

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**October 13, 2011**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on October 13, 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, Jason Marshall, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Mike McCormick from McCormick Electric.

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

Approve September 8, 2011 Health and Human Services Board Minutes: Angie Rizner was instructed to correct that Ray Schmitz was absent from the meeting. Motion by Robert Holets, seconded by Betty Havlik to approve the Board Meeting Minutes. Motion carried.

Approve September 15, 2011 Special Budget Meeting Minutes: Fred Clary stated that when the Finance/Personnel Committee went through the various department budgets they were able to track where the departments put the savings they were receiving from the mandated employee contributions in 2012, except for the Health and Human Services Department. Randy Jacquet stated that we will present this breakdown at the next meeting. Motion by Paul Kinney, seconded by Ray Schmitz to approve the Special Budget Meeting Minutes. Motion carried.

Citizen Comments: None.

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. The following items required additional discussion:

Voucher #2 – Bear Graphics, Inc.: This was to pay for carbonless receipt books utilized by the reception desks and fiscal staff due to the large amount of incoming revenues we receive. Fred Clary questioned if the agency had looked into electronic receipting. Patrick Metz stated that he would look into that option and check with the auditors.

Voucher #25-27 – GWAAR, Inc.: This was to pay for staff attendance at an annual conference.

Voucher #39 – Nutri-Systems Corporation: This was to pay for Senior Nutrition Program replacement meal trays and lids.

Voucher #75 – Western Reserve Distribution: This was to pay for Public Health car seats.

**Previously Paid Vouchers**

Fred Clary questioned the list of previously paid vouchers, noting that invoices should not be prepaid unless vendors charge a late fees or interest.

Voucher #17 – Wal-Mart: It was noted that this was to pay for supplies utilized during training, not for an actual training.

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

**2011 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2011 Expense Reports	45	\$12,982.55
Richland County Health and Human Services – 2011 Vouchers	46	\$24,307.97
Richland County Health and Human Services – 2011 Prepaid Vouchers	16	\$7,212.03
<b>TOTAL</b>	<b>107</b>	<b>\$44,502.55</b>

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of August 31, 2011 noting an overage of \$6,568. Patrick Metz reported that the Administration line items are under budget. Linda Symons noted that the ADRC continues to watch the transportation budget very closely, which is currently over budget \$5,349. Marianne Stanek stated that both Public Health and Nutrition Program line items are under budget. Marianne Stanek reported that less people are attending meal sites across the county and across the state. Locally, attendance has dropped significantly at our Boaz Meal Site. Marianne Stanek noted that she has started working on contracts for next year and some costs are increasing. It was requested that Marianne Stanek offer an update on the situation of the Nutrition Program in the near future.

Patrick Metz reported that the Economic Support Unit is currently over budget \$42,519 which is largely due to retirement costs totaling over \$22,000. The Economic Support Programs are kind of in limbo until the consortiums fully take over. Discussion was held regarding our involvement in the Capital Consortium and the benefits that come along with our involvement in that specific consortium. Randy Jacquet noted that while staff will have increased caseloads, they will also gain access to improved training and Spanish speaking staff located in Dane County. Patrick Metz noted that adjusting to the reduction in funding is the big inconsistency across the State, while other counties may have received an increase in funding; Richland County has seen a significant decrease in funding. Randy Jacquet noted that another negative for Richland County is trying to adjust to these changes without a unit manager/supervisor.

Amanda Coorough announced that the group of 10 juveniles that were acting out significantly this summer are back in school and behaving, while two are still in placements. Amanda Coorough noted that she is considering reorganizing the Birth to Three Program next year. Discussion was held regarding the screening process and whether the Birth to Three Program verifies US citizenship. Amanda Coorough noted that this time of the year the Children’s Long Term Support

Unit begins offering Family Support funding to eligible families, which helps them purchase aides for their disabled children.

Tracy Thorsen stated that the Clinical Services Unit is currently over budget \$12,446. We are conducting final revenue gathering, but there is still volatility at this time. There was one individual who had a mental health inpatient stay in August, and this kind of placement is separate from our institutional placements. There were two longer institutional placements, and one of those just discharged last week.

Patrick Metz reported on his end of year projections, noting the expense uncertainties and unanticipated revenues. The Birth to Three Program uncertainties remain and we are projecting to be \$35,000-\$40,000 over budget by the end of 2011. Patrick Metz noted that we budgeted approximately \$70,000 for Child Protective Services placements, but are now projecting \$116,000 in expenses. Patrick Metz stated that it is likely that the Economic Support Unit will be \$20,000 over budget by the end of the year.

Patrick Metz noted that the agency is finalizing their 2010 Comprehensive Community Services reconciliation and we are projecting an additional \$29,000 in revenue that was not included in the current year's budget. We are also claiming more indirect expenses from the RADRC and ADRC. Fred Clary noted that Maximus assists other departments with indirect accounting, and questioned if we work with them. Patrick Metz stated that Health and Human Services does work with Maximus, and currently we claim approximately \$37,000 of indirect revenue through the Federal Government within our budget.

The question was posed, is the 2011 Health and Human Services budget going to have surplus funds to cover the purchase of a generator? Patrick Metz stated "possibly, but placements continue to be uncertain, so I can't guarantee that the surplus will be enough to cover the generator purchase." Discussion was held regarding other departments assisting with the funding of the generator.

2012 Health and Human Services Budget Update: Jeanetta Kirkpatrick stated that the Finance/Personnel Committee chose to allocate funds to the institutional accounts, and did not reduce the allocation to Health and Human Services for 2012; however, they did remove the funding for the IT Coordinator position in order to create a Central IT Department which includes both Barb Scott and Jason Marshall.

Jeanetta Kirkpatrick noted that the Finance/Personnel Committee utilized approximately \$250,000 of General Fund monies to balance the 2012 County budget. Jeanetta Kirkpatrick stated that the Finance/Personnel Committee must start looking at essential services for 2013 or Richland County would continue with significant risk. Fred Clary noted that Richland County's General Fund has less than 3 months of operational funding, there are \$1 million in unpaid taxes, and the State is withholding funds or keeping them longer. It was noted that departments should be conservative and reduce spending as much as possible. The county is considering offering an incentive to departments in an effort to reduce spending, such as carrying over budget surplus funds.

Personnel Updates: There were no updates to offer.

Resignation of Dr. Neil Bard and Replacement Recommendation: Randy Jacquet stated that with the recent resignation of Dr. Bard the Richland Medical Center reached out to other local doctors informing them of our need. Marianne Stanek reported that she recently spoke with Dr. Kevin Whitney and he has agreed to sit on the Health and Human Services Board for 6 months. Angie Rizner noted that she spoke with Dr. Robert Smith and he has a previous commitment Thursdays mornings. Randy Jacquet stated that holding the meetings in the evenings would offer the ability for more practicing doctors to join the Board. Motion by Fred Clary, seconded by Walter Gust to accept the resignation of Dr. Neil Bard, appoint Dr. Kevin Whitney as his replacement, and forward this recommendation onto the Committee on Committees and County Board for final approval. Motion carried.

Approval of Contracts, Agreements, MOUs, and Amendments (Mailout #1): Discussion was held regarding the placements and funding.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2010 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-13-11)</b>		
<b>AEGIS THERAPIES</b>	Due to an increased need for occupational and physical therapies provided to Children's Services Unit Birth to Three Program clients. (Arkansas) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$85,000</i>  To a total contract amount not to exceed <b>\$110,000.</b>
<b>ATTORNEY HENRY PLUM</b>	Due to an increased need for Termination of Parental Rights (TPR) legal services offered to the Children's Services Unit. (Wauwatosa) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$20,000</i>  To a total contract amount not to exceed <b>\$35,000.</b>
<b>B-CARE CORPORATION</b>	The B-Care contract was originally set up for only those individuals who were actually in a B-Care placement at the beginning of the year (\$45,000). It was anticipated that there would be additional unplanned placements throughout the year that would be necessary in order to transition individuals out of the hospital or institution and that B-Care would be used for many of these. These additional unplanned placements were included in the 2011 budget, but not added into any of the placement facility contracts. At this point in the year it is possible to make a better projection of the year-end contract for B-Care (\$87,000). (Viroqua) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$45,000</i>  To a total contract amount not to exceed <b>\$ 87,000.</b>
<b>FAMILY &amp; CHILDREN'S CENTER</b>	Due to an increased need for group home foster care for one child through the remainder of the year and an urgent psychosexual residential assessment for one child served by the Children's Services Unit. (LaCrosse) <i>This will require County Board approval.</i>	<i>Original Agreement Amount: \$5,000</i>  To a total contract amount not to exceed <b>\$78,000.</b>

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2011 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-13-11)</b>		
<b>DEVAN TOBERMAN, RDH</b>	A dental hygienist who will provide oral exams, fluoride, varnish and sealant application for appropriate school age children through the Seal-A-Smile Oral Health Program. (Prairie du Chien)	For a total amount not to exceed <b>\$6,000.</b>
<b>DODGEVILLE FAMILY CHIROPRACTIC &amp; WELLNESS CENTER</b>	For therapeutic treatment to maintain or improve the health of children with disabilities served by the Children's Services Unit. (Dodgeville)	For a total amount not to exceed <b>\$1,000.</b>
<b>EASTER SEALS WISCONSIN, INC.</b>	For summer camp services offered to children with disabilities served by the Children's Services Unit for the purpose of socialization and respite. (Madison)	For a total amount not to exceed <b>\$1,000.</b>
<b>NIKKI MARTIN, RDH</b>	A dental hygienist who will provide oral exams, fluoride, varnish and sealant application for appropriate school age children through the Seal-A-Smile Oral Health Program. (Madison)	For a total amount not to exceed <b>\$6,000.</b>
<b>NORTHWEST PASSAGE</b>	For a residential placement of a child served by the Children's Services Unit. (Frederic) <i>This will require County Board approval.</i>	For a total amount not to exceed <b>\$40,000.</b>
<b>SYMONS RECREATION COMPLEX</b>	For family swimming services offered to children with disabilities served by the Children's Services Unit for the purpose of socialization and recreation. (Richland Center)	For a total amount not to exceed <b>\$1,000.</b>
<b>WISCONSIN BADGER CAMP</b>	For summer camp services offered to children with disabilities served by the Children's Services Unit for the purpose of socialization and respite. (Platteville)	For a total amount not to exceed <b>\$1,000.</b>

Motion made by Paul Kinney, seconded by Betty Havlik to approve the new and amended 2011 contracts, agreement, and MOUs; and forward those necessary onto the County Board. Motion carried.

Approval of Community Services Building Back-up Generator: Barb Scott distributed a revised summary sheet noting that the entire project would not be more than \$34,124. Barb Scott stated that Jeff Joseph of Richland Electric Cooperative could not find a company interested in leasing a generator to a county government other than one at 18% interest. Mike McCormick stated that he adjusted his estimate to \$14,450 and this is the maximum cost since there were no exact specifications, noting that it is more likely that the project will cost \$12,000 - \$12,500. Barb Scott

stated that she would recommend the higher price installation bidder since McCormick Electric came out and actually measured the project.

Discussion was held regarding the 3 phase and single phase issues. Mike McCormick stated that his estimate includes an increase to 3 phase at a cost of approximately \$3,600. Discussion was held regarding the recent remodeling projects and why those professionals did not recommend an increase to 3 phase. Randy Jacquet noted that we checked the 2009 project specifications book and it was not specified to upgrade everything to 3 phase. The direction given was to work with what was there. Mike McCormick noted that, even if the entire project does not move forward at this time, we would benefit from an increase to 3 phase.

Discussion was held regarding bidding the project at the prevailing wage. Barb Scott reported that as of July 1, 2011 the prevailing wage for a project increased to \$48,000 for a single contract and increased to \$100,000 for a multiple-trade contract. Randy Jacquet stated that he spoke with Attorney Ben Southwick about the prevailing wage requirements. Barb Scott also contacted the Equal Opportunities Department and verified the wage. Motion by Paul Kinney, seconded by Walter Gust to approve the entire project for no more than \$34,124 with no change orders. Roll Call Vote. Betty Havlik, Paul Kinney, Walter Gust, and Marilyn Rinehart voted for the motion. Robert Holets, Jeanetta Kirkpatrick, Fred Clary, and Ray Schmitz voted against the motion. Tie vote. Motion denied. Discussion was held regarding the uncertainty of the Health and Human Services budget at this time, but waiting would mean that the project would be postponed until spring 2012 when funding is even more uncertain. It was decided that the project should be brought back again next month when voting numbers would be odd, and the possibility of only upgrading to 3 phase could be considered.

Approval of Revised Economic Support Manager Job Description (Mailout #2): Randy Jacquet noted that Christy Duhr retired as the Economic Support Manager in June of this year and we were waiting to see what happened with the Economic Support consortia, so we did not immediately refill the position or add another Economic Support worker. It was noted that in July we temporarily increased one of the current Economic Support workers to a Lead Worker through the end of 2011. Randy Jacquet stated that we have found the responsibilities of the vacant manager position to be too much to absorb internally. We began advertising for the vacant manager position, and it is likely that we could fill the position shortly after Thanksgiving. If the new hire does not have any Economic Support experience or training, we would need to request an extension of the Lead Worker temporary agreement. Randy Jacquet noted that he does not anticipate anyone applying from within. Randy Jacquet questioned if the Finance/Personnel Committee could meet just a few minutes before the October County Board meeting to get this revised job description approved at the October County Board meeting in order to assist with recruitment. Motion made by Marilyn Rinehart, seconded by Ray Schmitz to approve the revised Economic Support Manager job description; and forward the recommendation onto the Finance/Personnel Committee and County Board for approval. Motion carried.

Transportation Program Update: Linda Symons stated that the Transportation Program is for the elderly or anyone who is disabled, including children. The program receives \$60,000 from a specialized 85.21 grant, \$13,000 from the county, Veterans reimbursements, and bills medical assistance and private pay individuals when able. In 2010, the Transportation Program drove 170,000 miles utilizing 23 volunteers, and transported 230 county residents on a regular basis.

Linda Symons reported that the Transportation Program stopped using vans in 2009 due to cost effectiveness, and they became less utilized in 2010. The Transportation Coordination Committee approved yesterday that non-medical rides could be offered in the future, as long as they did not interfere with medical rides.

Linda Symons stated that the opening of a Dialysis Center in Richland Center would greatly benefit the Transportation Program. Marilyn Rinehart stated that the final inspections were completed 2 weeks ago and the Richland Medical Center is waiting for approval to open the facility.

Linda Symons commented on the previously proposed regional coordination of the Transportation Program. Linda Symons noted that this could still happen, but the group could not overcome other county policies to achieve this goal. The Southwest Community Action Program (SWCAP) is now looking into organizing this.

Linda Symons reported that Logisticare began providing all Medical Assistance transportation effective July 1, 2011, and while there were some terrible stories the first few months, this seems to be improving. It was noted that not all services that were provided before are being reimbursed, and there are still some inefficiencies.

Linda Symons distributed a handout of Richland County's 5310 vehicle fleet. It was noted that these 5310 vehicles must have coordination and collaboration, noting that various MOUs were entered into with VARC, Pine Valley Healthcare, and Schmitt Woodland Hills. VARC has since returned two of the vans and the funds earned with the sale of those vans must be put into an account for 5310 vehicle maintenance (Fund 18). Linda Symons noted that 5310 vehicles could be retired after 10 years, and all the vehicles in Richland County's fleet could be retired, which would eliminate the reporting that needs to occur; however, they must either be sold or utilized for transporting the elderly or disabled. Once these vehicles are officially retired, we can apply for new vehicles. Fred Clary stated that Richland County is exploring listing items for sale on the Internet.

Approval to Apply & Accept an Intoxicated Drivers Programs (IDP) Enhancement Grant (Mailout #3): Tracy Thorsen reported that we received notice earlier this week that we were awarded the grant, but we are uncertain if we would receive the entire \$19,774 that we requested. These funds would permit us to enhance our current Intoxicated Drivers Program by offering motivational enhancement therapy during the assessment process and evidence-based practices in a group setting. Tracy Thorsen clarified that the grant could continue up to three years, but because we intended to fully integrate these processes into our programming, we did not plan for funds beyond the first year. Discussion was held regarding the possibility of connecting these new processes with Huber jail time. Tracy Thorsen explained that the grant allowed for funds to be used to develop OWI courts in counties, which could have an impact on Huber inmates, and this possibility is being considered. Motion made by Paul Kinney, seconded by Walter Gust to approve the application and acceptance of an Intoxicated Drivers Programs (IDP) Enhancement Grant; and forward the recommendation onto the County Board for approval. Motion carried.

Discuss WIC Utilizing Community Services Building on Certain Days: Marianne Stanek stated that she was approached by WIC (Women, Infants, and Children Food Program) staff to see if they could utilize space in the Community Services Building. It was noted that WIC Clinics used to be offered in the basement of the Courthouse and are now located at St. John's Lutheran Church.

Marianne Stanek noted that moving WIC to the Community Services Building could integrate our internal services, but we cannot guarantee that Public Health staff would be available to assist WIC clients during their scheduled clinics.

Marianne Stanek reported that WIC Clinics are held in Richland County the first three Tuesdays of every month from 9:30am-3:30pm, 12:30-6pm, and 9:30am-12:30pm respectively. Discussion was held regarding the number of clients that would be seen at the clinics. Angie Rizner noted that number averages around 43 clients per day. Marianne Stanek stated that WIC was hoping to utilize Interview Room #2, both Waiting Rooms, Conference Room D, the PH Clinic, and both PH Exam Rooms; however, this plan would limit our Public Health staff's access to the Public Health Clinic, and would apply pressure to our conference rooms and waiting rooms. Marianne Stanek noted that it was suggested that we offer WIC a section of the vacated area (2 offices and 4 cubicles), Interview Room #2, and one Waiting Room.

Discussion was held regarding the additional strain this would have on our front desk, waiting rooms, bathrooms, and overhead costs; however, noting that these are the populations we serve. Marianne Stanek stated that other Public Health Departments do often include WIC as part of their programming, but it is separate in Richland County. Randy Jacquet noted that WIC is operated by SWCAP, and they have not offered additional funding to help cover the overhead costs. Discussion was held regarding the rent that was charged to the Job Center partners when they leased space in the Community Services Building. Fred Clary noted that rent on 500 square feet of office space is approximately \$400 per month, but given they are not occupying the space the entire month, the fee would be closer to \$100 per month. Motion made by Marilyn Rinehart, seconded by Walter Gust to approve renting space to SWCAP for WIC Clinics at a fee of \$25.00 per day to cover basic overhead costs. Motion carried.

Wisconsin WINS Update: Marianne Stanek stated that tobacco compliance checks were recently conducted as part of the Wisconsin WINS project. Richland County had gone two years without any sales to minors, and was recognized at the County Board level in September 2010; however, Richland County had a 22% sales rate this year. Eighteen tobacco compliance checks were conducted with 4 sales to minors. No citations were issued to the violating establishments, but additional training is being offered and Public Health will increase their educational efforts.

Discuss Concealed Carry in Richland County Government Buildings: Robert Holets distributed a handout from a Wisconsin Counties article that contradicts the resolution going before the County Board in October regarding concealed carry. Robert Holets stated that he would speak with Attorney Ben Southwick directly. Fred Clary noted that his understanding is that posting a sign at the door of each government building which states that guns/weapons are not permitted could increase the employer's liability if they are not checking individuals for guns/weapons at the door.

Health and Human Services Personnel Policy Addendum Review: Randy Jacquet noted that the Finance/Personnel Committee is working on revising the existing Richland County handbook, and are holding hearings to discuss the topic with Department Heads. Randy Jacquet distributed a handout of a side by side comparison of the County Personnel Policy to the existing Health and Human Services Addendum. Fred Clary noted that filling temporary vacancies with a Grade 7 position was simply to cover answering the phones in smaller departments in the event of retirements, resignations, etc. Randy Jacquet stated that Health and Human Services usually leases



staff in that situation. It was clarified that employees would have an alternative method to grieve issues other than those relating to discipline and termination. Randy Jacquet stated that he intended to allow Health and Human Services staff the ability to grieve issues (other than those relating to discipline and termination) to the Health and Human Services Board or the Personnel/Finance Committee, but not both. Discussion was held regarding the existing addendums to the personnel policies, noting that they address specific needs that the individual departments have.

The next regular Board meeting is scheduled for Thursday, November 10, 2011 at 9:00 a.m. at the Community Services Building.

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

Respectfully Submitted,

Angie Rizner  
Office Supervisor