

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**August 13, 2009**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on August 13, 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, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Dr. Jenny Myszkowski.

Others Present: Angie Rizner, Barb Wentz, Cheryl Ketelhut, Christy Duhr, Dean Deborah Cureton, Erin Wilson, Gary Ilminen, Joyce McKenzie, Larry Wyman, Lawrence Sowle, Linda Symons, Lori Thuli, Marcia Erickson, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Windy Goodman.

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

Approve Minutes: Motion by Fred Clary, seconded by Marilyn Rinehart to approve the Board Minutes. Motion carried.

Citizen Comments: None.

UW-Richland Proposal for Use of the West Office Building: Dean Deborah Cureton distributed a handout that reflected a proposal from the UW-Richland Art Department for utilization of the West Office for a painting and drawing studio, MAC computer lab, sculpture studio, and office space for part-time staff, meeting rooms, storage, and the UW-Extension office. The proposal listed the required structural upgrades and equipment needs that are necessary to convert the West Office into useable space. Dean Cureton proposed that the required structural upgrades be included at the responsibility of the County. Dean Cureton distributed a prioritized list of the repairs and maintenance that UW-Richland is requesting in order to move into the West Office which totaled approximately \$153,250. Discussion was held regarding utilizing the County's Borrowed Money Fund to pay for the capital improvements, noting that this proposal would need to be forwarded onto the County Finance Committee for consideration.

Consider Resolution to Transfer West Office Building to UW-Richland: Fred Clary questioned if we have answer on who owns the land at the West Office. Randy Jacquet reported that Dean Cureton distributed a copy of the original lease to him, he forwarded this onto Attorney Ben Southwick, and Attorney Ben Southwick created a resolution after the lease was forwarded onto him. It was noted that the land is owned by the county, but is leased by the university system.

Randy Jacquet distributed and reviewed the resolution that is scheduled to be presented to the County Board August 18, 2009. It was noted that the date the West Office is transferred from Health and Human Services to UW-Richland still needs to be clarified on the resolution. Randy Jacquet requested that Health and Human Services vacate the West Office no earlier than October 1, 2009. Dean Cureton requested that the effective date of transfer be scheduled after the Board of Regents accepts this proposal. Motion made by Fred Clary, seconded by Paul Kinney to approve the County Board resolution to transfer the West Office building to UW-Richland effective after the Board of Regents accepts the proposal, and forward this recommendation onto the Finance Committee and County Board for approval. Motion carried.

Review West Office Roof Bids and Make Recommendation to the Richland County Finance Committee (Mailout #2): The West Office roof bid mailout was reviewed noting that Mark's Roofing (Highland, WI) submitted the lowest shingle roof bid totaling \$16,766.99. Additional bids were solicited for a metal roof option and replacement of the flat roof at the request of UW-Richland representatives. Discussion was held regarding whether or not the flat roof needs repair. It was noted that Daryl's Roofing (Avoca, WI) submitted the lowest flat roof bid and the only metal roof bid was submitted by Braund Building Center (Onalaska, WI). Motion made by Betty Havlik, seconded by Walter Gust to forward the awarding of this project onto the Finance Committee. Motion carried.

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 a mileage and meals report was distributed at this morning's Finance Sub-Committee meeting. 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	63	\$17,553.41
Richland County Health and Human Services – 2009 Vouchers	38	\$22,059.29
Richland County Health and Human Services – 2009 Prepaid Vouchers	26	\$7,839.28
<b>TOTAL</b>	<b>127</b>	<b>\$47,451.98</b>

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of June 30, 2009 and reported a surplus of \$312, but stated that the agency is projecting an overage within the next few months. Patrick Metz stated that we are anticipating a need to re-submit Comprehensive Community Services revenues to the State which could have a significant effect on our budget. Discussion was held regarding delays in State revenues. Patrick Metz stated that we are requesting revenues as timely as possible, but the State is postponing payments to the counties. It was noted that this creates a significant cash flow issue for the county.

Patrick Metz stated that he has spoken with Attorney Ben Southwick to pursue the Adult Protective Services payment issue at Lakeview Health Care Center where a client's guardian is not making the additional \$39.00 per day payment as part of the Mississippi Valley Health Services Commission. Discussion was held regarding the financial responsibility of these clients and the ability to discharge the client from the facility.

Marilyn Rinehart questioned if the \$10,000 pass through for the Richland Community Free Clinic was still being included in the 2010 Health and Human Services budget. Randy Jacquet stated that it is included at this time; however the agency is still projecting a significant deficit for 2010.

Approval of Contracts, Amendments, and Providers (Mailout #1): Lori Thuli stated that this agreement is to provide daily living skills for one Children with Disabilities Program client. It was noted that this agreement will likely not reach the requested \$3,000. Randy Jacquet noted that Katrina Johnson is a provider for the SFCA. Motion made by Walter Gust, seconded by Paul Kinney to approve the new 2009 agreement. Motion carried.

Review and Approve Additional 2009/2010 Health and Human Services Budget Reduction Measures: Randy Jacquet announced that he has not yet been able to meet the anticipated deficit projections that were discussed at the Special Budget meeting totaling \$446,996. Randy Jacquet distributed a revised Health and Human Services 2010 Budget handout which reflected a revised deficit projection of \$315,495, noting that after reviewing the budget again, we felt that we were being too cautious with the Children's Services Unit out of home placements allotment, so previous estimations were reduced. Discussion was held regarding group homes for children, noting that there were two or three located in-county. Randy Jacquet stated that the additional reduction was in Children's / Mendota / Winnebago expenses.

Jeanetta Kirkpatrick reported that if we make the previously approved staff/program reductions of \$245,530, increase staff health insurance contribution by 10%, offer no staff salary increases, and maintain all remaining staff and programs the agency will still have a deficit of \$315,495 for 2010. It was noted that the funding we lost as part of the Governor's budget totals approximately \$200,000 of the remaining \$315,495 deficit.

Robert Holets questioned if the managers have pursued additional revenues that are listed in the Governor's budget. Lori Thuli stated that she has not found anything that would assist the Children's Services Unit operationally. Lori Thuli noted that she has also been reviewing the Federal stimulus grant information and most require that you hire someone and maintain them after the stimulus monies are depleted. Jeanetta Kirkpatrick stated that these funds often require the creation of new jobs, which we are not in the position to do.

Randy Jacquet stated that we are also actively in discussions with the Southwest Family Care Alliance (SFCA) regarding our 2010 rate setting for the Family Care Program. The SFCA is being pressured by the State to lower costs and the SFCA is pressuring our agency to lower our costs. Randy Jacquet noted that those negotiations could have a big

impact on our agency as well and until we have those issues settled, we cannot make decisions on our final budget. It was noted that this could take up to two weeks to finalize.

Walter Gust questioned if there have been provisions made for delivery of the meals to the Rockbridge Meal Site. Marianne Stanek stated that there are a few volunteers that have assumed the volunteer duties at the meal site and the transportation of these meals were requested of these volunteers. Walter Gust stated that the Rockbridge Meal Site is questioning why their attendees are being asked to volunteer when other meal sites have paid positions. Marianne Stanek stated that there are volunteers at other meal sites and the only transported meals are from UW-Richland to the Richland Center Meal Site located at the Town & Country Presbyterian Church. Randy Jacquet noted that when the Rockbridge Meal Site was created the community was made aware that the duties must be performed by volunteers only. Patrick Metz reported that all meal sites have been feeling reductions over the years. It was noted that the attendees at the Rockbridge Meal Site are not for the most part frail elderly. Walter Gust stated that the reinstatement of the paid driver that delivers meals to the Rockbridge Meal Site for an additional three months would give the meal site more time to establish volunteers to transport the meals. Motion made by Walter Gust, seconded by Paul Kinney to reinstate the Rockbridge Meal Site Temporary/Causal Nutrition Driver position for three months. Discussion was held regarding whether or not we should be “backing up the train” on budget reduction items that were previously approved given that the agency is still projecting a significant overage. It was noted that the three month reinstatement would cost the agency approximately \$1,000. Roll Call Vote. Walter Gust, Paul Kinney, Betty Havlik, Robert Holets, and Marilyn Rinehart voted for the motion. Jeanetta Kirkpatrick, Fred Clary, and Ray Schmitz voted against the motion. Motion Carried.

Fred Clary questioned if the agency can afford to fill the resignations that were recently submitted in the Economic Support and Long Term Support Units. Randy Jacquet indicated that it is far easier not to refill these positions rather than layoff in another area; however the refilling of these positions is vital to the agency operations.

Approval of 2010 Health and Human Services Budget: This item was tabled.

Approval of Resignations: Randy Jacquet stated that he was not able to locate documentation requiring that management formally request approval of staff resignations by the Health and Human Services Board. It was determined that management should notify the Health and Human Services Board, but formal approval is not necessary.

Randy Jacquet announced that Teresa Judd, Economic Support Specialist, submitted her resignation effective August 7, 2009.

It was noted that the application deadline for the Clinical Substance Abuse Counselor position was yesterday, August 12, 2009.

Randy Jacquet announced that Paula Wilson, Economic Support Specialist, received authorization for five days of time off without pay.

Approval to Appoint a Long Term Support Supervisor: Randy Jacquet distributed a resolution that would be coming before the next County Board meeting requesting that Cheryl Ketelhut, current Long Term Support Supervisor, be appointed to the Long Term Support Manager position and Rose Kohout, current Public Health nurse, be appointed to the Long Term Support Supervisor position. Randy Jacquet stated that he would recommend the passage of this resolution based on the needs of this 18 person unit and the complexities of the unit.

Fred Clary stated that as part of the resolution, it should be listed that there is a position in the Public Health unit that is being eliminated. Discussion was held regarding leaving positions vacant compared to eliminating them. Discussion was held regarding public opinion.

Randy Jacquet noted that the resolution states that the effective date is August 4, 2009. Discussion was held regarding when this resolution should be effective. It was noted that the Health and Human Services Board approved the appointment of Cheryl Ketelhut to the Long Term Support Manager position during the July 9, 2009 meeting. Motion by Fred Clary, seconded by Robert Holets, to approve the appointment of Rose Kohout to the Long Term Support Supervisor position and insert in the resolution that this appointment results in a staff reduction and is effective immediately upon its passage at the County Board. Motion carried.

A motion was made by Fred Clary, seconded by Walter Gust, to forward this resolution onto the Personnel Committee and County Board. Motion carried.

Administrative Services Reorganization: Randy Jacquet reported that the agency is reorganizing the Administrative Services Unit due to the merging of our agency into one building and our need to increase efficiencies. Randy Jacquet noted that union and non-union job description changes would come before the Personnel Committee, but there would be no change in classifications or job duties. Discussion was held regarding whether or not this would offer any reductions in staff. Randy Jacquet stated that this reorganization would offer the ability to cope with our current loss of staff.

Approval to Retire and Sell a Transportation Program Van (Mailout #3): Linda Symons requested that the agency be permitted to retire and sell a van that was acquired through a 5310 grant. Motion by Paul Kinney, seconded by Ray Schmitz to approve the retirement and sale of the 2001 Dodge van from the Transportation Program via sealed bid process with proceeds of sale going into Fund 18, and forward this request onto the County Board for final approval. Motion carried.

Approval to Apply for a Supplemental Transportation Rural Assistance Program (STRAP) Grant Funding: Linda Symons requested that the agency be permitted to apply and administer a grant for the Southwest Wisconsin Transportation Team (SWTT). Motion by Fred Clary seconded by Betty Havlik to approve the application for and the administration of a 2010 Supplemental Transportation Rural Assistance Program (STRAP) grant, and forward this request onto the County Board for final approval. Motion carried.

Approval to Add ADRC Phone System to Health and Human Services Furniture / Equipment Inventory List: Randy Jacquet stated that the telephone system currently located in the Aging & Disability Resource Center (ADRC) is not going to be utilized by the Courthouse as previously approved. Randy Jacquet noted that this was decided upon at the last Property Committee. It was noted that the County Board must approve the sale of the county-owned furniture/equipment inventory list. Motion by Walter Gust, seconded by Robert Holets, to approve the addition of the ADRC telephone system to the Health and Human Services Furniture/Equipment inventory list. Motion carried.

Community Services Building Expansion Update and Tour of Facility: Randy Jacquet stated that various units plan on moving into their offices beginning next week and the final move will be when the ADRC begins moves into the Community Services Building on September 4, 2009.

Discussion was held regarding the construction budget. It was noted that the bids are coming in on budget and the \$150,000 contingency fund has been partially utilized with approximately \$95,000 remaining at this time.

The next regular Board meeting is scheduled for Thursday, September 10, 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 Paul Kinney, seconded by Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor