

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
December 12, 2013

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. December 12, 2013 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Diane M. Brown, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, Bob Holets, and Virginia Wiedenfeld.

Members Absent: Bob Bellman and Marilyn Rinehart.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Brett Iverson, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Sheriff Darrell Berglin and Sergeant Rita McCarthy.

Approval of Amended Agenda and Posting: Motion by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the amended agenda and proper posting. Motion carried.

Approve November 14, 2013 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Bob Holets to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: None.

Discuss Jail Health Needs: Fred Clary noted that discussions have occurred at the Law Enforcement and Judiciary Committee regarding jail health and he recommended that the Sheriff's Department come to the Health & Human Services Board meeting to further discuss the topic. Sheriff Berglin stated that the Richland County Jail inmate needs have increased over the years and administrative codes have changed including timely mental health needs response and medical services. "In the past, we have been able to bridge the gap and get by, but the time has come that we can no longer do that" as inmate service needs have increased.

Sheriff Berglin reported that a provider other than Health & Human Services is being considered at the Law Enforcement and Judiciary Committee meeting tomorrow at 9am. Sergeant McCarthy stated that inmates often experience depression or suicidal thoughts and need more timely access to mental health services. Randy Jacquet noted that in the past the jail received medical and mental health services for free or at a very low cost. There was a volunteer medical doctor, Public Health nurses hours were billed minimally, and Clinical Services social workers or therapists responded for free. Sheriff Berglin stated that tax levy funds would have to be added to the Health & Human Services budget so they could offer more timely medical and mental health services to the jail or funds would have to be added to the Sheriff's Department budget to enable them to contract with another provider.

Sheriff Berglin noted that the Sheriff's Department has tried to provide medical and mental health services to inmates as minimally as possible over the years, but the times have changed. Fred Clary reported that three options are being offered by one provider during the meeting tomorrow with annual costs of \$40,000-\$50,000. Sergeant McCarthy noted that if a different provider is selected, the burden of

services would be lifted from Health & Human Services. Discussion was held regarding the differences between an LPN and an RN. Sheriff Berglin reported that the new administrative rules are in effect March-April 2014, but mental health issues need to be resolved immediately. Randy Jacquet noted that right now Health & Human Services has a 10 week wait for psychiatric services. It would be hard to fill the immediate needs of the jail, but it might be cheaper for the jail if Health & Human Services hires more mental health staff. Sergeant McCarthy stated that the provider being considered tomorrow currently offers medical and mental health services to other counties and specializes in correctional health. Sheriff Berglin noted that the Richland County Jail received excellent services from Health & Human Services over the years.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013 Voucher Report for December 12, 2013 was distributed. The following items required additional discussion:

2013 Administrative Vouchers:

Voucher #4 – Capital Newspapers: This was to pay for advertising in the Wisconsin State Journal for the vacant Psychiatric RN position. Angie Rizner noted that this cost included one week of print ads, online listings, and 30 days of monster.com advertising.

Voucher #7 – Cardmember Services: This was to pay for Medicare revalidation dues in order to process Public Health billing.

Voucher #13 – CDW Government, Inc.: This was to pay for a SQL server as was previously approved by the Board.

Voucher #15 – Dickson Co.: This was to pay for repairs to the temperature monitoring system on the Public Health vaccine refrigerator. Marianne Stanek noted that she receives an alarm if there are issues with the system and an electrical issue is currently being investigated.

Voucher #21 – Godfrey & Kahn, SC: This was to pay for labor attorney fees for Professional Union wage negotiations and other personnel issues. Patrick Metz noted that Attorney Jon Anderson bills \$255 per hour.

Voucher #49 – Strang Heating & Electric: This was to pay for additional electrical outlets in the vacant area of the building to offer a computer classroom.

Voucher #50 – Strang Heating & Electric: This was to pay for removing data cabling in the vacant area of the building as it was a safety hazard.

Voucher #51-53 – Streamline Healthcare: This was to pay the monthly fees for Clinical Services to utilize the SmartCare electronic health record system.

Voucher #55 – Symons Recreation Complex: This was to pay for a class that was offered at Symons Recreation Complex. Linda Symons noted that the “Stepping On” class is part of a research project which receives grant funds, and participants had a small co-pay.

Voucher #57 – The Village Consulting: This was to pay for a Children’s Services staff member to attend training in an area that she was expressing a deficit. Amanda Coorough noted that there are three additional unit staff that she would like to send to this class in order to address their performance issues as well. It was noted that additional training must be offered in an effort to correct performance issues.

Voucher #60 – UW Madison: This was to pay for annual membership to the Southern Welfare Training Partnership. Amanda Coorough noted that routine trainings would then cost approximately \$20 each, and if we are not members in the partnership, the costs would be significantly higher. It was noted that Children’s Services staff are required to attend these annual trainings.

Fred Clary questioned why the agency is not hiring applicants fully trained. Randy Jacquet noted that applicants must have the appropriate required degree, but in terms of particular trainings specific to a job such as child protective services; incoming applicants would not come to the job with those trainings unless they have been previously employed by another county. Discussion was held regarding the specific trainings also required for RNs and Economic Support Workers.

Voucher #66 – Walsh’s Ace Hardware: This was to pay for bulbs and tools.

Discussion was held regarding the ability for the maintenance staff person to shovel the sidewalks. Randy Jacquet noted that the maintenance staff person is part-time and also performs cleaning duties.

Voucher #69 – Wolf’s Grantland: This was to pay for Regional ADRC calendars.

Voucher #71 – Zones Connecting Business: This was to pay for a replacement Economic Support Unit scanner utilizing additional Income Maintenance funds. Motion made by Donald Seep, seconded by Diane M. Brown 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	\$8,840.00
Richland County Health and Human Services – 2013 Vouchers	46	\$48,867.21
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$240.00
TOTAL	63	\$57,947.32

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of October 31, 2013 noting a surplus of \$79,068 when factoring out the unbudgeted \$.75 staff salary increase. This surplus also includes the Children’s Institutional Fund overage of \$47,750.

Linda Symons reported that Adult Protective Services is currently experiencing an overage of \$15,483 which is anticipated to continue. Marianne Stanek noted that Public Health is projected to balance out by the end of the year due to additional environmental health needs. The Nutrition Program continues to be over budget \$32,304 due to the lack of donations. Patrick Metz noted that he neglected to update the meal site donation revenues of approximately \$3,000-\$4,000, so that overage would be closer to \$30,000.

Patrick Metz reported that Economic Support is on budget. Amanda Coorough stated that there are no major changes in Children's Services and the surplus reflected is due to a delay in expenses. Amanda Coorough noted that the unit is anticipated to be over budget by the end of the year due to placements. Tracy Thorsen reported that the Clinical Services overage is primarily due to Mental Health Outpatient services; however, the anticipated WIMCR payment and lag in anticipated revenues will keep the unit under budget by end of year. Discussion was held regarding WIMCR.

Patrick Metz reviewed the overall institutional account balances noting that there would be an additional \$36,000 in child placement costs from November – December. Tracy Thorsen noted that there were also some adult institutional stays in October, which are included in the figures and the Adult Institutional Fund should be able to cover those costs. Randy Jacquet reminded the Board that revenue adjustments would continue to occur through March 2014.

Personnel Updates: Randy Jacquet announced the retirement of Sally Larson, Fiscal Specialist, effective January 10, 2014. Randy Jacquet noted that Sally Larson has worked for Richland County for 42+ years. A resolution will be requested at the January County Board meeting and Sally Larson will also be recognized during the January Health & Human Services Board meeting. Patrick Metz noted that the Administrative Unit will be reviewing their needs before refilling the position.

Marianne Stanek also announced the leasing of Jen Duhr, LTE Community Outreach Specialist, through the Southwest Wisconsin Workforce Development Board (SWWDB) effective December 2, 2013 for the Farm to School Program Partnership Grant. Tracy Thorsen stated that Ashley Hady, LTE CCS Clinician, is also being leased through the SWWDB effective December 3, 2013. Tracy Thorsen noted that the LTE Clinician position would only be in place until the county Psychiatric RN position is filled. It was noted that Clinical Services experienced a retirement in September and a staff person's need to reduce hours recently due to medical issues. Randy Jacquet announced the resignation of Kathy Hayes, File Clerk, effective December 19, 2013. It was noted that this position was leased through the SWWDB and the Administrative Services Unit would be reviewing their needs before refilling the position.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner distributed copies of the Health & Human Services organizational chart noting revisions to the Administrative Services, Clinical Services, Public Health, and Regional ADRC Units. Fred Clary requested that an insertion be added to each vacant position noting how long the position has been vacant. Donald Seep stated that Health & Human Services staff should not just receive direction from one member of the Board; rather a motion should be requested. Motion made by Donald Seep, seconded by Virginia Wiedenfeld to insert into a vacant position's block whether the position has been vacant greater than or less than 12 months. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen stated that if we are able to hire a Nurse Prescriber, the contract with Dr. Ivey would be reduced. Tracy Thorsen noted that psychiatrists currently charge on average \$160-\$300 per hour. Dr. Schmidt froze his wage more than ten years ago and his annual contract was approximately \$120,000. Tracy Thorsen reported that this increase in budgeted costs would be covered by a costly placement which ended recently.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-12-13)		
E. RACKLEY IVEY, M.D.	Dr. Ivey will be replacing Dr. Schmidt as our Medical Director and provider of psychiatric services and consultation to area professionals/agencies. Health and Human Services is required to have a Medical Director in order to maintain State certifications for the Outpatient Mental Health Clinic, Crisis Services, and Comprehensive Community Services Program. (Madison) <i>This will require County Board approval.</i>	For a total amount not to exceed \$169,000.

Motion made by Virginia Wiedenfeld, seconded by Diane M. Brown to approve the new 2014 contract and forward it onto the County Board for approval. Motion carried.

Approval of 2014 Clinical Services Fee Schedule (Mailout #2): Tracy Thorsen noted that the 2014 fees are increasing roughly 2% from 2013 and are rounded to whole dollar amounts. Discussion was held regarding the ability to charge these rates separate from Medicaid rates. It was clarified that the “Crisis Services” fee is for any hours during the day or afterhours. Motion made by Donald Seep, seconded by Dr. Louis Williams to approve the 2014 Clinical Services fee schedule. Motion carried.

Active Aging Research Center’s Randomized Control Trial Update: Brett Iverson offered an Active Aging Research Center presentation on the ability to develop technologies to help elderly stay in their homes longer. Over the last three years, development of the ElderTree website has been considered a success and we continue to test the tools of the website. ElderTree is a website for individuals 65 years of age or older. Half of the participants will receive a touch screen laptop, internet connection, training, and assistance free for twelve months. These individuals must agree to complete four confidential surveys. The other half of the participants who do not receive the free devices are still asked to complete four confidential surveys to compare with those that receive the free devices. Discussion was held regarding the confidentiality issues of the website which is monitored by the University of Wisconsin – Madison School of Engineering. Brett Iverson stated that he is currently recruiting participants and continues to educate individuals on their possible participation in the project. Fred Clary questioned how this project is excluded from the open records law and recent Supreme Court action. Brett Iverson stated that he believes because this is an IRB research project it is excluded.

Approval of 2014 Public Health Fee Schedule (Mailout #3): Marianne Stanek stated that Public Health is seeing more communicable disease screening forms which require an RN assessment, so that fee is new for 2014. Marianne Stanek noted that she would verify if the fluoride costs. Diane M. Brown questioned if Public Health considered offering the shingles vaccine. Marianne Stanek stated that they have, but it is very expensive. Motion made by Diane M. Brown, seconded by Virginia Wiedenfeld to approve the 2014 Public Health fee schedule. Motion carried.

Rockbridge Meal Site Manager Discussion: This item was tabled.

Statutory Review of Public Health Programs: Marianne Stanek reported that every five years Public Health Departments are required to review the programs and services they offer to establish whether they are a level 1, level 2, or level 3 clinic. This extensive service review is scheduled to occur again in 2014.

Marianne Stanek noted that Richland County has been a level 2 Health Department in the past, and a level 3 status clinic receives more funding than a level 2 status clinic.

Approval of Window Replacement Project (Mailout #4): Angie Rizner reported that three windows in the older areas of the Community Services Building have mold growing between the glass. A Pella window technician recently inspected the windows and determined that the mold is not harmful to staff. Due to the location of the mold, all three windows would be under warranty and replaced at no cost; however, the labor to install the windows are not covered under the warranty. Bob Holets questioned if we checked with other local window installers. It was noted that the windows would no longer be under warranty if someone other than a Pella Window installer performed the work. Randy Jacquet noted that this work would not be completed until the weather is warmer. Motion made by Donald Seep, seconded by Diane M. Brown to approve the Pella window replacement project costs not to exceed \$1,196. Motion carried.

Regional Enrollment Network Planning for Affordable Care Act Implementation Update: Randy Jacquet stated that over 80 people attended the informational meeting on November 5, 2013. Another session is being offered next Wednesday, December 18, 2013 in the Pippin Hall at 6:30pm. Discussion was held regarding the recommendation that online applications are preferred now over paper applications. Randy Jacquet noted that at one time a paper application would receive a written response and this is no longer the case, so paper applicants must now verify their application was received by checking the online system. It was noted that the online system is better, but there are still issues.

Hospice Care Update: This item was tabled.

CCS Regional Collaboration with Sauk and Columbia Counties: Randy Jacquet reported that we now receive Federal reimbursement for approximately 60% of the costs related to Comprehensive Community Services, but under a new initiative being proposed, the State has agreed to provide the additional 40% match as long as counties provide the CCS services regionally. At this time only 40 counties provide CCS services and this initiative encourages those other counties to pursue CCS programming statewide. Randy Jacquet noted that regionalization of the program forces us to look for efficiencies between the counties. It was questioned why Richland County chose to partner with Sauk and Columbia Counties. Randy Jacquet reported that Sauk and Columbia Counties are already CCS certified and other counties surrounding us are not CCS certified. Tracy Thorsen stated that she does not see a risk in participating in this regional collaborative process. Motion by Donald Seep, seconded by Virginia Wiedenfeld to approve that a letter of intent be signed by Randy Jacquet and the Sauk and Columbia County Directors. Fred Clary noted that eventually an MOU between the counties would need to go before the County Board. Discussion was held regarding Sauk County taking the regional lead. Motion carried.

Other Legislative Mental Health Reforms: Randy Jacquet distributed a copy of the Wisconsin Department of Health Services Division of Mental Health and Substance Abuse Services 2013-2015 Biennial Budget/Mental Health Initiatives handout and reviewed the following noted topics:

- Forensic Admission Units at Mendota Mental Health Institute.
- In Home Counseling for Children.
- Office of Children's Mental Health.
- Coordinated Services Teams (CST).
- Peer Run Respite Services.
- Comprehensive Community Services,

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

Adjourn: Motion by Fred Clary, seconded by Larry Jewell to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor