

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 9, 2010**

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

Others Present: Angie Rizner, Cheryl Ketelhut, Lori Thuli, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Sandy Kramer.

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

Approve August 12, 2010 Health and Human Services Board Minutes: Motion by Dr. Richard Edwards, seconded by Marilyn Rinehart to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of 2011 Veterans Service Office Budget: Sandy Kramer distributed the 2011 Veterans Service Office budget which reflected the direction given by the Finance/Personnel Committee, including a 5% increase in health insurance premiums, a 10% staff contribution towards health insurance, and a staff salary increase of 1½% on January 1, 2011 and another ½% increase on July 1, 2011. Sandy Kramer noted that the figures are directly from the County Clerk's Office and reflect no increase in county tax levy. Fred Clary questioned if we have budgeted for enough flags and flag holders, given the increase in the number of Veterans' graves. Sandy Kramer reported that Richland County would have an adequate supply. Motion by Dr. Richard Edwards, seconded by Paul Kinney to approve the 2011 Veterans Service Office Budget as presented, and forward the recommendation onto the Finance/Personnel Committee and County Board for final approval. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010 Voucher Report was distributed and reviewed by Paul Kinney. Walter Gust noted that there was a need for a full air conditioner replacement in the older area of the Community Services Building. Discussion was held regarding there being an increase in the number of prepaid vouchers, noting that the original intention of prepaying invoices was to avoid late fees or interest charges. Patrick Metz stated that he would ensure that prepaid invoices truly need to be prepaid. It was noted that the Regional Aging & Disability Resource Center (ADRC) advertising would be fully reimbursed by Regional ADRC funds. Fred Clary questioned if we pay mileage and meals for leased employees directly. It was noted that these costs are paid to the leased employee by the leasing agency. Motion made by Betty Havlik, 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	57	\$13,989.82
Richland County Health and Human Services – 2010 Vouchers	26	\$16,056.77
Richland County Health and Human Services – 2010 Prepaid Vouchers	20	\$10,435.75
<b>TOTAL</b>	<b>103</b>	<b>\$40,482.34</b>

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of July 31, 2010, noting a surplus of \$51,725.

Patrick Metz noted that the Administration line item is over budget in operations largely due to legal fees related to union negotiations and personnel issues due to the Southwest Family Care Alliance (SFCA) takeover and Professional Union contract bumping language.

Patrick Metz stated that the ADRC Transportation Program is over budget \$10,997 because the program budget was developed with the assumption that a local dialysis clinic would be operational this year. Dr. Richard Edwards noted that the Richland Hospital is still waiting for a final inspection.

Patrick Metz reported on the Public Health and Nutrition Program budgets, noting that they are under budget \$20,179.

Patrick Metz noted that the Economic Support Unit is over budget \$14,320 due to a lag in State revenues. Fred Clary questioned if we ever received reimbursement for additional work that was requested by the State late last year. Patrick Metz stated that we did receive that reimbursement; however, the project was complicated so we did not fully participate in the project.

Cheryl Ketelhut reported that the Long Term Support Unit is still here and operations continue. Randy Jacquet noted that caseloads are quite high due to staff turnover and the SFCA does not intend to fill every vacant position. It was noted that social workers currently have caseloads between 50-55 members or more and should be serving around 40 members. Registered nurses have existing caseloads near 70 members and should be service around 60 members. Cheryl Ketelhut stated that SFCA is currently running advertisements in the local newspapers, and applications are due on Monday, so we are anxiously waiting for the vacant positions to be filled.

Lori Thuli stated that the Children's Services Unit is holding the line, and waiting to see what happens with the SFCA takeover and the potential for Professional Union bumping.

Tracy Thorsen reported that the Clinical Services Unit is over budget \$28,948 at this time, is waiting to finalize the Comprehensive Community Services reconciliation process, but still anticipates being under budget by the end of 2010. Tracy Thorsen noted that the MH Inpatient Services line item continues to increase; however, the placement is anticipated to end very soon.

Patrick Metz reported on the unbudgeted institutional funds noting that the adult fund has a balance of \$91,305 and children's fund has a balance of \$72,635. As always, we are uncertain if this should be enough to get us through the remainder of the year. Patrick Metz noted that there could be a potential placement of a child in the near future.

Dr. Richard Edwards stated that he had heard of individuals in group homes claiming they were being bitten by fleas in their home, and he questioned if Public Health could go out and check to see if they are being bitten by bed bugs. Randy Jacquet noted that he would follow-up with Marianne Stanek.

2011 Health and Human Services Budget Direction Update: Randy Jacquet reported that agency managers have been meeting to develop the 2011 Health and Human Services Budget in preparation for the Special Budget meeting scheduled for next Thursday, September 16, 2010 at 9:30am. Randy Jacquet stated that we were instructed to plan for a 5% health insurance increase (actual 5.16% increase), a 10% health insurance contribution from all employees (including union members), a 1½% salary increase on January 1, 2011 and a ½% increase July 1, 2011. Additionally, the Finance/Personnel Committee took into consideration the loss of the Family Care Program and allocated approximately \$115,000 in additional county tax levy allocated to Health and Human Services. It was noted that this allocation could be reduced as part of the overall county budget preparations.

Fred Clary stated that the unbudgeted institutional costs are being reviewed more closely and questioning whether or not an annual contribution of \$260,000 is going to be sufficient to build a surplus into these accounts, as we seem to be draining the account every year. Fred Clary proposed that any remaining 2010 Health and Human Services funds be transferred into the 2011 unbudgeted institutional fund accounts. It was noted that this recommendation could be forwarded onto the Personnel/Finance Committee for consideration.

Personnel Updates: Randy Jacquet announced that Becky Cupp has accepted the position of Regional Aging & Disability Resource Center Manager effective September 6, 2010. It was noted that Becky Cupp worked as a Long Term Support Supervisor and more recently as the Adult Protective Services Worker in the Professional Union. Motion made by Robert Holets, seconded by Dr. Richard Edwards to approve the hiring of Becky Cupp as the Regional Aging & Disability Resource Center Manager. Motion carried.

Randy Jacquet noted that with the hiring of Becky Cupp into the Regional ADRC Manager role, the vacated Adult Protective Services Worker position within the Professional Union was posted and Diane Cox, Care Management Unit Social Worker, posted into the position and will begin in her new role on September 13, 2010. It was noted that Diane Cox had previously performed Adult Protective Services duties.

Randy Jacquet stated that Pam Wilson, Clinical Substance Abuse Counselor, has passed probation and is being recommended to be placed on regular status effective September 9, 2010. Motion made by Robert Holets, seconded by Betty Havlik to approve the probationary period of Pam Wilson, Clinical Substance Abuse Counselor. Motion carried.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen reported that the contract amendment is necessary, noting that this is a high cost placement because the client displays very difficult behaviors. It was questioned whether or not we should formally reduce the other contract. Discussion was held regarding the potential fees associated with institutional placement, noting that this AFH placement costs significantly less.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (9-9-10)</b>		
<b>NEVEAH HAVEN ADULT FAMILY HOME</b>	<p>Due to a change in the placement of a client who is shared between this provider and another Adult Family Home (AFH). The other AFH stopped sharing the placement earlier in the year and is now only providing occasional respite. The unused contract amount budgeted for the provider who has stopped sharing the placement will cover the increase in this contract – there is not an increase in the total expense for this client. (Richland Center) <i>This will require County Board approval.</i></p>	<p><i>Original Contract Amount: \$42,000.</i></p> <p>To a total contract amount not to exceed <b>\$67,000.</b></p>

Motion made by Walter Gust, seconded by Ray Schmitz to approve the amended 2010 contract and forward it onto the County Board for approval. Motion carried.

Transitional Issues Related to the Loss of Care Management Contract with Southwest Family Care Alliance: Randy Jacquet reported that Care Management Unit (CMU) staff will be receiving acceptance or rejection letters from the SFCA tomorrow, and they will have until next Friday, September 17, 2010 to accept or reject an employment offer. It was noted that there are currently 17 CMU staff affected: 2 managers/supervisors, 8 social workers, 5 registered nurses, 1 administrative support staff, and 1 adult family home coordinator (part-time and non-union). Randy Jacquet noted that there remains the potential for union bumping and it is uncertain how that will be determined.

Randy Jacquet reported that many of the potential costs associated with SFCA taking over the Richland County – Case Management Unit have been resolved. The handout that was distributed during last month’s meeting was distributed again and the following updates were noted:

**ISSUE #1**

**Potential Loss of December 2010 Operating Revenue with a November 29<sup>th</sup> CMU End Date:**

- **\$4,019** – Indirect Staff Allocation – for staff within HHS that provide indirect services to the CMU.
  - **\$7,588** – Indirect Operational Costs – pays for utilities, postage, telephone, leased equipment, storage, and office supplies.
  - **\$2,083** – Representative Payee revenue for December 2010.
- \$13,690 Total Potential Loss of December 2010 Operating Revenue**

*SFCA has agreed to cover all of these costs.*

## **ISSUE #2**

### **Potential Unbudgeted Personnel Expenses for 2010:**

With the layoff of CMU staff, the potential payout of accrued benefits is:

- **\$10,358** – Comp Time - (as of payroll 15)
  - **\$47,852** – Vacation (if no more vacation time is taken in 2010 and employees elect to transfer 1 week of vacation to SFCA)
  - **\_\_\_?\_\_\_** - unemployment could be up to \$1,667 per employee per month.
- \$58,210 Total Potential Unbudgeted Personnel Expenses in 2010 (not including unemployment)**

*HHS will have to cover all accrued comp time of those transferring to SFCA, totaling \$10,358. SFCA has agreed to accept all accrued vacation that transferring staff may bring with them. However, if a union employee bumps another union employee, the bumped employee's vacation time will not be paid. SFCA is still considering offering a cash settlement for potential unemployment costs.*

## **ISSUE #3**

### **Loss of 2011 Operating Revenue:**

- **\$41,941** – Indirect Staff Allocation – for staff within HHS that provide indirect services to the CMU.
  - **\$59,768** – Indirect Operational Costs – pays for utilities, postage, telephone, leased equipment, storage, and office supplies. (Net cost with reduced expenses figured in.)
  - **\$25,000** – in revenues to manage a collective Representative Payee account for approximately 60 SFCA members.
  - **\_\_\_?\_\_\_** - unemployment could be up to \$20,000 per employee per year.
- \$126,709 Total Potential Net Loss to the 2011 Budget (not including unemployment)**

*Finance/Personnel Committee has tentatively agreed to allocate additional monies to the HHS budget, totaling \$115,000. HHS will have to cover all remaining costs, totaling \$9,709.*

Randy Jacquet reported that he has met informally with the Professional Union regarding the potential bumping language and they are drafting up a proposal for the Personnel/Finance Committee to consider; however, they are not offering any additional concessions. Discussion was held regarding the potential disruption that could occur across the agency if this language is included in the 2010/2011 union contracts.

Wisconsin Wins Tobacco Sales Compliance Checks Update: Randy Jacquet reported that the South Central Tobacco Free Coalition will be presenting Richland County with an award during their September meeting. An award is being offered because this is the second year in a row that all retailers in Richland County have been in 100% compliance with the Synar Amendment (which prohibits the sale of tobacco to minors) during the Wisconsin Wins Tobacco Sales Compliance Checks. The continued compliance shows a good understanding and cooperation on the part of the retailers, and Public Health has done a good job with education. Discussion was held regarding other smoking issues, including the implementation of smoke free facilities.

Approve to Form a Regional Consortium of Public Health Agencies to Prepare for Bioterrorism and other Public Health Emergencies (Mailout #2): Randy Jacquet stated that the number of Public Health consortiums has been reduced across the State and we have now been included in the consortium that makes up the entire southern region of the State. Sauk County is the employer and Madison-Dane County is the fiscal agent. Randy Jacquet noted that the agency

would receive a \$5,000 payment for local preparedness activities. Discussion was held regarding the concern that Richland County could be insignificant in this larger consortium; however, it could also be perceived that we could have access to larger community resources in the event of a Public Health emergency. Motion by Paul Kinney, seconded by Dr. Richard Edwards to approve the formation of a Regional Consortium of Public Health Agencies to prepare for bioterrorism and other Public Health emergencies. Motion carried.

Approval of 2010 Influenza and Pneumonia Immunization Charges (Mailout #3): It was noted that the only change from 2009 rates would be a \$5 increase to the pneumonia immunization charge. Motion by Betty Havlik, seconded by Marilyn Rinehart to approve Public Health charging \$25 for influenza immunizations and \$45 for pneumonia immunizations. Motion carried.

Approval to Purchase Licensing for Windows Live Meeting for the Aging & Disability Resource Center of Southwest Wisconsin – North (Mailout #4): Walter Gust reported that the current Regional ADRC policy states that costs such as this could have been approved by the Regional ADRC Manager; however, he plans to make a recommendation to the Regional ADRC Board to change that policy but supports this purchase. Motion by Walter Gust, seconded by Marilyn Rinehart to approve the purchase of licensing for Windows Live Meeting for the Regional ADRC, totaling \$960. Motion carried.

Special Budget Meeting Reminder: A Special Budget meeting has been scheduled for Thursday, September 16, 2010 at 9:30 a.m.

Dr. Richard Edwards invited the Health and Human Services Board and specifically Tracy Thorsen to a special presentation to be offered by Dr. Kevin Whitney regarding drug use in Richland County. The presentation is scheduled for Monday, September 13, 2010 at Noon in the Pippin Center of the Richland Hospital.

Tracy Thorsen also announced a presentation that is being offered on Monday, October 4, 2010 from 7-9pm at UW-Richland's Coppertop Theater. The feature is on local mental health treatment and the challenges of providing services in our rural community.

The next regular Board meeting is scheduled for Thursday, October 14, 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 Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor