healthcare pay their own vehicle liability insurance. Motion made by Paul Kinney, seconded by Ray Schmitz to approve the 2010 vehicle lease agreements and memorandum of understanding. Motion carried.

Community Services Building Expansion Project Review: Randy Jacquet announced that the financials of the Community Services Building Expansion Project came in right on target and of the \$151,005.54 contingency fund, only \$77,662.22 was spent which left a contingency balance of \$73,343.32.

Randy Jacquet stated that he would like to extend a sincere thank you to various staff members and managers for their work on this project, which was performed in addition to their regular full-time jobs. Special mention was given to Barb Scott and Jason Marshall for their exemplary work in relation to the information technology needs of the agency. The Health and Human Services Board presented Angie Rizner with a plaque in appreciation for her leadership, dedication, and attention to detail in making the Community Services Building expansion and remodeling project successful.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Complete the Annual Performance Evaluation of the Director: Motion by Betty Havlik, seconded by Paul Kinney to convene in closed session per Wis. Statutes 19.85(1)(C) to complete the annual performance evaluation of the Director. Motion carried.

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

The next regular Board meeting is scheduled for Thursday, February 11, 2010 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 Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor