

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

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

Members Absent: Fred Clary.

Others Present: Angie Rizner, Cheryl Ketelhut, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Ed and Colleen Uhlenhake.

Approve Amended Agenda and Posting: Motion by Paul Kinney, seconded by Ray Schmitz to approve the amended agenda and proper posting. Motion carried.

Approve September 9, 2010 Health and Human Services Board Minutes: Motion by Betty Havlik, seconded by Walter Gust to approve the Board Minutes. Motion carried.

Approve September 16, 2010 Special Budget Meeting Minutes: Motion by Robert Holets, seconded by Ray Schmitz to approve the Board Minutes. Motion carried.

Citizen Comments: Ed Uhlenhake reported that he has owned and operated group homes for the developmentally disabled in Richland County for the last 18 years, and he expressed concerns with the operations of Southwest Family Care Alliance (SFCA). Ed Uhlenhake stated that SFCA is slowly dismantling any say that County Board's have, and they are rushing through this takeover process because they were insolvent, noting "they want to have complete control." Ed Uhlenhake noted that a committee was not developed to study these changes before they were implemented, and the make-up of the SFCA Board is questionable. Ed Uhlenhake stated that the SFCA Board has only formed one committee in the last two years to study any of their decisions; instead "they took the CEO's word for everything and no one challenged her".

Ed Uhlenhake stated that the SFCA Board has proposed changes to their bylaws (which are to be acted upon later today), and these changes are directed towards eliminating any kind of county input into their decision making, so "we will have to conform to their needs". Ed Uhlenhake reported that the SFCA Board has approved to reduce provider payments and eliminate the county's control, yet there has been no investigation by the SFCA Board prior to these decisions being made. Ed Uhlenhake questioned, "Do the SFCA Board members have any training or education on Family Care other than what they get from the CEO?"

Ed Uhlenhake reported that he understood that SFCA experienced an approximate \$1.3 million loss in 2009, they are projecting a \$1.7 million profit in 2010, and a \$70 million company in 2011. Ed Uhlenhake stated that he would "like to make sure that SFCA Board members are

accountable to the county's they represent", and he was willing to have others contact him at (608) 585-2163 to further discuss this topic.

Jeanetta Kirkpatrick reported that she attended a very informational forum last Monday night regarding mental illness and complimented Tracy Thorsen on her presentation. It was noted that mental illness conversations need to continue with other community partners. Betty Havlik questioned where these event invitations are being promoted. Tracy Thorsen stated that this was assembled by various community partners, there was an advertisement placed in the Richland Observer, and it was promoted on the WRCO Morning Show.

Ed Uhlenhake additionally commented that the SFCA has been in violation of their current bylaws and that is why they are changing them later today, to make them reflective of what is currently being done. Ed Uhlenhake stated that the SFCA Board "took the vote to throw out the counties from the CMO operations when they were down 2 Board members and were using people who aren't even on the Board."

Ray Schmitz questioned what is listed in the meeting minutes when a citizen offers comments, noting "Is the Secretary truly able to capture the essence of the citizen's comments?" Ray Schmitz questioned if when the meeting minutes are approved, "Does that reflect that this Board is in support of what the citizen has said?"

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010 Voucher Report was distributed and reviewed by Paul Kinney. It was noted that the legal fees voucher from Godfrey & Kahn was high this month due to union contract negotiations and Professional Union contract bumping language due to the SFCA takeover. Randy Jacquet stated that he is pursuing the potential return of all legal fee expenses from the SFCA for costs related to their takeover of the Care Management operations and staff. Motion made by Betty Havlik, seconded by Walter Gust 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	64	\$15,751.46
Richland County Health and Human Services – 2010 Vouchers	39	\$33,532.98
Richland County Health and Human Services – 2010 Prepaid Vouchers	26	\$13,146.55
<b>TOTAL</b>	<b>129</b>	<b>\$62,430.99</b>

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of August 31, 2010 noting we are under budget \$74,347. Patrick Metz stated that the agency is projecting a transfer of \$18,570 into an account for the Senior Nutrition Program, and if this was not done, we would be under budget \$92,918.

Linda Symons reported on the ADRC line items noting that we are moving around funds to maximize revenues. It was noted that the Transportation Program is over budget; however, this

is due to the local dialysis center that has not opened in 2010 as planned and the unit may have to reduce services if funds are depleted.

Becky Cupp introduced herself to the Board as the new Regional ADRC Manager, noting that the Regional ADRC budget is right on track.

Marianne Stanek stated that the Public Health Unit is realizing a lot of savings at this time.

Patrick Metz reported on the status of the Economic Support Unit budget noting that Income Maintenance is currently over budget, but we are not concerned that this will continue to be an issue by the end of the year.

Cheryl Ketelhut commented that the Long Term Support Unit is still waiting for reimbursement from SFCA for the Program Assistants, which is likely to occur with the annual reconciliation.

Lori Thuli stated that the Children's Services Unit is doing well financially and the Birth to Three Program is finalizing expenditures related to ARRA funding. Lori Thuli noted that the one CCS Clinician for children recently went on maternity leave and a leased employee will be covering her leave through early January. Further discussion was held regarding the Birth to Three ARRA funding.

Tracy Thorsen noted that the Clinical Services Unit rate reimbursement for CCS is smaller than anticipated this year, and we will attempt to recoup that shortfall during the annual reconciliation.

Patrick Metz reviewed the unbudgeted institutional accounts noting that the Adult Institutional Fund has a balance of \$91,270 and the Children's Institutional Fund has a balance of \$60,980.

2011 Health and Human Services Budget Direction Update: Randy Jacquet announced that the 2011 Health and Human Services budget that was recently approved by the Finance/Personnel Committee is the same as was recommended by the Health and Human Services Board. It includes a reduction of 2 staff members, a transfer of an additional \$115,000 in county tax levy due to the loss of the Family Care Program, and an additional transfer of \$32,774 in county tax levy from the Adult Institutional account to support the Afterhours Crisis Services Program. Walter Gust noted that there is the potential of a Centralized IT position, but the position is not included in the 2011 Health and Human Services budget.

Personnel Updates: Randy Jacquet announced that Lori Thuli, Children's Services Manager, has submitted her resignation effective October 22, 2010. Lori Thuli stated that she has accepted a position with the State of Wisconsin as the Area Administrator for the Southern Regional Office with the Department of Children and Families. Lori Thuli noted that she has been very fortunate to work here and under the leadership of Randy Jacquet. The Board wished Lori Thuli the best of luck.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (10-14-10)</b>		
<b>B-CARE CORPORATION</b>	The original contract was based on a planned budgeted placement (\$45,625) with the rest to be used for unplanned placements. The overall budget for Residential MH Placements included \$65,250 for unplanned placements to be used when needed for transitional placements to shorten inpatient and institutional stays, and to ensure successful return to independent living in the community. That budgeted amount was not allocated to any particular contracted provider because we did not know where these placements would occur. B-Care has turned out to be our most used provider for these transitional placements because their staffing, location in the county, and availability to take placements when they were needed. (Viroqua) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$49,000.</i>  To a total contract amount not to exceed <b>\$70,000.</b>

Motion made by Dr. Richard Edwards, seconded by Paul Kinney to approve the amended 2010 contract and forward it onto the County Board for approval. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (10-14-10)</b>		
<b>MARGE FILLYAW ADULT FAMILY HOME</b>	To provide adult family home services to a Comprehensive Community Services client served by the Clinical Services Unit. (Richland Center)	For a total amount not to exceed <b>\$9,500.</b>
<b>NORTHWEST PASSAGE</b>	A provider of counseling and therapeutic services, including comprehensive clinical assessments, to one client served by the Children's Services Unit. (Frederic)	For a total amount not to exceed <b>\$8,700.</b>

It was noted that Northwest Passage is approximately 3 hours away from Richland County and can offer a 30 day assessment and various other services, which are necessary for this juvenile. Motion made by Walter Gust, seconded by Marilyn Rinehart to approve the new 2010 agreements. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2011 NEW HHS CONTRACT/AGREEMENT APPROVALS (10-14-10)</b>		
<b>NORTHWEST CONNECTIONS</b>	A provider of Afterhours Crisis Intervention for the Clinical Services Unit. The services will include provision of an afterhours phone center staffed by trained crisis professionals and a mobile crisis response service staffed by locally available crisis professionals to conduct face-to-face assessments and interventions. (Eau Claire) <i>This will require County Board approval.</i>	For a total amount not to exceed <b>\$43,000</b> .

Tracy Thorsen noted that Northwest Connections has already moved forward with advertising for vacant positions, so they are prepared to begin service in January 2011. Motion made by Walter Gust, seconded by Paul Kinney to approve the new 2011 contract and forward it onto the County Board for approval. Motion carried.

Approval of 2010/2011 Snow Plowing Provider (Mailout #2): Angie Rizner reviewed the 2010/2011 snow plowing bids that were received. It was noted that management is not recommending the lowest bidder. Discussion was held regarding the quality of service over the last few years. Angie Rizner reported that a voucher was paid this month to Zander Insulation for \$849.00 which was related to repairs that were made to the exterior of the Community Services Building due to damage done in February 2010 by the lowest bidding snow plow vendor. Angie Rizner stated that Zander Insulation performed the work to the exterior of the building during the expansion of the building last fall and they were willing to come back to repair the damage. Angie Rizner noted that we already received a check from the snow plow vendor's insurance company to reimburse us for this expense. Motion made by Paul Kinney, seconded by Dr. Richard Edwards to approve D & P Enterprises as the 2010/2011 snow plowing provider for the Community Services Building. Motion carried.

Transitional Issues Related to the Loss of Care Management Contract with Southwest Family Care Alliance (SFCA):

Notice of Termination of Care Management Unit (CMU) Contract: Randy Jacquet reported that Teri Buros met with Health and Human Services staff recently and handed out a termination notice effective May 31, 2011; however, after January 1, 2011 SFCA will no longer offer payment for services. It was noted that the last day of operation for the Richland County Care Management Organization would be December 1, 2010 and staff are scheduled to transfer to SFCA December 2, 2010.

Randy Jacquet explained that the current SFCA bylaws state that SFCA needs to give counties 9 month notice. Discussion was held regarding the 9 month notice not being met by the SFCA. Ray Schmitz stated that the SFCA issues annual contracts and the non-renewal of the annual contract is effective January 1, 2011. Randy Jacquet noted that he would like to see SFCA cover our potential unemployment costs, legal fees, and other costs related to the separation of the SFCA from Richland County.

Approval of Employee Leasing Contract with SFCA: Randy Jacquet stated that the current Care Management Unit is down at least 2 staff since the announcement of the SFCA takeover. SFCA would like to hire staff themselves, place them at the CSB, and have them perform duties for the current unit. It was noted that the remaining staff have high caseloads and this is the best way to meet the need. Randy Jacquet reported that the leasing contract would end December 1, 2010. Motion made by Walter Gust, seconded by Betty Havlik to approve entering into a leasing contract with SFCA. Motion carried. Rs abstained.

Representative Payee Provider Status: Randy Jacquet explained that the Representative Payee Program is a way for those on disability to receive payments from SSI. It was noted that often those individuals are not able to manage their money or pay their bills. Health and Human Services currently serves 68 Representative Payee members and pays their rent and other bills or issue checks for personal expenses. Randy Jacquet noted that this service should be transferred to SFCA on December 2, 2010; however, SFCA reported that they do not believe they would be ready to transfer this process by then, as they would like time to investigate the best option for them. It was noted that Health and Human Services is paid \$37.00 per member per month, (which is the maximum amount SSI will allow to be paid) and this fee is currently paid to Health and Human Services by SFCA. Patrick Metz stated that time is needed to make the full transition, but two months should be sufficient to transfer this to SFCA.

Ed Uhlenhake reported that he has researched options for the Representative Payee Program, and the closest provider is in LaCrosse or Madison. If SFCA contracts with one of those providers, the current face-to-face interaction will be gone and the service would be offered via the postal service. Discussion was held regarding the process of issuing checks, managing the individuals' accounts, and meeting the needs of the clients. Motion made by Betty Havlik to transfer this process to SFCA on December 2, 2010. There was no second received.

Professional Union Memorandum of Understanding (MOU)/Bumping Update: Randy Jacquet reported on the creation of a Professional Union MOU which permits bumping within the union. Randy Jacquet stated that 13 Professional Union staff were issued layoff notices late last week and staff were required to respond regarding their bumping decisions. At this time, 4 staff have elected to displace other Professional Union staff members (one is pending further investigation of their qualifications). It was noted that of the 13 Professional Union staff, 2 were not offered positions with SFCA and 2 did not accept the SFCA offer.

Randy Jacquet announced that 2 ADRC Social Worker positions and 1 Clinical Substance Abuse Counselor position have been displaced from their current positions as a result of the bumping at this time. Randy Jacquet noted that the worst case scenario would be the layoff of 4 Professional Union staff, 1 Courthouse Union staff, and 1 or 2 members of management. Patrick Metz noted that there is also 1 Professional Union staff member considering retirement and 1 staff person did not respond to the layoff notice, which could result in unemployment or a further payout of benefits.

Care Management Unit Overtime Payout Status: Randy Jacquet apologized to the Board, as he did not bring this topic before the Health and Human Services Board before he took this request to the full County Board in September. The request was to pay Professional Union CMU staff overtime in lieu of compensatory time for hours worked more than 40 per week. It was noted that a temporary written agreement would have been entered into, and the SFCA has agreed to pay for the overtime in order to ease the workload.

Courthouse Union Bumping Update: Randy Jacquet stated that Joyce McKenzie was issued a layoff notice due to the SFCA takeover, just like we issued layoff notices in 2008 when the same situation presented itself. Randy Jacquet noted that a grievance has been filed by the Courthouse Union, and we are waiting for a response. Randy Jacquet reported that the Courthouse Union expressed that he should have laid off Amy Louis in the County Clerk's Office since she is least senior in the union. Jeanetta Kirkpatrick stated that the Finance/Personnel Committee has asked the Courthouse Union to come forward with what they felt this situation should have looked like.

General Transitional Issues Update: Randy Jacquet reported that there are various other issues related to the transition to the SFCA, including electronic and paper files.

Ray Schmitz questioned if it is a conflict of interest for him or Jeanetta Kirkpatrick (who serve on both the Health and Human Services Board and the SFCA Board) to vote on any of the issues pertaining to SFCA or should they remove themselves from voting. Ray Schmitz stated that he would prefer to abstain from the motion previously made and approved relating to the SFCA. Discussion was held regarding the issues that were previously discussed and approved regarding the SFCA. Jeanetta Kirkpatrick stated that she felt comfortable with the previous action.

Approval to Purchase a Laptop for the Aging & Disability Resource Center (ADRC) of Southwest Wisconsin – North (Mailout #3): Becky Cupp stated that she is in need of a laptop due to the amount of travel involved with her position. It was noted that the Regional ADRC Board previously approved this purchase and that Regional ADRC funds would be utilized. Motion by Betty Havlik, seconded by Walter Gust to approve the purchase of a Toshiba Tecra A11-S3540 Notebook PC for \$1,259.08 from CompUSA for the Regional ADRC. Motion carried.

Approval of Community Services Building Landscaping Purchases (Mailout #4): Randy Jacquet reported that the area directly in front of the building is in need of replacement bushes, general maintenance, and additional rock. Discussion was held regarding this being an opportune time to improve on the landscaped areas in the older area. It was noted that, even though these are tough economic times, we have a responsibility to maintain the overall appearance and maintenance of this county-owned facility. Motion by Dr. Richard Edwards, seconded by Ray Schmitz to approve landscaping purchases for the Community Services Building from D & P Enterprises totaling \$1,418.00. Motion carried.

Approval of 2010 Medicare Improvements for Patients and Providers Act (MIPAA) Funding (Mailout #5): Linda Symons noted that the ADRC could receive up to \$6,147 over a two year

period to purchase additional clerical support for the Elderly Benefit Specialist Program. Motion by Robert Holets, seconded by Betty Havlik to approve the acceptance and implementation of 2010 Medicare Improvements for Patients and Providers Act (MIPPA) grant funding and forward it onto the County Board for approval. Motion carried.

The next regular Board meeting is scheduled for Thursday, November 11, 2010 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Ray Schmitz invited all to attend the SFCA meeting that is being held this afternoon at 3:30pm.

Adjourn: Motion by Paul Kinney, seconded by Dr. Richard Edwards to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor