

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 9, 2012

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on February 9, 2012 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Fred Clary, Jeanetta Kirkpatrick, Dr. Louis Williams, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Betty Havlik.

Others Present: Amanda Coorough, Angela Porter, Angie Rizner, Barb Scott, Becky Dahl, Jason Marshall, Katie Erb, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, Stephanie Ronnfeldt, and Tracy Thorsen.

Welcome Dr. Louis Williams: The Board introduced themselves and welcomed Dr. Louis Williams.

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

Approve January 12, 2012 Health and Human Services Board Minutes: Fred Clary reported that unpaid invoices that are 90 days or older (past due) are supposed to have a letter attached to them for presentation to the Audit Committee. They are not to be automatically prepaid. The Audit Committee will then review the past due invoices and can assess any fees or penalties directly to the Department Head. Motion by Robert Holets, seconded by Walter Gust to approve the Board Meeting Minutes. Motion carried.

Approval of 2012 Veterans Service Office Grant: Sandy Kramer stated that this is an annual approval, but a few new requirements have been implemented by the State (s.45.81, s.45.84, s.45.85, s.45.86 (1) and (2)). Sandy Kramer noted that the grant totals \$8,500 and the State is reviewing how the funds are being spent more closely now. Motion by Fred Clary, seconded by Walter Gust to approve the 2012 Veterans Service Office Grant and forward the recommendation onto the County Board for approval. Motion carried.

Citizen Comments: Fred Clary noted that Family Care and Income Maintenance were discussed during a State meeting he attended last Tuesday, including the further regionalization of other Human Services programs.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2011-2012 Voucher Report was distributed and reviewed by Patrick Metz. The following items required additional discussion:

Voucher #18 & 19 – D&P Enterprises: Patrick Metz noted that \$5,000 has been budgeted for snow plowing/removal in 2012 and these invoices total \$2,953.50 which is largely due to snow removal and salting. Discussion was held regarding snow plowing at the Community Services Building.

Fred Clary noted that the Courthouse is actively bidding for the next snowfall season and possibly Health and Human Services could benefit from working with the same vendor. Motion made by Paul Kinney, seconded by Walter Gust to approve the 2011-2012 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2011-2012 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2012 Expense Reports	41	\$12,086.53
Richland County Health and Human Services – 2011 Expense Reports	2	\$195.19
Richland County Health and Human Services – 2012 Vouchers	38	\$24,585.04
Richland County Health and Human Services – 2011 Vouchers	6	\$3,674.43
Richland County Health and Human Services – 2012 Prepaid Vouchers	1	\$75.00
Richland County Health and Human Services – 2011 Prepaid Vouchers	1	\$371.97
TOTAL	89	\$40,988.16

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of December 30, 2011 noting a surplus of \$249,018 after carrying over \$16,441 to the 2012 Nutrition Program. Patrick Metz noted that there are a few revenue sources that have been calculated into the surplus, but are not completely finalized. It was noted that the only unit that is over budget is Economic Support largely due to a retirement and recruitment expenses for replacing that position.

Patrick Metz was instructed to rename the “Unbudgeted Institutional Costs” since these amounts are budgeted separately from the Health and Human Services budget by the county. Fred Clary noted that this may assist with the misconception that Health and Human Services is over budget when these institutional costs are factored into the overall budget instead of the accounts being kept completely separate.

Ray Schmitz questioned whether the agency can keep the Aging & Disability Resource Center (ADRC) surplus of \$84,132. Patrick Metz noted that we claim as many indirect costs as possible, including administrative and Maximus claiming.

Randy Jacquet questioned options for the surplus, including returning it to the General Fund, allocating it to institutional costs, or consideration for purchasing electronic medical records (EMR) software which is being presented later in the meeting.

Personnel Updates: Randy Jacquet requested the hiring of DeAnna Riska, Disability Benefit Specialist, effective January 30, 2012 with up to 10 days without pay. It was noted that this position was newly added into the County structure last fall. Randy Jacquet also requested the hiring of Virginia “Ginny” Cairns, Administrative Secretary, effective March 2, 2012 with up to 12 days without pay. It was noted that this Regional ADRC position was vacant after a retirement last July. Randy Jacquet noted that these individuals were counseled on the potential of having to pay a larger portion of their health insurance if they fall below a certain number of hours in a quarter due to them taking time off. Motion made by Marilyn Rinehart, seconded by Paul Kinney to approve the

hiring of DeAnna Riska, Disability Benefit Specialist, effective January 30, 2012 and Virginia “Ginny” Cairns, Administrative Secretary, effective March 2, 2012. Motion carried.

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

Approve/Discuss Electronic Billing and Medical Records Software Purchase: Barb Scott, MIS Director, offered an Electronic Billing and Medical Records Software presentation. In July 2011, a workgroup was created to study the Electronic Health Record (EHR) requirements and view software demonstrations. More than 10 different software options were reviewed. As part of this review, it was determined that Health and Human Services should enter into a contract with ADP – Advanced MD in order to submit claims for the Mental Health Outpatient Clinic in 2012. The Health and Human Services Board approved this one year contract for \$12,100 during their December 2011 meeting.

Barb Scott reviewed the Centers for Medicare and Medicaid (CMS) EHR Incentive Programs timeline, noting that Health and Human Services has until 2015 to transition completely to electronic medical records or penalties begin. Barb Scott noted that if Health and Human Services selects EHR certified software, we could receive \$44,000 - \$63,750 in incentive monies for each eligible physician. Health and Human Services has only one eligible physician, Dr. Clemens Schmidt. The following incentive money reimbursement timeline was reviewed: \$18,000 in 2012; \$12,000 in 2013; \$8,000 in 2014; \$4,000 in 2015; and \$2,000 in 2016.

Barb Scott reported that the workgroup selected an EHR certified software product offered by Streamline Healthcare Solutions. Katie Erb reviewed why this software was specifically selected, noting that it was behavioral health focused, affordable, and received excellent reviews from current users. Barb Scott reviewed the Streamline software estimated costs:

<u>Initial Costs:</u>	
Implementation costs	Not to exceed \$35,000
Additional costs	<u>Not to exceed \$10,000</u>
(Tablets, signature pads, Dragon dictation software, etc.)	
	Not to exceed \$45,000 (\$20,000 paid up front)
<u>Monthly Costs:</u>	
Monthly ongoing cost for hosting server and maintenance	\$1,300 per month or \$15,600 per year
<u>Annual Costs:</u>	
E-prescription fee	\$400 per year

The timeline for Streamline implementation was reviewed. Barb Scott noted that once approved by the Health and Human Services Board the project would need to be approved by the Finance and Personnel Committee on March 6, 2012 and the County Board on March 20, 2012 in order to keep on schedule, as it takes 4 to 6 months for complete implementation which is anticipated to occur by September 2012.

It was noted that the Streamline software billing features are intuitive which will increase clinician accountability and potentially revenue. Marianne Stanek noted that Public Health is not required to

participate in this project, as the Wisconsin Immunization Record (WIR) and other programs they utilize are already electronic. Barb Scott stated that the Richland County Ambulance, Pine Valley Healthcare, and the Richland Hospital will all need to purchase separate software specific for their operations. Barb Scott noted that the Richland County Ambulance and Pine Valley Healthcare are not eligible for incentive monies.

Discussion was held regarding the costs of the software. Barb Scott noted that once we receive the full value of the \$44,000 in incentive monies by 2016, the initial implementation costs of \$35,000 would be covered. Randy Jacquet stated that he would prefer that \$45,000 of the 2011 Health and Human Services budget surplus be transferred to the 2012 Health and Human Services budget for this project, and then Health and Human Services would return the 2012 incentive monies to the General Fund as they are received. Discussion was held regarding whether or not a separate fund account should be established. Motion by Fred Clary, seconded by Ray Schmitz to approve the purchase of Streamline Healthcare Solutions Electronic Health Record Software totaling up to \$45,000 utilizing the anticipated 2011 Health and Human Services budget surplus, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Discuss Public Health Jail Health Program: Marianne Stanek reported that the Department of Corrections has been increasing the levels of care provided to the inmates and the overall health needs of inmates have changed over the years due to a wide spectrum of age groups being incarcerated. There is also an increased liability for the professionals providing these services. Marianne Stanek noted that Dr. Richard Edwards' voluntary work was replaced by Dr. Eric Boehmer; however, the new process is lacking coordination and routine scheduling. Richland County Public Health is the place of record for these services, but we are often not included in the treatment of the inmates which increases our liability. Marianne Stanek reviewed the following statistics relating to their time spent treating inmates of the Richland County Jail:

Year	Public Health Revenue	Public Health Staff Hours @ Jail
2009	\$5,500	138 hours
2010	\$2,900	63 hours
2011	\$750	18 ¾ hours

Marianne Stanek questioned if it is worth Public Health continuing to be the provider of jail health given the continued reduction in revenues over the last few years, but increased professional liability. Marianne Stanek stated that Richland, Grant, and Crawford Counties are the only Public Health Counties that still provide jail health services. Marianne Stanek noted that Advanced Correctional Health Care in Peoria, Illinois is utilized by most other counties, but she is uncertain of cost. Fred Clary recalled that this was significant the last time it was considered by the Richland County Jail.

Marianne Stanek reported that adequate space to provide health services at the Richland County Jail is also an issue and the topic is up for discussion at the next Law Enforcement Committee meeting. The Sheriff's Department Administration is considering modifying the current jail layout to accommodate the needs of jail health services.

Discussion was held regarding the increased liability placed on Public Health and the Public Health Registered Nurse who holds the license. Marianne Stanek reported that we cannot assure that the level of care is sufficient and we cannot continue operating as is. Marianne Stanek noted that in order for Public Health to continue with providing services, we must have medical oversight. Public Health would be more involved with the entire operation and documentation. It might be more cost effective to have the jail purchase a few hours a week of a physician's time, and we could make rounds together on an established schedule; however, there is no local doctor interested at this time. It was noted that Public Health could bill inmates with private insurance, but Badger Care does not cover inmates. Marianne Stanek noted that discussions have been held with the Sheriff's Department Administration to attempt to resolve these issues.

Transportation Program Update: Linda Symons reported that an initiative has been developed after six years of planning and studying the transportation needs of the citizens of Richland County. Angela Porter offered a Richland County Van Transit Program presentation. It was determined that offering public transportation into Richland Center for rural citizens is critical. The hope of this project is to connect people with their community, keep people active in their community, provide an opportunity for independence, break social isolation, and improve quality of life.

Angela Porter noted that the project would need to be tested first, so the northeast quadrant of Richland County was selected because there is a high interest for public transportation in this area, there are multiple communities in this quadrant, and the routes would cover the entire quadrant. The initial test route is as follows:

Richland Center to Cazenovia

- 8:30am pick up in Cazenovia
- 8:45am pick up in Lloyd
- 8:55am pick up in Ithaca
- 9:15am drop off in Richland Center
- 1:30pm pick up Cazenovia route and take them home

Richland Center to Yuba

- 10:15am pick up in Yuba
- 10:30am pick up in Hub City
- 10:45am pick up in Rockbridge
- 11:00am drop off in Richland Center
- 3:00 pm pick up Yuba route and take them home

Angela Porter stated that citizens living in those areas (no age or disability restrictions) could pay \$3.00 for a one-way ride into Richland Center or \$5.00 roundtrip. Reservations are required and van riders are permitted to move around Richland Center utilizing the designated drop off/pick up points at no charge. These points will be established when the reservations are made and could include locations such as, the Brewer Public Library, Richland Medical Center/Hospital, Symons Recreation Complex, Wal-mart, Richland Square, Downtown, Assisted Living Centers, Nursing Homes, or other locations as requested. Discussion was held regarding utilizing the new Community/Senior Center, Richland Community Free Clinic, and Richland Area Meal Sites.

Angela Porter reported that the approximate cost for the full route will be just over \$200 per day (\$88 for the driver and \$112.70 for mileage), which will receive some reimbursement by the trip fees collected. It was noted that a full route will need 40 roundtrip passengers per day to breakeven. Angela Porter noted that this project has been included in the 2012 Transportation Program budget.

Angela Porter stated that the initial test route will be offered one day per week on either Tuesdays or Thursdays beginning the first week in March. Community outreach efforts include a newspaper article and advertisement in the local papers, flyers posted throughout the communities, WRCO announcement, and conversations being held with community partners.

Angela Porter noted that future routes are being planned (based upon the success of the initial test route) to Lone Rock, Boaz, Viola, and Muscoda as well as day trips to other locations in Crawford, Vernon, or Iowa Counties. Two vehicles will be utilized: a 7 passenger wheelchair lift van and a 15 passenger straight van. If the need exceeds those two vehicles, the program may also borrow the Schmitt Woodland Hills bus or request to apply for a new 53.10 bus from the State.

Discussion was held regarding mobility concerns for those utilizing the service. Angela Porter noted that the service is intended to function like public transportation; however, if a person doesn't get to a pick up point on time, we can work with the Driver Escort Program to get them a ride home for a \$20.00 minimum fee. Angela Porter stated that this new initiative would not affect the medical transport services already offered by the Transportation Program, as this is still the primary focus of the program.

Review Board Member Terms (Mailout #1): Randy Jacquet reported that the Health and Human Services Board will have at least 4 new members this year: Dr. Louis Williams was just added, Jeanetta Kirkpatrick's term is expiring in April, and Walter Gust and Betty Havlik are not running for County Board. In addition, Robert Holets and Paul Kinney have someone running against them for County Board. That means that up to 5 of our 9 Health and Human Services Board members could be new this spring. Randy Jacquet noted that the agency is considering offering a new Board member training for potential new Health and Human Services Board and County Board members sometime in May.

The next regular Board meeting is scheduled for Thursday, March 8, 2012 at 9:00 a.m. at the Community Services Building.

Adjourn: Motion by Dr. Louis Williams, seconded by Robert Holets to adjourn the meeting.
Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor