

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 12, 2009

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 12, 2009 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Betty Havlik, Daniel Carroll, Dr. Jenny Myszkowski, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, and Robert Holets.

Members Absent: Walter Gust.

Others Present: Angie Rizner, Christy Duhr, Gary Ilminen, Linda Symons, Lois Martin, Lori Thuli, Marianne Stanek, Randy Jacquet, Sandy Kramer, Tracy Thorsen, and Troy Moris.

Approval of Amended Agenda and Posting: Motion by Daniel Carroll, seconded by Betty Havlik to approve the amended agenda and proper posting. Motion carried.

Approval of Minutes: Motion by Paul Kinney, seconded by Ray Schmitz to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of 2009 Veterans Service Office Grant: Sandy Kramer reported that the Veterans Service Office has the ability to apply for an \$8,500 grant from the State, as done in previous years. Motion by Betty Havlik, seconded by Robert Holets to approve applying for the 2009 Veterans Service Office Grant, and forward it onto the County Board for final approval. Motion carried.

Approval of Veterans Service Office New Equipment Purchase: Sandy Kramer stated that the fax machine donated to the Veterans Service Office needs to be replaced. Sandy Kramer noted that the Veterans Service Office has \$600 available for all costs related to purchasing the piece of equipment, which would be more than sufficient. It was noted that approximately five faxes are sent from this office each week and many include numerous pages. Motion by Betty Havlik, seconded by Paul Kinney to approve the Veterans Service Office New Equipment Purchase not to exceed \$600, and forward it onto the Finance Committee for approval. Motion carried.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2008/2009 Voucher Report was distributed and reviewed by Ray Schmitz. Motion made by Ray Schmitz, seconded by Betty Havlik to approve the 2008/2009 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2008/2009 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2008 Expense Reports	8	\$900.80
Richland County Health and Human Services – 2009 Expense Reports	62	\$13,442.22
Richland County Health and Human Services – 2008 Vouchers	7	\$5,545.53
Richland County Health and Human Services – 2009 Vouchers	39	\$21,802.84
Richland County Health and Human Services – 2008 Prepaid Vouchers	14	\$3,402.04
Richland County Health and Human Services – 2009 Prepaid Vouchers	19	\$6,363.20
TOTAL	149	\$51,456.63

Randy Jacquet announced that Patrick Metz, Business Manager, is not present today due to the recent birth of his child. At this time, there are no updates to offer on the 2008 or 2009 budgets.

2008 Budget Update: This item was tabled.

2009 Budget Update: This item was tabled.

Ways to Reduce Board Costs: Ray Schmitz reported that this topic was on the Finance Sub-Committee agenda previously and discussions were held. The Finance Sub-Committee feels that the committee is necessary, but the need to review each voucher in detail is questionable. It was also suggested that the Finance Sub-Committee take a bigger role in reviewing the overall agency budget in detail which would be more valuable to the County. It was noted that the rules of open meetings, postings, and per diems must be reviewed county-wide before any changes could be made. Discussion was held regarding whether or not it was necessary for all agency managers to attend the monthly Health and Human Services Board meetings. It was noted that this item should be kept on the agenda for future consideration.

Approval of Probationary Period: Randy Jacquet stated that Gary Ilminen, Regional Aging & Disability Resource Center (ADRC) Manager, is scheduled to pass probation on February 28, 2009. Randy Jacquet announced that he would like to extend Gary Ilminen's probationary period review until the March Health and Human Services Board meeting. This would allow time for the Regional ADRC Board to meet, conduct Gary Ilminen's performance evaluation, and make their recommendation. Motion made by Betty Havlik, seconded by Paul Kinney to approve an extension of Gary Ilminen's, Regional Aging & Disability Resource Center Manager, probationary period review until the March Health and Human Services Board Meeting. Motion carried.

Approval of 2009 Contracts (Mailout #1): Tracy Thorsen explained that the Clinical Services Unit provides respite to mental health clients needing temporary supervision and day-to-day support in adult family homes until the client is able to return home.

Lori Thuli reported that the Children’s Services Unit attempted to secure a more economical placement for a child that has now been placed in a residential care facility. It was noted that the unit is hopeful that the child will return to treatment foster care within the next few months.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 NEW HHS CONTRACT/AGREEMENT APPROVAL (2-12-09)		
BUCKHORN ADULT FAMILY HOME, LLC	Request Board approval to enter into an agreement with <u>Buckhorn Adult Family Home, LLC</u> (Richland Center) as an adult family home provider for the Clinical Services Unit.	Requesting Board approval to enter into an agreement with <u>Buckhorn Adult Family Home, LLC</u> for a total amount not to exceed \$7,000.
FILLYAW ADULT FAMILY HOMES	Request Board approval to enter into an agreement with <u>Fillyaw Adult Family Homes</u> (Richland Center) as an adult family home provider for the Clinical Services Unit.	Requesting Board approval to enter into an agreement with <u>Fillyaw Adult Family Homes</u> for a total amount not to exceed \$9,500.
TOMORROW’S CHILDREN, INC.	Request Board approval to enter into a contract with <u>Tomorrow’s Children, Inc.</u> (Waupaca) as a residential care facility for the Children’s Services Unit.	Requesting Board approval to enter into a contract with <u>Tomorrow’s Children, Inc.</u> for a total amount not to exceed \$29,500.

Motion made by Paul Kinney, seconded by Robert Holets to approve the new 2009 HHS contracts/agreements. Motion Carried.

Aging & Disability Resource Center Presentation: Linda Symons offered a presentation which explained the purpose and services offered by the local Aging & Disability Resource Center (ADRC) Office. Linda Symons stated that the ADRC connects Richland County residents and their families to the resources they need. The ADRC’s target populations are elderly adults, adults with physical disabilities, adults with developmental disabilities, adults with mental health or substance abuse disabilities, youth with disabilities transitioning into adult services, and families, friends, caregivers, and service providers of any of the afore mentioned populations. Linda Symons reviewed the positions that serve these populations and explained the services offered, which include; Information and Assistance, Options Counseling, Transition Services for Youth, Family Care Eligibility and Enrollment, Elderly and Disability Benefit Specialists, Adult Protective Services, Transportation Assistance, Health Promotion Services, Low Vision Support Group, Family Caregiver Support, and Regional ADRC Support. Linda Symons highlighted what was accomplished by the ADRC in 2008 and reviewed the ADRC’s 2009 budget. It was noted that of their \$733,872 budget only \$98,506 is county tax levy, and of that \$98,506 in county tax levy, \$56,417 is allocated to Adult Protective Services. Linda Symons invited Board Members to tour the ADRC and contact them as questions arise.

Richland County Nutrition Program Update: Marianne Stanek reported that a Richland County Nutrition Advisory Council meeting is scheduled for March 19, 2009 at the Richland Center Meal Site. The next Nutrition Program Staff Workgroup is scheduled for April 16, 2009 and during the meeting staff plan to review the budget, ensure efficiencies are being met, and that participation at the meal sites remain consistent.

Approve Agent Status for DHS and DATCP Inspection Program (Mailout #2): Marianne Stanek offered a presentation which explained the need for the Southwest Wisconsin Environmental Health Consortia to gain agent status with the Department of Health Services (DHS) and the Department of Agriculture, Trade, and Consumer Protection (DATCP) to operate an Inspection Program. The Southwest Wisconsin Environmental Health Consortia includes the five counties of Richland, Vernon, Iowa, Grant, and Lafayette. Currently, these counties pool Federal and State block grant dollars to investigate and mitigate human health hazards in each county, as required per statutes and/or ordinances.

The Consortia would like to obtain agent status in order to license and inspect facilities for both DHS and DATCP. It was noted that of the 899 establishments that would need to be inspected within the five county Consortia, Richland County only has only 97 establishments needing inspection. Marianne Stanek reviewed an organizational chart and reported that Grant County would be the employer of the Inspection Program staff. It was noted that State-wide inspection fees are due to be increased in the near future. Marianne Stanek stated that the goal of the Consortia is to ensure that the inspection fees cover the costs of the program and no county tax dollars would be needed.

Troy Moris noted that the current State inspectors are having a difficult time routinely inspecting establishments and some establishments have not been inspected for more than 15 years. This Inspection Program would ensure that establishments are routinely inspected. Marianne Stanek reported that this proposal is being presented to each of the Consortia counties for consideration at this time. If this proposal continues on track, the Health and Human Services Board would approve an ordinance next month to be forwarded onto the County Board in March. Motion made by Ray Schmitz, seconded by Betty Havlik to approve the continued pursuit of Agent Status for the DHS and DATCP Inspection Program. Motion Carried.

Economic Support Program Update: As a follow-up from last month's Health and Human Services Board meeting, Christy Duhr offered an update and statistics on the Badger Care, Energy Assistance, and Food Share Programs. Christy Duhr reported that there has been an increase in caseloads over the last month, which could be due to the local layoffs. A handout was distributed which reflected an increase in Badger Care individuals from 1,196 to 2,295 after the implementation of Badger Care Plus. Energy Assistance has been allocated for 512 households from 9/2008-1/3/2009 which is trending a significant increase, as 635 households received the benefit in during the entire 2008 heating season. At a point in time in December 2008, 691 households and 2,376 individuals were receiving Food Share benefits which distributed \$137,338 to the clients.

Approval of Psychological Testing Tools Purchase (Mailout #3): Tracy Thorsen reported that this purchase was budgeted for, as we anticipated the need for replacement. It was noted that only a Clinical Psychologist may utilize the Wechsler Adult Intelligence Scale which conducts intellectual and memory testing. Motion made by Robert Holets, seconded by Paul Kinney to approve the purchase of psychological testing tool not to exceed \$1,300. Motion Carried.

Approval of Mississippi Valley Health Services Commission Revised Resolution (Mailout #4): Randy Jacquet stated that a revised resolution authorizing the creation of the Mississippi Valley Health Services Commission must be approved to ensure that all counties participating in the Commission have identical resolutions. It was noted that the content of the resolution has not changed. Motion made by Daniel Carroll, seconded by Ray Schmitz to approve the revised Mississippi Valley Health Services Commission resolution, and forward it onto the County Board for final approval. Motion Carried.

Production Services Building Update: Randy Jacquet stated that there are no updates to discuss at this time, but options for use of the building are being presented at the County Finance Committee meeting tomorrow.

Community Services Building Expansion Update: Randy Jacquet noted that a Special Joint Health and Human Services Board and County Finance Committee has been scheduled for 9:30am on Friday, February 13, 2009 in the Main Conference Room of the Community Services Building. Jeanetta Kirkpatrick reported that the bid opening process went very well and the figures are coming in well below the anticipated budget.

The next regular Board meeting is scheduled for Thursday, March 12, 2009 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Ray Schmitz, seconded by Robert Holets to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor