

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
November 11, 2010

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

Members Absent: Dr. Richard Edwards and Fred Clary.

Others Present: Angie Rizner, Barb Scott, Cheryl Ketelhut, Christy Duhr, Jason Marshall, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, and Jeff Melby.

Approve Amended Agenda and Posting: Motion by Paul Kinney, seconded by Robert Holets to approve the amended agenda and proper posting. Motion carried.

Citizen Comments Clarification: Jeanetta Kirkpatrick noted that during last month's meeting Ray Schmitz posed some questions regarding the documentation of Citizens Comments. Randy Jacquet consulted Attorney Ben Southwick, and he advised the agency to continue to documenting Citizens Comments as has been done in the past. Randy Jacquet reported that Attorney Southwick's opinion was that the secretary should attempt to capture the essence of what was said and the approval of the minutes does not mean that the Board supports the comments, but that the committee agrees that was what was said during the meeting. Attorney Southwick's opinion is that government has the responsibility to document and capture the essence of what was said by the citizen. Jeanetta Kirkpatrick stated that possibly this topic should be referred to the Rules and Resolutions Committee, and request that they clarify the documentation of such across the county so all Boards/Committees are following the same rules. Motion by Robert Holets, seconded by Walter Gust to forward the documentation of Citizen Comments onto the Rules and Resolutions Committee for further clarification and continuity. Motion carried.

Approve October 14, 2010 Health and Human Services Board Minutes: Motion by Betty Havlik, seconded by Marilyn Rinehart to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Approval of Health and Human Services Vouchers: The Richland County Health and Human Services 2010 Voucher Report was distributed and reviewed by Paul Kinney. Discussion was held regarding the Godfrey and Kahn, S.C. legal fees. Jeanetta Kirkpatrick noted that a grievance has been forwarded onto arbitration which is a result of the takeover of the Southwest Family Care Alliance. Patrick Metz stated that we are still waiting for the final amount we have to pay for workman's compensation and we are uncertain as to what our final WIMCR payment will be. Motion made by Betty Havlik, seconded by Walter Gust to approve the 2010 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2010 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2010 Expense Reports	62	\$14,747.91
Richland County Health and Human Services – 2010 Vouchers	47	\$39,566.17
Richland County Health and Human Services – 2010 Prepaid Vouchers	16	\$6,473.75
TOTAL	125	\$60,787.83

Approval of Richland County Smoke Free Ordinance (Mailout #7): Jeff Melby, Co-Coordinator for the Southwest Wisconsin Tobacco Free Coalition, introduced himself to the Board. Jeff Melby and Marianne Stanek distributed materials related to the ordinance, including a draft ordinance developed by Attorney Ben Southwick. Discussion was held regarding the formal process regarding passing an ordinance. Marianne Stanek stated that she would verify the process to ensure all steps have been taken prior to presenting this to the County Board. Jeff Melby reviewed the materials, noting that all county property could be included in the no-smoking ordinance, such as parks and fairgrounds. Discussion was held regarding smokers having to leave properties to smoke outside the property line.

Jeff Melby stated that adopting an ordinance simplifies problems of enforcement and offers the ability to modify the State's model language. It was noted that adopting an ordinance would also permit us to keep the fine collection locally rather than returning the funds to the State. Marianne Stanek recommended that Board members review the information presented and discuss this further next month. Motion made by Paul Kinney, seconded by Walter Gust to table this item and further discussion until next month. Motion carried.

2010 Budget Update: Patrick Metz distributed a handout that reflected the 2010 Health and Human Services budget as of September 30, 2010 noting a surplus of \$94,759

Patrick Metz stated that we are looking at appropriately transferring funds to cover Elderly Services - Transportation overage of \$18,346. Marianne Stanek noted that both Public Health line items are under budget and the actual number of meals served by the Senior Nutrition Program has decreased. Christy Duhr stated that the Economic Support Unit is still waiting for some revenues, which is similar to previous years. Cheryl Ketelhut reported that the Long Term Support Unit line items are the same as last month. Patrick Metz stated that the Children's Services Unit continues to be under budget largely due to over budgeting for unanticipated placements which did not occur. Tracy Thorsen noted that the Clinical Services Unit is over budget \$31,329 due to the Comprehensive Community Services Program, and she would be looking into this more closely.

Patrick Metz reviewed the unbudgeted institutional costs funds, noting that the adult fund has a balance of \$66,659 and the children's fund has a balance of \$58,645. Patrick Metz stated that he is confident that the accounts will carryover a balance into 2011. Patrick Metz also noted that the agency has had less cash flow issues this year.

2011 Budget Update: Jeanetta Kirkpatrick questioned if there are any new updates impacting the 2011 budget. Patrick Metz noted that he has only been notified that there would be no change in the Regional ADRC funding for 2011, but he has not heard of any other updates at this time.

Personnel Updates: Randy Jacquet reported that Mary Jane Jacobus, Care Management Unit RN Care Manager, has announced her retirement effective December 1, 2010. Randy Jacquet announced that Jill Faulkner, Child Protective Services Social Worker, has submitted her resignation effective November 16, 2010 and Kasey Banker, Child Protective Services Social Worker who was scheduled to be laid off December 1, 2010, posted into the vacated position.

Randy Jacquet reviewed the bumping activity and personnel changes which were a result of the Southwest Family Care Alliance (SFCA) takeover.

Discussion was held regarding whether or not those individuals were qualified to bump into the positions. Randy Jacquet stated that there was one issue questioning qualifications, but after seeking legal counsel, it was determined that the employee is qualified. Randy Jacquet noted that even though these employees are qualified, there is a huge learning curve for each unit and employee affected.

Approval of Contracts, Agreements, and Amendments

2010 New Contracts/Agreements (Mailout #1):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2010 NEW HHS CONTRACT/AGREEMENT APPROVALS (10-14-10)		
STILWELL ADULT FAMILY HOME	To provide adult family home respite services to a Comprehensive Community Services client served by the Clinical Services Unit. (Muscodia)	For a total amount not to exceed \$1,000.

Motion made by Robert Holets, seconded by Paul Kinney to approve the new 2010 agreement. Motion carried.

2011 Revenue Contracts (Mailout #2): Discussion was held regarding listing the expected dollar amount that we need to receive to meet our 2011 budget projections.

<i>Provider Name</i>	<i>Provider Description</i>
<i>ADRC of Southwest Wisconsin - South</i>	<i>Provision of Regional Aging & Disability Resource Center Services</i>
<i>Department of Administration</i>	<i>Wisconsin Home Energy Assistance Program</i>
<i>Department of Children and Families</i>	<i>State and County Contract</i>
	<i>Administration of Child Care Program</i>
<i>Department of Corrections</i>	<i>Community Youth and Family Aides</i>
<i>Department of Health Services</i>	<i>Regional Aging & Disability Resource Center Contract</i>
	<i>State and County Contract</i>

<i>Division of Public Health</i>	<i>Consolidated Contract (Immunization, Maternal Child Health, Well Woman)</i>
	<i>Preparedness Contract</i>
	<i>Wisconsin WINS</i>
<i>Department of Transportation</i>	<i>Specialized Transportation 85.21</i>
	<i>Highway Safety Project</i>
<i>Greater Wisconsin Agency on Aging Resources, Inc.</i>	<i>AAA Older Americans Programs</i>
	<i>Elder Abuse Service</i>
	<i>Nutrition Services Incentive Program (NSIP)</i>
	<i>State Health Insurance Assistance Program (SHIP)</i>
	<i>State Pharmaceutical Assistance Program (Part D)</i>
<i>Ithaca School District</i>	<i>School Health Services</i>
<i>University of Wisconsin-Richland</i>	<i>Mental Health Counseling Services on Campus</i>
<i>Weston School District</i>	<i>School Health Services</i>
<i>W-2 Southwest Consortium</i>	<i>Agreement w/Grant County for Administration of the W-2 Program</i>

Motion made by Paul Kinney, seconded by Walter Gust to approve the 2011 Revenue Contracts and forward them onto the County Board for approval. Motion carried.

2011 Contracts > \$30,000 (*Mailout #3*): Each manager reviewed their contract requests in detail. Tracy Thorsen noted that Dr. Schmidt's contract is increasing to compensate for Dr. Nevers resignation. It was noted that Dr. Schmidt is here two days per week. Tracy Thorsen reviewed the services offered by Gunderson Lutheran Medical Center, noting that we also contract with Tellurian UCAN for similar services, but we like to have options in case there are availability issues. Randy Jacquet stated that the WEAP contract could increase because parents have a choice, and we anticipate removing children with disabilities off the waiting list in 2011. Tracy Thorsen reported that the contract with VARC, Inc. has increased due to a placement of an individual in an adult family home, and the Lori Knapp, Inc. contract increased due to independent living services being offered totaling approximately \$20,000.

Ray Schmitz questioned the contract being offered by Northwest Passage and why they are not offering crisis services from 1am-8am? It was noted that the contract with Northwest Passage was approved during the October Board meeting. Tracy Thorsen stated that their phone service would cover calls during this timeframe, but mobile coverage would not be offered at that time, so issues are dealt with via the telephone.

Discussion was held regarding VARC, Inc. and the further pursuit by the State to offer other options to individuals. Ray Schmitz questioned if VARC's two contracted services could be broken out in the future, including the number of clients served and the number of hours served by Health and Human Services.

Provider Name	Provider Description	Location	2010 Contract	2010 Amount Expended *	2011 Contract
Aegis Therapies, Inc.	<i>Children's Services Unit provider of occupational therapy and physical therapy for the Birth to Three Program.</i>	<i>Brookfield</i>	\$ 85,000	\$ 63,690	\$ 85,000
ADRC of Southwest WI-North, Crawford County Satellite	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Prairie du Chien</i>	\$ 210,894	\$ 93,617	\$ 179,904
ADRC of Southwest WI-North, Juneau County Satellite	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Mauston</i>	\$ 286,249	\$ 132,676	\$ 272,196
ADRC of Southwest WI-North, Sauk County Satellite	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Baraboo</i>	\$ 524,426	\$ 279,045	\$ 484,977
B-Care Corporation	<i>Clinical Services Unit provider of CBRF residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Viroqua</i>	\$49,000 (Original) \$70,000 (Amended)	\$ 55,229	\$ 45,000
Clemens Schmidt, M.D.	<i>Clinical Services Unit contracted Medical Director/Psychiatrist. Health and Human Services is required to have a Medical Director and provide psychiatric services in order to maintain state certifications for Outpatient Mental Health and Substance Abuse Services, Crisis Services, Comprehensive Community Services, and the Community Support Program. Dr. Schmidt provides consultation to area physicians and professionals including Pine Valley Health Care and Rehabilitation Center. He also provides education on mental health issues in a monthly radio program on the WRCO "Morning Show."</i>	<i>Madison</i>	\$64,800 (Original) \$87,000 (Amended)	\$ 55,350	\$ 130,000
David Dati, LCSW, LMFT	<i>Clinical Services Unit contracted Clinical Therapist. Provider of psychotherapy and other mental health services, including trauma assessment and counseling services to the Weston School District.</i>	<i>Hillsboro</i>	\$ 46,000	\$ 31,612	\$ 48,500
Family Works Programs, Inc.	<i>Children's Services Unit provider of treatment foster care, intensive foster care, exceptional foster care, therapeutic case management, supervised visitation, and respite.</i>	<i>Madison</i>	\$ 75,000	\$ -	\$ 55,000
Gunderson Lutheran Medical Center	<i>Clinical Services Unit provider of inpatient psychiatric services, alcohol and drug abuse detox, and residential treatment services.</i>	<i>LaCrosse</i>	\$45,000 (Original) \$90,000 (Amended)	\$ 33,964	\$ 81,000

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2010 Contract</i>	<i>2010 Amount Expended *</i>	<i>2011 Contract</i>
Hoffman Adult Family Home	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently. Adult Protective Services provider of AFH residential care, personal care, and representative payee services.</i>	<i>Richland Center</i>	\$ 48,000	\$ 27,942	\$ 49,000
Lori Knapp-Richland, Inc.	<i>Provides contracted employee services to Richland County Health and Human Services and independent living services to Clinical Services Unit Comprehensive Community Services client.</i>	<i>Richland Center</i>	\$ 55,000	\$ 35,759	\$ 77,000
Murphy Adult Family Home	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Richland Center</i>	\$42,000 (Original) \$67,000 (Amended)	\$ 47,174	\$ 52,000
SW WI Workforce Development Board	<i>Provides contracted employee services to Richland County Health and Human Services.</i>	<i>Platteville</i>	\$ 325,000	\$ 237,583	\$ 260,000
Richland Hospital	<i>Children's Services Unit provider of speech and physical therapy for the Birth to Three Program.</i>	<i>Richland Center</i>	\$ 75,000	\$ 41,833	\$ 65,000
Trempealeau County Health Care	<i>Clinical Services Unit provider of Institute for Mental Disease (IMD) and AFH residential treatment for consumers who due to mental health issues are unable to live independently.</i>	<i>Whitehall</i>	\$86,000 (Original) \$126,000 (Amended)	\$ 98,823	\$ 90,000
Wisconsin Early Autism Project (WEAP)	<i>Children's Services Unit provider of intensive in-home autism services and therapeutic resources for the Children with Disabilities Program.</i>	<i>Eau Claire</i>	\$ 205,000	\$ 102,536	\$ 205,000
VARC, Inc.	<i>Clinical Services Unit provider of AFH residential care and employment skills training for Comprehensive Community Services and Community Support Program consumers who due to mental health issues are unable to find or maintain employment without support.</i>	<i>Viroqua</i>	\$42,000 (Original) \$83,500 (Amended)	\$ 57,063	\$ 110,000

Total 2011 Contracts > \$30,000:

\$2,289,577

Motion made by Walter Gust, seconded by Ray Schmitz to approve the 2011 Contracts > \$30,000 and forward them onto the County Board for approval. Motion Carried.

2011 Contracts < \$30,000 (Mailout #4): Each manager reviewed their contract requests in detail. Randy Jacquet stated that IDS is the other option for early autism services similar to WEAP contract could increase because parents have the choice and we anticipate removing children with disabilities off the waiting list in 2011. It was noted that the Margaret Fillyaw Adult Home is higher this year compared to last year, because she is taking over the placement of an individual. Discussion was held regarding the standards required and continued education of adult family home providers. Randy Jacquet stated that LaCrosse County Human Services has decreased due to a decrease in utilization.

Discussion was held regarding the meal site providers and the cost of meals being provided. Marianne Stanek stated that the Karen's Supper Club (Boaz Meal Site) offers the most expensive meals and St. Anthony's (Germantown Meal Site) offers the lowest cost meals.

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2010 Contract</i>	<i>2010 Amount Expended *</i>	<i>2011 Contract</i>
<i>AlcoCare</i>	<i>Clinical Services Unit provider of community residential treatment for adults with a dual diagnosis of addiction and mental health issues.</i>	<i>Janesville</i>	<i>\$ 20,000</i>	<i>\$ 2,084</i>	<i>\$ 15,000</i>
<i>Attorney Henry Plum</i>	<i>Children's Services Unit provider of Termination of Parental Rights (TPR) legal services.</i>	<i>Wauwatosa</i>	<i>\$15,000 (Original) \$29,500 (Amended)</i>	<i>\$ 3,954</i>	<i>\$ 20,000</i>
<i>Community Care Resources, Inc. / Community Care Programs, Inc.</i>	<i>Children's Services Unit provider of therapy services, treatment foster care, and respite.</i>	<i>Middleton</i>	<i>\$ 75,000</i>	<i>\$ 16,825</i>	<i>\$ 25,000</i>
<i>Fillyaw Adult Family Home</i>	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Richland Center</i>	<i>\$ 18,000</i>	<i>\$ 12,096</i>	<i>\$ 18,000</i>
<i>Franciscan Skemp Healthcare</i>	<i>Clinical Services Unit provider of acute inpatient psychiatric services for emergency mental health hospitalizations and detox services for persons taken into protective custody due to incapacitation by alcohol.</i>	<i>LaCrosse</i>	<i>\$ 29,500</i>	<i>\$ 4,307</i>	<i>\$ 25,000</i>
<i>Homeward Bound</i>	<i>Children's Services Unit provider of in-home supportive nursing care for children with disabilities.</i>	<i>Lancaster</i>	<i>\$ 9,500</i>	<i>\$ 337</i>	<i>\$ 24,000</i>
<i>Independent Living Resources</i>	<i>Clinical Services Unit provider of peer/advocate support services.</i>	<i>Richland Center</i>	<i>\$ 21,000</i>	<i>\$ 1,239</i>	<i>\$ 21,000</i>

Provider Name	Provider Description	Location	2010 Contract	2010 Amount Expended *	2011 Contract
Integrated Development Services	<i>Children's Services Unit provider of intensive in-home autism services for the Children with Disabilities Program. Services for children in the Intensive Autism Waiver slot are reimbursed 100% by Medical Assistance.</i>	<i>Madison</i>	\$ 99,000	\$ 1,634	\$ 29,500
Irv Balto, LCSW	<i>Clinical Services Unit contracted Clinical Therapist. Provider of psychotherapy and other mental health services.</i>	<i>Chaseburg</i>	\$ 21,000	\$ 14,339	\$ 22,000
Jean Warrior, Ph. D.	<i>Clinical Services Unit contracted Psychologist. Provider of psychological testing and evaluations for court ordered evaluations, including guardianships/protective placements, criminal, and CHIPS/JIPS issues; and evaluations to assess eligibility for programs, diagnosis, and to assist with appropriate treatment planning.</i>	<i>Verona</i>	\$ 19,000	\$ 12,707	\$ 19,000
LaCrosse County Human Services	<i>Children's Services Unit provider of Secure Detention.</i>	<i>LaCrosse</i>	\$ 40,000	\$ 6,500	\$ 20,000
Margaret Fillyaw Adult Family Home	<i>Clinical Services Unit provider of AFH residential care for consumers who due to mental health issues are unable to live independently.</i>	<i>Richland Center</i>	\$ 9,500	\$ -	\$ 29,000
Psychology Center	<i>Children's Services Unit provider of counseling and therapeutic resources.</i>	<i>Madison</i>	\$ 20,000	\$ 5,588	\$ 15,000
SSM Health Care of Wisconsin, Inc.	<i>Clinical Services Unit provider of acute inpatient psychiatric services for emergency mental health hospitalizations at St. Mary's Hospital.</i>	<i>Madison</i>	\$ 25,000	\$ -	\$ 15,000
St. Anthony's School	<i>Use of the school to prepare and serve meals for the Richland County Nutrition Program Germantown Meal Site.</i>	<i>Cazenovia</i>	\$ 12,000	\$ 6,216	\$ 12,000
SW Health Center Senior Behavioral Sciences	<i>Clinical Services Unit provider of acute inpatient psychiatric services for emergency mental health hospitalizations.</i>	<i>Cuba City</i>	\$ 25,000	\$ -	\$ 15,000
Tazzee's Wonder Bar & Restaurant	<i>Provider of meals to the Richland County Nutrition Program Viola Meal Site.</i>	<i>Soldiers Grove</i>	\$ 18,000	\$ 10,345	\$ 18,000
Tellurian UCAN, Inc.	<i>Clinical Services Unit provider of residential treatment services for substance abuse treatment; and detox services for persons taken into protective custody due to incapacitation by alcohol.</i>	<i>Madison</i>	\$ 29,500	\$ 7,955	\$ 29,500

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2010 Contract</i>	<i>2010 Amount Expended *</i>	<i>2011 Contract</i>
University Health Care, Inc.	<i>Clinical Services Unit provider of acute inpatient psychiatric services for emergency mental health hospitalizations and detox services for persons taken into protective custody due to incapacitation by alcohol.</i>	<i>Madison</i>	\$ 29,500	\$ -	\$ 15,000

Total 2011 Contracts < \$30,000:

\$387,000.00

Motion made by Betty Havlik, seconded by Paul Kinney to approve the 2011 Contracts < \$30,000. Motion Carried.

2011 Agreements < \$10,000 (Mailout #5): Each manager reviewed their contract requests in detail. Discussion was held regarding the nutrition consultant. Marianne Stanek stated that she has spoken with GWAAR, but they were not able to offer a contract. Marianne Stanek noted that she has not contacted Pine Valley, etc. Discussion was held regarding Ryan Investigations.

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2010 Agreement</i>	<i>2010 Amount Expended *</i>	<i>2010 Agreement</i>
B.I. Inc.	<i>Children's Services Unit provider of monitors and sobriety to place in the homes of parents and/or juveniles.</i>	<i>Boulder, Colorado</i>	\$ 3,000	\$ 626	\$ 3,000
D & P Enterprises	<i>Provider of snow plowing and snow removal services at the Community Services Building.</i>	<i>Richland Center</i>	\$ -	\$ -	\$ 3,000
Debbie Lord	<i>Public Health Unit provider of nutrition consultation and menu preparation for the Richland County Nutrition Program.</i>	<i>Richland Center</i>	\$ 3,000	\$ 1,878	\$ 3,000
Family & Children's Center	<i>Clinical Services Unit provider of psychotherapy, counseling, and assessment services.</i>	<i>LaCrosse</i>	\$ 90,000	\$ 679	\$ 6,000
Hidden Spring Clinic	<i>Clinical Services Unit provider of psychotherapy services for consumers.</i>	<i>Westby</i>	\$ 5,000	\$ 1,925	\$ 6,000
Karen's Supper Club	<i>Use of restaurant to prepare and serve meals as the Richland County Nutrition Program Boaz Meal Site.</i>	<i>Boaz</i>	\$ 2,500	\$ 1,097	\$ 2,500
Lourdes Balguier Gallegos	<i>Provider of interpreter services to non-English speaking agency clients.</i>	<i>Richland Center</i>	\$ 2,500	\$ 116	\$ 2,500
Martin Clearfield	<i>Provider of interpreter services to non-English speaking agency clients.</i>	<i>Richland Center</i>	\$ 4,000	\$ 420	\$ 2,500

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2010 Contract</i>	<i>2010 Amount Expended *</i>	<i>2011 Contract</i>
<i>Passages, Inc.</i>	<i>Contract amount is a contribution the Finance Committee has instructed us to provide to Passages, Inc.</i>	<i>Richland Center</i>	\$ 3,000	\$ 1,500	\$ 3,000
<i>Pauquette Center for Psychological Services</i>	<i>Clinical Services Unit and Children's Services Unit provider of psychotherapy, counseling, and assessments for consumers.</i>	<i>Richland Center</i>	\$ 3,500	\$ -	\$ 5,000
<i>Richland School District</i>	<i>Use of the Rockbridge School as the Richland County Nutrition Program Rockbridge Meal Site. Meals are prepared by Richland County Food Service, delivered by Nutrition Program staff, and served at the school.</i>	<i>Richland Center</i>	\$ 3,100	\$ 1,631	\$ 3,120
<i>Ryan Investigations</i>	<i>Economic Support Unit provider of fraud investigation services.</i>	<i>Richland Center</i>	\$ 700	\$ 500	\$ 700
<i>Stilwell Adult Family Home</i>	<i>Clinical Services Unit provider of AFH respite care for consumers who due to mental health issues are unable to live independently.</i>	<i>Muscoda</i>	\$ 1,000	\$ -	\$ 4,500
<i>SOPORT, Inc.</i>	<i>Children's Services Unit provider of sexual offender recovery and therapy program services.</i>	<i>Madison</i>	\$ -	\$ -	\$ 9,900
<i>Tomorrow's Children, Inc.</i>	<i>Children's Services Unit provider of residential care.</i>	<i>Waupaca</i>	\$ 100,000	\$ 3,427	\$ 9,500
<i>Towne & Country Presbyterian Church</i>	<i>Use of the church as the Richland County Nutrition Program Richland Center Meal Site. Meals are prepared by Richland County Food Service, delivered by Nutrition Program staff, and served at the church.</i>	<i>Richland Center</i>	\$ 5,200	\$ 4,170	\$ 5,200
<i>Village of Viola</i>	<i>Use of a room in the Village Office as the Richland County Nutrition Program Viola Meal Site. Meals are prepared and delivered to the site by Tazzee's Wonder Bar & Restaurant.</i>	<i>Viola</i>	\$ 2,400	\$ 2,000	\$ 2,400

Total 2011 Agreements < \$10,000:

\$ 71,820

Motion made by Robert Holets, seconded by Walter Gust to approve the 2011 Agreements < \$10,000. Motion Carried.

2011 Memorandums of Understanding (Mailout #6): It was noted that we cannot contract with ourselves, so a Memorandum of Understanding is entered into.

<i>Provider Name</i>	<i>Provider Description</i>	<i>Location</i>	<i>2010 Contract</i>	<i>2010 Amount Expended *</i>	<i>2011 Contract</i>
<i>ADRC of Southwest WI-North, Richland County Satellite</i>	<i>Regional ADRC provider of local satellite office functions. These funds are forwarded from the Regional ADRC State GPR and Federal Medicaid funding.</i>	<i>Richland Center</i>	\$ 423,707	\$ 309,738	\$ 364,796
<i>Richland County Food Service</i>	<i>Use of the UW-Richland Campus for preparation of Richland County Nutrition Program meals to be delivered to the Richland Center and Rockbridge Meal Sites.</i>	<i>Richland Center</i>	\$ 71,000	\$ 41,899	\$ 71,000

Motion made by Robert Holets, seconded by Walter Gust to approve the 2011 Memorandums of Understanding. Motion Carried.

Economic Support Program Workload Update: Christy Duhr distributed a handout that reflected the current caseloads, intakes, and Food Share applications taken care of by the Economic Support Unit. Discussion was held regarding the approximate number of families there are in Richland County. Christy Duhr noted that there are only 4 workers in the Economic Support Unit and they average approximately 500 cases each, while Christy Duhr also carries a caseload of 250 clients. It was noted that the discussions at the State level consider 300 cases per work as “manageable”.

Randy Jacquet stated that the Economic Support Unit is prone to complaints since they are short-staffed and the demand for services is so high. Christy Duhr noted that workers attempt to return phone calls within 3-5 business days. It was noted that complaints are generally handled by Christy Duhr, Randy Jacquet, Angie Rizner, or Patrick Metz but Health and Human Services Board members could also be contacted. Discussion was held regarding the funding for the unit and crisis funds availability. Christy Duhr requested that the Health and Human Services Board consider filling the vacant Economic Support Specialist position. No action was taken.

Third Party Liability Subrogation: Christy Duhr stated that Third Party Liability Subrogation is casualty claiming for Medicaid benefits resulting from an accident or injury for which a third party may be liable. If an accident has happened and there is an insurance company involved or a possible litigation, we pursue to capture the funds paid on behalf of the State. Third Party Liability Subrogation is not a mandated service to be provided by the Economic Support Unit, and it is a lengthy process for Christy Duhr to pursue. Randy Jacquet noted that Attorney Ben Southwick recommends that this service continue to be offered by Richland County, and he is willing to continue to provide assistance in this area. Discussion was held regarding whether or not to act on this today or to place it on next month’s agenda. Christy Duhr distributed a handout that reflected the funds we actually kept from 2004-2009 which were between \$72.00 and \$3,663 or 15% of the total funds that are returned to the State. Randy Jacquet stated that this is one duty that we could take off Christy Duhr’s workload. It was noted that if the counties do not provide this service, the State must pursue it themselves and we can’t pick and choose when and what issues we respond to. Motion made by Walter Gust, seconded by Paul Kinney to revoke the

agency's involvement in Third Party Liability Subrogation and the revenue it generates. Motion carried.

Approval of s.85.21 Specialized Transportation Assistance Proposal (Mailout #8): Randy Jacquet reported that this is an annual approval process, and this year we are slated to receive \$68,117 in State aid to provide transportation services to elderly and disabled residents needing transportation to medical appointments. It was noted that the required match is included in the 2011 ADRC budget. Motion made by Robert Holets, seconded by Betty Havlik to approve the s.85.21 Specialized Transportation Assistance Proposal with required match of \$13,623, and forward it onto the County Board for approval. Motion carried.

Transitional Issues Related to the Loss of Care Management Contract with Southwest Family Care Alliance (SFCA): Randy Jacquet stated that we are working on transitioning staff and client files to the SFCA by December 1, 2010. At this time, there are five staff that could potentially be on unemployment effective December 2, 2010. Randy Jacquet stated that he would be requesting that all agency costs, including legal fees, potential unemployment, and direct expenses be included with the final SFCA reconciliation payment. It was noted that the Representative Payee service would continue to be provided until the SFCA was able to take it on, and adult family home certification services would continue to be provided until January 1, 2010.

Approval to Purchase Barracuda Email Archiver (Mailout #9): Randy Jacquet stated that the cost of the Barracuda Email Archiver came in much higher than we expected and is clearly not just the expense of Health and Human Services, but the entire county as a whole. Our investigation of this purchase also exposed a few other needs that the county has as a whole, and these items should be taken to the Finance/Personnel Committee for consideration.

Barb Scott distributed a handout that listed the details of a Barracuda Email Archiver, Exchange Server, and File Server which are all being recommended for purchase. The File Server is the only purchase that would be the responsibility of Health and Human Services, and will come before the Health and Human Services Board and County Board in December.

Barb Scott stated that the purchase of a Barracuda Email Archiver was originally intended to be split financially between Health and Human Services and the Sheriff's Department, but that was when the cost was approximately \$3,000. The estimate is now \$6,395 up front and \$1,349 per year thereafter, and the Barracuda Email Archiver could be utilized county-wide. Barb Scott noted that the county could be subject to lawsuits or fines if there were electronic Open Records requests, as many of the county departments do not follow specific "transparency in government" guidelines. Randy Jacquet noted that it would be nearly impossible to locate specific emails to fulfill these Open Records requests. It was also noted that many departments just delete their emails and this is not an acceptable practice either. Jason Marshall stated that a Barracuda Email Archiver is like a large storage box that takes every email and keeps a copy on file, so if an electronic Open Records request was submitted, the email could be easily located.

The Barracuda Email Archiver could be used now and in the future if the county decides to upgrade to an Exchange Server. Jason Marshall noted that an Exchange Server costs

approximately \$22,000 and includes all hardware and software. The benefits of an Exchange Server were reviewed. Motion by Betty Havlik, seconded by Robert Holets to forward the recommended purchase of a Barracuda Email Archiver and Exchange Server onto the Finance/Personnel Committee for further action. Motion carried.

Approval to Purchase a Power Assisted Door Opener for the Clinical Services Waiting Room (Mailout #10): Tracy Thorsen reported that we have recognized an unanticipated issue for people using wheelchairs or those with other mobility concerns, as the Clinical Services Waiting Room door is quite heavy and needs to be more easily accessible. Tracy Thorsen stated that this purchase was not budgeted, as we did not foresee the need. It was noted this was not originally included in the building expansion project because it was not a building code issue. Motion by Betty Havlik, seconded by Marilyn Rinehart to approve the purchase of a power assisted door opener for the Clinical Services Waiting Room from Automatic Entrances of WI, Inc. totaling \$1,450.00. Motion carried.

Approval to Purchase Marketing Items for the Aging & Disability Resource Center of Southwest Wisconsin – North: Walter Gust distributed a summary sheet that listed the items being requested for purchase. Patrick Metz stated that these are budgeted expenses and meet the marketing and outreach contractual requirements of the Regional ADRC. It was noted that only purchases over \$500 must come before the Health and Human Services Board. Motion by Walter Gust, seconded by Betty Havlik to approve the purchase of marketing items for the Aging & Disability Resource Center of Southwest Wisconsin – North. Motion carried.

WCHSA Fall Conference: Those interested in attending should contact Angie Rizner no later than November 24, 2010.

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