

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 14, 2011

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on July 14, 2011 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. Neil Bard, Jeanetta Kirkpatrick, Fred Clary, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Others Present: Amanda Coorough, Angie Rizner, Barb Scott, Becky Dahl, Katie Erb, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Paul Kinney, seconded by Ray Schmitz to approve the agenda and proper posting. Motion carried.

Approve June 9, 2011 Health and Human Services Board Minutes: Motion by Robert Holets, seconded by Marilyn Rinehart to approve the Board Minutes. Motion carried.

Citizen Comments: None.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2011 Voucher Report was distributed and reviewed by Patrick Metz. Discussion was held regarding what mileage reimbursement rate is calculated when miles are accrued in June, but paid for in July which is now a higher rate. It was noted that miles are reimbursed at the rate of the month in which they are accrued. The following items required additional discussion:

Voucher #20 – JComp Technologies, Inc.: This was to pay for a 3 year antivirus.

Voucher #23 – Language Line Services: Discussion was held regarding the services Language Line offers. It was noted that the Sheriff's Department utilizes this account as well and Health and Human Services pays the monthly fee of approximately \$50 to ensure that both agencies have interpreter options available to them.

Voucher #30 – Polynesian Water Park: This was to pay for staff lodging to attend a Public Health conference at Chula Vista, which was reimbursed by a Public Health grant. It was noted that there were no rooms available at the Chula Vista, so staff stayed at the Polynesian Water Park.

Voucher #55 – WE Energies: Patrick Metz noted that it was recently discovered that WE Energies neglected to bill the agency for gas usage since they moved the service as part of our 2009 expansion project. WE Energies has now billed Health and Human Services for 2 years of service.

Previously Paid Vouchers:

Voucher #17 – Wertz Plumbing & Heating: Randy Jacquet noted that he approved the emergency replacement of an air conditioner in the older part of the building. Motion made by Robert Holets,

seconded by Betty Havlik to approve the 2011 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2011 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2011 Expense Reports	44	\$14,449.14
Richland County Health and Human Services – 2011 Vouchers	43	\$28,987.52
Richland County Health and Human Services – 2011 Prepaid Vouchers	14	\$6,601.54
TOTAL	101	\$50,038.20

Approval of WE Energies Voucher (if needed): This item was previously discussed and approved.

Approval to Establish a New County Restitution Fund (Mailout #1): Patrick Metz reported that a restitution account has been at First Federal Bank (now Associated Bank) since the 1980’s. This account was established to collect funds from juveniles that are court ordered to pay for damages to a victim’s property. This account has three signers – Patrick Metz, Karee Gander, and Lori Thuli (resigned), and was outside the County’s accounting system and not audited.

Patrick Metz recommended that a new segregated, non-lapsing fund be created, and transfer the existing fund balance of approximately \$9,000 into the new account. It was noted that Randy Jacquet would be the only authorized signer on this new account. Patrick Metz stated that the old process did not have a good paper trail and there was virtually no history offered. Discussion was held regarding why there is a balance carried forward, as this account should just be a pass thru. Patrick Metz noted that he and Amanda Coorough are attempting to recreate the paper trail in order to reimburse past victims, and a new system has been developed to reimburse current victims. Discussion was held regarding the receipt of partial payments and that full reimbursement could take many years; however, installment payments could be preferred by victims. Patrick Metz stated that he would check into our court process to ensure that appropriate reimbursement guidelines are being followed. Motion made by Paul Kinney, seconded by Walter Gust to approve the creation of a new segregated, non-lapsing County Restitution Fund, and forward the recommendation onto the Finance/Personnel Committee and County Board for approval. Motion carried.

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of May 31, 2011 noting a surplus of \$80,363. Patrick Metz noted that Administration is over budget \$5,736 largely due to the purchase of a replacement air conditioner. Linda Symons stated that the Transportation Program continues to be monitored due to the \$4,694 overage. Fred Clary questioned why during the last Finance/Committee Meeting there was a deficit for the Regional Aging & Disability Resource Center (RADRC) during the June financial reports. Patrick Metz stated that the RADRC was experiencing a deficit in the end of June until a deposit went in the first of July. Marianne Stanek reported that the Nutrition Program continues to be under budget due to a lack of program participation. Patrick Metz stated that the Economic Support Unit is over budget due to a delay in revenues, and an approximate \$16,000 payout to Christy Duhr after her retirement. Amanda Coorough noted that the Children’s Services Unit continues to watch potentially expensive placements, and the controls that were put in place last month for the Birth to Three Program seem to be making a difference.

Fred Clary questioned if there are any issues being presented due to the lack of a judge. Tracy Thorsen noted that Clinical Services has not experienced any issues. Amanda Coorough stated that the visiting judges seem to have different styles in processing cases, but court timeliness has not been an issue.

Discussion was held regarding unbudgeted institutional costs. Tracy Thorsen reported that there has been a long-term institutional placement since the beginning of the year, and we do not anticipate a transition out of the institution anytime soon. It was noted that the individual is under the age of 21, so the county is not paying the full amount, but the charges are still significant. It was noted that the transfer from 2010 into the 2011 institutional fund has not been reflected in this report.

Personnel Updates: There were no updates to offer.

Approval of Contracts, Agreements, and Amendments (Mailout #2):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2011 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (7-14-11)		
D & P ENTERPRISES	Request Board approval to amend the current agreement with <u>D & P Enterprises</u> due to an increased need for snow plowing/removal and salting. (Richland Center)	<i>Original Agreement Amount: \$3,000.</i> To a total agreement amount not to exceed \$9,500.

Fred Clary recommended that Health and Human Services attempt to consolidate snow plowing/removal services with Symons Recreation Center and submit requests for bids together in October 2011 for January 2012 services. Motion made by Walter Gust, seconded by Betty Havlik to approve the amended 2011 contract. Motion carried.

Six Month Report on New Afterhours Crisis System (Mailout #4): Tracy Thorsen reported that the new mobile response service with Northwest Connections has seemed to have improved our afterhours crisis system. Katie Erb noted that the elimination of the previous pager system has improved response time and access to a worker. Walter Gust stated that while the actual financial savings is uncertain, any diverted hospitalization is a savings. Fred Clary noted that there has been a savings at the Sheriff's Department as well.

Randy Jacquet noted this is not a 24 hour emergency system, but that hasn't seemed to be a problem. Katie Erb stated that 5 mobile workers work for Northwest Connections and do occasionally volunteer to accept calls outside the established hours on Saturday and Sunday. The Call Center accepts calls 7 days per week during the non-business hours of Health and Human Services, but in-person mobile workers respond only from 5pm to 1am Monday through Friday and 3pm to 11pm Saturday and Sunday. It was noted that this could be increased an additional 12 to 16 hours on weekends at an approximate cost of \$4,000 - \$6,000 per year. Katie Erb noted that most mobile workers are local workers that were in our previous on-call system and have the local connection with law enforcement and clients.

Approval of Resolution to Honor Christy Duhr: Motion made by Robert Holets, seconded by Betty Havlik to approve a resolution to honor Christy Duhr for her 36 years with Richland County and forward it onto the County Board. Motion carried.

Approval of Temporary Out-of-Classification Pay (Mailout #3): Randy Jacquet noted that last month he reported that he planned not to refill Christy Duhr's position until the reorganization of the Economic Support Units occurs state-wide; however, he would recommend promoting an in-house Economic Support Specialist temporarily to assist with the day-to-day operations of the unit. Randy Jacquet stated that Patrick Metz would provide supervision for the unit, and this recommendation was brought before the Finance/Personnel Committee earlier this week. Discussion was held regarding how this request differs from the recent reclassification requests in the Zoning Department. Motion made by Paul Kinney, seconded by Fred Clary to approve the temporary out-of-classification pay for Economic Support Specialist, Briana Turk, and forward the recommendation onto the County Board for approval. Motion carried.

Economic Support Consortia Update: Randy Jacquet reported that the State rule is that there can only be 10 consortia state-wide, each being required to consist of at least 7 counties and 40,000 clients. Randy Jacquet noted that we researched entering into a consortium with Rock County; however, there wasn't enough funding in that consortium. Randy Jacquet distributed a map that reflected a proposed Southern Wisconsin Income Maintenance Consortium with Dane County and 12 other counties (Crawford, Dodge, Dane, Grant, Green, Iowa, Jefferson, Juneau, Lafayette, Richland, Rock, and Sauk). It was noted that the proposed Dane County consortia is approximately \$75,000 short of fully funding current county workers and the Call Center, however, that does not include hiring supervisors. It was noted that Richland County does not bring a significant amount of funding to the consortia. Randy Jacquet stated that conversations are continuing with the proposed consortia members and further updates would be offered once they become available. It was noted that case loads are currently around 500 per worker and it is anticipated that these levels would increase to nearly 715 cases per worker.

Approval of Regional ADRC Active Aging Grant Award (Mailout #5): Becky Dahl noted that it is likely that this grant would not exceed \$10,000 for Health and Human Services. The Greater Wisconsin Agency on Aging Resources (GWAAR) would hire a full-time employee to be housed at the Community Services Building. Becky Dahl stated that this evidence-based research project would implement and demonstrate new approaches using technology, and what is developed here would go national. Marilyn Rinehart noted that this project would offer home care nurse focused tools and monitoring. Discussion was held regarding utilizing the local ADRCs to reach out to the local elderly population for participation in this project. Motion made by Walter Gust, seconded by Ray Schmitz to approve the Regional ADRC Active Aging Grant award, and forward the recommendation onto the County Board for approval. Motion carried.

Approval of New Richland County KIDS Council Member (Mailout #6): Amanda Coorough requested the addition of Faith Peckham to the Richland County KIDS Council. Motion made by Betty Havlik, seconded by Marilyn Rinehart to approve the addition of Faith Peckham as a new member of the Richland County KIDS Council. Motion carried.

Approval of Additional Tax Levy Request for 2011 s.85.21 Specialized Transportation Assistance Program Allocation (Mailout #7): Linda Symons stated that the agency receives annual funding for

transporting elderly and disabled residents to medical appointments. The actual 2011 allocation has increased and, therefore, we need an additional \$427 (20% match), which must be specified in the County Board Resolution. It was noted that the funds would be reallocated and no new funds are being requested. Motion made by Paul Kinney, seconded by Betty Havlik to approve an additional tax levy request for the 2011 s.85.21 Specialized Transportation Assistance Program allocation, and forward the recommendation onto the County Board for approval. Motion carried.

Discuss Concealed Carry in Richland County Government Buildings: Randy Jacquet reported that governments do have the ability under the new Concealed Carry Law to ban concealed carry on all county property. The Sheriff's Department is working on developing a resolution to formalize this request. Motion made by Betty Havlik, seconded by Walter Gust to approve the Health and Human Services Board support of banning guns and other weapons at the Community Services Building, and forward the recommendation onto the Rules and Resolutions Committee for further action. Motion carried.

Discuss the Location of the Richland Center Meal Site: Marianne Stanek stated that there have been conversations regarding transferring the Richland Center Meal Site from the Town & County Presbyterian Church to the new Senior Center. It was noted that the new Senior Center is scheduled for ground breaking this fall with anticipated completion date in January 2012. It was noted that the Senior Center would still charge rent for use of the facility.

Discuss Agency Electronic Medical Records Requirements: Randy Jacquet noted that there is a 2014 requirement of a conversion of electronic medical records for our Clinical Services, Public Health, and Children's Services Units. This project could cost \$80,000 - \$120,000. Randy Jacquet questioned if any 2011 Health and Human Services budget surplus could be retained for this project. Dr. Bard recommended that we research the vendors that are already being used locally to ensure appropriate HIPAA interfacing. Discussion was held regarding systems that are being utilized or considered locally at Pine Valley Healthcare, Southwest Family Care Alliance, the Richland Hospital, and the Richland Medical Center.

Community Services Building Back-up Generator Consideration: This item was tabled.

Discuss Options for Future Use of Space: Randy Jacquet noted that we are utilizing a large section of the vacated space for storage, but there are no other options at this time.

The Public Hearing is scheduled for next Tuesday, July 19, 2011 at 5:30pm at the Community Services Building. The next regular Board meeting is scheduled for Thursday, August 11, 2011 at 9:00 a.m. at the Community Services Building.

Adjourn: Motion by Paul Kinney, seconded by Walter Gust to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor