

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
June 14, 2012

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on June 14, 2012 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Dr. Louis Williams, Fred Clary, Larry Jewell, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Bob Bellman, Bob Holets, and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, Stephanie Ronnfeldt, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Paul Kinney, seconded by Dr. Louis Williams to approve the agenda and proper posting. Motion carried.

Approve May 10, 2012 Health and Human Services Board Minutes: Larry Jewell noted that the Committee on Committees had previously determined which new County Board member was assuming which partial term of the exiting County Board members, and it was slightly different from what the Health and Human Services Board determined last month. It was noted that the Committee on Committees determination supersedes the Health and Human Services Board determination. Therefore, Virginia Wiedenfeld would assume the two year partial term, Larry Jewell would assume the one year partial term, and Bob Bellman would begin a full three year term. Motion by Virginia Wiedenfeld, seconded by Larry Jewell to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: It was noted that today is officially Flag Day.

Approve Purchase of Computer for Veterans Service Office: Sandy Kramer reported that one of the computers in the Veterans Service Office is no longer working and needs replacement. Currently, MIS is loaning a Health and Human Services computer to the department at this time. Sandy Kramer noted that they are also experiencing issue with their second computer; however, the request for replacement of that computer will be presented in January 2013. Sandy Kramer stated that the computer tower in immediate need of replacement was originally purchased in 2002. The Veterans Service Office's current budget is able to absorb the majority of the purchase, but it will be short \$254.65. Discussion was held regarding funding the entire purchase through the Veterans Service Office 2012 budget and the county would then balance the budget at the end of the year. It was noted that MIS purchases parts from CDW-G and then builds the tower. Discussion was held regarding the potential threat of maintaining the second computer through January 2013. Sandy Kramer was instructed to submit a request to MIS to see if it is possible for her to continue borrowing the Health and Human Services computer until January 2013. Motion by Fred Clary, seconded by Paul Kinney to approve the purchase of computer parts totaling \$254.65 from CDW-G for the Veterans Service Office. Motion Carried.

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

Voucher #49 – Tazzee’s Wonder Bar & Restaurant: It was noted that this was to pay for meals provided to the Viola Meal Site.

Previously Paid:

Voucher #3 – Wal-Mart: This was to pay for a TV monitor for the front lobby utilizing Intoxicated Driver Program Grant funding. Randy Jacquet noted that this TV is a message board for clients to receive information regarding the programs and services offered by the agency, and is not connected to cable television.

It was noted that Larry Jewell should abstain from voting and signing the voucher report due to his receipt of payment for volunteer driving. Motion made by Paul Kinney, seconded by Marilyn Rinehart to approve the 2012 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2012 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2012 Expense Reports	49	\$13,521.62
Richland County Health and Human Services – 2012 Vouchers	40	\$22,482.06
Richland County Health and Human Services – 2012 Prepaid Vouchers	3	\$796.75
TOTAL	92	\$36,800.43

2011 Budget Update: Patrick Metz noted that the auditors are scheduled to be at the Community Services Building Thursday, June 21st. Movement of 2011 revenue to 2012 is still predicted, but will not be finalized until the audit is complete. Fred Clary noted that the County Clerk’s 2011 Annual Report must be presented by June 30th.

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of April 30, 2012 noting an overage of \$3,566 after rolling \$18,852 to the 2012 Nutrition Program and \$6,743 to the Transportation Program.

Linda Symons reported that the ADRC van service to outlying areas has not been fully implemented at this time. Marianne Stanek noted that there is nothing new to report for Public Health Unit. Stephanie Ronnfeldt stated that there is nothing new to report for the Economic Support Unit.

Amanda Coorough stated that the Children’s Services Unit is currently over budget \$49,191 largely due to more complex Child Protective Services cases this year. This is fairly common in the region, if not the entire State. Amanda Coorough noted that there are also two high needs placements for children with disabilities which can utilize Waiver funds, and two significant upcoming court cases. Fred Clary questioned why the Children’s Services Unit revenues are short \$126,067. Patrick Metz noted that is primarily due to a change in submission to WPS for the Children’s Long Term Support

Waiver Program, which was revealed after the budget was finalized. Patrick Metz pointed out the \$87,629 revenue shortfall and \$87,629 expense shortfall. Bob Holets questioned what the overage would be if all the revenues were received at this time. Patrick Metz noted that approximately \$15,000 in revenues would be added.

Tracy Thorsen reported that the Clinical Services Unit is over budget \$13,289, which is due to a delay in revenues and high needs Comprehensive Community Services (CCS) client. Patrick Metz noted that the delay in CCS reconciliation could result in a transfer of the 2011 revenue surplus to the 2012 budget.

Patrick Metz reviewed the institutional funds balances noting that the accounts are both healthy at this time. Patrick Metz clarified that Child Care Institution (CCI) and Mental Health Institute (MHI) placement listings are for clients placed at the Winnebago or Mendota Mental Health Institutes. We only receive a partial reimbursement for those expenses, so we keep those balances separate from the other fund balances. Discussion was held regarding the future needs of the Adult Institutional Fund compared to the Children's Institutional Fund. It was determined that management should review those future account needs relatively soon, because the 2011 budget transfer into those accounts is scheduled to occur in July 2012.

Personnel Updates: Randy Jacquet reported that Stephanie Ronnfeldt, Economic Support Manager, has passed probation and is being recommended to be placed on regular status effective June 7, 2012. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the probationary period of Stephanie Ronnfeldt, Economic Support Manager. Motion carried.

Randy Jacquet noted that the agency has been actively recruiting for a vacant Children's Services Social Worker position, and final interviews are scheduled for this afternoon with Bob Holets and Marilyn Rinehart.

Approve Contracts, Agreements, and Amendments (Mailout #1): Amanda Coorough noted that the Family Works, Inc. contract would replace the Paddington Station/Home Care Advantage (Green Bay) contract for \$40,000 which was approved by the Health and Human Services Board on March 8, 2012. Amanda Coorough noted that the new placement costs actually less per month, because the original contract received Medicaid funding and was only effective through July 2012. It was noted that the Family Works, Inc. contract is for nine months.

Tracy Thorsen reported that the Kickapoo Valley Adult Family Home would be a replacement provider for the individual who was placed in a specialized setting as previously reviewed with the Health and Human Services Board on December 8, 2011. The individual required numerous hospitalizations during the term of the original contract with My Innovative Services, Inc. and it was too difficult to maintain services. Tracy Thorsen noted that 50% of these expenses are reimbursable and result in an overall savings for the agency.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-14-12)		
FAMILY WORKS, INC.	For treatment foster care provided to children being served by the Children’s Services unit. (Madison) <i>This will require County Board approval.</i>	For a total amount not to exceed \$55,000.
KICKAPOO VALLEY ADULT FAMILY HOME	Adult Family Home provider of residential care and supervision to a Clinical Services client discharging from institutional care at the Winnebago Mental Health Institute. (Viola) <i>This will require County Board approval.</i>	For a total amount not to exceed \$46,000.
KIDS STUFF CHILDCARE	For one-on-one respite services provided to a child with disabilities being served by the Children’s Services unit. (Richland Center)	For a total amount not to exceed \$5,000.

Motion made by Bob Bellman, seconded by Dr. Louis Williams to approve the new 2012 contracts and agreement, and forward those necessary onto the County Board for approval. Motion carried.

Approve Purchase of a 2010 Bus for the Transportation Program (Mailout #2): Linda Symons reviewed the Department of Transportation 5310 grant cycle noting that this bus was previously owned by Care Wisconsin. Linda Symons noted that the mileage listed in the mailout was not accurate and the bus currently has 61,000 miles. Linda Symons stated that Fund 18 has an approximate balance of \$10,000 and this purchase would utilize \$4,060 of those funds. The Transportation Coordinating Committee is in support of this purchase. Discussion was held regarding the existing fleet of ADRC vehicles. Linda Symons reported that three vans are located at Community Services Building: one van with a ramp will be kept, lift van #9 is also being kept; however, straight van #7 has little use and we are considering selling that vehicle. Motion made by Paul Kinney, seconded by Virginia Wiedenfeld to approve the purchase of a 2010 Ford E450 Super Duty/Elkhart Medium Bus through the Department of Transportation 5310 Grant Cycle 28 utilizing Transportation Fund 18 monies for the local share of \$4,060, and forward this request onto the County Board to authorize the transfer of funds. Motion carried.

Approve Application for Community Transformation Active Communities Impact Grant (Mailout #3) and Approve Application for Community Transformation Food Systems Impact Grant (Mailout #4): Marianne Stanek stated that she could present agenda items #11 and #12 at the same time, as these grants are very similar, but need individual approval. Marianne Stanek reported that Richland FIT is taking the lead for these impact grants which have very specific goals; such as the creation of community gardens, youth trainings, and farmer’s markets. Each grant could award up to \$110,000 for the first year (\$60,000 of that is designated for start-up) with potential second year funding. Marianne Stanek noted that online voting by community participants contributes to 5 grant points, and these are very competitive grants. Discussion was held regarding coordinating farmer’s markets in the parking lots of convenience stores. Marianne Stanek noted that we would first receive the landowner’s permission and the intention of the farmer’s markets is to enhance their business. Bob Bellman questioned why this initiative would only be offered to the Richland School District. Marianne Stanek noted that initially the Richland School District would only be involved

because of their current connection with Richland FIT, but the intention is to extend that involvement into other area school districts. Discussion was held regarding the increased inability for individuals to purchase Symons Recreation Complex or Richland Center Pool memberships and whether this initiative could supplement those membership fees.

Marianne Stanek noted that the only costs associated with this initiative are Public Health nursing time and Administration time. Staff would have to further prioritize their workloads, as the Public Health Unit does not intend to give up other program initiatives to work on this initiative. Marianne Stanek noted that the funding does include hiring a full-time Program Coordinator. Discussion was held regarding whether this position would be leased or county. Bob Holets requested that in the future the proposed hiring of leased employees be announced to the Health and Human Services Board before the position is filled. Motion made by Bob Bellman, seconded by Paul Kinney to approve the application and acceptance (if selected) of the Community Transformation Active Communities Impact Grant and the Community Transformation Food Systems Impact Grant, and forward the recommendations onto the County Board for approval. Motion carried.

Richland Center Meal Site Update: Marianne Stanek reported that she presented the Park and Recreation Board with a \$200 per month facility rental proposal for the Richland Community/Senior Center to be the new location for the Richland Center Senior Meal Site and the proposal was declined. The Park and Recreation Board members were under the assumption that the \$417 per month fee that was previously paid to Town and Country Presbyterian Church would be paid to them as well. It was noted that the Park and Recreation Board members also requested that our food service equipment not be utilized and instead we utilize their equipment. Bob Bellman noted that apparently there were previous conversations and agreements that created some confusion.

Discussion was held regarding the \$200 per month fee that is being paid to other area municipal buildings for Senior Meal Site facility rental. It was noted that rental of the Group Room at the same time the Senior Nutrition Program is offering meals could cause some conflict. Marianne Stanek noted that the Park and Recreation Board requested further negotiation of the facility rental fee. Discussion was held regarding what other meal sites offer and the rent paid to those facilities, including the potential utilization of the UW-Richland Kitchen as the Richland Center Senior Meal Site. It was noted that the Park and Recreation Board meets the second Monday evening of every month. Motion by Virginia Wiedenfeld, seconded by Bob Bellman to allow Health and Human Services staff and Bob Holets to negotiate a reasonable rent with the Park and Recreation Board for utilization of the Richland Community/Senior Center as the Richland Center Senior Meal Site or maintain the Richland Center Meal Site at the Town and Country Presbyterian Church. Motion carried.

Further Discuss 2011 Annual Report (if needed): No further discussion was needed.

Discuss Badger Care Program Updates: Stephanie Ronnfeldt noted that letters went out to Badger Care clients last week. Previously those individuals who were 150% below the poverty level paid a premium, and now that has been decreased to 135% below the poverty level. Stephanie Ronnfeldt stated that many more clients will have to pay a premium and some have to pay a larger premium. There are also new guidelines if premiums are not paid on time. Additionally, changes have been made to clients who have employer insurance options. Marilyn Rinehart reported that activity at the hospital has decreased and activity at the Richland Community Free Clinic has increased.

Stephanie Ronnfeldt reported that 2,950 individuals in Richland County were on Badger Care at the end of 2011 or 1 in 6 of our county population.

WCHSA Human Services Redesign Update: Randy Jacquet announced that the recent WCHSA vote resulted in an 80% to 20% vote for the “Statutory Language Revisions” and 52% to 48% vote for the “Human Services Collaborative (Shared Governance Authority - SGA)”. WCHSA plans to continue pursuit of these proposals, which includes WCA involvement. Randy Jacquet stated that he continues to meet with the WCHSA Human Services Redesign Committee. Discussion was held regarding the Minnesota model of eliminating individual county human service agencies and regionalizing, which is theorized to save millions in administrative expenses.

New Board Member Orientation Report: Randy Jacquet stated that seven County Board members and one Health and Human Services Board member attended the orientation. It was noted that the information provided was very well presented and it offered a scope of the overall operations of the agency. A tour of the Community Services Building was also offered.

Schedule 2013 Budget Public Hearing: Randy Jacquet reported that the agency hosts an annual Public Hearing to seek public input to assist the agency in developing its 2013 plan and budget. The Public Hearing is optional for Health and Human Services Board members; however, it is a posted meeting and occasionally we do receive public input. Randy Jacquet noted that previously the meeting has been held after 5:00pm or just before a County Board Session. It was determined that the Public Hearing would be offered at 9:00am Thursday, July 12th just before the regularly scheduled Health and Human Services Board meeting.

The next regular Board meeting is scheduled for Thursday, July 12, 2012 at 9:30am at the Community Services Building.

Adjourn: Motion by Ray Schmitz, seconded by Bob Bellman to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor