

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

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 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, Jeanetta Kirkpatrick, Fred Clary, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Dr. Richard Edwards and Marilyn Rinehart.

Others Present: Angie Rizner, Barb Scott, Becky Cupp, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Tom Crofton, Attorney Ben Southwick, and Blair Weyer.

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

Approve November 11, 2010 Health and Human Services Board Minutes: Motion by Robert Holets, seconded by Betty Havlik to approve the Board Minutes. Motion carried.

Citizen Comments: Fred Clary apologized for missing the last two month's meetings due to conflicts in his schedule.

Participation in Energy Use Study: Tom Crofton, County Board Supervisor, stated that Richland County needs to look at energy use more closely as a means to save tax levy and our environment. Tom Crofton stated that he would like to do this by reviewing all county department energy bills, vehicle use, and any other pertinent data. Tom Crofton requested that all community partners be involved in this research project, including Health and Human Services staff. Tom Crofton stated that he is working on assembling a group to collect and review the data, and he will offer a report to the County Board in the future. Tom Crofton noted that he is also requesting that the county consider energy saving options when building or remodeling other county buildings. Patrick Metz stated that he would work with our vendors to offer a report of our detailed data, noting that we do not have an accurate picture of what usage will be moving forward with the recent loss of 20 or more staff due to the Southwest Family Care Alliance (SFCA) takeover of our Care Management Unit. Motion by Robert Holets, seconded by Walter Gust to move forward with the study, collect the data, and offer it to the Health and Human Services Board and Tom Crofton for future use. 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. Paul Kinney reviewed the highlights of the month noting that December is a three payroll month, there are upcoming office supply purchasing, and continuous legal fees. Patrick Metz stated that the Godfrey and Kahn legal fees are significant this month, and this will continue into the next year due to union contract negotiation issues. Discussion was held regarding how the legal fees are distributed for payment throughout the county. 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

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2010 Expense Reports	58	\$13,214.50
Richland County Health and Human Services – 2010 Vouchers	36	\$34,519.12
Richland County Health and Human Services – 2010 Prepaid Vouchers	15	\$5,534.39
<b>TOTAL</b>	<b>109</b>	<b>\$53,376.17</b>

Approval of Richland County Comprehensive No-Smoking Ordinance (Mailout #1): Attorney Ben Southwick reported that it is already a violation of State law to smoke in nearly any enclosed facility other than private residences. The proposed indoor smoking ordinance would be prosecuted locally and the county would be able to collect the fees. Attorney Ben Southwick stated that outdoor smoking is excluded from this ordinance. Marianne Stanek noted that we brought this ordinance forward mainly to define what an enclosed area is.

Discussion was held regarding whether or not A Child's Place homeless shelter and Pine Valley Healthcare Center would be smoke free. It was noted that these temporary lodging facilities would be excluded from the ordinance; however, the facility could require no smoking. Discussion was held regarding whether or not these facilities are considered a workplace due to staff that have to clean up the rooms of smokers, and therefore, should be smoke free.

Fred Clary stated that usually municipalities are excluded from our county ordinances, and we do not require them to follow the ordinances. They may adopt our ordinance if they so choose, but we are not offering this to them as an option.

Discussion was held regarding various requests for further ordinance clarification, including whether a person working out of their home cannot smoke. Blair Weyer, South Central Wisconsin Tobacco Free Coalition Coordinator, stated that if a person works alone in their home and there are no customers visiting that home, they can smoke. Otherwise the facility has to be smoke free.

Fred Clary questioned whether or not Public Health has to offer signs to all facilities. Marianne Stanek stated that she has a supply of signs and they are being made available. Discussion was held regarding the fine of \$100 per day, injunction, investigation, and enforcement of this ordinance. It was noted that the Richland Center Police Department, Village of Viola, and Village of Lone Rock would need to adopt a similar ordinance in order to prosecute and collect the fines for their municipalities.

Discussion was held regarding work vehicles being included in the smoke free ordinance. Blair Weyer stated that her interpretation is that personal vehicles being used for work would be excluded from this ordinance; however, smoking in company owned vehicles would be prohibited.

Discussion was held regarding clarification of a “potluck event”. Attorney Ben Southwick noted that the language in the ordinance is straight from the State law, and there are not many possibilities for revision. Motion made by Paul Kinney, seconded by Ray Schmitz to approve the Richland County Comprehensive No-Smoking Ordinance, and forward it onto the County Board for approval. Motion Carried.

Discussion Related to Smoke Free County Properties: Attorney Ben Southwick stated that the No-Smoking Ordinance is coming before the County Board in December for enclosed facilities, and he recommended to Ann Greenheck that the development of an ordinance for outside smoking on county property be routed to various committees that are directly affected, including the Richland County Fairgrounds, county parks, and exterior smoking at county-owned facilities. Discussion was held regarding whether or not a new ordinance would affect those non-smoking policies already in place. Attorney Southwick noted that those policies are not subject to enforcement or penalty.

Wisconsin Wins Tobacco Control Compliance Checks Update: Blair Weyer distributed a handout that reflected the 2009 and 2010 Wisconsin Wins Sales Rates. Blair Weyer noted that tobacco retailer compliance checks are conducted with youth ages 15-17, law enforcement, and adult supervision. Richland County retailers should be commended, as they had no sales to minors during the compliance checks in 2009 and 2010.

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of October 31, 2010 noting that we are under budget \$124,036. Patrick Metz reviewed the Administration line item noting that Godfrey & Kahn, S.C. legal fees and workman’s compensation charges contribute to the overage. Patrick Metz noted that we received a workman’s compensation invoice totaling \$109,000 of which we budgeted \$68,000. We had a 2009 workman’s compensation credit of \$11,000 and once that is applied to our balance, our budget for workman’s compensation is over \$30,000. Patrick Metz noted that we are already \$23,000 over budget for legal fees as of the end of October.

Linda Symons stated that the Aging & Disability Resource Center line item was previously concerned with transportation; however, monies have been appropriately shifted and the unit budget is now on target. It was noted that the Regional ADRC, Public Health, and Economic Support Unit budgets are also right on target.

Patrick Metz reported on the Children’s Services Unit line items noting that Alternate/Shelter Care has been under utilized nearly \$120,000. The Birth to Three Program is over \$17,307 due to a delay in insurance billing, but these issues should be resolved before audit.

Tracy Thorsen stated that the Clinical Services Unit is nearly on budget and we continue to maximize revenues through the last quarter of the year. Tracy Thorsen noted that there was an additional inpatient placement; however, it is not anticipated to be long-term.

Patrick Metz reported on the unbudgeted institutional costs noting that the agency should carry balances forward into 2011. Fred Clary questioned what we are projecting those account balances to be by the end of the year. Tracy Thorsen noted that the adult institutional fund is

likely to have a balance of approximately \$40,000. Patrick Metz stated that the child institutional fund is likely to have a balance of approximately \$10,000. Fred Clary stated that approximately \$330,000 has been spent in 2010 and \$260,000 had been put into the funds for 2010; however, less than \$260,000 has been allocated for 2011. Patrick Metz stated that the 2010 Health and Human Services budget will be under this year, but we are uncertain what exactly that amount will be.

Personnel Updates: Randy Jacquet reported that Holly Nelson, Child Protective Services Social Worker, has submitted her resignation effective January 7, 2011.

Randy Jacquet reported that Kathleen “Kasey” Banker, Child Protective Services Social Worker, has passed probation and is being recommended to be placed on regular status effective December 21, 2010. Motion made by Walter Gust, seconded by Robert Holets to approve the probationary period of Kathleen Banker, Child Protective Services Social Worker. Motion carried.

Approval of 2011 Health and Human Services Revenue Contract (Mailout #2): Angie Rizner stated that this revenue contract was not included in last month’s listing, but has since been included in the December County Board resolution.

<i>Provider Name</i>	<i>Provider Description</i>
<i>Southwest Family Care Alliance</i>	<i>Home Delivered Meals, Psychotherapy Services, Community Support Program, Substance Abuse Counseling, and Representative Payee Services (1 mo)</i>

Motion made by Paul Kinney, seconded by Betty Havlik to approve the additional 2011 Revenue Contract and forward it onto the County Board for approval. Motion carried.

Approval of 2011 Public Health Fee Schedule (Mailout #3): Marianne Stanek noted that there was an error on the mailout. The fee for Jail Health is \$42.00 per hour, not \$20.00 per hour as listed. It was noted that the Sheriff’s Department has not yet been notified of the \$2.00 per hour increase from 2009 to 2010. Motion made by Ray Schmitz, seconded by Walter Gust to approve the 2011 Public Health Fee Schedule. Motion Carried.

Approval of 2011 Clinical Services Fee Schedule (Mailout #4): Tracy Thorsen stated that the fees listed are the most we can charge and we cannot charge those on Medicaid. Discussion was held regarding the AODA and IDP Assessment fees. Tracy Thorsen stated that she has researched customary fees in the area and these are at or just above the average. Motion made by Fred Clary, seconded by Paul Kinney to approve the 2011 Clinical Services Fee Schedule. Motion Carried.

Transitional Issues Related to the Loss of Care Management Contract with Southwest Family Care Alliance (SFCA): Randy Jacquet reported that the SFCA is considering reimbursing counties for their expenses related to the recent takeover. Three Richland County positions have been laid off and they are potentially eligible for unemployment. We are uncertain how long

they could be on unemployment. Randy Jacquet stated that his calculation of unemployment for 3 workers, legal fees, etc. would be approximately \$15,000 – \$28,000 in direct expenses to the county. Discussion was held regarding the unemployment extensions being offered by the Federal government. Randy Jacquet noted that the SFCA was hoping to settle these issues as soon as possible; however, he was not opposed to delaying this settlement until more information is known.

Approval to Purchase File Server (Mailout #5): Randy Jacquet stated that we moved forward with receiving approval by the Finance/Personnel Committee earlier this week as previously directed by the Health and Human Services Board. Barb Scott reported that the agency currently has an 8 year old server as our backup and a 4 year old server as our primary, but we are experiencing complications with our current equipment. Discussion was held regarding virtual servers and the other county-owned servers. Barb Scott noted that complications developed when we were moving large amounts of data for the SFCA, and the issues have not gone away. Patrick Metz stated that the virtual server option purchase is proactive, and at an expense of approximately \$1,300 it offers us flexibility. Motion by Ray Schmitz, seconded by Walter Gust to approve the purchase of a File Server and licensing from J-Comp Technologies totaling \$9,011.22 and forward it onto the County Board for approval. Motion carried.

Tour of Vacated Office Space: Randy Jacquet reported that the vacated space is 3,700 square feet, and he reviewed the following recommendations:

- Take time to study all possibilities.
- Preference would be to look first to see if any other departments could merge into Health and Human Services, as less remodeling would be needed if they are part of the agency.
- Consider waiting a year or so. Perhaps space may be needed for new initiatives, such as some other headquarters for regional operations.
- If the space is to be leased out, look at programs first that may be similar to the mission of Health and Human Services. Remodeling would absolutely be needed to separate this space from the remainder of Health and Human Services. A secure walkway to connect units of Health and Human Services should be part of that plan.

Members of the Health and Human Services Board toured the vacated office space.

Discuss Options for Future Use of Space: Jeanetta Kirkpatrick stated that there is a website where we could offer a vacated facility in an attempt to secure a State or Federal renter. Discussion was held regarding options for the space, including options for the Land Conservation Office. It was determined that further discussion would continue at next meeting, and Board members should consider what similar options there are that would compliment Health and Human Services.

The next regular Board meeting is scheduled for Thursday, January 13, 2011 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Ray Schmitz, seconded by Paul Kinney to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor