

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**June 13, 2013**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on June 13, 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, Diane M. Brown, Donald Seep, Dr. Louis Williams, Larry Jewell, Marilyn Rinehart, Bob Holets, and Virginia Wiedenfeld.

Members Absent: Fred Clary.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Jason Marshall, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, and Walter Gust.

The Board welcomed and introduced themselves to Diane M. Brown. Bob Holets read a thank you letter from Paul Kinney and a copy was distributed to each member of the existing Health and Human Services Board.

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

Approve May 9, 2013 Health and Human Services Board Minutes: Motion by Bob Bellman, seconded by Virginia Wiedenfeld to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: Linda Symons noted that the Transportation Program vans that are retired and need to be sold will be advertised on [www.wisconsinsurplus.com](http://www.wisconsinsurplus.com) July 1 – 14, 2013.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for June 13, 2013 was distributed and the monthly expense line trends handout which was requested by the Board. The following items required additional discussion:

**2013 Administrative Vouchers:**

Voucher #3 – Virginia Cupp: Patrick Metz stated that this reimbursement was for mileage, not meals.

Patrick Metz noted that various conference registrations were approved last month and now related expenses need to be reimbursed; such as lodging, mileage, and meals.

Voucher #6 – Cardmember Service: Randy Jacquet stated that this was to pay for additional landscaping rock for the exterior of the Community Services Building. It was noted that this is being charged to building improvements.

It was also noted that “The Little Free Library” and wooden benches were recently built and installed outside the Community Services Building by Patrick Metz and the THRIVE youth group.

Voucher #23 – 24 – Children’s Service Society: This was to pay for foster parent licensing assistance through an existing contract which was previously approve by the Board.

Voucher #39 – Debbie Lord: This was to pay for 4 months of dietary consulting for the Senior Nutrition Program.

Voucher #40 – 41 – Nikki Martin: This was to pay for Public Health Seal-A-Smile services.

Voucher #52 – Rhyme Business Products: This was to pay for monthly copier lease fees.

Voucher #74 – 75 – WI Department of Justice: This was to pay for criminal and caregiver background checks which are conducted on all employees and volunteers. Angie Rizner noted that these are updated every 4 years. Motion made by Donald Seep, seconded by Bob Bellman to approve the 2013 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2013 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2013 Expense Reports	14	\$10,010.01
Richland County Health and Human Services – 2013 Vouchers	48	\$33,469.71
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$823.42
<b>TOTAL</b>	<b>64</b>	<b>\$44,303.14</b>

2012 Audit Update: Patrick Metz reported that the county auditors have submitted their final audit to the County Board and various transfers of funds will come before the County Board in June for approval. Patrick Metz noted that Health and Human Services will be returning approximately \$91,000 to the General Fund.

Approval to Transfer 2012 Budget Surplus to Fund 44 – Children’s Placement Fund: Randy Jacquet requested that the Health and Human Services Board consider transferring the approximately \$91,000 return to the General Fund for 2012 back into the existing Children’s Placement Fund. It was noted that this request would have to be forwarded onto the Finance & Personnel Committee for consideration. Randy Jacquet explained the history of the Children’s Placement Fund noting that these institutional placements are out of our control and nearly impossible to budget for. Discussion was held regarding the increase in placement of children to 365 days which is being discussed at the State level. It was noted that this increase in days would have negative effects on our budget. Motion made by Donald Seep, seconded by Virginia Wiedenfeld to approve the transfer of the 2012 Health and Human Services budget surplus to Fund 44 – Children’s Placement Fund, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of April 30, 2013 noting a surplus of \$41,141 after removing the \$.75 staff salary increases that were not budgeted. Patrick Metz stated that the staff salary increases are the reason the Administration line item is over budget. Linda Symons noted that she would research why the Transportation and Adult Protective Services Programs are over budget and make adjustments to bring the expenses more in line. Marianne Stanek stated that the Public Health Programs are under budget.

Stephanie Ronnfeldt noted that Economic Support is over budget due to a delay in revenue and we are awaiting a payment from Dane County who hosts the Capital Consortium. Amanda Coorough reported that the Birth to Three Program enrollment numbers continue to be low and the contract with the Richland Hospital is going well. Patrick Metz noted that the Clinical Services line items are running on track.

Patrick Metz reviewed the Institutional Costs accounts noting that the \$33,226 balance in the Children's Institutional Fund would be exhausted within one month due to three children who have been placed in institutional settings at a cost of approximately \$9,000 per month per child. Amanda Coorough noted that we are anticipating these placements would end by the fall of 2013.

Personnel Updates: Randy Jacquet announced the hiring of Dana Churchill, Health & Wellness Coordinator, effective June 3, 2013. Motion made by Dr. Louis Williams, seconded by Bob Bellman to approve the hiring of Dana Churchill, Health & Wellness Coordinator, effective June 3, 2013. Motion carried.

Randy Jacquet announced the resignation of Karee Gander, Juvenile Justice Lead Worker, effective May 31, 2013. Randy Jacquet noted that a vacant social worker position in the unit would be refilled instead of the Juvenile Justice Lead Worker position.

Children's Services Unit Presentation: Amanda Miller offered a presentation on the importance of the services offered by Health and Human Services to children with special needs. Amanda Miller noted that she has two children, ages 4 and 6 years old, who have been diagnosed with Autism. The Birth to Three and Children's Long Term Support Programs have offered invaluable support to their family over the last 5 years. Amanda Miller stated that she is an active member on the Health and Human Services KIDS Council, assists local parents with schooling questions and IEPs, and is a parent advocate with the Angel Network.

Amanda Miller demonstrated the use of an iPad which Health and Human Services purchased for one of her children utilizing Family Support Funds; noting that her son was non-verbal and the iPad gave him a voice and became his communication tool. He is now beginning to communicate effectively on his own.

Amanda Miller introduced Chumley, her son's yellow lab service dog. Chumley was given to her son free of charge six months ago by Custom Canines, a non-profit organization in Madison that trains and places service dogs. Amanda Miller noted that Chumley is hooked to a vest that her son wears and Chumley helps lead him around. Chumley gives her son a sense of freedom because he can walk independently and not have to hold an adult's hand. This has become extremely helpful when out in the community.

Amanda Miller expressed her desire to further assist and educate parents who have children with Autism, and offered to speak with other community groups on this topic. Amanda Miller noted that the number of children with Autism seems to be on the rise in this area, and because of this, she opened a group home for adults with Autism. Amanda Miller stated that she hopes her experiences can help others navigate through the obstacles they may be facing with their children.

Approve Contracts, Agreements, and Amendments (Mailout #1): Randy Jacquet reviewed the contracts. Amanda Coorough noted that the agreement with WEAP is low because there is third party billing that works directly with the provider and we do not have to manage the payments.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-13-13)</b>		
<b>THE RIVERS FAMILY THERAPY CENTER, LLC</b>	Provider of psychosexual assessment services to a child being served by the Children’s Services Unit. (LaCrosse)	For a total amount not to exceed <b>\$1,000.</b>
<b>TLC SENIOR HOME CARE</b>	Provider of adult family home services to an existing Clinical Services client. The client will be transferring from one AFH to another because the original provider cannot continue to care for this client due to the provider’s health problems. (Arena)	For a total amount not to exceed <b>\$18,000.</b>
<b>WISCONSIN EARLY AUTISM PROJECT (WEAP)</b>	Provider of intensive autism services to children being served by the Children’s Services Unit. (Madison)	For a total amount not to exceed <b>\$1,000.</b>

Motion made by Larry Jewell, seconded by Virginia Wiedenfeld to approve the new 2013 agreements and contract. Motion carried.

Further Discuss 2012 Annual Report (if needed): Stephanie Ronnfeldt and Amanda Coorough offered to answer questions about their sections since they were not present last month for the discussions. Stephanie Ronnfeldt noted that the significant change for Economic Support in 2012 was the implementation of the Capital Consortium. Discussion was held regarding the details of the Wisconsin Home Energy Assistance Program (WHEAP) statistics.

Review Draft Resolution Relating to Utilizing Federal Medicaid Funding to Improve Badger Care (Mailout #2): Randy Jacquet noted that he worked with Attorney Ben Southwick to develop a draft resolution for consideration by the Health and Human Services Board. It was noted that State legislature has not voted on this topic yet. Randy Jacquet distributed a copy of the resolution being considered by the Sauk County Board. Stephanie Ronnfeldt noted that, if the Federal funds are received, our agency would see an increase in caseloads and would need to hire additional staff; however, if the funds are not accepted approximately 400 recipients in Richland County would lose their BadgerCare benefits. Stephanie Ronnfeldt reported that all eligible children would receive BadgerCare, but the caretakers of the children could end up losing their benefit or would have a copay. Motion by Virginia Wiedenfeld, seconded by Bob Bellman to forward this resolution onto the County Board for approval. Motion Carried.

Announce “LAE Friend of the College” Award from UW-Platteville: Amanda Coorough stated that she and Linda Symons have accepted several social work interns from UW-Platteville over the last few years and the agency, specifically Amanda Coorough, is now being recognized by the university for providing these students with exemplary supervision, individualized learning goals, and experiential learning plans.

Approve the Application for a Recruitment of Families for Children Grant: Randy Jacquet noted that we had good intentions to apply for this grant, but it is not going to be possible this year.

Further Discuss Hospice Care in Richland County: Bob Bellman stated that the 60 mile drive to Madison for families with a loved one in hospice care is a shame, and he would like to see a facility opened in Richland County. Bob Bellman noted that he presented this option to the Richland County GRACE organization and they would like other organizations to also be involved in the conversations.

Marilyn Rinehart questioned if Pine Valley Healthcare had hospice beds included in their new facility plans or if it could be considered by the Richland Hospital. Bob Holets stated that he did not believe that hospice care beds were being considered by Pine Valley Healthcare. It was noted that the development of a separate facility is not only expensive, but also has significant building requirements and timelines that must be met. Marianne Stanek reported on the historic Home Health Program of Richland County and how they assisted hospice individuals, noting that receiving Medicaid approval is difficult. Marianne Stanek offered to connect Bob Bellman with her contact at Grant County who has experience with this topic. Motion by Bob Bellman, seconded by Dr. Louis Williams to further investigate the creation of a Hospice Care facility in Richland County by working with a Marianne Stanek's contact in Grant County, and contacting additional community partners for assistance. Motion Carried.

Purchase of a Replacement Nutrition Program Vehicle Update: Marianne Stanek noted that she submitted a bid request to Fillback Ford (Richland Center), Jones Chevrolet (Richland Center), Sleepy Hollow (Viroqua), Iowa County Chrysler (Barneveld), Les Mack (Lancaster), and Pioneer Motors (Platteville). Marianne Stanek distributed a list of the bids received from Sleepy Hollow and Fillback Ford with a variety of options available. It was noted that no other bids were received and Stow and Go seating is only offered by Dodge. Marianne Stanek recommended the purchase of the new 2013 Dodge Caravan from Fillback Ford totaling \$20,825. Patrick Metz noted that there are approximately \$34,000 carryover funds in the Nutrition Program budget at this time, which could be utilized for this purchase. Motion by Donald Seep, seconded by Dr. Louis Williams to forward the purchase of a new 2013 Dodge Caravan from Fillback Ford totaling \$20,825, and forward the recommendation onto the County Board for approval.

Further discussion was held regarding the funding of this purchase. It was noted that two additional agenda items would impact the Nutrition Program carryover funds as well, including the retroactive payment of Nutrition Site Workers and the addition of a Temporary/Casual Nutrition Site Worker at the Rockbridge Meal Site. Patrick Metz noted that the county approved the purchase of a shared vehicle utilizing General Fund dollars and the departments were not asked to fund that purchase. Randy Jacquet reported that he distributed an email to all department heads to inquire their need for such a vehicle and their potential sharing of the cost and ongoing fees. No department head came forward with a need. Motion Carried.

Marianne Stanek questioned what should be done with the old 1995 Ford truck. Motion by Bob Bellman, seconded by Diane M. Brown to dispose of the old 1995 Ford truck at the best price possible. Motion Carried.

Nutrition Program Position Description Issues Update: Randy Jacquet noted that the issue brought forward last month was presented to the Finance and Personnel Committee and it was determined that all Nutrition Program Temporary/Casual Meal Site Workers should be paid at Grade 7 retroactive to 2005.

Therefore, a resolution is being presented to the County Board in June clearing up this situation and offering retroactive payment to six employees totaling over approximately \$12,000.

Approve an Additional Temp/Casual Nutrition Site Worker (Rockbridge): Marianne Stanek reported that she has been approached a few times about the addition of a paid employee at the Rockbridge Meal Site. It was noted that when the Rockbridge Meal Site was opened there weren't funds to pay for an employee and the community requested to open it and operate it with volunteers only. It was noted that the Nutrition Program pays rent to the Richland School District for use of the Rockbridge School. Marianne Stanek stated that the Nutrition Advisory Council passed a motion to bring this request to the Health and Human Services Board for consideration in order to make it more equitable to what other meal sites receive. Marianne Stanek noted that the position being requested is a Temporary/Casual Meal Site Worker at a cost of approximately \$7,606 per year (12 hours per week at \$10.92 per hour).

Walter Gust stated that he replaced Scott Banker as the Chair of the Nutrition Advisory Council and the council's preference is to include this recommendation as part of the 2014 Richland County Health and Human Services budget. Bob Holets noted that the rent paid for the Rockbridge Meal Site far exceeds what is being paid at other meal sites, so that is also inequitable. It was noted that each meal site is unique and the Rockbridge Meal Site has great attendance. Bob Holets stated that he plans to attend a Richland School District meeting in the near future to request a reduction in rent for the Rockbridge School. It was determined that this topic be further discussed during the 2014 Budget Public Hearing.

Barb Scott and Jason Marshall arrived.

Approval of Comprehensive Community Services (CCS) Coordination Committee Membership (Mailout #3): Randy Jacquet reviewed the voting members list, noting that there are currently 3 vacancies which are attempting to be refilled. Motion by Virginia Wiedenfeld, seconded by Bob Bellman to approve the Comprehensive Community Services Coordination Committee Membership as presented. Motion carried.

Bob Bellman left the meeting.

Review MIS Maintenance Agreements for Health and Human Services: Barb Scott reviewed the existing Health and Human Services maintenance agreements, noting that many of these expenses should be included in a County MIS budget but that is likely not to occur, so Health and Human Services continues to budget for these IT related expenses. Barb Scott reported that the expenses for Health and Human Services total approximately \$42,000 per year (excluding copiers and new computers). Discussion was held regarding the need for licensing updates and additional expenses. Barb Scott recommended a separate county account for such expenses. It was noted that this topic should be placed on a future Finance and Personnel Committee meeting for discussion county-wide.

Discuss Damage Caused by Water Pipe Break at the Community Services Building: Angie Rizner reported that a water pipe broke in the older area of the building over a weekend and staff discovered freestanding water that Monday morning. A local plumbing company was able to arrive immediately to fix the leak; however, local cleaning companies were not available to assist with the cleanup. Angie Rizner noted that she contacted Servpro of Madison who specializes in fire and water cleanup and restoration, and they were onsite the same day by late afternoon. Angie Rizner stated that three offices, File Room #1, a copy center, a bathroom, and their connecting hallways were all affected by the water. Various staff assisted with extracting the water off the floor and moving individuals from their affected

offices into temporary locations. Servpro technicians attempted to dry out the area by removing the carpet baseboard, drilling holes in the walls, and placing a number of dehumidifiers and large fans throughout the area. This process was successful and we are now awaiting the installation of replacement carpet baseboard and carpet cleaning. Randy Jacquet noted that the county's insurance carrier was notified and the agency will be responsible for a \$2,500 deductible and plumbers fee. All other expenses should be covered by the county's insurance.

Discuss Potential Remodeling of the Community Services Building: This item was tabled.

Schedule 2014 Budget Public Hearing: Randy Jacquet noted that holding a Public Hearing with Health and Human Services Board members present is not required, but the Health and Human Services Board has requested to be in attendance in the past. It was determined that a Public Hearing would be held at 9am on Thursday, July 11, 2013 (right before the regularly scheduled 9:30am Health and Human Services Board meeting).

Convene in Closed Session Per Wis. Statutes 19.85(1) (c) & (f) to Discuss Performance and Disciplinary Data of a Health and Human Services Employee: Motion by Virginia Wiedenfeld, seconded by Marilyn Rinehart to convene in closed session per Wis. Statutes 19.85(1) (c) & (f) to discuss performance and disciplinary data of a Health and Human Services employee to include Randy Jacquet, Amanda Coorough, and Angie Rizner. Roll Call Vote. Dr. Louis Williams, Marilyn Rinehart, Larry Jewell, Bob Holets, Virginia Wiedenfeld, Donald Seep, and Diane M. Brown all voted for the motion. Motion carried.

Return to Open Session: Motion by Marilyn Rinehart, seconded by Virginia Wiedenfeld to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, July 11, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor