

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**July 12, 2012**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on July 12, 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, Kayla Stadele, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Sandy Kramer, Stephanie Ronnfeldt, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Virginia Wiedenfeld, seconded by Ray Schmitz to approve the agenda and proper posting. Motion carried.

Approve June 14, 2012 Health and Human Services Board Minutes: Bob Holets requested a clarification on page 5 which states 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 by Fred Clary, seconded by Dr. Louis Williams to approve the corrected Board Meeting Minutes. Motion carried.

Citizen Comments: Linda Symons introduced Kayla Stadele, ADRC Intern. The Board introduced themselves to Ms. Stadele.

Approve Veterans Service Office Computer Purchase by Anonymous Donor: Sandy Kramer stated that a local veteran is interested in purchasing a computer for the Veterans Service Office. Sandy Kramer noted that a County Board resolution is necessary to accept the donation, as the county must first purchase the equipment and then the veteran would issue a check to the county to reimburse the purchase. Sandy Kramer reported that the amount of the computer is \$659.65. Motion by Paul Kinney, seconded by Virginia Wiedenfeld to approve the donation of a computer 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 for July 12, 2012 was distributed and reviewed by Patrick Metz. Patrick Metz also distributed a complete copy of the 2012 Voucher Report for June 14, 2012, since the copy distributed during last month's meeting was inadvertently missing the even pages. The Board reviewed both voucher reports. Discussion was held regarding the lack of Nutrition Program volunteer drivers. The following items required additional discussion:

**June 14, 2012 Voucher Report:**

Voucher #59 – WSSA: Stephanie Ronnfeldt noted that this was to pay for 4 Economic Support Specialists to attend Income Maintenance training which included meals and hotel.

**July 12, 2012 Voucher Report:**

Voucher #18 – Pauline White: This was to pay for a catered event hosted by the Regional Aging & Disability Resource Center (ADRC) for a community celebration and focus groups gathering. Fred Clary requested that the agency research statutory language and/or a county resolution which prohibits the purchase of products or services from a county employee’s personal business.

Voucher #59 – Wertz Plumbing & Heating: This was to pay for a replacement no-touch faucet in a public restroom of the Community Services Building.

Voucher #61 – Wisconsinairs: This was to pay for two ADRC staff to attend training.

Voucher #63 – WI Council of the Blind: This was to pay for a low vision aide.

Voucher #66 – Wisconsin Institute for Active Aging: This was to pay for a staff person to attend a Stepping On train-the-trainer event which is fully reimbursed by the grant.

Voucher #46 – Shopping News, Inc.: Patrick Metz noted that the total of this voucher was \$32.50, and has been included correctly in the voucher total.

Motion made by Dr. Louis Williams, seconded by Ray Schmitz to approve the 2012 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2012 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2012 Expense Reports	49	\$14,973.82
Richland County Health and Human Services – 2012 Vouchers	44	\$27,864.97
Richland County Health and Human Services – 2012 Prepaid Vouchers	2	\$137.51
<b>TOTAL</b>	<b>95</b>	<b>\$42,976.30</b>

2011 Budget Update – Preliminary Audit Results: Patrick Metz noted that the auditors were here the last week of June, and it is likely that an anticipated surplus of approximately \$128,000 will be returned to the General Fund which includes transfers back into the Nutrition and Transportation Program accounts.

Patrick Metz reported that the Adult Institutional Fund will need a transfer of \$241,173 and the Children’s Institutional Fund will need a transfer of \$107,464; however, the funds set aside for these accounts will cover these unbudgeted expenses. Fred Clary noted that the institutional transfers will be presented as an overall agency deficit until the transfers occur, which is misleading since there is actually a surplus. Discussion was held regarding way to correct the inaccurate perception. It was determined that the agency may need to complete institutional transfers in the future prior to the annual audit occurring. Bob Bellman questioned how many children and adults were actually served by the institutional accounts and how they are funded. Patrick Metz noted that institutional accounts are fully supported by tax levy; however, children have a Medicaid match of 65%-70%. Discussion was held regarding the regular Finance and Personnel Committee transfer that has occurred annually for these accounts and how excess funds can be retained in these accounts for

future use. Tracy Thorsen reported that 10 individuals had court ordered institutional placements in 2011, which served 5 individuals under 21 and 5 individuals over 21.

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of May 31, 2012 noting a surplus of \$104,355. Patrick Metz noted that June is a three payroll month (which is a substantial amount and will be included in next month's report), Economic Support revenues are coming in timelier from the Capital Consortium, and Children's Services revenue projections were inadvertently excluded last month and have now been included.

The Administrative Services, ADRC, RADRC, Public Health, and Economic Support Units all reported being on budget or under budget. Amanda Coorough noted that the Children's Services Unit Alternate/Shelter Care line item is over budget \$39,156 and will hopefully stabilize soon, and the Birth to Three Program expenses are very unpredictable. Tracy Thorsen reported that Clinical Services Mental Health Inpatient hospitalizations are down, but AODA Outpatient services are over budget \$10,752 due largely to a delay in revenue posting.

Fred Clary questioned if the agency participates in the TRIP Program, noting that it intercepts individual's tax refunds and sends payment directly to the county. Patrick Metz noted that the agency does participate in the TRIP Program; however he needs to work directly with other county departments because the funds come into the county as a whole, and are not allocated to all the county departments that the individual owes monies to. Discussion was held regarding how that allocation would occur.

Personnel Updates: Randy Jacquet informed the Board that the hiring of Robin Varney, Program Assistant, received County Board approval effective June 28, 2012. Randy Jacquet requested the hiring of Jessica Stanek, Children's Services Social Worker, effective July 9, 2012. Randy Jacquet noted that Jessica Stanek worked previously as a Child Protection Social Worker in Jefferson County. Motion made by Paul Kinney, seconded by Bob Bellman to approve the hiring of Jessica Stanek, Children's Services Social Worker, effective July 9, 2012. Motion carried.

Randy Jacquet reported that DeAnna Riska, Disability Benefit Specialist, has passed probation and is being recommended to be placed on regular status effective July 30, 2012. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the probationary period of DeAnna Riska, Disability Benefit Specialist. Motion carried.

Randy Jacquet noted that Robin Varney and Jessica Stanek have been approved for up to 10 days without pay. Angie Rizner noted that both new hires are aware that if they take the time off without pay in a lump sum they would have to pay a larger percentage of their health insurance.

Approve Contracts, Agreements, and Amendments (Mailout #1):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 NEW HHS CONTRACT/AGREEMENT APPROVALS (7-12-12)</b>		
<b>LUCKY STAR 3 CORPORATION (AKA CORNERSTONE FOUNDATION)</b>	For a residential placement of a client who is transitioning from an inpatient psychiatric unit back to living in the community. The provider operates State licensed adult family homes, and will also provide day services programming Monday through Friday for the client. This is a short term placement (30 – 90 days). Funding for unplanned transitional placements such as this one are budgeted for in the Residential Services line of the Clinical Services Budget. There is funding in this budget line to cover the costs of this contract. (Dodgeville)	For a total amount not to exceed <b>\$14,500</b> .

Motion made by Marilyn Rinehart, seconded by Larry Jewell to approve the new 2012 contract. Motion carried.

Approve Children’s Services Unit Reorganization (Mailout #2): Amanda Coorough offered a presentation regarding the proposed reorganization of the Children’s Long Term Support (CLTS) and Birth to Three (BTT) Programs, and offered an overview of the programs. Amanda Coorough noted that children eligible for BTT cannot be turned down, and the program must maintain a minimum number of active clients or “child find” outreach activities must occur. A functional screen is performed and children with a 25% delay are eligible for the program. There are no waiting lists for BTT eligible children ages 0 to 3, and the program is State mandated.

The CLTS Program is also State mandated and serves children ages 0 to 21; however, children can be placed on waiting lists for services. A functional screen is performed and children with a 50% delay are eligible for the program. Eligible children can be referred to other programs for therapy services, as CLTS does not offer those services directly, but there is no duplication of services. CLTS case manages family services and uses funding to help families in the home through supports like, a fence around the yard of an autistic child’s home. Children 18 years of age are then referred to a Long Term Support Program, such as Family Care, for screening and eligibility.

Amanda Coorough reviewed the Aims, Proposed Changes, Advantages & Challenges, and Budget Analysis of the proposed reorganization, which includes an Integrated Family Service Plan (IFSP) Team to implement a Primary Coaching model. Paul Kinney left the meeting.

Discussion was held regarding the current caseloads of each program. Amanda Coorough reported that BTT currently serves approximately 13 children, so child find activities have occurred this year and the State is aware that we are trying to increase our numbers. Historically, BTT has had a high of 35 eligible children and our current caseload is the lowest numbers we have seen in some years. CLTS is currently serving approximately 26 to 30 eligible children and there are approximately 15 eligible children on a waiting list. Discussion was held regarding the ability to partially serve wait

list children. Fred Clary noted that there is no new Medicaid money, so serving more wait list children means that Medicaid money would have to be reduced elsewhere. Marilyn Rinehart stated that the KIDS Council would like to see more children on the wait list served, even if it means partially serving more, rather than not serving some families at all. The waiting list would not be eliminated, but the available funding could partially serve more children.

Fred Clary expressed concerns with the financial impact and whether the proposal will actually reduce costs, as the county is anticipating increases to health insurance and retirement costs in 2013. Patrick Metz noted that those anticipated increases are included in the proposal. Fred Clary questioned the KIDS Coordinator salary increase from \$22.52/hour to Grade 24 job rate of \$24.48, and noted that the proposal includes a reduction of hours and wage for one existing worker. The proposal also includes the creation of four new county positions, and concern was expressed regarding the ability to hire and retain part-time therapists without a future request to increase hours. Amanda Coorough noted that in discussing this proposal with current contracted therapist staff, they indicated that some therapists would value a fixed position with benefits, and would pursue other contracts to make up their personal financial needs if required.

Amanda Coorough noted that if this proposal had been implemented in 2005, the potential savings over the years would have been roughly \$118,000. Patrick Metz stated that this proposal creates a containment of costs and offers the agency more control over spending, as contracting services makes it harder to control service delivery. Amanda Coorough noted that currently the agency has limited ability to scrutinize service delivery or offer objectivity in-house.

Ray Schmitz stated that this proposal was worth considering, rather than reinventing the wheel – Amanda Coorough is the hub, her staff are the spokes, and this reorganization should give her the ability to control the wheel. Ray Schmitz noted that Amanda Coorough is putting her reputation on this and she is “going to make it work”, so we need to put our confidence in her.

Virginia Wiedenfeld expressed concern at the County Board level with the addition of 4 new staff. Amanda Coorough noted that we are not asking for more money to fund these positions. Additional discussion was held regarding the Primary Coaching model and utilizing different therapist specialties. Larry Jewell stated that the four new positions equate to approximately \$159,000. Patrick Metz noted that \$135,000 is currently budgeted for these programs and additional savings are available to make up the difference. Discussion was held regarding the salaries of the therapist positions. Patrick Metz stated that salary ranges for these positions were previously researched and meet the current industry standards. Bob Bellman stated that he would like to see actual cost comparisons on paper for utilization by Board members to assist in explaining the proposal to the next approval levels. Patrick Metz stated that he could offer that cost comparison at the next meeting. Motion made by Virginia Wiedenfeld, seconded by Bob Bellman to table the agenda item until the August Health and Human Services Board meeting where a further explanation of the proposals financials will be offered. Motion carried.

Authorize Prior Approval of Staff Expense Reimbursement by Management (Mailout #3): Randy Jacquet stated that in 25 years of requesting staff mileage and expense reimbursement, he could not recall the Board ever turning down a request. Randy Jacquet has been asked by staff that travel extensively to request timelier reimbursement. Fred Clary noted that various vouchers have been denied in the past by the Audit Committee for inadequate documentation and this change would

affect other county departments. Discussion was held regarding the current county reimbursement methods. Motion made by Ray Schmitz, seconded by Dr. Louis Williams to authorize prior approval of staff expense reimbursement by management on no less than an every-other-week basis and forward onto Finance and Personnel Committee and County Board for approval. Roll Call Vote. Marilyn Rinehart, Ray Schmitz, Dr. Louis Williams, Virginia Wiedenfeld, Larry Jewell, and Bob Bellman voted for the motion. Fred Clary voted against the motion. Motion carried.

Richland Center Meal Site Update: Marianne Stanek stated that she and Bob Holets met with Patrick Elliott and Shane Stibbe of the Richland Center Park and Recreation Board in an attempt to negotiate a rate for utilization of the Richland Center Community/Senior Center as the new Richland Center Meal Site. Marianne Stanek reported that the Park and Recreation Board does not want to take business away from the Town and Country Presbyterian Church, so they feel the same rate should be paid to the Richland Center Community/Senior Center. Marianne Stanek noted that she sent emails to other area Nutrition Program counties to see how much rent was being paid to other municipalities that house meal sites. Marianne Stanek discovered that most counties do not pay any rent to house their meal sites in municipal buildings, and the highest rent paid was \$250 per month. The Park and Recreation Board representatives suggested that additional Public Health services be provided at the Richland Center Community/Senior Center if the rent currently being paid is reduced at the new location. Marianne Stanek noted that there is no money available to offer additional RN services at meal sites. Bob Holets expressed to the Park and Recreation Board representatives that the agency has wanted to move the Richland Center Meal Site location to something cheaper, but waited to see what was developing with the Richland Center Community/Senior Center. Marianne Stanek and Bob Holets are scheduled to attend the August Park and Recreation Board meeting.

Bob Holets read a letter of support dated December 4, 2009 from Mayor Larry Fowler which states that the new Richland Center Community/Senior Center would offer a kitchen area for senior meal use, but it is uncertain whether this letter was included in their original grant application. Discussion was held regarding the previous locations of the Richland Center Meal Site and the historic needs of the program.

Schedule Special Budget Meeting: Randy Jacquet stated that historically a Special Budget Meeting has been held to offer more time to review the agency's budget. The Special Budget meeting was scheduled for Thursday, September 20, 2012 at 9:30am. Fred Clary reported that the Finance and Personnel Committee is discussing a 10% reduction in tax levy for all county departments, which equates to approximately \$170,000 for Health and Human Services.

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

Adjourn: Motion by Ray Schmitz, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor