

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 11, 2011

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on August 11, 2011 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, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Dr. Neil Bard.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Sandy Kramer.

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

Approve July 14, 2011 Health and Human Services Board Minutes: Motion by Paul Kinney, seconded by Robert Holets to approve the Board Minutes. Motion carried.

Approve July 19, 2011 Public Hearing Minutes: Motion by Ray Schmitz, seconded by Robert Holets to approve the Public Hearing Minutes. Motion carried.

Citizen Comments: Randy Jacquet reported that former employee Annie Windstrup's daughter passed away recently after a battle with cancer.

Approval of 2012 Veterans Service Office Budget: Sandy Kramer distributed a copy of the proposed 2012 Veterans Service Office budget noting no increase in tax levy as directed by the County Clerk's Office. Sandy Kramer noted that she has transferred some funds around within the budget to allow for the purchase of a new chair for her assistant, and due to an increase in mileage reimbursement expenses because she will be traveling further next year to required conferences/trainings. Motion by Paul Kinney, seconded by Betty Havlik to recommend approval of the 2012 Veterans Service Office Budget, and forward the recommendation onto the Finance/Personnel and County Board for approval. Motion carried.

Discussion was held regarding the veterans' flags in the Viola cemetery. Sandy Kramer calculated that new flags would cost approximately \$2,500 per year. It was noted that most cemeteries remove their flags in the winter months to cut down on the wear and tear. Motion by Betty Havlik, seconded by Robert Holets to recommend approval of the 2012 Veterans Service Office Soldiers and Sailors Fund and Transportation Grant Budget, and forward the recommendation onto the Finance/Personnel and County Board for approval. Motion carried.

Approval of Veterans Service Office Transportation Grant: Sandy Kramer noted that this grant totals approximately \$10,000 and those funds are divided amongst the counties that apply for the grant. The funding allocated for Richland County continues to decrease as other counties request

funds. Motion by Betty Havlik, seconded by Marilyn Rinehart to recommend approval of the Veterans Service Office Transportation Grant, and forward the recommendation onto the Finance/Personnel and County Board for approval. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2011 Voucher Report was distributed and reviewed by Patrick Metz. Patrick Metz noted that the amount of vouchers is lower this month due to an early meeting. The following items required additional discussion:

Voucher #1 – Damion Bredlau: This was to pay for interior and exterior window washing. Angie Rizner reported that the fee is \$50 for all exterior windows and \$75 for interior windows.

Voucher #3 – Greeley Signs & Awnings: This was to pay for four Braille “Mechanical Room” signs that were missing from the public hallways. Angie Rizner noted that this is a requirement of Americans with Disabilities Act (ADA) guidelines as noted in our Civil Rights Compliance Plan.

Voucher #9 – Rhyme Business Products: This was to pay for our monthly copier lease fees. It was noted that we have 4 copiers.

Fred Clary questioned if the agency is taking advantage of Webinars and online training rather than sending staff to trainings/conferences throughout the State. Patrick Metz stated that we do take advantage of those when they are offered. It was noted that physical attendance at some meetings is still necessary.

Voucher #16 – Richland Center Utilities: Paul Kinney questioned if we have seen a savings due to the loss of the Long Term Support Unit. Patrick Metz noted that we have seen some small savings.

Voucher #18 – Synergy Software Tech, Inc.: This was to pay for computer licensing.

Motion made by Robert Holets, seconded by Paul Kinney to approve the 2011 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2011 Vouchers

| Unit | No. of Vouchers | Amount |
|---|------------------------|--------------------|
| Richland County Health and Human Services – 2011 Expense Reports | 37 | \$10,751.38 |
| Richland County Health and Human Services – 2011 Vouchers | 17 | \$20,643.28 |
| Richland County Health and Human Services – 2011 Prepaid Vouchers | 11 | \$3,592.61 |
| TOTAL | 65 | \$34,987.27 |

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of June 30, 2011 noting a surplus of \$68,950. The surplus would be reduced to \$58,488 if \$10,462 was saved for the 2012 Nutrition Program.

Patrick Metz reported on the Administration line item noting that the overage of \$5,495 is largely due to the air conditioner replacement purchase last month and the purchase of 30 cases of paper at

a discounted rate. Patrick Metz stated that the ADRC is over budget \$2,501 primarily due to the Transportation Program. Fred Clary questioned why the Transportation Program is consistently over budget. Patrick Metz noted that we returned Transportation Program funds at the end of 2010 and we continue to budget with the possibility of a Dialysis Clinic opening locally. Patrick Metz also noted that we are able to shift monies within the ADRC to ensure no overage at the end of the year. It was noted that starting July 1st we should see a significant decrease in volunteer driver reimbursements due to the implementation of Logisticare, which will be included in next month financials.

Marianne Stanek stated that the Public Health Unit remains under budget because we were able to take advantage of grant funds, Nutrition Program numbers continue to be down, and the majority of the unit's costs are during the flu season in the fall/winter. Fred Clary stated that the City of Richland Center does expect the Richland Center Meal Site to move to the new Senior Center. Marianne Stanek noted that the Nutrition Program pays \$417 per month for their Town & Country Presbyterian Church location, so the new Senior Center must be competitive.

Patrick Metz reported that the overage in Economic Support is largely due to a delay in revenues. An approximate \$18,000 retirement payout involving the Economic Support Manager position is not included in this budget report, but we do not anticipate refilling her position this year, so that should balance out by the end of the year.

Amanda Coorough stated that the Children's Services Unit is doing well financially. New in the unit is subsidized guardianship compared to terminating parents' rights (TPR). Amanda Coorough noted that processing TPRs is usually done by a private attorney at a cost to the agency, where subsidized guardianships can be processed through the District Attorney's Office. Subsidized guardianships do offer the guardian the base foster care rate of \$300-\$400 per month, which varies based upon the age of the child. Discussion was held regarding the differences between the two options and the ultimate goal is to increase permanency for children. Amanda Coorough also noted that the Birth to Three Program continues to reflect a \$3,000-\$4,000 drop per month in therapies.

Tracy Thorsen reported that the Clinical Services Unit is under budget \$33,549; however, the AODA Outpatient line item reflects an overage of \$12,935. This is due to a change in staff as a result of the Family Care takeover late last year. The senior staff member who bumped into the position was receiving family medical coverage, and the staff member who was bumped out of the position did not receive medical coverage.

Patrick Metz noted that the Institutional funds are doing very well. The Adult Institutional Fund has a balance of \$189,712 and the Children's Institutional Fund has a balance of \$153,703. Tracy Thorsen noted that 10 adults have been institutionalized so far this year, and the average length of stay is 10 days with only 2 adults remaining in institutions at this time.

Personnel Updates: There were no updates to offer.

Approval of Contracts, Agreements, and Amendments: There were no updates to offer.

Approval of Child Protective Services and Juvenile Justice Reorganization (Mailout #1): Amanda Coorough distributed two new job descriptions with minor revisions. Amanda Coorough stated that

over the last 8 months she has been reviewing the inner workings of the Children's Services Unit, State statutes, and considering the options available for reorganization. Amanda Coorough reviewed the historic structure of the unit, and noted that the unit would benefit from more frontline staff that could be included in the on-call rotation. Amanda Coorough stated that the proposal includes eliminating a supervisor position and creating two lead worker positions that could be included in that rotation and contribute to the management of cases. In addition, it would be beneficial if all unit staff worked the core business hours of the agency (8am-5pm), so services could be offered and managed appropriately. This proposal includes increasing unit social workers from 37.5 hours per week to 40 hours per week. Amanda Coorough noted that this reorganization also offers an opportunity to possibly establish a teen court or parenting classes.

Amanda Coorough reported that this reorganization proposal would cost the agency approximately \$1,300 per year. Amanda Coorough noted that as part of her research she reviewed the pay scales of 5 other counties, and other counties pay lead workers approximately \$7 less per hour than our current supervisor at Grade 28 (\$29.74 per hour). It was noted that our new lead worker positions would be at Grade 24 (\$24.48 per hour). Amanda Coorough stated that the lead worker changes would be effective upon approval by the County Board; however, the increase in staff hours from 37.5 to 40 hours per week would not occur until January 1, 2012.

Robert Holets questioned what the savings would be for the on-call system. Amanda Coorough stated that she would have to research the numbers. Fred Clary stated that the agency is scheduled to receive less tax levy in 2012, because the IT Coordinator will be removed from the HHS budget.

Discussion was held regarding increasing the hours of the unit staff to mirror the agency hours of operation. Amanda Coorough agreed that the staggering of staff hours could be done; however, we have not filled a fifth social worker position and increasing the staff hours offers increased access to those we do have on staff. Jeanetta Kirkpatrick noted that we receive more benefit financially when staff work 40 hours per week. Amanda Coorough reported that current caseloads are approximately 12 families per social worker, and this proposal attempts to do more with less. Motion made by Walter Gust, seconded by Betty Havlik to approve the elimination of the non-union Children's Services Supervisor position (Grade 28) and create a non-union Juvenile Justice Lead Worker position (Grade 24) and name Karee Gander to the new position effective the first pay period following County Board approval; create a non-union Child Protection Lead Worker position (Grade 24) and name Erin Miess to the new position effective the first pay period following County Board approval; increase all Child Protective Services/Juvenile Justice Certified Social Workers from 37.5 hours per week to 40 hours per week effective January 1, 2012; and forward these recommendations (including job descriptions) onto the Finance/Personnel Committee and County Board for approval. Motion carried.

Approval of Richland County Disability Benefit Specialist Position (Mailout #2): Randy Jacquet stated that we currently have one Disability Benefit Specialist (DBS) worker leased through SWWDB. Randy Jacquet noted that many of our other leased positions are part-time or limited term, but this position is very similar to other county social workers. Patrick Metz stated that all of the expenses of this position are funded through State and Federal claiming, and no county tax levy is used to fund this position. Motion made by Robert Holets, seconded by Walter Gust to approve the creation of a Disability Benefit Specialist position at the yet to be determined Professional Union Social Worker rate (currently \$22.52 in the Local 2085-C Professional Union Contract

scheduled to expire December 31, 2011) effective January 1, 2012, and forward the recommendation (including job description) onto the Finance/Personnel Committee and County Board for approval. Motion carried.

Approval of an Increase in Hours for the Elderly Benefit Specialist (Mailout #3): Randy Jacquet reported that our Elderly Benefit Specialist (EBS) worker is extremely busy giving seminars on Medicare Part B and serving the aging population. Patrick Metz stated that the increased cost has been in the budget since 2005. Discussion was held regarding the historic reasoning behind staff working 35, 37.5, and 40 hours per week. Motion made by Betty Havlik, seconded by Walter Gust to approve the increase in hours for the Elderly Benefit Specialist from 35 hours per week to 40 hours per week effective January 1, 2012; and forward the recommendation (including job description) onto the Finance/Personnel Committee and County Board for approval. Motion carried.

Approval to Purchase a Laptop for Public Health: Marianne Stanek stated that Obesity Grant Partnership funds would be used to purchase the laptop. It was noted that the county will own the laptop. Motion by Marilyn Rinehart, seconded by Betty Havlik to approve the purchase of a Toshiba Tecra Notebook PC for \$1,106.99 from CDW-G. Motion carried.

Economic Support Consortia Update: Randy Jacquet distributed an updated map of the Economic Support Consortia being proposed across the State. It was noted that Adams County should also be shaded gray. Randy Jacquet noted that the consortium being proposed last month was too large and needed to be divided. Richland County has now been included with Adams, Columbia, Dane, Dodge, Juneau, and Sauk Counties with Dane County being the lead county.

Randy Jacquet stated that he is impressed with Dane County's experience and is pleased to be involved with that consortium; however, he is still uncertain what the costs are going to be for involvement with the consortium. Counties are beginning to go before their County Boards seeking approval to enter into a contract with the lead county. Randy Jacquet noted that we will need to seek approval at the September Health and Human Services Board and County Board meetings. Patrick Metz reported that counties have the option to join a consortium or opt out of the entire project and notify the State that their county will no longer offer Income Maintenance.

It was noted that Dane County, as our lead county, will handle all Call Center operations. Randy Jacquet stated that Dane County does not plan to charge the counties an administrative fee.

Transportation Program Update: Randy Jacquet reported on the van situation at Pine Valley Healthcare which Fred Clary questioned during the Public Hearing. Randy Jacquet noted that van #7 is a 2001-15 passenger Dodge van which had been retired from the State reporting requirements; however, the Transportation Program intends to use the van for transporting clients again in the near future. Randy Jacquet stated that since the van wasn't being used regularly at the time, it was loaned to Pine Valley Healthcare with the understanding that we would need it returned for our use this fall. It was required that the van pass State inspection before transporting clients again, so we requested it back from Pine Valley Healthcare recently. When we received the van back, it was being used as a truck and needed a lot of work to prepare for inspection. Fred Clary stated that his understanding was that Health and Human Services was informed that maintenance would be utilizing the van.

Randy Jacquet stated that van #4, a 1996 Ford Champion van with a lift equipped for 1 wheelchair, was offered to Pine Valley Healthcare. The van runs good, but needs the brake line repaired. It would be a good van for Pine Valley Healthcare maintenance staff to utilize permanently.

Discussion was held regarding the future use of van #7 for transporting clients. It was determined that the Transportation Program should offer a presentation next month.

Family Care Resolution to Federal Government: Randy Jacquet stated that many counties are requesting County Board resolutions clarifying their opposition to the Family Care freeze, since the program was created with the intention of eliminating waiting lists. Randy Jacquet noted that the freeze could increase the county's liability, as these individuals are not being served. Discussion was held regarding the potential financial ramifications. Patrick Metz stated that on average 14 slots open up per month and Richland County is one of five counties in our region to be offered an open slot. It was determined that this should be discussed further next month.

Community Services Building Back-up Generator Consideration: Randy Jacquet stated that we are actively working with Richland Electric, but we are not able to present anything at this time.

Discuss Options for Future Use of Space: Fred Clary stated that with the potential creation of a separate IT Department in 2012, would there be a better perception of exclusivity from Health and Human Services if a section of the vacant area was remodeled for that department and physically blocked off from the rest of the agency. Patrick Metz stated that would not be in the best interest of this agency, which has been paying for two IT staff that has supported the entire county for years, and there would be significant costs in relocating the staff and their equipment.

The next regular Board meeting is scheduled for Thursday, September 8, 2011 at 9:00 a.m. at the Community Services Building.

Adjourn: Motion by Robert Holets, seconded by Walter Gust to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor