

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**October 10, 2013**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. October 10, 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: Amanda Coorough, Angie Rizner, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, Tracy Thorsen, Sandy Kramer, Walter Gust, Patrick Hagen, Angela Arneson, Dana Churchill, and Sara Richie.

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

Approve September 12, 2013 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the Board Meeting Minutes. Motion carried.

Approve September 19, 2013 Special Budget Meeting Minutes: It was noted that the cost of reducing staff hours from 40 to 35 hours per week, not 35 to 40 hours per week was discussed. Motion by Marilyn Rinehart, seconded by Dr. Louis Williams to approve the Special Budget Meeting Minutes. Motion carried.

Citizen Comments: Sandy Kramer noted that there was a video conference yesterday with the Secretary of Veterans Affairs and it was announced that if the U.S. government is not operational again by October 17, 2013 various payments to Veterans and their beneficiaries would stop on November 1, 2013. Sandy Kramer stated that the Secretary of Veterans Affairs also reported that social security payments would be affected as of November 1, 2013. Fred Clary stated that he heard that social security payments would not be affected by the government shutdown.

Diane M. Brown arrived.

Approve 2014 Veterans Service Office Transportation Grant: Sandy Kramer stated that the Transportation Grant deadline for submission is November 1, 2013 and the County Board does not meet until October 31, 2013 to consider this annual grant. Sandy Kramer noted that she would like to get the grant submitted as soon as possible to avoid a potential processing delay due to the current government shutdown and furloughed State level staff, so she requested the ability to submit the application before County Board approval is received. It was noted that this grant is approved annually and was included in the 2014 Veterans Services Office budget which was approved by the County Board. Sandy Kramer reported that last year Richland County received \$836 in Transportation Grant funds to assist Veterans with their transportation needs, and the amount funded is determined by how many counties submit an application every year. Motion by Donald Seep, seconded by Bob Bellman to approve the 2014 Veterans Service Office Transportation Grant, instruct Victor Vlasak to sign the grant application immediately in

order to meet the impending deadline, and forward the recommendation onto the County Board for approval. Motion carried.

Sandy Kramer left the meeting.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for October 10, 2013 was distributed. The following items required additional discussion:

**2013 Administrative Vouchers:**

Voucher #1 – 2014 Mega Conference: This was to pay for Tracy Thorsen to attend a HIPAA conference in the Wisconsin Dells.

Voucher #10 – 18 – CDW Government, Inc.: This was to pay for a variety of technology purchases for the Economic Support Unit utilizing additional Income Maintenance funds and a laptop for the Public Health Farm to School Program utilizing grant funds. It was noted that these purchases were previously approved by the Board.

Voucher #65 – Rock County UW Extension: This was to pay for a Richland FIT representative to attend strong bones training which will receive grant reimbursement.

Voucher #66 – Senior United For Nutrition: This was to pay for Nutrition Program Directors to attend fall training in Stevens Point.

Voucher #74 – UW Extension: This was to pay for Randy Jacquet to attend “Through the Eyes of a Child” conference in Wisconsin Dells.

Voucher #75 – UW Stevens Point: This was to pay for 5-6 Clinical Services staff to attend a crisis conference in Wisconsin Dells. Tracy Thorsen noted that most of the expenses will receive reimbursement.

Voucher #79 – WAMFT: This was to pay for David Dati to attend additional clinical training.

Voucher #80 – Western Reserve Distribution: This was to pay for Public Health car seats which will receive grant reimbursement.

Voucher #84 – Wisconsinairs: This was to pay for ADRC staff to attend training for certification.

**2013 Previously Paid Vouchers:**

Voucher #3 – Sanofi Pasteur, Inc.: This was to pay for a supply of Public Health influenza vaccinations and if the purchase was prepaid the cost was reduced by \$102.

Fred Clary questioned if the Board could receive a year-end summary of staff attendance at conferences/trainings. This summary should include the total cost including mileage, meals, lodging and loss of billable hours due to hours away from the office. Patrick Metz distributed and reviewed the monthly expense line trends handout as requested by the Board to assist with the discussion. Patrick Metz noted that certain staff do take a laptop with them and work while away at conferences/trainings. Fred

Clary stated that around the State limitations are being placed on the funding of staff attendance at conferences/trainings. Don Seep questioned if the net expense after reimbursement should be reviewed for these expenses. Patrick Metz noted that the total expenses reviewed on the handout total only 8.33% of the overall Health & Human Services budget before reimbursements are received. Motion made by Diane M. Brown, seconded by Dr. Louis Williams to approve the 2013 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

Randy Jacquet arrived.

**2013 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2013 Expense Reports	14	\$9,796.12
Richland County Health and Human Services – 2013 Vouchers	43	\$28,555.95
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$5,548.49
<b>TOTAL</b>	<b>59</b>	<b>\$43,900.56</b>

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of August 31, 2013 noting a surplus of \$43,063 when factoring out the unbudgeted \$.75 staff salary increase. This surplus is largely due to a refund of approximately \$34,000 from Workman’s Compensation Insurance.

Linda Symons noted that the ADRC line items are over due to a delay in Adult Protective Services (APS) payments and staff have implemented cost saving measures for the Transportation Program. Becky Dahl reported that the Language Enriched Exercise Plus Socialization (LEEPS) Grant is scheduled to expire by the end of 2013. Marianne Stanek stated that the Nutrition Program is over budget \$18,389 due to the staff back pay and purchase of a new vehicle. Stephanie Ronnfeldt noted that the Economic Support Unit is over budget \$23,954 due to a delay in revenues from Dane County. Randy Jacquet announced that the Wisconsin Home Energy Assistance Program (WHEAP) has not received Federal funds due to the current government shutdown. WHEAP began on October 1, 2013 and clients who have been approved for benefits would not receive payments until the Federal funds are released. Stephanie Ronnfeldt noted that WHEAP is the only program currently affected by the government shutdown. Patrick Metz reported that the Children’s Services Unit has one new placement at a cost of approximately \$9,000 per month. Tracy Thorsen stated that Clinical Services continues to show overages totaling \$43,035 largely due to Mental Health Outpatient costs, a lag in Comprehensive Community Services (CCS) revenues, and an increase in Mental Health Inpatient hospitalization costs.

Fred Clary stated that he was made aware of Family Care reimbursements that Health & Human Services should receive from 2009-2012 for Community Support Program (CSP) services. Tracy Thorsen stated that any reimbursement would be minimal, as we transferred most CSP individuals to CCS between 2008 and 2009.

Patrick Metz reviewed the institutional fund balances noting that the Children’s Institutional Fund is currently short \$9,682 and is anticipated to end the year with a substantial deficit due to expense unbudgeted placements. Tracy Thorsen reported that the Adult Institutional Fund balance of \$179,734 is projected to carry a substantial surplus into 2014, but a long-term institutional stay at approximately \$8,200 per month is anticipated to continue through the remainder of the year. Fred Clary stated that the

Finance & Personnel Committee set aside \$225,000 for these accounts in 2014. Patrick Metz recommended that only \$50,000 be allocated to the Adult Institutional Fund and the remainder be allocated to the Children’s Institutional Fund.

2014 Budget Update: Bob Holets reported that the 2014 Health & Human Services budget was accepted by the Finance & Personnel Committee, and has been forwarded onto the County Board for approval by the end of this month. Approximately \$225,000 has been allocated to be transferred to the Adult and Children’s Institutional Funds. Fred Clary stated that the Finance & Personnel Committee were faced with an approximate \$140,000 deficit when factoring in all county department budgets and it was ultimately determined that surplus revenue would be utilized one-time to balance the entire 2014 county budget. It was noted that the increase in health insurance county-wide costs approximately \$400,000 and the \$.75 staff salary increase county-wide costs approximately \$350,000-\$400,000. Fred Clary reported that the Highway Department, Health & Human Services Department, and Pine Valley Healthcare were the only departments required to absorb their staff salary and benefit increases for 2014. Patrick Metz distributed the 2014 Health & Human Services budget spreadsheet for signature.

Personnel Updates: None.

Walter Gust, Patrick Hagen and Angela Arneson arrived.

Approve Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen noted that two other psychotherapy contracts would not be utilized.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (9-12-13)</b>		
<b>ORION FAMILY SERVICES</b>	Provider of intensive in-home psychotherapy to two CCS children being served by the Clinical Services Unit. (Madison)	For a total amount not to exceed <b>\$7,000.</b>

Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the new 2013 agreement. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2013 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (9-12-13)</b>		
<b>GUNDERSEN LUTHERAN            MEDICAL CENTER AND            GUNDERSEN CLINIC,            LTD.</b>	Due to a formal name change. (La Crosse)	<i>Original Contract Amount: \$64,000.</i>  Requesting Board approval to amend the current contract with <u>Gundersen Lutheran Health Care</u> to the new name <u>Gundersen Lutheran Medical Center and Gundersen Clinic, LTD.</u>

<p><b>TREMPEALEAU COUNTY HEALTH CARE CENTER</b></p>	<p>Due to an unbudgeted adult institutional placement (funded by Fund 54) that is anticipated to last through the end of the year. This expense is in addition to a budgeted residential placement in an adult family home operated by TCHCC for one Clinical Services Unit client. (Whitehall) <i>This will require County Board approval.</i></p>	<p><i>Original Contract Amount: \$90,000.</i></p> <p>To a total contract amount not to exceed <b>\$145,000.</b></p>
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Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the 2013 contract name change and forward it onto the County Board only if deemed necessary by Corporation Counsel. Motion carried.

Motion made by Dr. Louis Williams, seconded by Donald Seep to approve the 2013 contract amendment and forward it onto the County Board for approval. Motion carried.

Hospice Care Update: Bob Bellman reported that a Hospice Home was recently opened in Viroqua. It was noted that the facility was privately funded. It was determined that this item would be on the agenda routinely.

Regional Enrollment Network Planning for Affordable Care Act Implementation Update: Stephanie Ronnfeldt reported that a weekly meeting is still being held at the Community Services Building. At this time, only one individual has been able to successfully complete an application through the Marketplace website, so local marketing and outreach efforts have been postponed until the Federal Marketplace website is functional. Individuals can still apply by calling the 800 number or completing a paper application. It was noted that Kentucky has been successful in enrolling individuals only because they operate on a State online system. Stephanie Ronnfeldt noted that Health & Human Services has received Certified Application Counselor (CAC) certification.

Amanda Coorough arrived.

Open Richland County Senior Nutrition Program Meal Service Proposals: Bob Holets announced that the Richland School Board recently approved a rent reduction for the Rockbridge Meal Site from \$10 per hour to \$6 per hour retroactive to July 1, 2013.

The following proposals were received before the deadline of 10am on October 7, 2013 and were opened and reviewed by the Board at 10:30am:

St. Anthony’s School [Germantown Meal Site]	\$2.95 per meal (\$.05 increase)
UW Richland [Richland Center and Rockbridge Meal Site]	\$3.00 per meal (no increase)
Tazzee’s Wonder Bar & Restaurant [Viola Meal Site]	\$4.75 per meal (\$.75 increase)

Marianne Stanek noted that this bidding process is required at least every 3 years and contracts would be entered into annually.

Award Richland County Senior Nutrition Program Meal Service Providers: Discussion was held regarding the substantial price difference for meals provided to the Viola Meal Site. Marianne Stanek reported that 15-20 meals per day 5 days per week are provided to the Viola Meal Site (congregate and

home delivered) and Tazzee's Wonder Bar & Restaurant, which is located in Soldiers Grove, also transports the meals to Viola and those costs are included in the per meal price. Angela Arneson stated that UW Richland could prepare meals for each meal site at \$3.00 per meal if transportation is provided to each meal site. Discussion was held regarding potential transportation options for the Viola Meal Site. Angela Arneson questioned if Experience Works individuals could be considered for transporting meals. Marianne Stanek noted that she would look into other available options for transporting meals. Motion by Fred Clary, seconded by Virginia Wiedenfeld to award the provider contracts to UW Richland [Richland Center and Rockbridge Meal Sites] and St. Anthony's School [Germantown Meal Site] as presented, but delay acceptance of the bid from Tazzee's Wonder Bar & Restaurant until we are able to further investigate other options for the provision of meals to the Viola Meal Site. Motion Carried.

Walter Gust, Patrick Hagen and Angela Arneson left the meeting. Dana Churchill and Sara Richie arrived.

Transform Wisconsin Richland County Survey Results: Marianne Stanek noted that Richland County was one of 9 communities to receive a Transform Wisconsin Grant in August 2012. The purpose of the grant is to implement evidence-based strategies to reduce or prevent obesity by increasing physical activity in the school and the community. Dana Churchill reported that Transform Wisconsin conducted a public opinion poll regarding childhood obesity and the results were received in August 2013. The poll was conducted by calling either the cell phones or landlines of 300 random people across the county.

Dana Churchill and Sara Richie reviewed the results of the opinion poll:

1. Childhood obesity is a serious problem.
  - 89% agree that childhood obesity is a serious problem.
  - 50% of those also felt it was a very serious problem.
2. Schools and local health departments should play a role in reducing and preventing obesity.
  - Who should play a role?: Parents 100%; school 92%; other health groups 91%; and Public Health 87%.
3. These health proposals were recommended:
  - Ensure kids can safely walk/bike to school 93%; ease of physical access when making decisions about zoning and planning 90%; require schools buy and serve locally grown fruits and vegetables 89%; keep school gyms open during non-school hours 86%; and require 60 minutes of physical activity during the school day 86%.
4. Daily physical activity will improve academic performance.
  - 94% agree that daily physical activity will improve academic performance.
5. Expressed willingness to pay more for locally grown fruits and vegetables in schools.
  - 79% agree that they would pay more for school lunches if they included locally grown fruits and vegetables.

It was noted that demographic information on each individual polled was collected at the end of the survey. Discussion was held regarding yesterday's "Walk to School Day" to Doudna which included over 50 participants and 20 volunteers. Dana Churchill noted that "Walking Wednesdays" is being pursued and the Doudna Kids Club has increased the physical activity of their children. The utilization of the Doudna gym after school hours is also being pursued, as a recent law change has made it easier for school districts to allow individual use of gyms without liability issues. Sara Richie stated that teachers have been encouraged to incorporate activity bursts in the classrooms.

Dana Churchill announced that Julie Whitney has been hired as the AmeriCorps Farm to School Program Nutrition Educator and we are currently recruiting a part-time, leased Farm to School Community Outreach Specialist. The Farm to School Program will develop and implement a system to include locally grown food into the school lunch program. It was noted that locally grown includes farms within 100 miles of Richland Center. Dana Churchill stated that "locally grown" labeling has been incorporated throughout the community grocery stores. It was noted that the results of this survey were going to be shared with the community via a WRCO interview, local press releases, and a presentation to the County Board in December. Discussion was held regarding the responsibility parents have in helping to reduce childhood obesity. Dana Churchill reported that trend data continues to show that the obesity levels in Richland County are still increasing.

Dana Churchill and Sara Richie left the meeting.

Award 2013/2014 Community Services Building Snow Plowing Provider (Mailout #2): Angie Rizner reviewed the two bids that were received noting that advertisements were placed for two weeks in the local papers and invitations to bid were mailed to those vendors who had submitted bids in the past. Angie Rizner noted that Kevin Carley was last awarded the project from October 2008-April 2010 and D&P Enterprises was last awarded the project from October 2010-April 2013. Angie Rizner stated that she called Mark Schmid's references, as he has not previously done business with the agency. Angie Rizner reported that Ithaca Schools and the Richland Hospital offered impeccable references. It was noted that Mr. Schmid offers all snow plowing services to Ithaca Schools and only provides snow removal to the Richland Hospital. Discussion was held regarding the overall project specifications and insurance requirements noting that the two bids received were very similar. Entering into a one year contract with Mark Schmid was recommended by agency administration, and if there are performance issues, the project could be re-bid next fall. Motion by Fred Clary, seconded by Virginia Wiedenfeld to award the 2013/2014 Community Services Building snow plowing contract to Mark Schmid. Motion Carried.

Electronic Health Record (EHR) Software Update: Randy Jacquet announced that Streamline Healthcare Solutions representatives have offered to be onsite 2-3 days to troubleshoot the system. Streamline Healthcare Solutions agreed to cover the costs of their staff time, but requested that Health & Human Services cover all travel expenses from Michigan to Richland Center. Randy Jacquet reluctantly agreed with this proposal, but inserted that travel expenses are not to exceed \$1,500. Bob Holets questioned the benefits to having their representatives onsite. Tracy Thorsen stated that having someone with the skills onsite can expedite the solutions and our issues become an instant priority for them. It was noted that Health & Human Services pays \$15,600 per year for the SmartCare software package and online support is included, but is insufficient or not always available. Discussion was held regarding the reference feedback we received prior to purchasing the software. Randy Jacquet noted that the date for the onsite visit has not yet been scheduled but should occur this fall. Randy Jacquet stated that if there is some hope that this software will work for us, it is much better than the alternative. It was noted that starting over with another software provider would be very costly and even more time consuming; however, we are researching alternative software plans at this time. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the reimbursement of travel expenses for Streamline Healthcare Solutions representatives not to exceed \$1,500. Motion Carried.

Update on 17-year-old Juvenile Offenders Bill: Randy Jacquet noted that approximately 15 years ago the State was pursuing getting tougher on crime and 17-year-olds were added into the adult system. Since

then, there has been movement to return 17-year-olds to the juvenile system. Assembly Bill 387 would make 17-year-olds juveniles again depending on the severity of the criminal offense. Wisconsin Counties Human Services Association (WCHSA) is in support of the 17- year-olds returning to the juvenile system, as long as the funding for this age group is returned as well. It is estimated to cost counties \$8-\$10 million statewide to take on the care for this 17-year-old population. Randy Jacquet noted that he would continue to offer updates to the Board as they become available.

Approve the Liquidation of Surplus Birth to Three Program County Equipment: Amanda Coorough stated that earlier this year a variety of Birth to Three equipment items were loaned to the therapists of the Richland Hospital to use when providing services to Birth to Three clients. After further review of the remaining equipment, it was discovered that a number of items are outdated and no longer usable by the program or therapists. Amanda Coorough presented a sample item and requested that such items be donated to Kindred Spirits in Madison. Kindred Spirits is willing to accept, refurbish, and possibly make these items useable for families. Amanda Coorough noted that the items are essentially worthless and the grant requirements for the funds used to purchase these items have expired. Motion by Marilyn Rinehart, seconded by Donald Seep to approve the liquidation of unusable Birth to Three Program equipment. Motion carried.

The next regular Board meeting is scheduled for Thursday, November 14, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Virginia Wiedenfeld, seconded by Diane M. Brown to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor