

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**March 11, 2010**

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on March 11, 2010 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. Richard Edwards, Fred Clary, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

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

Approval of Agenda and Posting: Motion by Paul Kinney, seconded by Dr. Richard Edwards to approve the agenda and proper posting. Motion carried.

Approve February 11, 2010 Health and Human Services Board Minutes: Motion by Walter Gust, seconded by Robert Holets 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 2009/2010 Voucher Report was distributed and reviewed by Ray Schmitz. It was noted that mileage and meals are subtotaled after each section and lists which funding source the reimbursements are coming from. Motion made by Ray Schmitz, seconded by Betty Havlik to approve the 2009/2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2009/2010 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2009 Expense Reports	1	\$2.20
Richland County Health and Human Services – 2010 Expense Reports	54	\$12,049.79
Richland County Health and Human Services – 2009 Vouchers	1	\$60.00
Richland County Health and Human Services – 2010 Vouchers	44	\$23,529.39
Richland County Health and Human Services – 2009 Prepaid Vouchers	2	\$240.04
Richland County Health and Human Services – 2010 Prepaid Vouchers	18	\$7,463.48
<b>TOTAL</b>	<b>121</b>	<b>\$43,344.90</b>

2009 Budget Update: Patrick Metz distributed a handout that reflected 2009 pre-audit CARS profile payments or revenues that are still outstanding. Patrick Metz stated that at this time Health and Human Services will need an additional \$382,852 in County Tax Levy to balance the 2009 budget. Discussion was held regarding the limitations put on the utilization of funds in Fund 18, Fund 41 and Fund 63 which are related to transportation. It was noted that managers

are meeting to see if some of these funds could be combined and used to offset Fund 56 overages. Randy Jacquet stated that the agency will work to maximize all the revenues and fund transfers to reduce the deficit as much as possible. Fred Clary stated that he would like to see a percentage left in the transportation fund to cover future vehicle maintenance needs.

Patrick Metz distributed the 2009 budget summary as of December 31, 2009, and noted an overage of \$380,728. Patrick Metz noted that the two documents he is presenting today are completely independent of each other and is a method of double-checking data entry. It was noted that this process is working very well, as the two documents have a difference of only \$2,124.

2010 Budget Update: Patrick Metz stated that he would have an official document to present in April, and noted that the agency has experienced some savings in the first few months of 2010, but we have also had a child placed in an institution recently too. Patrick Metz noted that he is working with the County Clerk's Office to complete the 2009 audit.

Personnel Updates: Randy Jacquet announced the posting of Meghan Rohn into the Regional Aging & Disability Resource Center Resource Database Specialist position effective March 8, 2010. It was noted that Meghan Rohn was one of the two individuals who was given layoff notice due to the Southwest Family Care Alliance contract reductions.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Lori Thuli reported on the contract/agreement needs of the Children's Services Unit, noting that the first two agreements are paid out of children's waiver funds.

Lori Thuli stated that Ash Creek Plumbing & Heating is replacing the furnace and duct work in the home of a child with disabilities in order to improve his/her overall health. It was noted that this project was not put out for bid. Fred Clary questioned if the family sells the home in the near future whether or not the funds could be reimbursed. Lori Thuli stated that she does not believe that requesting reimbursement of the funds is a possibility with the program. Jeanetta Kirkpatrick questioned if the unit has considered working collaboratively with Neighborhood Housing Services (NHS). Lori Thuli stated that she would keep this in mind for future needs.

Lori Thuli noted that a child must transition out of their current placement into the St. Rose Youth & Family Center because of his/her age.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (3-11-10)</b>		
<b>ASH CREEK PLUMBING &amp; HEATING</b>	To provide home modification work for a child with disabilities who is served by the Children's Services Unit. (Richland Center)	For a total amount not to exceed <b>\$6,000</b> .

<b>HOMEWARD BOUND</b>	A provider of in-home supportive nursing care for children with disabilities who are served by the Children’s Services Unit. (Lancaster)	For a total amount not to exceed <b>\$9,500.</b>
<b>ST. ROSE YOUTH &amp; FAMILY CENTER</b>	A residential setting for an out-of-home child being served by the Children’s Services Unit. It is anticipated that this child will be transitioned to a group home setting in June of 2010. (Milwaukee)	For a total amount not to exceed <b>\$29,900.</b>

Motion made by Paul Kinney, seconded by Fred Clary to approve the new 2010 contracts and agreements. Motion carried.

Approval to Dissolve the Coordinated Services Team (CST) Coordination Committee (Mailout #2): Randy Jacquet reported that Health and Human Services received grant funding from the State in 2005 to develop coordinated services teams working with children who have been involved in multiple systems of care due to their behavior or disability. The development of a CST Coordination Committee was required as part of the grant funding; however, the grant funding is coming to an end in 2010 and there is no longer a requirement to maintain the committee. It is Health and Human Services’ recommendation that the Child and Family Advocacy Council assume leadership and oversight of this initiative in the community. Fred Clary questioned if the CST Coordination Committee offered any financial oversight. Randy Jacquet stated that there was no financial oversight, and noted that the oversight was primarily programmatic. Motion made by Robert Holets, seconded by Dr. Richard Edwards to approve the elimination of the CST Coordination Committee and transfer the responsibilities to the Child and Family Advocacy Council (pending their official acceptance). Motion carried.

Afterhours Crisis Services Request for Proposals (RFP) (Mailout #3): Tracy Thorsen reported that over the past 2 years the agency has been evaluating our mental health afterhours crisis system and reviewing other systems that have been developed. Tracy Thorsen stated that she would like to develop an RFP for other providers to offer the service. It has been found that other county systems have improved their emergency services, provided a more comprehensive mobile response to crises, and diverted hospitalizations when they contracted with an outside provider. Randy Jacquet noted that we have met with two potential providers that serve other counties that surround Richland County. Additionally, we have meet with community stakeholders, including law enforcement and the court system. Discussion was held regarding the comp time that is accrued by on-call staff and whether or not the agency can afford to pursue contracting this out with another provider. Tracy Thorsen noted that we would know more once the proposals are received and we can take a thorough look at the fiscal implications. Randy Jacquet noted that children’s on-call system would not be included in this proposal. Motion made by Fred Clary, seconded by Paul Kinney to approve the agency developing and pursuing Request for Proposals for afterhours crisis services. Motion carried.

Review Board Member Terms (Mailout #4): Randy Jacquet reviewed the Board member terms and recommended that Betty Havlik, Paul Kinney, and Ray Schmitz be recommended for

another three year term in April. It was noted that these recommendations would need to go before the Committee on Committees and County Board.

Approval of Richland County Senior Nutrition Advisory Council Member (Mailout #5): Marianne Stanek reported that Kim L'Hote would be replacing Marlene Curtis as the council representative from the Viola Meal Site. Discussion was held regarding whether or not she lives in Richland County. Motion made by Paul Kinney, seconded by Marilyn Rinehart to approve Kim L'Hote as a member of the Richland County Senior Nutrition Advisory Committee, and forward the request onto the Committee on Committees for final approval. Motion carried.

Approval of Southwest Community Action Program (SWCAP) CARE Grant Application: Marianne Stanek stated that SWCAP would like to receive this grant to purchase a GPS tracking system with a database for tracking environmental health issues. Marianne Stanek stated that there would be no financial impact to the county and that staff would only need to input the data. Motion made by Betty Havlik, seconded by Dr. Richard Edwards to approve the agency's participation in the SWCAP CARE Grant Application. Motion carried.

Review Board/Committee Descriptions and Responsibilities: Randy Jacquet distributed a handout of the Richland County Board/Committee Structures, noting that various non-functioning Health and Human Services committees have already been removed from the listing. The handout was reviewed in detail and the following changes were noted:

- The Aging and Disability Commission listing would need to change to the "Commission on Aging and Disability".
- Removal of I, K and L from the Health and Human Services Board listing.
- The Mississippi Health Services, Inc. listing would need to change to the "Mississippi Valley Health Services Commission".
- An additional duty of the Regional ADRC Governing Board would be to "review performance evaluations of the Regional ADRC Manager".
- Various changes to the Transportation Coordinating Committee listing.

It was noted that the listings would be reviewed further by management. Fred Clary noted that this handout would need to go to the Committee on Committees in March or April at the latest. Discussion was held regarding the Sub-Committees appointed by the Health and Human Services Board. It was determined that the Sub-Committees would be excluded from the listing.

Human Services Legislative Day Update: Randy Jacquet reported that Walter Gust, Jeanetta Kirkpatrick, and Randy Jacquet attended the Human Services Lobby Day on March 4<sup>th</sup>. They met with Assemblyman Steve Hilgenberg, Assemblyman Lee Nerison, and representatives from the offices of Phil Garthwaite, Dale Schultz, and Dan Kapanke. Randy Jacquet noted that they were not able to meet with Assemblyman Ed Brooks.

Randy Jacquet distributed a handout that was prepared by the Wisconsin County Human Services Association (WCHSA) and highlighted the topics discussed that day including; county homes, age of juvenile court jurisdiction, use of Federal stimulus funds, and human services

financing. Discussion was held regarding each of these topics. Ray Schmitz noted that the Southwest Family Care Alliance is also scheduling a time to meet with the legislatures.

WCHSA Spring Conference: Randy Jacquet announced that the WCHSA Spring Conference has been scheduled for May 12 – 14, 2010 in Green Lake. It was noted that the brochure would be distributed next month.

Citizen Comments: Paul Kinney stated that he recently attended a Tobacco Coalition meeting with Marianne Stanek, and was impressed with their findings. In Sauk County, 78 underage children attempted to purchase tobacco products and 22 were actually sold cigarettes. Various citations were issued. In Richland County, 37 underage children attempted to purchase tobacco products and not one sale was made. Marianne Stanek noted that these tobacco compliance checks were completed in collaboration with Public Health and local law enforcement. Marianne Stanek reported that the smoke free law will go into effect Statewide on July 5, 2010.

Convene in Closed Session Per Wis. Statutes 19.85 (1) (c) + (f) to Discuss Management Performance/Evaluation Relating to the Fiscal Management of the Agency: Motion by Walter Gust, seconded by Robert Holets to adjourn the meeting. Motion carried.

Return to Open Session: Motion by Paul Kinney, seconded by Robert Holets to adjourn the meeting. Motion carried.

The next regular Board meeting is scheduled for Thursday, April 8, 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 Robert Holets, seconded by Paul Kinney to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor