

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**June 11, 2009**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on June 11, 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, Gary Ilminen, Linda Symons, Lois Martin, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Darlo Wentz, and Barb Wentz.

Approval of Amended Agenda and Posting: Motion by Walter Gust, seconded by Paul Kinney to approve the amended agenda and proper posting. 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. Ray Schmitz noted that the vouchers seem higher this month due to a \$10,133.51 payment that was made to the Chula Vista Resort for the WCHSA conference, but we already received reimbursement from WCHSA to cover this payment. Motion made by Ray Schmitz, seconded by Paul Kinney to approve the 2009 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2009 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2009 Expense Reports	69	\$14,940.91
Richland County Health and Human Services – 2009 Vouchers	37	\$22,595.02
Richland County Health and Human Services – 2009 Prepaid Vouchers	30	\$24,244.25
<b>TOTAL</b>	<b>136</b>	<b>\$61,780.18</b>

2008 Budget Update: Patrick Metz noted that Vig & Associates would be here next month as scheduled and no formal report has been supplied to Health and Human Services at this time.

2009 Budget Update: Fred Clary questioned if the agency has plans to adjust their 2009 budget due to the State's announcement of cuts for 2009. Randy Jacquet noted that the

agency has already been planning to make adjustments for the 2010 budget, but we realize that we must start making cuts in the summer of 2009 in order to feel the full effect of the reductions in 2010. Randy Jacquet reported that he has asked managers to prepare their 2010 budgets early this year in order to meet this urgent need. It was noted that Randy Jacquet and Patrick Metz begin meeting with managers this week and recommendations will be announced to the Board in July.

Patrick Metz distributed a summary and line item detail of the 2009 Health and Human Services Budget as of April 30, 2009, which reflected a surplus of \$70,944. Discussion was held regarding the Mississippi Valley payments. It was noted that Public Health is under budget at this time, but historically influenza vaccinations and meal site expenses are reflected in the budget later in the year. Marianne Stanek stated that she is uncertain what amount of stimulus monies the agency would receive for the Nutrition Program. The unbudgeted institutional costs total \$68,150 at the end of April.

2010 State Budget Update: Randy Jacquet reported that he has instructed managers to budget for no staff salary increases and a 5% cost share for all staff who receive health insurance benefits in 2010. Randy Jacquet noted that the agency is aware that these assumptions have been made prior to union negotiations. If these assumptions are not correct, further reductions will be needed. Discussion was held regarding the percentage of health insurance increase to budget. Jeanetta Kirkpatrick recommended that the agency budget for a 7 – 10% increase in health insurance. Fred Clary noted that at the recent Finance Committee meeting other departments recommended reducing staff that work 40 hours per week to 37.5 or 35 hours per week. Randy Jacquet stated that there is more of a savings if we required all county staff to work 40 hours per week and employed less staff, as the cost per hour for staff working less than 40 hours per week is higher once benefits are factored in.

Approval of 2009 Contracts, Agreements, and Amendments (Mailout #1): Gary Ilminen requested an agreement for marketing and outreach as required by the State for Regional ADRC operations. It was noted that this agreement would be the share for the entire eight counties and would receive reimbursement from the State.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-11-09)</b>		
<b>KRASNOWKSI STRATEGIC COMMUNICATIONS</b>	For marketing consultation services provided to the Regional Aging & Disability Resource Center. Services include development of a marketing strategy, creation of marketing materials, assistance with arranging outreach activities, and other related functions. (Wauaukee)	For a total amount not to exceed <b>\$4,000.</b>

Motion made by Walter Gust, seconded by Betty Havlik to approve the new 2009 agreement. Fred Clary questioned if entering into this agreement was approved by the other seven counties and why the Regional ADRC Board doesn't approve this agreement.

Randy Jacquet noted that Richland County Health and Human Services is the lead agency for the Regional ADRC and the Regional ADRC Board acts in an advisory role only. The Regional ADRC does not have authority to issue checks. **Motion carried.**

Approval of Probationary Period: Randy Jacquet requested that Gary Ilminen, Regional ADRC Manager, be placed on regular status. **Motion made by Walter Gust, seconded by Robert Holets to approve the probation of Gary Ilminen, Regional ADRC Manager. Motion Carried.**

2008 Annual Report: Jeanetta Kirkpatrick noted that being able to review the actual number of clients that receive certain services has been helpful. Christy Duhr reported that approximately 70 families received day care assistance from the Economic Support Unit in 2008. Fred Clary questioned the how much staff time it takes to prepare this piece and cautioned Randy Jacquet to prepare for the announcement of the 2008 Health and Human Services overage at the next County Board meeting.

Long Term Support AQR Review: Lois Martin distributed a handout that reflected the summary of the 2009 Annual Quality Review for the Family Care Program. Lois Martin noted that the best comment received from the reviewers was that our staff focuses on the members. The results from the review found no health and safety concerns for members, and reflected improvement in assessing and addressing members' risks, and meeting members' needs. It was noted that the final report would be on our website in the near future.

Approval of 2009 Comprehensive Community Services Coordination Committee Membership (Mailout #2): Tracy Thorsen noted that this committee is required to have no more than 1/3 county staff and no less than 1/3 consumers. The membership list must be approved by the Health and Human Services Board annually. Discussion was held regarding per diems and it was noted that only the Health and Human Services Board member receives a per diem and this committee is not recognized by the County Board. **Motion made by Betty Havlik, seconded by Marilyn Rinehart to approve the 2009 Comprehensive Community Services Coordination Committee Membership. Motion carried.**

Approval of 2009 Coordinated Services Team Coordination Committee Membership (Mailout #3): Randy Jacquet reported that the committee membership should be at least 25% consumers or individuals representing the target population. There should also be human service representation and representation from specific related community organizations. It was noted that only the Health and Human Services Board member receives a per diem and this committee is not recognized by the County Board. **Motion made by Paul Kinney, seconded by Robert Holets to approve the 2009 Coordinated Services Team Coordination Committee Membership. Motion carried.**

Richland County Nutrition Program Update: Marianne Stanek stated that she does not have a financials update for this meeting. Distribution of the Senior Farmers Market vouchers began yesterday at the meal sites. Discussion was held regarding the loss of a

significant volunteer at the Rockbridge Meal Site. Marianne Stanek stated that a few other volunteers have stepped forward to fill this void. It was noted that the Rockbridge Meal Site was opened with the understanding that there was no extra monies to employ a paid worker at the site.

Public Health Report: Marianne Stanek reported that the Novel Influenza A H1N1 virus has been primarily affecting 5 – 24 year olds and at this time there are 4 confirmed cases in Richland County with over 2,000 confirmed cases in Wisconsin. The health care industry expects to have a vaccine in November of this year. Marianne Stanek stated that there is a mass clinic exercise scheduled for Wednesday, July 8<sup>th</sup> at the Southwest Technical College in Fennimore, and the next Legislative Breakfast is scheduled for Friday, July 19<sup>th</sup> in the County Board Room.

Richland County Job Center Update: Randy Jacquet reported that the remaining Job Center partners vacated the Community Services Building last Friday. It was noted that last year we received notice that the Job Center partners would no longer lease space from Richland County. Randy Jacquet stated that the Job Center partners still wish to maintain a presence in Richland Center and they recently toured an office on Central Avenue. The Job Center partners are also considering occupying the basement of the Richland County Courthouse. Fred Clary stated that from what he understood the Job Center partners paid no rent to Richland County for the last half of 2008 and first half of 2009. Randy Jacquet reported that he agreed to the partners staying in the facility until the expansion project began. It was noted that the agency's clients utilized the services provided by the Job Center and we are hopeful that the partners are able to locate to another local office.

Community Services Building Expansion Update: Randy Jacquet stated that the project is on schedule and the interior remodeling work is starting to apply stress on our staff. Discussion was held regarding issues of co-location of the local ADRC office and Family Care Program. Randy Jacquet reported that the new State policy allows co-location as long as there are policies in place that address the conflict of interest concerns.

Dispersing of Existing Telephone System: Randy Jacquet noted that Ann Greenheck requested that the Health and Human Services Board discuss this topic. After the completion of the Community Services Building expansion project and the consolidation of our three offices into one, Health and Human Services will have three separate telephone systems that are available for use by other county departments. The current Community Services Building telephone system is approximately 10–15 years old; replacement parts are not made anymore but can be found on the Internet. It was noted that the ADRC telephone system is just a few years old and that the West Office telephone system could be left in that office for the new tenant. Randy Jacquet recommended that we offer these systems to the Property Committee to let them decide what to do with the equipment. Motion made by Fred Clary, seconded by Walter Gust to leave the ADRC telephone system in the basement of the Courthouse for utilization by the Courthouse offices and the current Community Services Building telephone system should be given to the Property Committee to do with as they please. Motion carried. It was noted that the telephone system at the West Office would be left in that facility.

Report on West Office Building Repairs: The Board introduced themselves to Darlo and Barb Wentz, representatives of the UW-Richland Campus and Foundation. Randy Jacquet reviewed pictures of the repairs needed at the West Office. Randy Jacquet offered cost estimates from 2007 when the agency was proposing to repair and remodel the facility. It was noted that the Board would prefer to give the UW-Richland Campus right to first refusal.

Future of West Office Building: Darlo Wentz spoke on the history of the West Office and the desire to keep the building part of the campus. It was noted that Richland County would maintain ownership of the building, but the campus would have to pay for all operational costs. Discussion was held regarding the ability of the campus to afford the operational costs of the building. Barb Wentz stated that the State and County would have to allocate additional funds for these costs. Discussion was held regarding whether or not the campus could lease the building to Southwest Tech. The Board offered the UW-Richland Campus and Foundation time to develop a proposal for use of the building. Fred Clary reported that he is uncertain whether or not the county would be able to increase the \$55,000 tax levy allocation to the campus, and noted that an additional \$800,000 has been slated for the campus as part of the County's Borrowed Money Fund for significant building improvements, therefore additional funding is not likely. Fred Clary noted that the County's Borrowed Money Fund could be utilized for the necessary improvements to the West Office, but other future maintenance items and operational costs must be budgeted by UW-Richland.

It was determined that at the July Health and Human Services Board meeting clarification would be offered regarding the utilization of the County's Borrowed Money Fund for improvements to the West Office and the possibility of soliciting bids for such improvements would be considered. UW-Richland representatives were instructed to present their proposal for use of the West Office building to the Health and Human Services Board in August. Discussion was held regarding the economic impact of the campus.

Approval of Replacement Air Conditioner at the Community Services Building: Randy Jacquet reported that one air conditioner at the Community Services Building is currently not working. An estimate was received, but it would require County Board approval since it exceeds \$5,000. Due to the emergent need for this replacement, the Health and Human Services Board instructed Angie Rizner to contact local HVAC vendors and request additional bids be submitted immediately. Motion made by Betty Havlik, seconded by Paul Kinney to approve contacting local vendors for estimates on a replacement air conditioner not to exceed \$4,999 due to an emergent situation and to choose the bid that is most advantageous to the county. Motion carried.

Joint Finance Committee, Health and Human Services Board, and Vig & Associates Meeting: Randy Jacquet noted that the Health and Human Services Board would meet at 9:30am as regularly scheduled on July 9, 2009 and then the Joint meeting would be held that afternoon at 1:30pm. It was noted that both meetings would be held in the Main Conference Room of the Community Services Building. Discussion was held regarding

what items would be discussed during the Joint meeting. Randy Jacquet stated the 2007-2009 Health and Human Services budget patterns, impact of the Governor's proposed budget, Health and Human Services tax levy needs to keep us whole, and potential agency reductions could be items discussed.

Schedule 2010 Public Hearing: Randy Jacquet announced the 2010 Public Hearing has been scheduled for Tuesday, July 14, 2009 at 5:30pm in the Main Conference Room of the Community Services Building.

Schedule Special Budget Meeting: It was noted that the Special Budget meeting would be scheduled during the July 9, 2009 Joint Finance Committee, Health and Human Services Board, and Vig & Associates meeting.

The next regular Board meeting is scheduled for Thursday, July 9, 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