

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
December 8, 2011

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:00 a.m. on December 8, 2011 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Jeanetta Kirkpatrick, Paul Kinney, Ray Schmitz, Robert Holets, and Walter Gust.

Members Absent: Betty Havlik, Fred Clary, and Marilyn Rinehart.

Others Present: Amanda Coorough, Angie Rizner, Becky Dahl, Dr. Louis Williams, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, and Tracy Thorsen.

Approve Agenda and Posting: Motion by Robert Holets, seconded by Paul Kinney to approve the agenda and proper posting. Motion carried. Marianne Stanek introduced Dr. Louis Williams, retired local dentist, who was invited to the meeting to learn and observe to see if he is interested in joining the Health and Human Services Board. Randy Jacquet introduced Stephanie Ronnfeldt, Economic Support Manager. It was noted that Ms. Ronnfeldt worked nearly 13 years in Crawford County. Those present introduced themselves to the new attendees.

Approve November 10, 2011 Health and Human Services Board Minutes: Motion by Paul Kinney, seconded by Ray Schmitz to approve the Board Meeting 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. Patrick Metz noted that this meeting is earlier in the month, so not all vendors have been able to submit their invoices at this time. Discussion was held regarding the budget presentation that was offered at the Finance and Personnel Committee meeting yesterday, noting the trial balance for Health and Human Services reflected a deficit. Patrick Metz noted that the institutional fund transfers should replenish this potential shortage. The following items required additional discussion:

Voucher #17 – 19 JComp Technologies, Inc.: This was to pay for annual licensing and computer supplies.

Motion made by Robert Holets, seconded by Walter Gust 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	42	\$11,381.92
Richland County Health and Human Services – 2011 Vouchers	32	\$15,178.88
Richland County Health and Human Services – 2011 Prepaid Vouchers	11	\$3,325.75
TOTAL	85	\$29,886.55

2011 Budget Update: Patrick Metz distributed a handout that reflected the 2011 Health and Human Services budget as of October 31, 2011 noting a surplus of \$29,831. Patrick Metz noted that we are awaiting final WIMCR payments and Comprehensive Community Services (CCS) reconciliation. Jeanetta Kirkpatrick noted that during the last Finance and Personnel Committee meeting the purchase of a generator for the Community Services Building was discussed and it was tabled until next month for further discussion.

Patrick Metz reported on the Administrative Services line item noting that the unit is under budget \$23,972. Randy Jacquet stated that Linda Symons assures that the ADRC Transportation Program overages are starting to balance out and will completely balance out by the end of the year. Becky Cupp noted that there are no concerns with the RADRC budget. Marianne Stanek stated that there is nothing new to report with the Public Health Unit being under budget \$24,711. Patrick Metz noted that the Economic Support Unit is over budget \$21,642 which is largely due to a delay in revenues and the retirement payout. Amanda Coorough stated that everything seems to be going well in the Children's Unit, noting a surplus of \$11,168 at this time. Tracy Thorsen noted that the Clinical Services Unit is currently over budget \$16,590, but this should balance out before the end of the year and after the CCS reconciliation process.

The unbudgeted institutional costs were reviewed. Patrick Metz noted that the Adult Institutional Fund expenses are anticipated to reach \$200,000 before the end of the year, which would leave a balance of \$68,117 in the account for 2012. The Children's Institutional Fund expenses are anticipated to reach \$90,000 before the end of the year, which would leave a balance of \$76,774 in the account for 2012.

Review Health and Human Services Mileage Costs: Randy Jacquet requested to table this item.

Personnel Updates: Randy Jacquet requested the hiring of Stephanie Ronnfeldt, Economic Support Manager, effective December 7, 2011 with up to 10 days without pay. Motion made by Robert Holets, seconded by Walter Gust to approve the hiring of Stephanie Ronnfeldt, Economic Support Manager, effective December 7, 2011. Motion carried.

Randy Jacquet noted that Barb Scott, IT Coordinator, has requested to rescind her resignation effective December 5, 2011. Attorney Ben Southwick has been consulted and Randy Jacquet is able to rescind a resignation independently and did so effective December 5, 2011.

Randy Jacquet also noted that Attorney Ben Southwick advised that since the Health and Human Services Board cannot vote against a resignation, that future resignations should only be announced, not voted on for approval.

Approval of Contracts, Agreements, and Amendments (Mailout #1): Tracy Thorsen distributed a handout which reflected details regarding entering into a new contract with this provider and offered a presentation explaining the situation. Tracy Thorsen noted that the figures offered in the mailout regarding contracts with My Innovative Services, Inc. needed to be increased from \$15,000 to \$25,000 in 2011 and from \$150,000 to \$245,000 in 2012. Tracy Thorsen reported that county institutional costs have increased since 2010 due to a shift in payment imposed by the State for persons 21 years of age and under. Richland County has a client that has been in an institution for the last two years at a cost of nearly \$54,000 in 2010 and \$88,000 in 2011. The agency has decided

to move forward with placing this client in a supervised apartment with 24-hour staffing. Tracy Thorsen noted that this shift in care would decrease institutional care costs for this client which are anticipated to reach over \$300,000 in 2014 if the client remained in the institution. Tracy Thorsen noted that the 24-hour staffing costs would reduce as the client became more independent. For 2012, the impact to the budget after other revenues were considered will be between \$29,774 and \$75,864.

Patrick Metz noted that AdvancedMD is a software company that we would like to enter into a monthly agreement for one year of Practice Management. AdvancedMD offers a 95% claim success, which should increase revenues for our Mental Health Outpatient Clinic. Patrick Metz stated that we are still looking at providers for the electronic medical records software piece of this project which has a deadline of January 1, 2013. Patrick Metz noted that there are ways we can recoup these costs in our 2012 budget.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2011 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-8-11)		
MY INNOVATIVE SERVICES, INC.	To provide one-to-one staff support for a consumer up to 24 hours per day in order to assure successful community living. (Green Bay)	For a total amount not to exceed \$25,000.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (12-8-11)		
MY INNOVATIVE SERVICES, INC.	To provide one-to-one staff support for a consumer up to 24 hours per day in order to assure successful community living. (Green Bay) <i>This will require County Board approval.</i>	For a total amount not to exceed \$245,000.
ADP – ADVANCEDMD	For ANSI (ASC) X12 – 5010 electronic billing requirements that must be in place by January 1, 2012 in order to submit claims for the Mental Health Outpatient Clinic. (South Jordan, Utah)	For a total amount not to exceed \$12,100.

Motion made by Walter Gust, seconded by Ray Schmitz to approve the new 2011 and 2012 contracts, and forward those necessary onto the County Board for approval. Motion carried.

Approval of 2012 Clinical Services Fee Schedule (Mailout #2): Tracy Thorsen presented the 2012 Clinical Services fee schedule, noting that there has not been a fee increase for the last two years; however, we are presenting an approximate 4% increase in services this year. Tracy Thorsen noted that the out-of-state drivers' assessments are at a higher cost because they do cost more to process. Motion made by Paul Kinney, seconded by Robert Holets to approve the 2012 Clinical Services Fee Schedule. Motion carried.

Approval of 2012 Public Health Fee Schedule (Mailout #3): Marianne Stanek presented the 2012 Public Health fee schedule, noting an increase in adult hepatitis B vaccine and TB skin test fees

which cover the costs of the procedures. Motion made by Robert Holets, seconded by Paul Kinney to approve the 2012 Public Health Fee Schedule. Motion carried.

Approval to Purchase Marketing Items for the Aging and Disability Resource Center of Southwest Wisconsin - North (Mailout #4): Walter Gust noted that the Regional ADRC would like to resupply the items that were purchased last year. Randy Jacquet stated that the State is promoting this marketing approach and requires marketing and outreach as part of the ADRC contracts. Becky Dahl stated that this purchase is for the 4 regional counties involved in the ADRC of Southwest Wisconsin – North (Crawford, Juneau, Richland, and Sauk). Discussion was held regarding the actual value of the items and if the items are purchased or printed locally. Becky Dahl noted that the Regional ADRC does attempt to purchase or print locally when able. Becky Dahl stated that these items are actually picked up by individuals and not mass distributed. Motion made by Walter Gust, seconded by Paul Kinney to approve the purchase of marketing items for the Aging and Disability Resource Center of Southwest Wisconsin – North. Motion carried.

Approval of Act 32; Detention of Juvenile Delinquents in Secure Settings: Amanda Coorough distributed a handout which reflected the amendments to Act 32 which increases secure detention of a child from 30 days up to 180 days. The current Richland County resolution in place (2001-107) permits up to 30 days maximum in secure detention, and would need to be amended. Amanda Coorough noted that she would not recommend the 180 day long-term placements, and would recommend maintaining a 30 day maximum stay. It was noted that the agency could bill the biological parents up to \$175 per day. Amanda Coorough noted that our agency has the ability to issue a 72 hour hold without court involvement, and we could then petition the court for an additional stay or consider a therapeutic treatment approach. Motion made by Paul Kinney, seconded by Walter Gust to approve amendment of current Richland County resolution 2011-107 to maintain a 30 day maximum stay of a child in a secure detention setting, and forward the recommendation onto the County Board for approval. Motion carried.

The next regular Board meeting is scheduled for Thursday, January 12, 2012 at 9:00 a.m. at the Community Services Building.

Adjourn: Motion by Robert Holets, seconded by Ray Schmitz to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor