

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 10, 2012

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 10, 2012 by Robert Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Dr. Louis Williams, Fred Clary, Larry Jewell, Marilyn Rinehart, Paul Kinney, Ray Schmitz, Robert Bellman, Robert Holets, and Virginia Wiedenfeld.

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

Approve Agenda and Posting: Motion by Paul Kinney, seconded by Dr. Louis Williams to approve the agenda and proper posting. Motion carried.

Welcome New Health and Human Services Board Members: The Board welcomed Larry Jewell, Robert Bellman, and Virginia Wiedenfeld. Those in attendance introduced themselves.

Annual Election of Officers: Motion by Fred Clary, seconded by Virginia Wiedenfeld to nominate Robert Holets as the Health and Human Services Board Chair. Motion by Paul Kinney, seconded by Fred Clary to close nominations and cast unanimous ballot. Motion Carried.

Motion by Paul Kinney, seconded by Dr. Louis Williams to nominate Marilyn Rinehart as the Health and Human Services Board Vice Chair. Motion by Ray Schmitz, seconded by Robert Bellman to nominate Fred Clary as the Health and Human Services Board Vice Chair. Roll Call Vote. Paul Kinney, Larry Jewell, Dr. Louis Williams, Robert Holets, and Marilyn Rinehart voted for Marilyn Rinehart. Ray Schmitz, Robert Bellman, Virginia Wiedenfeld, and Fred Clary voted for Fred Clary. By a vote of 5 to 4, Marilyn Rinehart was awarded Health and Human Services Vice Chair.

Motion by Robert Bellman, seconded by Fred Clary to nominate Paul Kinney as the Health and Human Services Board Secretary. Motion by Virginia Wiedenfeld, seconded by Dr. Louis Williams to close nominations and cast unanimous ballot. Motion Carried.

Select Length of Terms for the 3 New Board Members: Randy Jacquet noted that the three Board members that recently exited the Health and Human Services Board had a variety of remaining terms to be carried out before two additional three year terms could begin: Jeanetta Kirkpatrick – no partial term, Walter Gust – two year partial term, and Betty Havlik – one year partial term. Randy Jacquet stated that he was not informed as to which new County Board member was assuming which partial term. Fred Clary stated that the Committee on Committee usually determines this; however, those present that are also on that committee did not recall if this was previously determined. Fred Clary noted that it is usually based upon County Board seniority. Virginia Wiedenfeld selected the two year partial term and Robert Bellman selected the one year partial term. Larry Jewell would begin a full three year term. It was noted that any decision previously made by the Committee on Committee supersedes this determination.

Committee Appointments: Randy Jacquet announced the current committee appointments.

Appointment of Interview Sub-Committee: Angie Rizner noted that two members of the Health and Human Services Board must attend the final interview for any county position, and she first contacts members of the Interview Sub-Committee to see if they are available to attend before contacting other members of the Board. Motion by Fred Clary, seconded by Ray Schmitz to nominate Robert Holets, Marilyn Rinehart, and Paul Kinney to the Interview Sub-Committee and all other Health and Human Services Board members act as alternates, close the nominations, and cast a unanimous ballot. Motion Carried.

Appointment of Comprehensive Community Services Coordination Committee Representative: Motion by Virginia Wiedenfeld, seconded by Fred Clary to nominate Paul Kinney to the Comprehensive Community Services Coordination Committee, close the nominations, and cast a unanimous ballot. Motion Carried.

Appointment of Richland County KIDS Council Representative: Amanda Coorough offered a description of the Richland County KIDS Council, noting that they oversee the Children with Disabilities Program, Birth to Three Program, and Comprehensive Community Services for Children. Motion by Marilyn Rinehart, seconded by Robert Bellman to nominate Virginia Wiedenfeld to the Richland County KIDS Council. Motion by Fred Clary, seconded by Paul Kinney to close nominations and cast unanimous ballot. Motion Carried.

Approve April 12, 2012 Health and Human Services Board Minutes: Fred Clary noted that he stated that the “landlord”, not “Viola Meal Site” should be responsible for the fire extinguisher service offered by Curt Mellem (Voucher #31). Robert Bellman stated that in the second paragraph of the 2011 Budget Update, the remaining “\$80,000” should be changed to the remaining “\$60,000” after further consultation with Patrick Metz. Angie Rizner noted that she would make those revisions to the minutes. Motion by Ray Schmitz, seconded by Dr. Louis Williams to approve the Board Meeting Minutes with noted corrections. Motion carried.

Citizen Comments: Marilyn Rinehart distributed an invitation to the “Richland Middle School Tech Expo” being held May 29th and May 30th from 1 – 3pm at the Richland Middle School. Marilyn Rinehart noted that this is a time for individuals to learn about technology from middle school students who will offer instruction on utilizing cell phones, Kindles, iPads, and Skype. Marilyn Rinehart reported that this initiative was organized by the Strategic Active Aging Grant, and Richland Community Timebank hours are being earned by the Middle School.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2012 Voucher Report was distributed and reviewed by Patrick Metz. The following items required additional discussion:

Voucher #11 – Cross Country Education: Tracy Thorsen noted that this was to pay for Katie Erb to attend training.

Voucher #12 – 13 – Ed’s Family Foods: Virginia Wiedenfeld questioned the “Bills – No Line Detail” listing. Patrick Metz noted that often the County Clerk’s Office does not have specific transaction description, so they utilize that statement.

Voucher #25 – 27 – Nikki Martin: This was to pay for services and expenses incurred by Nikki Martin, dental hygienist, who is contracted to work with the agency and Seal-A-Smile Grant.

Voucher #33 – 40 – Quill Corporation: It was noted that only one check would be issued for the eight office supply invoices.

Voucher #45 – Richland School District: This was to pay for rent for the Rockbridge Meal Site, which is billed quarterly.

Voucher #19 – Hynek Printing: This was to pay for the printing of medical prescription pads for the Clinical Services Unit.

Voucher #28 – NCS Pearson: This was to pay for the printing of psychological forms for the Clinical Services Unit.

Voucher #51 – Shopping News: This was to pay for the printing of voucher forms for the Economic Support Unit.

Fred Clary questioned if the agency has conducted a printing cost analysis or considered bidding all print jobs annually in an effort to reduce costs. Patrick Metz noted that a review of outsourced printing has been done in the past, and as a result, outsourced printing was greatly reduced and saved the agency money. Many of those print jobs are now done in-house, but there are a few that cannot be printed in-house, so those are specifically ordered from vendors as needed.

Voucher #44 – Richland County Food Service: This was to pay for meals prepared for the Richland Meal Site.

Motion made by Fred Clary, seconded by Paul Kinney to approve the 2012 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2012 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2012 Expense Reports	51	\$12,718.48
Richland County Health and Human Services – 2012 Vouchers	39	\$24,290.67
Richland County Health and Human Services – 2012 Prepaid Vouchers	1	\$47.37
TOTAL	91	\$37,056.52

2011 Budget Update: Patrick Metz noted that the auditors were in Richland County last week, but did not work with Health and Human Services, and we are now being told that it could be June before they work with us. It was noted that the County books cannot be closed until Health and Human Services is audited, which must be completed before the end of June.

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of March 31, 2012 noting an overage of \$421. Patrick Metz reported that the Administration line item for Staff was under budget \$14,058 due to the fact that we conservatively

budgeted for increases in the salary line in the event the new Richland County Handbook eliminated the union wage scale steps and one amount was selected for social workers, secretaries, etc. instead of the current longevity steps. Patrick Metz noted that the Administration line item for Operations is over budget \$5,063 due to the unexpected replacement of an air conditioner in the Server Room.

Linda Symons reported that the Aging & Disability Resource Center Adult Protective Services line item is over budget \$3,208 due to a resident that has been placed at Lakeview Health Center, and the anticipated reimbursement of the monthly fee by the guardian has not yet occurred this year. It was noted that Virginia Wiedenfeld had been appointed to the Mississippi Valley Healthcare Commission representing Richland County. It was noted that Lakeview Health Center is owned and operated by La Crosse County, and is affiliated with the Mississippi Valley Healthcare Commission.

Becky Dahl stated that the Regional Aging & Disability Resource Center is under budget and there are no Richland County funds included in their program operations. Marianne Stanek noted that Public Health would be under budget for the majority of the year, as most charges are in the fall of every year due to immunization clinics. Marianne Stanek stated that attendance numbers have been down with the Senior Nutrition Program; however, they are starting to show an increase again. Patrick Metz noted that the Economic Support Unit is under budget \$12,903.

Amanda Coorough reported that the Children's Services Unit had two boys in high cost placements the majority of the year and they have now been placed in more cost effective local placements. There are also some high court costs associated with this case. Amanda Coorough noted that the unit has seen fewer detentions so far this year, and staff are trying to put initiatives in place to prepare for the summer. Amanda Coorough stated that the Birth to Three Program is under budget because we are serving a lower number of children at this time.

Tracy Thorsen commented that the Clinical Services Unit is over budget \$24,147 at this time largely due to a lag in Medicare and Medicaid payments. Tracy Thorsen noted that the one high cost client in placement (as discussed last year) continues to affect the bottom-line.

Patrick Metz noted that excess monies specifically allocated for the Nutrition Program and the Transportation Program can be removed from the Health and Human Services Budget and saved for future year use by these programs. Currently, the Nutrition Program Fund balance is \$20,492 and the Transportation Program Fund balance is \$9,389. Patrick Metz stated that he anticipates the 2012 Health and Human Services Budget to be over budget in April.

Patrick Metz explained the two separate institutional funds (Adult and Children's) that were established by the county to assist with unanticipated institutional placements. Patrick Metz noted that the current balances of these funds are projected due to potential Medicare and Medicaid reimbursements. The Adult Institutional Fund balance is \$245,285 and the Children's Institutional Fund balance is \$134,528.

Personnel Updates: Randy Jacquet reported that Katie Batton, Children's Services Social Worker, submitted her resignation effective May 11, 2012. Discussion was held regarding the on-call and regular compensation balances of staff. Randy Jacquet noted that these balances have decreased significantly over the last few years.

Approve Contracts, Agreements, and Amendments (Mailout #1): Marianne Stanek recommended a \$200 per month rental fee for the Richland Community/Senior Center to be designated as the new Richland Center Meal Site location effective July 2012. Marianne Stanek noted that this proposed fee would be taken back to the City of Richland Center to see if they are agreeable. Meals would still be prepared by the UW-Richland kitchen and transported to the new meal site's warming kitchen. Discussion was held regarding the expenses that would be occurred by the City of Richland Center for use of the facility. Robert Bellman stated that the City of Richland Center has guidelines for fees to be charged to organizations, but these are still being established. Marianne Stanek noted that the \$200 per month fee is comparable to the fee paid to other meal sites that are housed in municipal buildings. It was noted that the agency currently pays \$417 per month to the Town & Country Presbyterian Church for use of their facilities as the Richland Center Meal Site location. Marianne Stanek reported that approximately 12 congregate and 60-80 home delivered meals are offered monthly at the Richland Center Meal Site. Marilyn Rinehart announced that the Rockbridge Meal Site is hosting an Open House on Friday, May 18, 2012.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 NEW HHS CONTRACT/AGREEMENT APPROVALS (5-10-12)		
CITY OF RICHLAND CENTER	For use of the Richland Center Community/ Senior Center for the Senior Nutrition Meal Site. (Richland Center)	For a total amount not to exceed \$1,200.

Motion made by Marilyn Rinehart, seconded by Robert Bellman to approve the new 2012 agreement. Motion carried.

Approve to Modify the Program Assistant Job Description (Mailout #2): Angie Rizner stated that the Administrative Services Unit would like to fill a vacant Program Assistant position with an existing leased employee, and as part of that process, would also like to revise the existing Program Assistant position description to include an updated list of duties and increase the hours of the position from 37.5 per week to 40 per week. Angie Rizner distributed a copy of the old Program Assistant position description to offer as comparison to the new position description that was included in the mailout. Angie Rizner noted that a 40 hour per week leased employee was hired in September of 2011 to assist initially with multiple medical leaves; however, with the implementation of the Economic Support Unit's Capital Consortium in January of 2011, this position became critical to the overall operations of the agency. Angie Rizner stated that transferring the employee from a leased position to a county position would offer a savings to the agency of approximately \$2,683 and also offers the agency more stability in the position.

Discussion was held regarding the increase in hours from 37.5 per week to 40 per week. Angie Rizner noted that the employee is currently working 40 hours per week and the agency needs those hours to continue. Various managers commented on the outstanding work being performed by Robin Varney and fully supported the proposal. Motion made by Dr. Louis Williams, seconded by Virginia Wiedenfeld to approve the modified Program Assistant position description and appoint Robin Varney into the position, and forward the request onto the Finance and Personnel Committee and County Board for approval. Roll Call Vote. Paul Kinney, Robert Bellman, Larry Jewell, Virginia Wiedenfeld, Dr. Louis Williams, Marilyn Rinehart, and Robert Holets voted for the motion. Fred Clary and Ray Schmitz voted against the motion. Motion carried.

Review 2011 Annual Report: Angie Rizner distributed copies of the 2011 Health and Human Services Annual Report. Randy Jacquet instructed each manager to review the highlights of their section.

Linda Symons noted that the Aging & Disability Resource Center – Richland Center (ADRC) is one of the four Resource Centers included in the Regional Aging & Disability Resource Center – North (RADRC). The ADRC Information and Assistance staff received over 2,600 contacts in 2011. Linda Symons reported that combined the Disability Benefit Specialist Program and the Elderly Benefit Specialist Program saved Richland County residents over \$2.5 million.

Becky Dahl stated that the RADRC serves a four county region. The RADRC is considering a name change in the future, while increasing marketing and outreach initiatives. Becky Dahl reported that the RADRC Disability Benefit Specialist Programs have a regional monetary impact of over \$4.5 million and the Elderly Benefit Specialist Programs have a regional monetary impact of over \$3.3 million. Becky Dahl reviewed a variety of RADRC initiatives, including the Active Aging Research Grant and LEEPS Program.

Amanda Coorough reported that the Children’s Services Unit restructured last fall to include a Child and Adolescent Services Team (CAST) responsible for Child Protective Services and Juvenile Justice exclusively. Amanda Coorough noted that the Birth to Three Program receives the majority of their referrals from the Richland Hospital. Child Protective Services and Juvenile Justice data has been pretty static; however, there have been some changes in offenses. Amanda Coorough stated that foster home placements have decreased, while kinship/family home placements have increased. This shift reduces overall costs and external out-of-family placements.

Tracy Thorsen announced that 2011 marked the first year the Clinical Services Unit contracted with Northwest Connections to offer after hours crisis services in an effort to increase quality and decrease hospitalizations. Tracy Thorsen noted that it is too early to determine if those goals have been met. The Outpatient Clinic and Comprehensive Community Services Program have relatively stable numbers, and all Community Support Program clients were shifted to the Comprehensive Community Services Program in 2011.

Randy Jacquet reported on the Economic Support Unit, noting that significant changes to the unit have occurred due to the January 2012 implementation of the Capital Consortium. Discussion was held regarding the recent Badger Care Plus announcement and nursing home cuts.

Marianne Stanek stated that Public Health influenza and pneumonia clinic participant numbers are down, so we must watch those programs carefully over the next few years. Tuberculosis (TB) Dispensary was added in 2011 for families that need financial assistance with the communicable disease. Marianne Stanek reported on two new Public Health initiatives: the Seal-A-Smile Program and the Richland FIT Program, noting that we are anticipating the award of a full implementation grant for the Richland FIT Program for next year. Public Health continues to initiate Wisconsin WINS improvements, as Richland County had a 22% sales rate of tobacco products to minors in 2011. Marianne Stanek noted that Public Health also was awarded a CDC Infrastructure Grant to update unit policies and procedures to assist with accreditation.

Patrick Metz reviewed the 2011 Health and Human Services unaudited budget figures and contracts. Fred Clary noted that the Health and Human Services Department receives the third largest amount of tax levy; the Sheriff's Department is #1 and the Highway Department is #2.

Discuss New State W-2 Program Request for Proposals (RFP): Randy Jacquet reported that 50% of counties in Wisconsin are currently operating the W-2 Program; however, the way the RFP is written makes it nearly impossible for any county to apply. National private firms as well as in Canada are interested in submitting a bid and we are uncertain what this program will then look like. Randy Jacquet noted that there are two issues with this announcement: further fragmentation of human services programs and the loss of approximately \$39,000 per year in funding for the Economic Support Unit. Randy Jacquet noted that the Economic Support Unit currently has five individuals enrolled in the W-2 Program.

Discuss State Child Protection Report Findings: Randy Jacquet stated that Robert Bellman requested that this topic be discussed since there was an article in the Wisconsin State Journal on April 30, 2012 reporting that in 2010 and 2011 Child Protective Services workers made mistakes in one-third of the severe cases.

Amanda Coorough distributed a copy of the State Access Dashboard relating to Richland County. Amanda Coorough noted that we attempt to prepare for serious and egregious cases by thoroughly training staff and making sure that decision making is a team-owned process. Since the national attention in Dane County, our Children's Services Unit has seen an increase in phone calls and service needs. In 2010 there were 244 intake calls, which increased to 274 in 2011. Amanda Coorough reported that one serious incident occurred last year and was reported to the State, but it was not mishandled by our agency. Discussion was held regarding the immediate need to fill the vacating Child Protective Services Social Worker position.

Randy Jacquet noted the need to keep things in perspective, as the article mentions that during a two year period over 9,000 cases were reported to the State and only 129 cases rose to the level of serious, of which the State found fault with 46 cases. It was noted that false child abuse accusations made in a small town can often be devastating to a family. Amanda Coorough reviewed the steps involved when a report of child abuse is received.

Discuss Human Services Redesign: Randy Jacquet noted that this is a proposed State redesign of Human Services, not specific to Richland County, and distributed two handouts which outlined two questions that are being considered.

1. Does your county support further exploration by Wisconsin Counties Human Services Association (WCHSA) of the creation of a statewide human services collaborative?
2. Does your county support the further exploration by WCHSA of statutory revisions to expand options for partnership in human services delivery?

It was noted that these proposals are not guaranteed, but do offer a voice to human service agencies. Randy Jacquet stated that the Department of Health Services (DHS) and the Department of Children and Families (DCF) are not likely to support this, as it takes away some of their authority. Randy Jacquet noted that WCHSA voting takes place the last week of May to determine whether the group

should continue further exploration of the two proposals. Discussion was held regarding the potential watering down of local services if we join with another county and regionalize.

Schedule New Board Member Orientation: Randy Jacquet announced that the orientation is scheduled for Monday, June 4, 2012 from 1:30-4:30pm in the Main Conference Room of the Community Services Building. It was noted that the meeting would have to include less than 11 County Board members or it would be considered a full County Board session.

The next regular Board meeting is scheduled for Thursday, June 14, 2012 at 9:30am at the Community Services Building.

Adjourn: Motion by Paul Kinney, seconded by Robert Bellman to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor