

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**April 11, 2013**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 11, 2013 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Dr. Louis Williams, Fred Clary, Marilyn Rinehart, Bob Holets, and Ray Schmitz.

Members Absent: Larry Jewell, Paul Kinney, and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Brett Iverson, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Dr. Louis Williams, seconded by Bob Bellman to approve the agenda and proper posting. Motion carried. Discussion was held regarding whether meeting information is mailed or emailed to those listed as CCs at the bottom of the agenda. Angie Rizner noted that the agendas, minutes, and mailouts are mailed only to the Health and Human Services Board members. Agendas and minutes are distributed to the others listed based upon their original request – some are emailed, while others are mailed. Randy Jacquet was instructed to check with the State individuals listed to see if the information sent to them could be via email. Marianne Stanek was instructed to contact Dr. Thomas Richardson and obtain an email address where the information could be sent to him.

Approve March 14, 2013 Health and Human Services Board Minutes: Motion by Bob Bellman, seconded by Fred Clary to approve the Board Meeting Minutes. Motion carried. Bob Holets noted that an agenda item related to the agency's technology maintenance agreements was not added to this month's agenda and should be added to a future agenda. Bob Holets also questioned if the electronic health record (EHR) system Smartcare offered technical support. Patrick Metz noted that meetings are held weekly with Smartcare to discuss any issues we are having with the software and staff can email questions/issues directly to Smartcare as they occur. Tracy Thorsen clarified that there are a minimum number of hours that a psychiatrist is required to supervise and that minimum will continue to be met. Bob Holets noted that the addition of a Volunteer Driver member to the Nutrition Advisory Council received approval from the Rules & Resolutions Committee. Bob Bellman clarified that the Health and Human Services Board wants to be informed of requests to utilize the vacant space at the Community Services Building. Fred Clary requested that the relocation of offices in the current building to the vacant space should be placed on a future agenda.

Citizen Comments: Fred Clary reported that a meeting was held yesterday regarding transportation services in Richland County, and the State seemed surprised that an ADRC bus existed and discussed ride-sharing services or park-n-ride locations instead. Fred Clary questioned if individuals could ride the ADRC bus into town to go to work. Linda Symons stated that any individual could ride the bus, as long as their schedule adheres to the bus schedule, and noted that the first pick-up time is 8:00am. Linda Symons noted that the current ADRC bus schedule is being reviewed for potential modifications at this time.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for April 11, 2013 was distributed. The following items required additional discussion:

**2013 Administrative Vouchers:**

Voucher #2 – Burnstads: This was to pay for frozen home delivered meals for the Senior Nutrition Program. Discussion was held regarding the approximate monthly food costs for the program. Patrick Metz noted that the monthly costs total approximately \$8,000. Marianne Stanek reviewed the funding sources utilized to cover these costs.

Voucher #25 – 27 – Nikki L. Martin: This is for services related to the Seal-A-Smile Grant.

Fred Clary stated that every month he calculates the approximate expenses the agency incurs for advertising, computer supplies, and staff registrations. Fred Clary noted that this month the agency spent approximately \$1,561 in advertising, \$1,600 computer, and \$337 in staff registrations. Patrick Metz stated that he would offer a similar report every month, so Board members can more accurately trend those costs.

Ray Schmitz questioned what the total annual contract for snow plowing services was for 2012. Patrick Metz stated that we budgeted \$4,000 for the year and that amount has been exhausted. Ray Schmitz questioned why Health and Human Services cannot contract with the Richland County Highway Department or Richland Center Street Department for such services. Discussion was held regarding the options available for snow plowing vendors, snow pile removal and location within the parking lots, and utilizing county or city departments for such services. Angie Rizner noted that these services are put out for bid every two years and bidding is slated to occur again in October 2013. Motion made by Ray Schmitz, seconded by Bob Bellman to approve the 2013 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2013 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2013 Expense Reports	15	\$6,474.37
Richland County Health and Human Services – 2013 Vouchers	48	\$35,045.71
Richland County Health and Human Services – 2013 Prepaid Vouchers	1	\$156.61
<b>TOTAL</b>	<b>64</b>	<b>\$41,677.05</b>

2012 Budget Update: Patrick Metz reviewed the approximate account balances as of April 11, 2013:

Senior Nutrition program Fund Carryover:	\$36,878.37
Transportation Program Fund Carryover:	\$13,054.17
Public Health Block Grant Fund Carryover:	\$26,723.37
Resource Center Fund Carryover:	\$94,392.31

Patrick Metz reported that, with those amounts included in the overall Health and Human Services Fund, there should be an approximate \$45,000 surplus for the 2012 Health and Human Services budget, which includes anticipated revenues. Patrick Metz noted that these anticipated revenues should be received in

the next few weeks just prior to the county audit scheduled for the week of April 22, 2013. Discussion was held regarding Medicaid revenues being delayed by the State and Federal Government 90-120 days.

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of February 28, 2013 noting a surplus of \$30,782. Patrick Metz reviewed each line item noting that this is an early report of the budget status and many of the units that have overages have not yet received anticipated revenues.

Amanda Coorough stated that the Children's Services Unit continues to experience issues with high cost juveniles and are entering into a COMPAS System with the State to provide more intensive in-house services to those individuals. Amanda Coorough noted that the COMPAS System is a State-wide system for juvenile offenders similar to how e-WiSACWIS is utilized to report child abuse and neglect issues. Discussion was held regarding violence in our communities and what efforts are in place to provide assistance to children with issues at school and at home.

Personnel Updates: Randy Jacquet announced the hiring on of Brian Kennedy, Temporary/Casual Nutrition Driver, effective March 27, 2013 and his subsequent dismissal on April 11, 2013. Randy Jacquet announced the hiring of Jodi Carlile, Disability Benefit Specialist, effective April 1, 2013. Randy Jacquet announced the hiring of Jennifer Carter, Temporary/Casual Nutrition Driver, effective April 10, 2013. Randy Jacquet announced the hiring of Kara Bennett, Temporary/Casual Nutrition Driver, effective April 12, 2013. Motion made by Marilyn Rinehart, seconded by Bob Bellman to approve the hiring of Jodi Carlile, Disability Benefit Specialist; and Brian Kennedy, Jennifer Carter, and Kara Bennett, Temporary/Casual Nutrition Drivers. Motion carried.

Randy Jacquet noted that Ellen Alvin, Cleaning, submitted her resignation to the Southwest Wisconsin Workforce Development Board (SWWDB) effective April 12, 2013 and SWWDB hired Brandy Wilkerson, Cleaning/Maintenance, as her replacement effective April 9, 2013. SWWDB also hired Sara Richie, LTE Health Educator in our Public Health Unit, effective April 15, 2013. The transition of the remaining five LKI staff to SWWDB is also slated to occur on April 15, 2013.

Approve Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen noted that there is an amount budgeted for anticipated Mental Health Residential Services and the Elk Creek Adult Family home placement will be utilizing those funds for up to 4 months. It was noted that this placement would not receive Medicaid reimbursement.

Amanda Coorough noted that the Wyalusing Academy placement is short-term and it is likely that the child will be transitioned to the Family and Children's Center in the near future under an existing contract with their facility. Amanda Coorough stated that it is anticipated that the child will eventually be returned home. Discussion was held regarding reducing an existing contract to allow for these new contracts.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (4-11-13)</b>		
<b>ELK CREEK ADULT            FAMILY HOME</b>	A provider of residential services to a Clinical Services client for stabilization of mental health symptoms who is transitioning from an inpatient hospital stay back to independent living. (Richland Center)	Total amount not to exceed <b>\$14,000.</b>
<b>WYALUSING ACADEMY            (CLINICARE            CORPORATION)</b>	A provider of residential care services to a child being served by the Children's Services Unit. (Prairie du Chien)	Total amount not to exceed <b>\$20,000.</b>

Motion made by Dr. Louis Williams, seconded by Bob Bellman to approve the new 2013 contracts.  
 Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2012 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (4-11-13)</b>		
<b>ADRC OF SOUTHWEST            WISCONSIN -            CRAWFORD</b>	Request Board approval to amend the current contract with <u>ADRC of Southwest Wisconsin - Crawford</u> (Prairie du Chien) due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding.	<i>Original Contract Amount: \$182,521.</i>  Requesting Board approval to amend the current contract with <u>ADRC of Southwest Wisconsin - Crawford</u> to a total contract amount not to exceed <b>\$190,206.</b>
<b>ADRC OF SOUTHWEST            WISCONSIN - JUNEAU</b>	Request Board approval to amend the current contract with <u>ADRC of Southwest Wisconsin - Juneau</u> (Mauston) due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$281,722.</i>  Requesting Board approval to amend the current contract with <u>ADRC of Southwest Wisconsin - Juneau</u> to a total contract amount not to exceed <b>\$335,910.</b>
<b>ADRC OF SOUTHWEST            WISCONSIN - SAUK</b>	Request Board approval to amend the current contract with <u>ADRC of Southwest Wisconsin - Sauk</u> (Baraboo) due to an increased amount of Regional ADRC State GPR and Federal Medicaid funding. <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$516,315.</i>  Requesting Board approval to amend the current contract with <u>ADRC of Southwest Wisconsin - Sauk</u> to a total contract amount not to exceed <b>\$629,508.</b>

<p><b>FILLYAW ADULT FAMILY HOME</b></p>	<p>Request Board approval to amend the current contract with <u>Fillyaw Adult Family Home</u> (Richland Center) due to an increased need for adult family home services.</p>	<p><i>Original Contract Amount: \$18,000.</i></p> <p>Requesting Board approval to amend the current contract with <u>Fillyaw Adult Family Home</u> to a total contract amount not to exceed <b>\$21,000.</b></p>
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Motion made by Marilyn Rinehart, seconded by Dr. Louis Williams to approve the 2012 contract amendments and forward those onto the County Board as required. Motion carried.

Ray Schmitz questioned what the additional 2012 State GPR and Federal Medicaid monies offered to the ADRC's was used for since there is still a \$94,392.31 surplus. Becky Dahl stated that the ADRC's collect data and submit staff time reporting to justify their expenses for reimbursement and additional individuals are being served within the ADRC's.

Review Resolution 13-47 Clarifying the County's Per Diem, Mileage and Expense Policies for Non-Supervisor Members of County Committees and Board: Angie Rizner reviewed the changes in Resolution 13-47 that would affect Non-Supervisor members of the Health and Human Services Board:

2. In accordance with Rule 19 (a) 3 Rules of the Board, mileage shall be at the same rate as is paid by the State to its employees.

*Previously, the IRS mileage reimbursement rate was utilized.*

5. Reimbursement for registration fees, mileage, per diems, meals and lodging for attendance at conferences or conventions held outside the County shall be limited to 2 per calendar year.

*Previously, there was no limit.*

Acknowledgement of Exiting Health and Human Services Board Member: The Board thanked Ray Schmitz and Paul Kinney for their many years of service.

Health and Human Services Citizen Board Member Recommendation: Randy Jacquet recommended the nomination of Diane Brown to the Committee on Committees as a replacement for Ray Schmitz on the Health and Human Services Board. Ms. Brown lives in the Rockbridge area and is a family member of an individual receiving and/or has received agency services. Diane Brown is also a Registered Nurse in the LaCrosse area and currently serves on the Regional ADRC Board. Randy Jacquet noted that Ms. Brown could possibly fill the RN requirement currently held by Marilyn Rinehart whose term expires in 2015. Bob Bellman questioned if Larry Engel, Five Points Lutheran Church Minister, would be a good addition to the Board in the future. It was noted that he may not meet the Board membership requirement.

Active Aging Grant Update: Brett Iverson offered a presentation on the activities of the Active Aging Grant, noting that the creation of the "Elder Tree" website as a safe, secure place for individuals 65 years and older to communicate has been successful. In August 2013, a Randomized Control Trial is scheduled to occur and Mr. Iverson is looking to recruit over 100 individuals to participate. Brett Iverson requested

assistance from the Board to develop a list of the best locations or methods to use to reach shut-ins or isolated individuals in Richland County.

Approve Sale of a Transportation Program Vehicle (Mailout #2): Linda Symons noted that the straight van does not get much use and is being recommended for sale. Fred Clary questioned if this vehicle could be transferred to another county department. Linda Symons stated that the DOT requirements for the retirement of a vehicle are very specific and the sale proceeds must be returned to the Driver Escort Program Fund. It was noted that this vehicle has poor gas mileage and poor reliability. Linda Symons noted that Richland County Health and Human Services still owns a bus and lift van. Three vehicles are also leased to Schmitt Woodland Hills and two vehicles are leased to Pine Valley Healthcare. Motion by Fred Clary, seconded by Ray Schmitz to approve the sale of the 2001 Dodge 15 passenger straight van via online auction or sealed bid with the proceeds going back to the Richland County Driver Escort Program Fund 18, and forward the recommendation onto the County Board for approval. Motion carried.

THRIVE Group Update: Amanda Coorough reported that the THRIVE Group, currently consisting of adolescent males 13-16 years of age, completed their first course this year and built a “Little Free Library” for the Community Services Building. The goal of the group is to take disadvantaged youth and build on their skills and experiences, while giving back to their community, in an effort to help them be successful in the future. It was noted that there is adult interaction and supervision. Amanda Coorough stated that the second course began last night and their project is to construct a bench to be placed next to the “Little Free Library” to help beautify the exterior of the Community Services Building. Future courses may include container gardening, mini projects, and self-sustaining life skills. Amanda Coorough noted that the courses utilize Safe and Stable Families funds. Discussion was held regarding possibly decreasing the age of group attendees to include middle school aged children. Ray Schmitz suggested that the Student Council or other influential student group co-mingle with members of this group. Amanda Coorough stated that she would encourage peer integration once the members of this group begin to develop their independence.

Community Cares Event Update: Randy Jacquet noted that a presentation was offered last night from 6-8:30pm at the Richland Center Community Center: “Community Cares – Violence in America – Can We Be Proactive?” Tracy Thorsen stated that Dr. David Mays, forensic psychiatrist, offered information about recognizing signs, when to raise concerns, and where to go for answers. A panel of community leaders offered a summary of proactive measures that have been implemented within the community. Tracy Thorsen noted that the event was a success with 98 individuals in attendance.

Break Room Discussion: Bob Holets stated that someone in the community approached him regarding a television that is now located in the Break Room of the Community Services Building. Bob Holets noted that he did some checking and discovered that five set-top boxes were included in the Genuine Telecom telephone service bid that was accepted during the expansion of the building which included free cable television service. Bob Holets expressed concern with the perception of the Break Room television and wanted to inform other members of the Board of this information.

Randy Jacquet reported that he approved the installation of the television, as there are no ongoing costs involved with the set-top boxes, and he felt it would enhance the overall working climate for staff.

Discussion was held regarding whether or not this information would trigger requests by other county departments for televisions in their Break Rooms. It was noted that there are three Genuine Telecom set-

top boxes not being used, and per the franchise agreement, the cable television service is free to municipalities. Angie Rizner noted that the set-top boxes were originally offered so staff could access televised issues relating to emergency situations (such as issues relating to Public Health or severe weather). Fred Clary stated that if there are requests by other county departments, he would support the removal of the television in the Break Room of the Community Services Building. It was determined that no action would be taken at this time.

Human Services Day at the Capital: Randy Jacquet reported that he and Jeanetta Kirkpatrick attended Human Services day at the Capital yesterday, and distributed the handout that was prepared by the Wisconsin Counties Association (WCA) and Wisconsin Counties Human Services Association (WCHSA). Randy Jacquet reviewed the highlights relating to Child Support, Family Care, FoodShare Employment and Training, Income Maintenance, Medical Assistance Purchase Plan, and Mental Health Funding. Randy Jacquet reported on the possible regionalization of the Comprehensive Community Services Program, and noted that the Affordable Health Care Act was also discussed with the legislators.

WCHSA Spring Conference (Mailout #3): Randy Jacquet announced that the Wisconsin Counties Human Services Association is holding their annual Spring Conference on May 8 – 10, 2013 at the Chula Vista in Wisconsin Dells. Board members who are interested in attending were instructed to contact Randy Jacquet.

The next regular Board meeting is scheduled for Thursday, May 9, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Ray Schmitz, seconded by Marilyn Rinehart to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor