

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 8, 2010

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 8, 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, Dr. Richard Edwards, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, and Robert Holets.

Members Absent: Walter Gust

Others Present: Angie Rizner, Cheryl Ketelhut, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Windy Goodman.

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

Approve March 11, 2010 Health and Human Services Board Minutes: Motion by Dr. Richard Edwards, seconded by Marilyn Rinehart to approve the Health and Human Services Board Minutes. Motion carried.

Citizen Comments: Fred Clary stated that the April Wisconsin Counties magazine includes an article on managing budgets after the stimulus funding ends. The State of Wisconsin received \$3,452,277,000 in stimulus funds to use during the 2009-2011 State budget time period. These funds were allocated primarily to highway departments, human service departments and schools; however, in 2011 those stimulus funds will be gone, including an approximate \$12,000,000 in Youth Aids. Randy Jacquet stated that he is certain the next State budget will seriously affect our 2012 budget. Fred Clary advised the agency to begin preparing for this additional reduction in funding.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010 Voucher Report was distributed and reviewed by Ray Schmitz. Ray Schmitz stated that the Health and Human Services Board meeting is being held early this month, so not all the expenses have been reported at this time. Fred Clary questioned a few vendor expenses. It was noted that Pellitteri Waste Systems services the agency's confidential shredding needs; Rhyme Business Products holds our 5 year copier leases; the Richland School District rents the Rockbridge School as a Nutrition Program meal site; and Riverside Publishing supplies Birth to Three Program materials. Motion made by Ray Schmitz, seconded by Paul Kinney to approve the 2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2010 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2010 Expense Reports	45	\$12,910.35
Richland County Health and Human Services – 2010 Vouchers	28	\$15,254.37
Richland County Health and Human Services – 2010 Prepaid Vouchers	24	\$7,216.31
TOTAL	97	\$35,381.03

2009 Budget Update: Patrick Metz stated that the auditors will be here the end of the month and Health and Human Services is anticipating an overage of approximately \$378,000, noting that we are still waiting for some Youth Aids funding. Fred Clary questioned if those funds would be allocated to the unbudgeted institutional account for children, since the County Board has already authorized a transfer of \$380,000 to Health and Human Services for 2009. Discussion was held regarding where the funds should be allocated in 2010.

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of February 28, 2010. Patrick Metz stated that the budget looks on target at this time and is under budget \$6,304. Each category was reviewed in detail.

Patrick Metz noted that the Administrative Services operations line item is over \$10,268 due to some unexpected expenses - we utilized Gander's Cleaning Service for 1½ months, we were assessed tax on our leased copiers, and we budgeted for revenues from the Program Assistant positions through the SFCA which have recently been removed from our contract. Fred Clary noted that historically the City of Richland Center assesses property taxes on business equipment for local businesses and it is likely that the City has just begun assessing these taxes to vendors outside the county. Patrick Metz noted that we did contact the City Assessor and she stated that the City can charge tax on leased equipment to tax exempt entities, but not on owned or lease-to-own equipment.

Patrick Metz stated that the overage in the ADRC is primarily due to the previously discussed Mississippi Valley Healthcare Services APS placement who has now been relocated. It was noted that the overage in the Economic Support Unit is due to a delay in W-2 revenues.

Cheryl Ketelhut reported that the Long Term Support Unit was able to retain one Program Assistant position with the anticipated resignation of an RN position. The Southwest Family Care Alliance (SFCA) agreed to this change for 2010, but it is unlikely that this will continue for 2011 as other cuts will need to be made to meet the anticipated contract with the SFCA.

Tracy Thorsen stated that the Clinical Services Unit has seen an increase in mental health inpatient stays and expensive placements in the first 2 months of 2010 which could be problematic. Tracy Thorsen reported on the unbudgeted institutional placements for adults noting that there were 2-3 individuals with 2 or more weeks at an institution, totaling \$46,075.

Patrick Metz reported on the unbudgeted institutional placements for children noting that a child remains at Southern Oaks and the costs for 2 months total \$16,200. A child was also placed at

the Winnebago Mental Health Institute. Tracy Thorsen noted that Health and Human Services must pay the entire \$4,290 up front for the placement and the State will reimburse up to 75% of that fee. It was noted that the Children’s Unit at Mendota Mental Health Institute was closed last year. Randy Jacquet stated that the agency is looking at other options to keep individuals out of the Winnebago Mental Health Institute. Discussion was held regarding secure detention costs for placing children in LaCrosse.

Personnel Updates: Randy Jacquet reported that Darin Steinmetz, Economic Support Specialist, has passed probation and is being recommended to be placed on regular status effective April 14, 2010. Motion made by Dr. Richard Edwards, seconded by Betty Havlik to approve the probationary period of Darin Steinmetz, Economic Support Specialist. Motion carried.

Approval of Contracts, Agreements, and Amendments: Tracy Thorsen stated that there were some additional costs for VARC, Inc. and this was discovered as we were preparing for the 2009 audit. Randy Jacquet noted that it was also found that the Wisconsin Early Autism Project spent over the approved contract for 2009. It was noted that these contracts have been budgeted for with either Comprehensive Community Services or State funds, and would have no effect on the 2009 Health and Human Services budget.

Ray Schmitz questioned how many clients are being served by VARC, Inc. Tracy Thorsen stated that approximately 5-10 individuals are being served and about half of the \$54,000 is due to services at the sheltered workshop, while the remaining balance of the contract is for supportive employment of individuals in the community. It was noted that these are services provided to clients with mental health diagnoses.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (4-8-10)		
VARC, INC.	Due to an increased need for utilizing the work facility. (Viroqua) <i>This will not require County Board approval.</i>	<i>Original Contract Amount: \$29,500.</i> <i>Amended Contract Amount: \$48,000</i> To a total contract amount not to exceed \$54,000.
WISCONSIN EARLY AUTISM PROJECT (WEAP)	Due to an increased need for intensive in-home autism services and therapeutic resources for the Children with Disabilities Program. (Madison) <i>This will not require County Board approval.</i>	<i>Original Contract Amount: \$65,000.</i> To a total contract amount not to exceed \$69,000.

Motion made by Betty Havlik, seconded by Paul Kinney to approve the amended 2009 contracts. Motion carried.

Approval of Caregiver Coalition Planning Grant (Mailout #1): Randy Jacquet reported that Aging & Disability Resource Center would receive \$5,000 to develop a Caregiver Coalition through the Greater Wisconsin Agency on Aging Resources (GWAAR). Discussion was held regarding the National Family Caregiver Support Program and those caregivers who are in need of support. It was noted that those individuals who are eligible for Family Care are not eligible for this program. Randy Jacquet stated that we are only able to claim reimbursement for direct expenses which may or may not total the \$5,000 grant. Motion made by Dr. Richard Edwards, seconded by Ray Schmitz to approve the Caregiver Coalition Planning Grant and forward it onto the County Board for approval. Motion carried.

Approval of Resolution Recognizing Senior Nutrition Program Volunteers (Mailout #2): Marianne Stanek stated that April is National Volunteer Month and it is an appropriate time to recognize our Senior Nutrition Program volunteers. Motion made by Robert Holets, seconded by Paul Kinney to approve the resolution recognizing Senior Nutrition Program volunteers, and forward it onto the County Board for approval. Motion carried.

Approve Utilization of ADRC Office Space for Social Security Disability Evaluations: Randy Jacquet stated that the ADRC Benefit Specialist Program verifies whether or not individuals qualify for social security, and many of these psychological evaluations are performed outside the county at this time. Dr. Kurt Weber, contracted Clinical Psychologist with Social Security, has requested to utilize a space at the Community Services Building to perform these functions on an as needed basis. Dr. Kurt Weber has offered to pay a rental fee of \$50 per day for the use of the office only. Discussion was held regarding notifying the front desk regarding the logistics of his appointments. It was noted that the revenue funds would need to go directly to the County's General Fund and could not be kept by Health and Human Services. Motion made by Robert Holets, seconded by Betty Havlik to approve the utilization of an ADRC Office Space at the Community Services Building for Social Security disability evaluations at a rental fee of \$50 per day which must be deposited into the County's General Fund. Motion carried.

WCHSA Spring Conference: The Health and Human Services Board reviewed the agenda for the Spring WCHSA Conference in Elkhart Lake on May 12 – 14, 2010. Discussions were held regarding the value of the previous conferences. Randy Jacquet noted that the next Health and Human Services Board meeting is scheduled during this timeframe as well and we would have to ensure a quorum at that meeting. This interested in attending were instructed to contact Randy Jacquet prior to April 26, 2010.

The next regular Board meeting is scheduled for Thursday, May 13, 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 Paul Kinney, seconded by Dr. Richard Edwards to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor