

**1 nkMINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**May 14, 2009**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 14, 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, Dr. Jenny Myszkowski, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Angie Rizner, Christy Duhr, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

Approval of Agenda and Posting: Motion by Walter Gust, seconded by Robert Holets to approve the agenda and proper posting. Motion carried.

Welcome New Richland County Health and Human Services Board Member: Those present introduced themselves and welcomed Fred Clary to the Board.

Election of Officers: Motion by Robert Holets, seconded by Betty Havlik to approve the election of Jeanetta Kirkpatrick as the Health & Human Services Board Chairman. Motion by Betty Havlik, seconded by Robert Holets to close the nominations and cast a unanimous ballot. Motion carried.

Motion by Betty Havlik, seconded by Walter Gust to approve the election of Robert Holets as the Health and Human Services Vice Chairman. Motion by Marilyn Rinehart, seconded by Ray Schmitz to close the nominations and cast a unanimous ballot. Motion carried.

Motion by Betty Havlik, seconded by Ray Schmitz to approve the election of Paul Kinney as the Health & Human Services Board Secretary. Motion by Walter Gust, seconded by Betty Havlik to close the nominations and cast a unanimous ballot. Motion carried.

Committee Appointments (Mailout #1): Discussion was held regarding which committees are required and which committees are optional. Randy Jacquet reviewed each of the committee requirements as they were discussed.

Appointment of Richland County KIDS Council Member: Randy Jacquet stated that this committee meets quarterly and a Health and Human Services Board member is recommended. Motion by Walter Gust, seconded by Paul Kinney to nominate Marilyn Rinehart to the Richland County KIDS Council. Motion Carried.

Appointment of Finance Sub-Committee and Alternate: Randy Jacquet noted that this committee is not required, but was created about eight years ago to review the agency bills in more detail rather than have the full Health and Human Services Board review the bill

details. Motion by Betty Havlik, seconded by Marilyn Rinehart to nominate Ray Schmitz, Paul Kinney, Robert Holets, and Walter Gust (alternate) to the Finance Sub-Committee. Motion Carried.

Appointment of Interview Sub-Committee: Randy Jacquet noted that this committee is not required, but is also not regularly active. Motion by Fred Clary, seconded by Robert Holets to nominate Jeanetta Kirkpatrick to the Interview Sub-Committee. Motion Carried.

Motion by Walter Gust, seconded by Paul Kinney to nominate Betty Havlik, Jeanetta Kirkpatrick, Marilyn Rinehart, and all other members as alternates to the Interview Sub-Committee, and close the nominations and cast a unanimous ballot. Motion Carried.

Appointment of Comprehensive Community Services Committee and Coordinated Services Team Coordination Committee Member: Randy Jacquet stated that this committee is optional and there are no State requirements to have a Health and Human Services Board member on the committee. It was noted that these meetings are held back-to-back, so having the same Board member serve on each is recommended. Motion by Walter Gust, seconded by Betty Havlik to nominate Paul Kinney to the Comprehensive Community Services Committee and the Coordinated Services Team Coordination Committee. Motion Carried.

Approve Minutes: Motion by Paul Kinney, seconded by Robert Holets to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2009 Voucher Report was distributed and reviewed by Ray Schmitz. Marianne Stanek reported that the Western Reserve voucher was for child car seats purchased utilizing DOT grant funds. Discussion was held regarding a Cardmember Service charge for advertising placed by the Regional Aging & Disability Resource Center. It was noted that this charge was for a request for proposal advertisement placed in a Prairie Du Chien newspaper. Patrick Metz noted that this charge was more of a timing issue. Fred Clary questioned if agency advertisements are placed in the legal section of newspapers as passed by County resolution. Motion made by Ray Schmitz, seconded by Robert Holets to approve the 2009 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

#### **2009 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2009 Expense Reports	72	\$16,115.58
Richland County Health and Human Services – 2009 Vouchers	41	\$22,905.08
Richland County Health and Human Services – 2009 Prepaid Vouchers	27	\$9,544.89
<b>TOTAL</b>	<b>140</b>	<b>\$48,565.55</b>

2008 Budget Update – Preliminary Audit Results: Patrick Metz reported that Vig and Associates conducted the 2008 audit recently and the Health and Human Services Fund 56 reflected an overage of approximately \$448,000. Of that total overage, approximately \$146,000 was for unbudgeted institutional placements. Randy Jacquet stated that after the audit was conducted he and Jeanetta Kirkpatrick met with Jack Vig regarding recommendations for Health and Human Services. It was recommended that the Health and Human Services Board meet jointly with the Finance Committee and Vig & Associates to review the 2009/2010 budget in detail in July. It was noted that the Finance Committee needs direction before the development of the 2010 budget in August. The Joint meeting was to be scheduled for July 9<sup>th</sup>, after the already scheduled Health and Human Services Board, or July 16<sup>th</sup>.

Discussion was held regarding the 2008 overage in relation to the Comprehensive Community Services Program. Patrick Metz stated that in 2007 Comprehensive Community Services funds were transferred from the 2008 budget to the 2007 budget. Patrick Metz noted that the 2008 anticipated overage was detailed in the April 9<sup>th</sup> Health and Human Services Board meeting minutes.

2009 Budget Update: Patrick Metz distributed a summary of the 2009 Health and Human Services Budget as of March 31, 2009 and noted an overage of \$71,514. Patrick Metz reported on the Administration Unit summary and stated that there is a problem with payroll at this time. Patrick Metz noted that he is working with the County Clerk's Office to ensure this report is accurate.

Linda Symons reported that the ADRC budget is over and staff time allocation needs to be reviewed more closely. It was noted that the Mississippi Valley overage for APS is for a patient that has not paid for their placement in 2008. Fred Clary stated that Attorney Ben Southwick should be consulted to assist with this matter.

Patrick Metz reported on the Regional ADRC delay in revenues. Marianne Stanek stated that the Public Health and Nutrition Program budgets were under budget at this time. Christy Duhr noted that the Economic Support Unit historically waits for revenue throughout the year.

Patrick Metz stated that the Long Term Support Unit is slightly over budget and this overage should even out over time. Patrick Metz noted that the Long Term Support Program Assistants have reported mileage that has exceeded what was budgeted and we are attempting to claim additional revenues to offset these additional charges. Dr. Jenny Myszkowski questioned what specialties clients are being transported to out of town. Angie Rizner was instructed to request that Lois Martin contact Dr. Jenny Myszkowski to answer this question.

Lori Thuli reported on the Children's Services Unit overage noting that there are various children that the unit is watching closely as a means to reduce out of home care costs. Discussion was held regarding a specific child that is in a residential setting and the transition staging to return the child home if possible.

Tracy Thorsen reported on the Clinical Services Unit overage noting that the mental health and AODA residential services line items are the main causes for the overage. Discussion was held regarding the ability to negotiate rates based on the clients' level of care. It was noted that some placement rates are non-negotiable. Discussion was held regarding the affect on the Clinical Services Unit budget since the closing of the Boscobel Hospital.

2008 Annual Report: Angie Rizner distributed the 2008 Annual Report and each manager reviewed their specific section. Angie Rizner was instructed to place this item on the next agenda, so Board members could review the report over the next month and bring any questions they have to the next meeting. Patrick Metz reviewed the Administrative Services Unit noting that staff are struggling to stay afloat of duties since this unit has seen various layoffs over the past year.

Linda Symons reviewed page 15 noting that IRIS is a new publicly funded program which enables individuals to provide their own services. Linda Symons also noted that the Benefit Specialist Programs offered a significant impact for residents and the creation of a local dialysis clinic would modify the Transportation Program.

Lori Thuli reported on the Children's Services Unit noting that the unit operates seven programs. Discussion was held regarding the ability to utilize some of the therapy providers at Pine Valley Healthcare. Lori Thuli stated that she would contact Kathy Cianci to see if this is a possibility again. Discussion was held regarding the transportation of children to secure detention and the need to recruit foster parents.

Tracy Thorsen reported on the Clinical Services Unit noting a new client could not schedule an appointment with a psychiatrist until August. It was noted that most clients were transitioned from the Community Support Program to Comprehensive Community Services in 2008, as the Comprehensive Community Services program offers additional reimbursement for services. Discussion was held regarding reserving beds at Trempealeau County Health Care Center (TCHCC). It was noted that TCHCC no longer offers this option and any client we needed to place there would be on a waiting list. It was noted that an article was placed in the Richland Observer recently which interviewed Tracy Thorsen regarding community mental health issues.

Christy Duhr reported on the Economic Support Unit noting that statistics continue to increase with the economic downturn. Christy Duhr stated that recently she received notification that 71 families received Day Care Assistance in 2008. It was noted that the Medical Assistance Transportation Program would be under the Aging & Disability Resource Center next year. Randy Jacquet stated that the Governor's Budget Proposal recommends various funding cuts to the Economic Support Unit at a time when the need is very high. Discussion was held regarding the per capita income of Richland County.

Randy Jacquet reviewed the Long Term Support Unit for Lois Martin noting that the split of Family Care to the Southwest Family Care Alliance (SWFCA) was very significant this year. The unit plans to present results from their AQR at the June Health and Human Services Board meeting.

Marianne Stanek reported on the Public Health Unit. The unit was very busy in 2008 with in particular Jail Health, the Richland Community Free Clinic, Preparedness and Response work, including responding to the June flood, and the Nutrition Program. Marianne Stanek noted that all the Meal Site Managers must receive certifications and the facilities must be inspected. Discussion was held regarding prenatal care coordination and the decrease in participation.

Randy Jacquet reviewed the Regional ADRC section for Gary Ilminen, noting that the Regional ADRC Board was developed in July and all eight counties have developed a local ADRC office at this time.

The fiscal section was reviewed noting that the County portion of the Health and Human Services budget allocations is quite small compared to the 81% of funding received by the State. Patrick Metz was instructed to re-verify the numbers presented on page 84.

Agency Response to H1N1 Influenza Outbreak: Marianne Stanek reported that over 3,300 cases of H1N1 Influenza have been reported since April 24, 2009. As of May 13, 2009, Wisconsin has the second highest nationwide of confirmed cases totaling 508. Marianne Stanek noted that this is possibly due to the State having a quicker reporting system since we have more labs available to run the tests. It was noted that press releases could be found on the county website.

Marianne Stanek stated that community partners have been meeting regularly and the State EOC is open during normal business hours only. There are still many unknowns regarding this influenza and labs are working on a vaccine for the fall. Marianne Stanek noted that individuals may have to receive three vaccinations in the fall: a seasonal flu vaccination, a swine flu vaccination, and a booster vaccination. How these new vaccinations would be reimbursed is unknown.

The State has requested that all Public Health offices keep track of their time, as there might be a potential for reimbursement. Marianne Stanek reported that individuals and businesses seem to be preparing and not panicking, and Public Health officials are uncertain how the next wave of this influenza will look. However, there are no confirmed cases of the H1N1 influenza in southwest Wisconsin at this time and the closest confirmed cases are in Adams and Dane Counties. Marianne Stanek noted that over 36,000 people die during the normal flu season, but this is a new flu strain that could develop into a pandemic and therefore the media coverage is significant.

Richland County Nutrition Program Update: Marianne Stanek stated that the rates for home delivered and congregate meal rates were increased January 1<sup>st</sup>. While donations have increased, the average donation rate at all meal sites has been below the suggested donation rates of \$3.50 (congregate) and \$4.00 (home delivered) for the first three months of 2009. The meal sites are actively trying to recruit participants. Discussion was held regarding the possibility of the SWFCA contracting the meals to a different mail order meal provider.

Ways to Reduce Board Costs: Jeanetta Kirkpatrick noted that this would be the last time this item is on the agenda, so any cuts for consideration should be announced at this time. Motion made by Jeanetta Kirkpatrick, seconded by Marilyn Rinehart to no longer require that Health and Human Services staff serve treats at the Health and Human Services Board meetings. Motion carried. Fred Clary noted that the County has no new access to funds and the County has to seriously look at ways to reduce costs. Discussion was held regarding the collection of per diems during the Finance Sub-Committee.

Approval of 2009 Contracts, Agreements, & Amendments (Mailout #2):

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2009 NEW HHS CONTRACT/AGREEMENT APPROVAL (5-14-09)</b>		
<b>D &amp; P ENTERPRISES</b>	For lawn mowing services at the Community Services Building and West Office. (Richland Center)	For a total amount not to exceed <b>\$2,000.</b>

Motion made by Paul Kinney, seconded by Walter Gust to approve the new 2009 HHS agreement. Motion Carried.

Lori Thuli initially requested that the contract with Tomorrow's Children be increased to \$125,000 to not only meet the current needs, but also offer a small remaining amount if an additional child is in need of placement there. It was noted that the current needs are approximately \$96,000 annually. The contract amount was decreased to \$100,000 to meet the current needs. Therefore, if an additional placement is made, the contract should be brought before the Health and Human Services Board and County Board (if necessary) for consideration.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES            2009 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (5-14-09)</b>		
<b>TOMORROW'S CHILDREN, INC.</b>	Due to a prolonged need for residential care for a Children's Services Unit client. This will require County Board approval. (Waupaca)	<i>Original Contract Amount: \$29,500.            Amended to: \$100,000.</i>  To a total contract amount not to exceed <b>\$100,000.</b>

Motion made by Walter Gust, seconded by Robert Holets to approve the new 2009 HHS contract amendment and forward it onto the County Board for approval. Motion carried.

Community Services Building Expansion Update: Randy Jacquet reported that the project is moving right along. While rain delayed the pouring of the concrete floor, both the floor and roof should be completed within one week. Randy Jacquet noted that the Community Services Building Expansion Oversight Committee will be meeting tomorrow morning.

Future of West Office Building: Jeanetta Kirkpatrick noted that Lawrence Sowle was interested in speaking to the Health and Human Services Board about his goal to keep the West Office as part of the UW-Campus. Lawrence Sowle was not in attendance. It was noted that Attorney Ben Southwick reported that the Federal Government grant requirements were met, but the question remains whether or not the West Office is on UW-Campus owned land or Richland County owned land.

WCHSA Spring Conference: Jeanetta Kirkpatrick reported that she, Marilyn Rinehart and Betty Havlik attended the conference last week and it was “informational and depressing”. The State budget was discussed in detail and there may be additional cuts coming. Discussion was held regarding voice activated transcription. It was noted that our transcription needs have greatly decreased over the years, as many staff do their own typing.

Schedule New Board Member Orientation Training: Randy Jacquet noted that orientation training has been offered to new Board members in the past due to the complexities of the agency. It was determined that this training would not be necessary.

The next regular Board meeting is scheduled for Thursday, June 11, 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 Betty Havlik, seconded by Robert Holets to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor