

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**May 13, 2010**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 13, 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, Robert Holets, and Walter Gust.

Members Absent: Ray Schmitz.

Others Present: Angie Rizner, Barb Scott, Cheryl Ketelhut, Christy Duhr, Katie Erb, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, and Randy Jacquet.

Approve Amended Agenda and Posting: Motion by Betty Havlik, seconded by Robert Holets to approve the amended agenda and proper posting. Motion carried.

Election of Officers: Motion by Paul Kinney, seconded by Robert Holets to approve the nomination of Jeanetta Kirkpatrick as the Health & Human Services Board Chair. Motion by Dr. Richard Edwards, seconded by Fred Clary to close the nominations and cast a unanimous ballot. Motion carried.

Motion by Walter Gust, seconded by Fred Clary to approve the nomination of Robert Holets as the Health and Human Services Vice Chair.

Motion by Paul Kinney, seconded by Marilyn Rinehart to approve the nomination of Dr. Richard Edwards as the Health and Human Services Vice Chair.

Motion by Marilyn Rinehart, seconded by Fred Clary to close the nominations and enter into paper ballot voting. The paper ballots were collected and read by Angie Rizner. Five votes for Robert Holets and three votes for Dr. Richard Edwards. Robert Holets was elected as the Health and Human Services Vice Chair.

Motion by Fred Clary, seconded by Dr. Richard Edwards to approve the nomination of Paul Kinney as the Health & Human Services Board Secretary. Motion by Fred Clary, seconded by Dr. Richard Edwards to close the nominations and cast a unanimous ballot. Motion carried.

Randy Jacquet introduced Katie Erb, Clinical Services Supervisor, to the Board. The Board introduced themselves to Katie Erb.

Approve April 8, 2010 Health and Human Services Board Minutes: Motion by Robert Holets, seconded by Walter Gust to approve the Board Minutes. Motion carried.

Proposal to Eliminate Health and Human Services Finance Sub-Committee: Jeanetta Kirkpatrick stated that the Health and Human Services Board has discussed eliminating the Finance Sub-Committee a few times previously, and she was asked to place this on the agenda for action. Jeanetta Kirkpatrick stated that she consulted with Attorney Ben Southwick and, since the Finance Sub-Committee is not appointed by County Board, any action regarding the Finance Sub-Committee may be decided by the Health and Human Services Board independently.

Discussion was held regarding the value of the Finance Sub-Committee. Jeanetta Kirkpatrick stated that Ray Schmitz spoke with her and he did not feel that the Finance Sub-Committee needed to meet independently from the Health and Human Services Board meeting. Dr. Richard Edwards stated that he has been on the Finance Sub-Committee and he found value in it, as the time it takes to review each bill with the entire Health and Human Services Board is simply inefficient. Robert Holets stated that he agrees that there should be a Finance Sub-Committee, but the members should not receive a \$30 per diem since the committee meets just ½ hour before the full Health and Human Services Board meeting. Paul Kinney noted that he found the Finance Sub-Committee to be an invaluable committee and the per diem should still be offered. Randy Jacquet stated that if the Health and Human Services Board decides to eliminate the Finance Sub-Committee, that he would recommend not review everything in detail during the Health and Human Services Board meeting. Fred Clary noted that the Health and Human Services Board is required to review the vouchers, so how do we do that without a Finance Sub-Committee if we don't want to review everything in detail during the full Health and Human Services Board meeting. It was noted that if a meeting is officially posted and minutes are taken, committee members are eligible for a per diem. Motion by Paul Kinney, seconded by Dr. Richard Edwards to approve the continuation of the Health and Human Services Finance Sub-Committee. Motion carried.

Committee Appointments (Mailout #1): Randy Jacquet reviewed each of the committee requirements as they were discussed.

Appointment of Finance Sub-Committee and Alternate: Motion by Robert Holets, seconded by Dr. Richard Edwards to nominate Walter Gust, Betty Havlik, and Paul Kinney to the Finance Sub-Committee and eliminate the need for an alternate. Motion by Fred Clary, seconded by Robert Holets to close the nominations and cast a unanimous ballot. Motion Carried.

Appointment of Interview Sub-Committee: Motion by Marilyn Rinehart, seconded by Robert Holets to nominate Betty Havlik, Jeanetta Kirkpatrick, Marilyn Rinehart, and all other members as alternates to the Interview Sub-Committee, close the nominations, and cast a unanimous ballot. Motion Carried.

Appointment of Comprehensive Community Services Coordination Committee Representative: Lori Thuli reported that the Comprehensive Community Services Coordination Committee is a requirement of operating the State program. Randy Jacquet noted that there are no requirements to have a Health and Human Services Board member on the committee. It was noted that this committee is required to meet quarterly, but can meet more frequently if necessary. Randy Jacquet reported that the only per diem offered is to the Health and Human Services Board member. It was noted that the Coordinated Services Team Coordination Committee has been

dissolved. Motion by Dr. Richard Edwards, seconded by Marilyn Rinehart to nominate Paul Kinney to the Comprehensive Community Services Coordination Committee. Motion by Walter Gust, seconded by Betty Havlik to close the nominations and cast a unanimous ballot. Motion Carried.

Appointment of Richland County KIDS Council Representative: Motion by Paul Kinney, seconded by Robert Holets to nominate Marilyn Rinehart to the Richland County KIDS Council. Motion by Fred Clary, seconded by Dr. Richard Edwards to close the nominations and cast a unanimous ballot. Motion Carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010 Voucher Report was distributed and reviewed by Paul Kinney. Motion made by Robert Holets, seconded by Paul Kinney to approve the 2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

### 2010 Vouchers

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2010 Expense Reports	67	\$16,179.88
Richland County Health and Human Services – 2010 Vouchers	44	\$27,889.87
Richland County Health and Human Services – 2010 Prepaid Vouchers	28	\$11,132.78
<b>TOTAL</b>	<b>139</b>	<b>\$55,202.53</b>

2009 Budget Update – Preliminary Audit Results: Patrick Metz stated that he does not have the official audit results from Vig and Associates at this time. Patrick Metz noted that the anticipated Health and Human Services budget overage for 2009 is approximately \$379,000 and an additional \$212,479 will need to be transferred from the unbudgeted institutional fund.

Patrick Metz reported that \$4,178.97 will be returned to the General Fund due to the actual auditing figures resulting in less of a transfer from the General Fund and \$6,478.03 will be returned to the Transportation Fund for repairs to 53.10 vehicles. Once the \$212,479 is transferred from the unbudgeted institutional fund, the remaining \$87,521 left in the unbudgeted institutional fund will be carried over for 2010 unbudgeted institutional placements.

Randy Jacquet stated that he would like to compliment Patrick Metz for his accurate projections throughout the year, noting that although the agency is significantly over budget, Patrick Metz has been accurately projecting this overage for many months.

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of March 31, 2010 noting a surplus of \$11,538.

Patrick Metz noted that his main budgetary concern is with the Mental Health Inpatient Services line item, as \$45,000 has been budgeted and we have already spent 60% of that budget. Katie

Erb reported that we have had a couple of very ill individuals that did not have insurance; however, we may still be able to bill Badger Care Core. Katie Erb noted that last year at this time we had more placements, but this year two placements have been very expensive.

Jeanetta Kirkpatrick stated that historically we have budgeted based on trends and averages, but given the times and needy individuals without insurance, why didn't we increase our budget. Paul Kinney noted that if we increase a line item that could be "risky" we would have to layoff more staff. Jeanetta Kirkpatrick questioned why we haven't budgeted more for detox services since the service is no longer offered by the Boscobel Hospital. Randy Jacquet stated that their closing has seemed to reduce these costly placements because of the significant costs associated with transporting detox clients to either to Madison or LaCrosse. Instead local alternate methods are being found, such as family, friends, the Richland Hospital, etc.

Fred Clary questioned if the potential return of 2009 children's funds remains a possibility. Patrick Metz stated that we are still waiting to hear if the State is able to return Youth Aides funding to the counties. Fred Clary noted that, if these funds are returned, the appropriate placement for them would be the unbudgeted institutional fund, but that would need future approval. Patrick Metz stated that the balance for the 2010 Children's Institutional Fund reflects expenses totaling \$20,666 and we are scheduled to receive reimbursement for 75% of those expenses. Fred Clary stated that Health and Human Services must monitor their financial situation very closely to ensure that they are not over budget in 2010.

#### Approval of Public Health IT Purchases

Barb Scott noted that there are some excess Public Health Emergency Response (PHER) funds that must be utilized by July 31, 2010. Marianne Stanek stated that these funds can be used to improve the infrastructure necessary to respond to a Public Health emergency.

Approval of Wireless Access Point Purchase (Mailout #3): Barb Scott stated that she is recommending two additional wireless access points in the basement of the Courthouse. Fred Clary stated that we already have one wireless access point in the new Emergency Operations Center (EOC). Barb Scott stated that the additional wireless access points would ensure coverage throughout the entire basement of the Courthouse, not just the new EOC. Barb Scott stated that she has had conversations with Darin Gudgeon, Emergency Management Director, and he is in support of the purchase. Fred Clary stated that the purchase has not come before the EOC Committee at this time and this is the first he has heard of the request. Motion made by Walter Gust, seconded by Fred Clary to table this agenda item. Motion carried.

Approval of Computers Purchase (Mailout #4): Marianne Stanek stated that she is recommending the purchase of four computers for Public Health staff. Barb Scott noted that she requested bids from four vendors and the most cost effective option is to purchase the parts and have our IT staff build the computers. Discussion was held regarding the preference of a laptop over a personal computer. Marianne Stanek stated that personal computers are more useful at this time. Motion made by Dr. Richard Edwards, seconded by Paul Kinney to approve the purchase of parts to build four computers from CDW-G totaling \$3,427.32 utilizing PHER grant funds. Motion carried.

Approval of Identification Card Printer Purchase (Mailout #5): Barb Scott reported that Health and Human Services jointly owns an identification card printer with the Sheriff's Department and the printer is in need of replacement. Fred Clary stated he recalled that an identification card printer was purchased just over a year ago for approximately \$1,000. Barb Scott noted that the printer is not functioning properly. Discussion was held regarding the entire County Board receiving identification cards. Barb Scott stated that if the printer purchase is approved, she could finalize that project in the near future. Motion made by Robert Holets, seconded by Walter Gust to approve the purchase of an identification card printer from CDW-G totaling \$2,675.19 utilizing PHER grant funds. Motion carried.

Personnel Updates: Randy Jacquet announced that Deanna Riska, Long Term Support Social Worker/Care Manager, submitted her resignation effective May 14, 2010. Randy Jacquet announced that Nichole Myers, Confidential Administrative Secretary, also submitted her resignation effective June 6, 2010.

Randy Jacquet reported on the Professional Union postings: Connie Monroe, Aging & Disability Resource Center Specialist posted into the vacant Children's Services Social Worker/Case Manager position effective May 10, 2010; Laurie Couey, Children's Services Social Worker/Case Manager posted into the vacated Aging & Disability Resource Center Specialist position effective May 24, 2010; and Nicole Harrison, Children's Services Social Worker/Case Manager posted into the vacated Long Term Support Social Worker/Care Manager position. Randy Jacquet noted that the agency is currently posting for the second vacated Children's Services Social Worker/Case Manager position, and if no one posts into that position, we will need to hire two Social Workers for the Children's Services Unit which we are currently advertising for locally.

Randy Jacquet reported on the Courthouse Union postings: Paula Wilson, Economic Support Specialist (Grade 7) posted into the Clerk of Court Clerical II (Grade 5) position effective May 13, 2010 and Barb Ottesen, Long Term Care Assistant (Grade 3) posted into the vacated Economic Support Specialist (Grade 7) position effective June 1, 2010. Discussion was held regarding offering testing to union postings to ensure they have proficient skills for the job.

Approve Modification of Layoff Day Schedule for Several Children's Services Unit Staff: Randy Jacquet reported that there is a potential by the June 25, 2010 layoff day that we could have three new workers in the Children's Services Unit. Beginning on Wednesday of that week, the State is offering the required Child Protection training and the actual test is offered on June 25<sup>th</sup>. Randy Jacquet noted that he consulted with Attorney Jon Anderson and he is recommending that we move forward with sending the three new workers to the required training and lay them off the following Monday, June 28<sup>th</sup>. Randy Jacquet reported that if these staff do not receive the required training in June, they would not be able to receive the training until September, and if that is the case, only two workers would be on staff to offer child protective services 24 hours a day 7 days a week. Motion made by Robert Holets, seconded by Paul Kinney to approve sending 3 new Children's Services Unit staff to required Child Protection training on June 25, 2010 and forward the recommendation onto the Personnel/Finance Committee and County Board. Motion carried. Lori Thuli reiterated that the Children's Services Unit would suffer greatly if these staff are not allowed to attend the training in June.

Approval of Contracts, Agreements, and Amendments (Mailout #2): Betty Havlik questioned the actual size of the fence. Lori Thuli stated that she does not have the exact dimensions at this time, but it is the size of the family's backyard. Lori Thuli noted that three bids were received and one was a local bidder. Discussion was held regarding the need for a building permit. Lori Thuli stated that the project will meet all the necessary construction requirements, and will be reimbursed by children's waiver funds. Lori Thuli noted that it is a 5' coated chain link fence. Discussion was held regarding the potential need for maintenance.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (5-13-10)</b>		
<b>STRUCK AND IRWIN            FENCE, INC.</b>	To provide home modification work for a child with disabilities who is served by the Children's Services Unit. (Madison)	For a total amount not to exceed <b>\$4,000.</b>

Motion made by Dr. Richard Edwards, seconded by Walter Gust to approve the new 2010 agreement. Motion carried.

Randy Jacquet stated that we would like to have Attorney Henry Plum follow through with a case that he has been working on for approximately a year now. Lori Thuli stated that the agency is able to request IV-E legal fund reimbursement which could be used towards this contract.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2009 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (4-8-10)</b>		
<b>ATTORNEY HENRY            PLUM</b>	In order to follow through with a Termination of Parental Rights (TPR) case he was previously involved with. (Wauwatosa)	<i>Original Contract Amount: \$15,000.</i>  To a total contract amount not to exceed <b>\$29,500.</b>

Motion made by Betty Havlik, seconded by Marilyn Rinehart to approve the amended 2010 contract. Motion carried.

2009 Annual Report: The 2009 Health and Human Services Annual Report was distributed. Christy Duhr reviewed the Economic Support Unit section noting that Badger Care Plus served 2,869 individuals in 2009 and 1,208 unduplicated households received FoodShare totaling \$2,414,131. The Economic Support Unit served 990 individuals with Medical Assistance; an increase from 909 in 2008, and 700 households received Wisconsin Home Energy Assistance for a total of \$511,287. Christy Duhr noted that the Economic Support Intakes continue to increase from 806 in 2008 to 849 in 2009; therefore, Economic Support Specialist caseloads continue to increase and each worker has been assigned up to 536 cases at this time. Christy Duhr noted that she also carries a caseload of 250 clients at this time.

Patrick Metz reviewed the Administrative Services Unit section noting that these staff perform a variety of functions for the entire department, and unfortunately lost four full-time positions in 2009 due to budget cuts. In addition to daily duties, the staff of this unit also assist with various agency projects, such as the expansion of the Community Services Building.

Linda Symons reviewed the Aging and Disability Resource Center (ADRC) of Southwest Wisconsin – Richland Center section noting that the ADRC had nearly 2,000 new contacts in 2009. The unit has two benefit specialist positions, and the Disability Benefit Specialist Program assisted 140 Richland County residents with receiving nearly \$1.4 million in benefits. The Elderly Benefit Specialist Program provided a savings of over \$1.5 million for Richland County residents. The Driver Escort Program provided 153,841 miles in 2009 to the elderly and disabled residents to medical appointments within an 85 mile radius of Richland Center.

Lori Thuli reviewed the Children's Services Unit section noting that the unit has transferred over 100 hours of work per week to the remaining staff due to layoffs or not refilling positions in 2009. The Birth to Three Program received grant funding which was utilized to purchase much needed software and equipment. The Foster Care/Kinship Care Program numbers have decreased over the last 10 years, and in 2009 13 children were placed in Foster Care (which has now decreased to 8) and 20 children were receiving Kinship Care. Discussion was held regarding autism services offered through the Children with Disabilities Program.

Katie Erb reviewed the Clinical Services Unit section and stated that the biggest change for the unit in 2009 was its relocation from the West Office to the Community Services Building. Katie Erb noted that this change has been good in terms of linking clients with other services offered by the agency. Katie Erb noted that the number of outpatient mental health clients served has remained steady over the years, but the outpatient substance abuse clients served decreased in 2006-2008 due to staff illness; however those numbers will continue to increase. It was noted that two Comprehensive Community Services Clinicians were laid off in 2009. Discussion was held regarding the increased use of heroin in the community. Katie Erb reported that we have seen an increase in problems relating to the use of heroin.

Cheryl Ketelhut reviewed the Long Term Support Unit section noting that the creation of the Southwest Family Care Alliance (SFCA) and adjusting to those changes has been a significant change for the unit. The unit serves between 385-390 clients on average and these numbers continue to increase, as we have found that individuals are spending through their retirement savings faster. Cheryl Ketelhut noted that there was two years of staff stability in 2007 and 2008, but the turnover in 2009 was necessary in order to meet the 2010 care management rate requirements. Cheryl Ketelhut reviewed the top client services paid for in 2009 noting that care management and supportive home care are the top two.

Marianne Stanek reviewed the Public Health Unit section noting that a lot of additional work was implemented in 2009 to support the H1N1 pandemic. Marianne Stanek noted that 1,909 H1N1 Influenza A and 1,171 Influenza immunizations were given in 2009. Lyme Disease and Chlamydia were the two highest numbers of reportable communicable diseases. A variety of other services were offered by Public Health Nurses and tobacco compliance checks resulted in no sales in Richland County. Marianne Stanek announced that no smoking in establishments

State-wide will go into effect July 5, 2010. The Richland Community Free Clinic statistics continue to increase with 670 unduplicated clients in 2009 and it was noted that there are fewer services available for individuals in need. Walter Gust noted that Dr. Neil Bard recently received an award for his development of the Richland Community Free Clinic. Marianne Stanek reported on the 2009 Public Health Emergency Response to H1N1 noting that she would have liked to have had the vaccine earlier. The Senior Nutrition Program continues to be a success with 22,320 home delivered meals and 13,677 congregate meals served.

Randy Jacquet noted that the 2009 Health and Human Services Annual Report would be distributed to County Board members in May for presentation in June. Paul Kinney questioned if the estimated project costs of the Community Services Building Expansion Project was nearly \$300,000 higher than the actual final bid. Fred Clary stated that the project did save nearly \$300,000 as have many of the other borrowed money fund projects.

Richland County Senior Nutrition Program Update: Marianne Stanek reported that the agency is considering changes to the Germantown Meal Site. The numbers are low at the meal site and Marianne Stanek is recommending reducing the Meal Site Worker and Nutrition Driver hours. Discussion was held regarding whether or not this change would need to be approved by the Nutrition Advisory Council. Marianne Stanek stated that she would rather not have to go to the Nutrition Advisory Council with this modification, as she would have to go back to them again if and when it is necessary to reinstate the services and/or modify services for any of the other meal sites.

Approval of Revised Commission on Aging and Disability By-laws (Mailout #6): Linda Symons reviewed the two changes to the COAD By-laws. The first changes the membership requirements from a member 'under the age of 30' to a 'person representing a person with a disability'. Linda Symons noted that this change should make membership recruitment easier. The second revision creates an additional responsibility for the COAD members to provide the required advisory function for the Community Options Program funding. Linda Symons reported that the COAD previously approved these changes. Motion made by Paul Kinney, seconded by Walter Gust to approve the revised Commission on Aging and Disability By-laws, and forward them onto the Rules and Resolutions Committee and County Board for approval. Motion carried.

Approval of Revised Regional Aging & Disability Resource Center Manager Position Description: Randy Jacquet stated that this position has been vacant since January 2010 and the Regional ADRC Board has been working on finalizing the wording in the position description. Randy Jacquet would like to move forward to get this position description approved at the June County Board meeting, so we can begin advertising and ultimately fill the position. Discussion was held regarding the managerial process of reviewing the position description. It was noted that the Health and Human Services Board would not review the final position description before it is forwarded onto the Personnel/Finance Committee; however, it could be reviewed prior to the June County Board meeting. Motion made by Robert Holets, seconded by Dr. Richard Edwards to forward the revised Regional Aging & Disability Resource Center Manager position description onto the Personnel/Finance Committee and County Board for approval. Motion carried.

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Health and Human Services Board  
May 24, 2010

The next regular Board meeting is scheduled for Thursday, June 10, 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 Dr. Richard Edwards, seconded by Robert Holets to adjourn the meeting.  
Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor