

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 8, 2013

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. August 8, 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, Fred Clary, Larry Jewell, Marilyn Rinehart, Bob Holets, and Virginia Wiedenfeld.

Others Present: Alyssa Umberger, Amanda Coorough, Angie Rizner, Angela Porter, Becky Dahl, David Dati, Jason Marshall, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

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

Approve July 11, 2013 Public Hearing & Health and Human Services Board Minutes: Motion by Larry Jewell, seconded by Bob Bellman to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: Fred Clary requested clarification regarding the volunteer driver motion that was approved last month. It was clarified that only those volunteer drivers who currently accept the additional \$.07 would continue to receive it. All existing volunteer drivers who chose not to take the additional \$.07 initially and any new volunteer drivers would not be offered the additional \$.07.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for August 8, 2013 was distributed. Patrick Metz noted that the monthly expense line trends handout which was requested by the Board will be made available next month. The following items required additional discussion:

2013 Administrative Vouchers:

Voucher #3 – Cardmember Service – This was to pay for Angie Rizner to attend civil rights compliance training in Milwaukee. Randy Jacquet noted that he requested she attend this training in an effort to assist her in writing the 2014 Civil Rights Plan for the entire county. It was noted that this plan has to be rewritten every 3 years.

Voucher #4 – Cardmember Service – This was to pay for Katie Erb to attend disaster behavioral health training in Minneapolis, MN.

Voucher #16 – Children's Service Society: This was to pay for foster care licensing activities. Amanda Coorough noted that these duties are transitioning to an in-house worker who is just completing the required trainings.

Voucher #23 – Fillback Ford Chrysler: This was to pay for the new Nutrition Program van which received prior Board and County Board approval. Marianne Stanek noted that the old truck was sold for \$850 earlier this week. Discussion was held regarding where the \$850 was deposited and what the

resolution stated. Marianne Stanek stated that she would review the resolution and make adjustments as necessary.

Voucher #24 – 28 – CDW Government, Inc: This was to pay for Economic Support computer supplies which received prior Board approval. It was noted that additional Food Share bonus funding were utilized for this purchase.

Voucher #32 – Jewell Hollow Woodcraft: This was to pay for expenses related to Suvir Saran’s community presentation hosted by Public Health - Richland FIT. It was noted that grant funds were utilized for this purchase.

Voucher #35 – Marco, Inc: This was to pay for maintenance contract support of the digital telephone system. It was noted that this purchase should continue to be reviewed annually to determine actual need.

Voucher #41 – Public Opinions Strategies: This was to pay for Public Health participation in a statewide telephone survey regarding smoking, physical activity, and other related topics. Marianne Stanek noted that our participation is required as part of the Centers for Disease Control and Community Transformations Grant requirements.

Voucher #50 – Richland Center Utilities: This was listed in error as a “telephone” expense and should be listed as a monthly utility expense.

Voucher #56 – Scott Consulting Partnership: This was to pay for consultation services as part of the Partnership Grant and the contract received prior Board approval.

Voucher #63 – Strang Heating & Electric: This was to pay for repairs to an air conditioner located in the Economic Support office area.

Voucher #81 – Wertz Plumbing & Heating: This was to pay for repairs to an air conditioner located in the Clinical Services office area. Fred Clary requested that an item be placed on a future agenda to consider putting out for bid a 3-5 year maintenance agreement on all equipment.

Voucher #73 – UW Madison: This was to pay for Clinical Services staff to attend motivational interviewing training. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams 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	15	\$8,648.29
Richland County Health and Human Services – 2013 Vouchers	56	\$80,174.11
Richland County Health and Human Services – 2013 Prepaid Vouchers	3	\$308.36
TOTAL	74	\$89,130.76

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of June 30, 2013 noting a surplus of \$2,767 after removing the \$.75 staff salary increases that were not budgeted.

Patrick Metz stated that the Administration line item is over \$31,593 largely due to the \$.75 salary increase and a workers' compensation insurance payment which was approximately \$20,000-\$22,000 higher than last year. Patrick Metz noted that we are awaiting an audit in the fall to see if we will receive another workers' compensation insurance reimbursement. Linda Symons noted that the ADRC is over \$8,983 and we are reviewing the Transportation Program revenues and expenses very closely. The Adult Protective Services line item is also currently over due to one private pay placement which we bill monthly. Becky Dahl stated that the Regional ADRC continues to work within their allocated funds. Marianne Stanek stated that the Nutrition Program is over \$11,825 due to the payback of staff salaries done earlier this year. Stephanie Ronnfeldt noted that Economic Support is waiting for a July payment which should balance out the budget by the end of the year. Amanda Coorough reported that the Children's Services Unit placements are now under control. A review of the Richland Hospital contract will need to occur next month, as the expenses have exceeded the approved contract limit; however, the expenses have not exceeded the total amount budgeted for Birth to Three Program therapies. Tracy Thorsen noted that the Clinical Services Unit is over budget \$45,533 largely due to a delay in revenues. This is primarily for Comprehensive Community Services, as we just received our State approved rates yesterday and can begin billing for those services. Mental Health Inpatient Services is over largely due to more individuals being served without insurance. Discussion was held regarding the position of the budget at this time. Discussion was held regarding uninsured individuals.

Patrick Metz reviewed the Adult Institutional Fund balance. Tracy Thorsen noted that an individual has been placed in a mental health institution at the cost of \$8,000 per month which will be included in the budget next month and this placement is likely to continue through the end of the year.

Patrick Metz reviewed the Children's Institutional Fund balance noting that things are getting better. Amanda Coorough noted that these facilities are "residential lock-down centers" similar to institutions.

Personnel Updates: Randy Jacquet noted that with the resignation of Karee Gander, Juvenile Justice Lead Worker, it was determined that a vacant social worker position would be filled instead of the lead worker position. Randy Jacquet announced the hiring of Alyssa Umberger, Children's Services Social Worker, effective August 5, 2013. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the hiring of Alyssa Umberger, Children's Services Social Worker, effective August 5, 2013. Motion carried. The Board introduced themselves to Alyssa Umberger.

Randy Jacquet reported that David Dati, Mental Health Clinician, has passed probation and is being recommended to be placed on regular status effective August 4, 2013. Motion made by Fred Clary, seconded by Virginia Wiedenfeld to approve the probationary period of David Dati, Mental Health Clinician. Motion carried. The Board introduced themselves to David Dati.

Tracy Thorsen announced the retirement of John Pyle, Mental Health Clinician, effective September 3, 2013. Tracy Thorsen noted that the replacement of the position is being reviewed.

Angie Rizner also announced the leasing of Rock Chamberlain, LTE Custodian, through the Southwest Wisconsin Workforce Development Board effective August 6, 2013. Randy Jacquet noted that this

position may also be utilized by the Courthouse for snow removal and the collaboration between the two county buildings is being further studied.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner distributed copies of an updated agency organizational chart and reviewed each page. Discussion was held regarding Barb Fullmer's work with both the Children's Services and Clinical Services Units. It was noted that with Rita Lease's recent resignation, we are actively recruiting additional assistance for Dr. Schmidt. Bob Bellman questioned the caseloads of Comprehensive Community Services (CCS) Clinicians. Tracy Thorsen reported that the current caseload of a CCS Clinician is between 12 and 17 clients; noting that these individuals could often receive daily support from their clinician due to their high needs. Discussion was held regarding the duties of Cindy Deckert, Health Check Outreach. Fred Clary questioned the occasional voucher payments made to Paula White, Nutrition Site Worker, and her private business. Fred Clary requested that Randy Jacquet conduct a review of the county rules with agency management.

Approve Contracts, Agreements, and Amendments: There were no new contracts to approve.

Richland County Transportation Services Presentation: Angela Porter offered an update regarding the Transportation Program bus; noting that so far the bus operated 44 days carrying 83 passengers. Of those trips, 65 were social trips to increase the quality of life. Angela Porter noted that it will take 2-3 years to develop the public transportation program and we continue to listen to the barriers individuals encounter to help make the program better. Current reported barriers include; bus stop locations, the stairs are too difficult, and the amount of time in town is too long.

Angela Porter distributed an updated brochure noting the 2nd phase of the program. Additional outreach includes a WRCO radio interview and a new bus promo at all meal sites – ride the lift for a free certificate. Promotional events are also being planned, such as a trip to the Oakwood Fruit Farm this fall.

Fred Clary questioned if the bus could pick people up from home and take them to the meal sites. Angela Porter noted that this ride would have to be scheduled through her, as we do not just drive the bus around the county. We need to have a paying rider in order to spend the money on gas. Linda Symons stated that this option could be considered for the 3rd phase. If individuals have questions, they are encouraged to call Angela Porter with their need, as alterations to the schedule could be made.

It was noted that the amount of time that is spent in Richland Center is unknown and depends on the daily ridership, but currently drivers leave town at 8:15am and return riders as late as 1:30pm. Angela Porter noted that 85.21 funding and rider payments support the entire program. It was noted that alternate financing for the program is being considered, but this will take time to secure. Discussion was held regarding not offering this service for free.

Bob Holets questioned if there was a way to coordinate the rides of multiple individuals to attend medical appointments out of town by volunteer drivers. Linda Symons noted that this coordination is done with VA Hospital trips, but it is hard to coordinate with every doctor, facility, or treatment. Diane Brown stated that the facility staff could possibly help with coordinating trips as well.

Approval of the Southwest Wisconsin Regional Transportation Coordination Plan (Mailout #1): Linda Symons reviewed the plan noting that Richland County has two goals as part of this plan: 1) Provide an opportunity for all people to participate in our community and our county. 2) Expand current

transportation opportunities building on the current system. Motion by Bob Bellman, seconded by Dr. Louis Williams to approve the Southwest Wisconsin Regional Transportation Coordination Plan, and forward the recommendation onto the County Board for approval. Motion Carried.

Approval of Regional ADRC Reorganization (Mailout #2): Becky Dahl stated that the Regional ADRC has taken the time to review the needs of the unit since the resignation of Virginia Cairns, Administrative Secretary, in May 2013. Becky Dahl noted that the Regional ADRC has also been working with a consultant to determine the future needs of the region. During this time, the current Resource Database Specialist, Meghan Rohn, has been working and being paid out-of-class as the Administrative Secretary working 40 hours per week.

Becky Dahl stated that the region would like to reinstate the Administrative Secretary to 40 hours per week, name Meghan Rohn into that position, and change the Resource Database Specialist position to a Regional Program Specialist to be utilized by all four counties. Donald Seep noted that the Regional ADRC Board offered unanimous support of the naming of Meghan Rohn to the position. Discussion was held regarding the organization of the Administrative Services Unit. Randy Jacquet noted that this structure offers an ability for sharing of Administrative staff among the various units. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve the return of the Administrative Secretary (Grade 7) position to 40 hours per week, transfer Meghan Rohn as the current Resource Database Specialist (Grade 6) into that position, rename the Resource Database Specialist (Grade 6) to a Regional Program Specialist (Grade 6), approve the revised position descriptions, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion Carried.

Proposal for Use of the Vacant Space at the Community Services Building: Randy Jacquet noted that the Board requested last month that the agency offer their needs for use of the vacant space at the Community Services Building. The proposal being offered today includes the needs of two county departments. Patrick Metz distributed and reviewed the proposed schematic which included the future needs of the Management of Information Services (MIS) Department. Patrick Metz noted that Amanda Coorough has access to grant funds which could be utilized to fund this project if a juvenile services programming area is included. Amanda Coorough noted that in 2014 an expansion of juvenile programming is being considered to include education that is no longer offered by public schools; such as independent living skills, cooking, shopping, laundry, etc. Jason Marshall reported that MIS has significant future needs for space; including a computer trainings area, more room for building/servicing computers, and a private office for the MIS Department Head. Fred Clary stated that there are extremely serious space issues in the Courthouse, and while this proposal is valuable, it should be shared with the architects responsible for the current Courthouse project.

Hospice Care Update: Bob Bellman stated that he received a letter from Karn Schauf, ADRC Social Worker, regarding the hospice services offered in Richland County. Linda Symons distributed copies of the information.

Regional Enrollment Network Planning for Affordable Care Act Implementation: Randy Jacquet updated the Board regarding the Affordable Care Act. Online information could be entered now, as enrollment begins October 1, 2013 to be effective January 1, 2014. Stephanie Ronnfeldt noted that individuals are going to be disenrolled from BadgerCare, so a Regional Enrollment Network is being developed. Stephanie Ronnfeldt stated that local assistance is also being planned for in-house. A meeting is scheduled for August 22, 2013 and all community partners have been invited. Fred Clary noted that 10

major health insurers are refusing to participate nationwide. Randy Jacquet noted that it is in our best interest to get as many individuals insured as possible. Stephanie Ronnfeldt reported that there are 1,825 individuals in Richland County that are currently uninsured, and some of those individuals may now be eligible for BadgerCare if their family of four income is less than \$1,962.50 per month. Bob Bellman noted that 1,825 individuals are 10% of our entire county population. Discussion was held regarding employers responsibility to now offer insurance and out-of-network issues. It was noted that this is an individual's responsibility, but individuals are going to need assistance locally and there are no funds available for outreach or education. This item should be placed on a future agenda for further discussion.

Program Evaluation Training Update: This item was postponed until next month.

The next regular Board meeting is scheduled for Thursday, September 12, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Bob Bellman, seconded by Fred Clary to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor