

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 10, 2009**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on December 10, 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, Barb Scott, Cheryl Ketelhut, Gary Iminen, Linda Symons, Lori Thuli, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Diane Cox, Windy Goodman, Attorney Ben Southwick, Mary Fowler, and Lisa Rewald.

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: Fred Clary commented that in the November 12, 2009 Finance Sub-Committee minutes the mention of Workman’s compensation claiming process was inaccurate, noting that Richland County does not pay based on a percentage of the state-wide experience. Patrick Metz stated that was the information supplied to him directly by the Workman’s Compensation Office. Patrick Metz noted that the state-wide experience drives the State rate which establishes Richland County’s rate and also added into that rate is the county’s experience. The county then charges each department their portion.

Jeanetta Kirkpatrick questioned the mention of “cobra costs” in the November 12, 2009 Health and Human Services Board meeting minutes. Patrick Metz noted that the language is straight from the listing in the county financials. Motion by Robert Holets, seconded by Walter Gust to approve the Health and Human Services 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. 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**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2009 Expense Reports	56	\$13,430.20
Richland County Health and Human Services – 2009 Vouchers	32	\$28,261.84
Richland County Health and Human Services – 2009 Prepaid Vouchers	25	\$8,728.28
<b>TOTAL</b>	<b>113</b>	<b>\$50,420.32</b>

2009 Budget Update: Patrick Metz distributed the 2009 budget summary as of October 31, 2009, and reported an overage of \$385,404 noting that a recently received WIMCR payment was less than anticipated. Patrick Metz stated that as we get closer to end of the year we begin to “true up” some of our revenue sources.

Linda Symons reported that the Aging & Disability Resource Center is under budget primarily due to not refilling positions. The Mississippi Valley Healthcare issue of approximately \$20,000 - \$25,000 remains unresolved at this time. Marianne Stanek stated that the overall Public Health budget is under primarily due to not refilling positions. Patrick Metz reported on the Economic Support Unit overage of \$36,327 noting that we were recently informed of a 2008 Medical Assistance subrogation payment that needs to be returned to the State. Cheryl Ketelhut noted that the Long Term Support Unit overage of \$4,514 is due primarily to an increase in mileage by the Program Assistants. Lori Thuli stated that the Children’s Services Unit has not been able to bill \$30,000 to the Emergency Youth Aides fund at this time; therefore the revenue is not reflected in the unit’s budget which is over \$55,452. Lori Thuli noted that she is also working on applying for additional legal reimbursement funding. Tracy Thorsen reported that the current \$267,161 overage is largely due to the Comprehensive Community Services (CCS) over projection of revenue and the 2008 CCS reconciliation payback. It was noted that this unit is also affected largely by the reduction of the WIMCR payment and unbudgeted placements.

Fred Clary questioned where the department budget anticipates being at by the end of the year. Patrick Metz reported that various budgeted revenues are still in question and there are a few additional unbudgeted expenses, but with those being approximated, the department anticipates an overage of nearly \$400,000 for 2009. Discussion was held regarding the unbudgeted 27<sup>th</sup> payroll for Health and Human Services which totals approximately \$150,000 (including FICA and retirement benefits).

Discussion was held regarding what the unit managers are doing to expedite delayed State revenues. It was noted that the managers are frequently notifying their State contacts but the State is experiencing staff turnover. Fred Clary requested that the managers notify our State Legislative Representatives to inform them of the revenues delay and the affects this has on Richland County’s cash flow.

Schedule Special Board Training on Budget Reporting Process Used by Agency: A Special Board training was scheduled for December 29, 2009 at 10am in the Main Conference Room of the Community Services Building. Motion by Paul Kinney, seconded by Robert Holets to approve a Special Board training on the budget reporting process used by the agency. Motion carried.

2010 Budget Update: Randy Jacquet stated that there is no update at this time, as we are waiting to receive direction from the County regarding union negotiations. Discussion was held regarding the revenue projections for 2010. Patrick Metz noted that the same historical budgeting process was used when developing the 2010 budget.

Abatement of Human Health Hazards on One Property in Richland County: Marianne Stanek reported that action has occurred in relation to the Dwight Gray property and Richland County Corporation Counsel, Attorney Ben Southwick, is here today to report on the action.

- a. Dwight Gray, 442 S. James Street, Richland Center.  
Attorney Ben Southwick reported that Richland County has a default judgment in favor of the county to have this property cleaned up. The owners began cleaning it up this fall, but \$84,859.60 is due to the county as of July 9, 2009 or they could face imprisonment.

Marianne Stanek stated that the property has been cleaned up to where it is no longer a human health hazard. It was noted that the Public Health Unit has not been inside the facility, since only adults live there, and the human health hazard was issued due to the exterior status of the property.

Attorney Ben Southwick questioned if the Health and Human Services Board would like to recommend action to be taken by the County Finance Committee in relation to the \$84,859.60 owed. Attorney Ben Southwick stated, "does the county wish to be aggressive or not?" Attorney Ben Southwick clarified that as a "judgment creditor" the county has a lot of authority to seize the property owners' non-exempt assets.

Discussion was held regarding the additional properties these individuals own. Discussion was held regarding the property taxes owed and the ability of the county to seize the property. Marianne Stanek stated that she is uncertain whether or not these individuals are actually living in this property or if there are renters living there. Discussion was held regarding how we determine who is living in the property. Attorney Ben Southwick noted that Richland County cannot seize the property and sell it if the owners live there, but we could then pursue other non-exempt assets. Motion by Walter Gust, seconded by Robert Holets to approve that this matter be forwarded onto the Richland County Finance Committee to research the situation more thoroughly and pursue further legal action if warranted. Ray Schmitz recommended that the Finance Committee proceed with caution so this pursuit does not cost the county more than what the judgment is for. Motion carried.

Discussion was held regarding the Jason Hooks property that was discussed during last month's meeting. Marianne Stanek reported that there are still a few unresolved issues.

Approval of Richland Neighbor-to-Neighbor Community Timebank Membership (Mailout #3): Linda Symons stated that the Aging & Disability Resource Center has utilized volunteers over the last few years and the Neighbor-to-Neighbor Timebank is a volunteer program that is now an option in Richland County.

Mary Fowler and Lisa Rewald introduced themselves to the Board. Mary Fowler stated that the Neighbor-to-Neighbor Timebank began in April of 2009, and service hours are tracked through a national software system. A background check is conducted on all members, including Circuit Court and Sex Offender registries, as well as requesting two non-family references. Mary Fowler noted that volunteer liability insurance is included with the program and membership

fees are not charged to the volunteers; however, they are assessed to organizations and businesses who utilize this service. Lisa Rewald discussed the ways that the Neighbor-to-Neighbor Timebank could benefit Health and Human Services and its clients. It was noted that Dane County has had a successful timebank over the last few years, and have recently received grants for integration.

Fred Clary questioned what the membership fee covers. Mary Fowler stated that the membership fee covers the software service fee, liability insurance, and incidental expenses. It was noted that the agency would pay a \$250 membership fee for the initial year and \$500 per year thereafter. Fred Clary questioned the removal of the Terms and Conditions statement "Organization/business agrees to not eliminate paid positions for the specific purpose of making positions available for Timebank members." Randy Jacquet stated that the agency would recommend entering into this program. Mary Rewald noted that she would contact the Dane County Timebank to see how their relationship is going with Dane County Health and Human Services. Motion made by Fred Clary, seconded by Robert Holets to approve the Richland Neighbor-to-Neighbor Timebank Membership totaling \$250 with the elimination of the Terms and Conditions statement "Organization/business agrees to not eliminate paid positions for the specific purpose of making positions available for Timebank members". Motion carried.

Approval of Birth to Three American Recovery and Reinvestment Act Application (Mailout #8): Lori Thuli reported that Richland County could apply for \$9,395 for outreach materials, direct service equipment, and technology to be utilized by the Birth to Three Program. It was noted that this is a onetime application and none of these items commit us to further costs. Patrick Metz noted that the actual receipt of the funds would be delayed approximately two months. Motion made by Marilyn Rinehart, seconded by Betty Havlik to approve the Birth to Three Recovery and Reinvestment Act Application. Fred Clary questioned if the agency is committed to providing any additional services after the purchase of these items. Lori Thuli stated that this grant simply offers us the ability to update our Birth to Three tools and does not increase services or service delivery. Motion carried.

Impact of 2010 Southwest Family Care Alliance Contract Reductions with Health and Human Services: Randy Jacquet stated that the agency is unable to report on this agenda item at this time, as we are still in negotiations with the Southwest Family Care Alliance (SFCA). It was noted that we have only finalized a 2010 contract with the SFCA for case management services and all other remaining contracts will be resolved before the end of the year. Randy Jacquet noted that a meeting has been scheduled for next week.

Personnel Updates: Tracy Thorsen announced the hiring of Pam Wilson to the Clinical Substance Abuse Counselor position. It was noted that Pam Wilson has been working in this position as a leased limited term employee. Motion by Betty Havlik, seconded by Robert Holets to approve the hiring of Pam Wilson, Clinical Substance Abuse Counselor. Motion carried.

Resignation and Honoring of Dr. Jenny Myszkowski: Dr. Jenny Myszkowski noted that this Board has a "very hard job to do" and at this time everything is about money. Dr. Jenny Myszkowski wished the Board the best of luck and the Board thanked Dr. Jenny Myszkowski for her service over the last year.

Approval of 2010 Public Health Fee Schedule (Mailout #1): Marianne Stanek reported that there is only a need to increase fluoride fees in order to cover our costs. Motion made by Robert Holets, seconded by Walter Gust to approve the new 2010 Public Health Fee Schedule. Motion carried.

Approval of 2010 Clinical Services Fee Schedule (Mailout #2): Tracy Thorsen stated that there are no increases in fees. Discussion was held regarding the Intoxicated Driver Program (IDP) assessments performed for both in state and out of state offenses. Motion made by Paul Kinney, seconded by Betty Havlik to approve the new 2010 Clinical Services Fee Schedule. Motion carried.

Approval of 2009 Health and Human Services Agreement (Mailout #11): Tracy Thorsen reported on the need for a contract with this specialized provider due to a court ordered civil commitment.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2009 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-10-09)</b>		
<b>ALCOCARE</b>	A community residential treatment facility for adults with dual diagnosis of addiction and mental health issues. An adult has been placed there for treatment as a result of a court ordered civil commitment and is being served by the Clinical Services Unit. (Janesville)	For a total amount not to exceed <b>\$6,000</b> .

Motion made by Betty Havlik, seconded by Fred Clary to approve the new 2009 agreement. Motion carried.

Approval to Discontinue Lease Agreement with Pitney Bowes (Mailout #4): Patrick Metz stated that the agency has had two postage meters, one at the CSB and one at the West Office. The agency would like to eliminate the lease with Pitney Bowes for the meter at the West Office. This letter is being required by Pitney Bowes. Motion made by Robert Holets, seconded by Paul Kinney to discontinue the lease agreement with Pitney Bowes. Motion carried.

Approval of Regional Aging & Disability Resource Center Marketing Materials Purchase (Mailout #5): Gary Iminen showed the Board samples of the marketing materials to be purchased. It was noted that these purchases would be covered by Regional ADRC grant funds. Motion made by Walter Gust, seconded by Robert Holets to approve the Regional Aging & Disability Resource Center Marketing Materials Purchases. Motion carried.

Approval of Purchase of Regional Aging & Disability Resource Center Resource Database Software System Licenses (Mailout #6): Gary Iminen stated that this is a renewal of the Regional ADRCs subscriptions for the Beacon IR resource database. Gary Iminen noted that the final cost should be closer to \$8,000 for 2010, but we have not received a formal estimate at this time, so the cost listed is what was actually paid in 2009. It was noted that these purchases would be covered by Regional ADRC grant funds and must be purchased before the end of the year. Randy Jacquet noted that this purchase would not need to go before the Finance

Committee or County Board per Attorney Ben Southwick. Motion made by Paul Kinney, seconded by Walter Gust to approve the purchase of Regional Aging & Disability Resource Center Resource Database Software System Licenses totaling \$18,540.50. Motion carried.

Approval of Regional Aging & Disability Resource Center Web Design Services: Gary Ilminen distributed a handout that reflected three bids that were received for website design services. It was noted that a Regional ADRC representative from Grant County sought out the bids and this purchase would be covered by Regional ADRC grant funds. Motion made by Robert Holets, seconded by Walter Gust to approve the purchase of Regional Aging & Disability Resource Center Web Design Services from Wylee totaling \$1,170. Motion carried.

Approval of Rural Health Care Program of the Universal Service Fund (USF) Grant (Mailout #7): Barb Scott requested that the agency apply for a grant to reimburse telephone and internet service costs up to 43% monthly. As part of this grant, a health care provider can save on services it already has, upgrade current services, or install new services. Motion made by Betty Havlik, seconded by Marilyn Rinehart to approve the application for and acceptance of a Rural Health Care Program of the Universal Service Fund (USF) Grant and forward the request onto the County Board for approval. Motion carried.

Approval of Internet Service Proposal: Barb Scott distributed a handout that reflected the Internet service proposal noting that this service was put out for bid due to the USF grant discussed previously. It was noted that the intentions of the USF grant is to increase the provision of health care services to clients. Discussion was held regarding the technology issues that Pine Valley Healthcare is currently experiencing. Randy Jacquet stated that he spoke with Kathy Cianci and she is in support of this proposal, as it will remedy some of their issues. Barb Scott recommended the Genuine Telecom Internet service bid totaling \$1,309.71 per month even though it is \$374.91 per month higher than our current cost. Barb Scott noted that by selecting the higher service package offered by Genuine Telecom we are eligible for the 43% grant reimbursement which results in a monthly savings of approximately \$188.06 per month. Motion made by Dr. Jenny Myszkowski, seconded by Ray Schmitz to approve the Internet Service proposal offered by Genuine Telecom totaling \$1,309.71 per month, and forward the request onto the Finance Committee for approval. Motion carried.

#### Approval of IT Purchases

Regional Aging & Disability Resource Center (Mailout #9): Randy Jacquet reported that the Regional ADRC would have excess funds to return to the State in 2009 and there is a need for additional training equipment to be utilized by the Regional ADRC staff. It was noted that these purchases would be covered by Regional ADRC grant funds. Discussion was held regarding whether or not the purchase is actually necessary. Motion made by Walter Gust, seconded by Betty Havlik to approve the purchase of a laptop, projector and printer for the Regional Aging & Disability Resource Center for a total cost of \$1,670.69. Motion carried.

NAS Box (Mailout #10): Randy Jacquet stated that the agency has been backing up data utilizing a tape drive and staff would transport the tapes offsite between the Community Services Building and the West Office to protect the data in the event of a disaster. The tape drive system is no longer large enough to capture our increased amount of data. Randy Jacquet noted that the

agency is having difficulties with successful backups at this time. Randy Jacquet recommended purchasing a NAS Box which is essentially an external hard drive with increased storage (not a tape drive). The NAS Box would be stored offsite and accessed through an already existing connection to the Courthouse. The logical future location of the NAS Box would be Pine Valley Healthcare if and when a connection is established. The NAS Box unit would be large enough for the storage needs of other county departments if they purchased the necessary software.

Barb Scott noted that Clinical Services Unit Quality Improvement grant funds and Public Health Preparedness grant funds would be utilized to fund the majority of this purchase. Randy Jacquet stated that this is the same purchase that the agency would recommend that Pine Valley Healthcare make in order to resolve some of their technology issues. Motion made by Dr. Jenny Myszkowski, seconded by Betty Havlik to approve the purchase of a NAS Box from JComp Technologies for a total cost of \$3,712.45. Fred Clary questioned how the agency has funds available for this purchase when we anticipate being over budget \$400,000 in 2009. Patrick Metz stated that there are limitations as to what purchases these grant funds could be utilized for. Motion carried.

The next regular Board meeting is scheduled for Thursday, January 14, 2010 at 9:30 a.m. at the Community Services Building. The Finance Sub-Committee will meet at 9:00 a.m.

Adjourn: Motion by Dr. Jenny Myszkowski, seconded by Dr. Jenny Myszkowski to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor