

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**April 14, 2011**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 14, 2011 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Dr. Neil Bard, Betty Havlik, Jeanetta Kirkpatrick, Fred Clary, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Becky Cupp, Christy Duhr, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, and Tracy Thorsen.

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

Approve March 10, 2011 Health and Human Services Board Minutes: Motion by Betty Havlik, seconded by Walter Gust to approve the Board Minutes. Motion carried.

Citizen Comments: Fred Clary noted that a Workman's Compensation dividend return should not be anticipated every year.

Veterans Service Officer's Salary Increase: Sandy Kramer reported that law states that the Veterans Service Officer shall be considered for annual salary increases upon his/her appointment/hire date. Therefore, when salary increases are offered to other county employees, she is not considered for the increase until her appointment/hire date and she is not retroactively paid back to January 1 of that year like other county employees. Sandy Kramer noted that she was hired in August, so when salary increases are offered, she routinely loses out on 8 months of the increase. Sandy Kramer stated that she would like to be included in the same schedule as other non-union positions in the county. Sandy Kramer stated that she is the first Veterans Service Officer that has been held to this legal requirement, noting that the four previous Veterans Service Officers did not have to wait to until their actual appointment/hire date before receiving a salary increase. Motion by Robert Holets, seconded by Betty Havlik to forward the Veterans Service Officer's salary increase onto Corporation Counsel Ben Southwick for further interpretation of the law and potential change in procedure. Motion carried.

Sandy Kramer announced that the rededication ceremony for the new Richland County Courthouse Flag is scheduled for Tuesday, June 13, 2011 at 4pm. Sandy Kramer also noted that the State Baseball Tournament is scheduled for July 27-31, 2011 in Richland Center.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010/2011 Voucher Report was distributed and reviewed by Patrick Metz. It was noted that the Western Reserve Distributing prepaid voucher was used to purchase car seats utilizing Department of Transportation grant funds. Motion made by Walter Gust, seconded by Paul Kinney to approve the 2010/2011 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2010/2011 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2011 Expense Reports	44	\$13,417.16
Richland County Health and Human Services – 2011 Vouchers	3	\$21,377.32
Richland County Health and Human Services – 2010 Vouchers	1	\$172.09
Richland County Health and Human Services – 2011 Prepaid Vouchers	16	\$7,102.11
<b>TOTAL</b>	<b>94</b>	<b>\$42,068.68</b>

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of December 31, 2010 noting a surplus of \$173,835. Patrick Metz reported that the following additional revenues have been claimed:

Medical Assistance Transportation-Administration	\$5,175
Youth Aids Reconciliation	\$14,295
Workman’s Compensation Credit	\$27,176
GPR for RADRC and ADRC Indirect	\$19,517
FFP for RADRC and ADRC Indirect	<u>\$50,922</u>
Total:	\$117,085

Patrick Metz noted that the auditors are scheduled to meet with the agency the last week of April.

Discussion was held regarding the unbudgeted institutional funds. Randy Jacquet questioned if the 2010 regular agency budget could be utilized to pay some of the 2010 institutional fund expenses in order to maintain a healthier balance in the 2011 institutional fund accounts. Patrick Metz noted that this activity would not require an additional transfer of funds; however, a transfer would still need to occur for the Adult Institutional Fund. It was noted that at this time the Adult Institutional Fund would have the most need in 2011. Patrick Metz was directed to pose this question to the auditors for their opinion and report back to the Board next month.

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of December 31, 2010 noting a shortage of \$11,251. Patrick Metz stated that the overage trend is not anticipated to continue.

Patrick Metz reviewed the Administration line items noting a surplus of \$9,109. Linda Symons reported on the ADRC line items noting that Adult Protective Services and transportation are both over budget at this time, but this trend would not continue. Marianne Stanek noted that the Public Health line items are under budget at this time due to the fact that all bills have not yet been submitted. Patrick Metz noted that Economic Support is over budget due to a delay in revenues. Patrick Metz reported on the Children’s Services line items noting that the Birth to Three Program is over budget because if a child presents delays they must be served. Tracy Thorsen stated that Clinical Services is over budget at this time, but that is due to a lag in revenues and claims submission.

Discuss Human Services Day at the Capital: Randy Jacquet reported that Jeanetta Kirkpatrick, Walter Gust, Paul Kinney, and he met with 200 representatives from other counties and the

Wisconsin Counties Association (WCA). Randy Jacquet noted that the Richland County Health and Human Services representatives met with Assemblyman Howard Marklein, Assemblyman Ed Brooks, Assemblyman Lee Nerison, Assemblyman Travis Tranel, and Senator Dale Schultz and/or members of their staff. The WCA offered talking points which included Economic Support, Family Care, Child Support, and Juvenile Justice issues.

Paul Kinney noted that the State Budget Repair Bill is over 1,500 pages of new laws and procedures that are hard to understand. Walter Gust stated that WCA should consider modifying the talking points to offer a variety to the representatives and/or their staff. Jeanetta Kirkpatrick questioned if “what we did actually did some good” and questioned if we could deviate from the prepared talking points. Jeanetta Kirkpatrick noted that they seemed more receptive to us this year compared to last year, but she is still questioning the impact. Discussion was held regarding whether the county could develop their own talking points, perspective, or offer a life story in tandem with the WCA talking points. It was noted that there is more of a value when both the representative and a member of their staff are both in attendance.

2011-2013 State Biennial Budget Proposal and State Budget Repair Bill Update: Randy Jacquet noted that this agenda item will remain on the agenda until there is some resolution. Randy Jacquet reported that the Economic Support implications in the State Budget Repair Bill have taken a “back slide” due to the fact that the Federal Government will not support the removal of the Food Share Program from the counties and various other issues have presented themselves. Randy Jacquet noted that an alternative hybrid proposal is going to be presented to the State in the near future for further consideration, and this hybrid model is being considered a middle ground.

Randy Jacquet reported that a Family Care legislative audit study has been in the works for the last year or so to determine cost effectiveness of the Family Care Program. Randy Jacquet noted that the results of the study are due to be revealed within a few weeks.

Fred Clary questioned how the Medicaid issues are going to be solved, as the 2014 implementation of the State Budget Repair Bill and potential Federal reductions is of concern. Randy Jacquet noted that the Secretary of the Department of Health Services would be given more power in deciding upon these issues under proposed language in the State Budget Repair Bill. Christy Duhr stated that her understanding is that those higher income individuals and Badger Care Core individuals will be reduced or removed from the program. Dr. Bard noted that if this occurs certain providers will have to offer services for free.

Personnel Updates: Randy Jacquet noted that Kathy Allbaugh, Fiscal Specialist, has announced her retirement effective May 2, 2011. It was noted that Kathy Allbaugh has been with the county since 1974 (nearly 37 years). Patrick Metz stated that this position will not be refilled given the uncertainty of the 2012 budget.

Randy Jacquet stated that Christy Duhr, Economic Support Manager, has announced her retirement effective June 24, 2011. It was noted that Christy Duhr has been with the agency since 1975 (nearly 36 years). Christy Duhr stated “it has been a great ride and blessing” and she has enjoyed the people she’s worked with and met over the years. Christy Duhr noted that she

would still be living in Richland County and working with the Salvation Army in the surrounding counties. Randy Jacquet noted that this position will also not be refilled at this time until we have more certainty on the future of the Economic Support Program.

Randy Jacquet noted that three Temporary/Casual Drivers/Escort Drivers were hired March 28, 2011: Bill Harris, Daniel Hardy, and Merl Leverenz. Linda Symons noted that effective July 1, 2011 the State will be transitioning to a Medicaid provider and our agency will only continue private pay transportation services. It was noted that these drivers would utilize our county-owned vehicles to transport individuals through our revised Transportation Program. Motion made by Betty Havlik, seconded by Walter Gust to approve the hiring of Temporary/Casual Drivers/Escort Drivers Bill Harris, Daniel Hardy, and Merl Leverenz. Motion carried.

Randy Jacquet reported that Cindy Deckert, Health Check Outreach Worker, has passed probation and is being recommended to be placed on regular status effective February 12, 2009. It was noted that Cindy Deckert only works 7 hours per week, and will have to be retroactively paid once she obtained 910 minimum hours. Motion made by Robert Holets, seconded by Marilyn Rinehart to approve the probationary period of Cindy Deckert, Health Check Outreach Worker. Motion carried.

Randy Jacquet announced that Becky Cupp has taken back her maiden name of Dahl.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Randy Jacquet noted that these contracts/agreements need to be cleaned up in preparation of the auditors. Angie Rizner stated that only the Juneau County Satellite contract amendment will need to go before the County Board.

Marianne Stanek stated that the Richland School District operates on a school year calendar rather than a traditional calendar year, and the rates were increased in September 2010. Discussion was held regarding the costs for operating the Rockbridge Meal Site. Marianne Stanek calculated a cost of approximately \$600 per month noting that the site is only utilized 3 days per week. It was noted that the Richland Center Meal Site costs \$417 per month for 5 days of use and the Viola Meal Site costs \$200 per month for 5 days of use. Angie Rizner noted that the Richland School District requires a facility use form rather than our standard agreement.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2010 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (4-14-11)</b>		
<b>AEGIS THERAPIES</b>	Due to an increased need for occupational and physical therapy for the Birth to Three Program. (Brookfield)	<i>Original Contract Amount: \$85,000</i>  To a total contract amount not to exceed <b>\$87,000</b> .
<b>ADRC OF SOUTHWEST            WI-NORTH, JUNEAU            COUNTY SATELLITE</b>	Due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. (Mauston) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$286,249.</i>  To a total contract amount not to exceed <b>\$334,093</b> .

<p><b>ADRC OF SOUTHWEST WI-NORTH, RICHLAND COUNTY SATELLITE</b></p>	<p>Due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. (Richland Center)</p>	<p><i>Original Contract Amount: \$423,707.</i>  To a total contract amount not to exceed <b>\$431,056.</b></p>
<p><b>ADRC OF SOUTHWEST WI-NORTH, SAUK COUNTY SATELLITE</b></p>	<p>Due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. (Baraboo)</p>	<p><i>Original Contract Amount: \$524,426.</i>  To a total contract amount not to exceed <b>\$550,999.</b></p>
<p><b>RICHLAND SCHOOL DISTRICT</b></p>	<p>Due to an increase in rent for the use of the Rockbridge School as a Senior Nutrition Meal Site. (Richland Center)</p>	<p><i>Original Agreement Amount: \$3,100</i> <i>Amended to: \$3,800</i>  To a total agreement amount not to exceed <b>\$4,800.</b></p>
<p><b>ST. ROSE YOUTH &amp; FAMILY CENTER</b></p>	<p>Due to an extended stay at a residential setting for an out-of-home child being served by the Children's Services Unit. (Milwaukee)</p>	<p><i>Original Contract Amount: \$29,900</i> <i>Amended to: 41,000</i>  To a total contract amount not to exceed <b>\$44,000.</b></p>

Motion made by Robert Holets, seconded by Walter Gust to approve the amended 2010 contracts/agreements and forward those necessary onto the County Board for approval. Motion carried.

Discussion Related to Smoke Free County Properties: Marianne Stanek stated that she had more discussions with the Parks Committee, Fair Committee, Property Committee, and Highway Shop; however, there is no overwhelming support of an exterior smoke free resolution. Marianne Stanek noted that banning smoking anywhere within 30 feet of a building was considered. Marianne Stanek recommended creating a smoke free exterior policy for Health and Human Services only. It was noted that some county-owned buildings already have developed policies that seem to be working fine.

Approval of Health and Human Services Smoke Free Exterior Policy: Randy Jacquet reported that we recommend no smoking anywhere on the property. Marianne Stanek noted that free signage is available for use. Randy Jacquet questioned if this becomes an ordinance where someone could be fined for non-compliance or is this just an internal Health and Human Services Board approved policy. It was determined that a policy should be developed at this time, and if necessary, the pursuit of an ordinance could be revisited later. Motion made by Robert Holets, seconded by Betty Havlik to approve Health and Human Services developing a Smoke Free Exterior Policy. Motion Carried.

Excess Office Furniture, Equipment, and Supplies Distribution Update: Angie Rizner stated that after the Long Term Support Unit was vacated in December of 2010 she has been working on organizing and inventorying the excess office furniture, equipment, and supplies. While

retaining a good supply of these items for the Health and Human Services Department, the remaining items were inventoried and an email was sent to all county departments offering them the opportunity to view and mark the excess items they would like on April 5<sup>th</sup> and then pick up those items on April 7<sup>th</sup>. Angie Rizner noted that nearly all of the county departments took advantage of this opportunity.

Discuss Options for Future Use of Space: Angie Rizner reported that the 25 cubicle offices were cleaned out and preserved during the excess inventory project; however, a few of the county departments expressed interest in obtaining some of the cubicles and/or parts if they ever become available. Angie Rizner stated that she contacted a number of used office furniture locations near Madison and none of them are interested in buying the cubicle offices at this time. A few vendors were willing to “take the cubicles off our hands” if we purchased replacement furniture from their company. Another option would be to pay a vendor to remove the cubicles. Jeanetta Kirkpatrick suggested that Angie Rizner check with Organic Valley to see if they would like to purchase the cubicles, as they are expanding their offices. Discussion was held regarding the potential options for use of the space. It was noted that if the State does not agree to the Economic Support hybrid model, there could be a need for a regional office in this area. It was determined that the cubicle offices should continue to be preserved at this time.

WCHSA Spring Conference (Mailout #2): Randy Jacquet questioned if any members of the Board would like to attend the session this year. Jeanetta Kirkpatrick stated that she would like to attend and Robert Holets noted that he might be interested in attending one of the days. It was noted that registration is due by April 29<sup>th</sup>, so those interested should confirm with Angie Rizner prior to that date.

The next regular Board meeting is scheduled for Thursday, May 12, 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 Walter Gust, seconded by Paul Kinney to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor