

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
September 13, 2012

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on September 13, 2012 by Bob 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, Bob Bellman, Bob Holets, Ray Schmitz, and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Tracy Thorsen, Sandy Kramer, Walter Gust, and Lee Van Landuyt from Town & Country Presbyterian Church.

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

Approve August 9, 2012 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Bob Bellman to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: None.

Approve 2013 Veterans Service Office Budget: Sandy Kramer distributed the 2013 Veterans Service Office budget, noting an overage of approximately \$200. Sandy Kramer noted that the only increase was in dental insurance. It was noted that the Veterans Service Office support person no longer works for the Child Support Office. Sandy Kramer reported that the Veterans Service Office works with just over 1,000 Veterans at this time. Motion by Larry Jewell, seconded by Marilyn Rinehart to approve the 2013 Veterans Service Office Budget, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried. It was noted that the Veterans Service Office also has separate budgets titled Soldiers & Sailors and Transportation Grant. Those budgets were also reviewed. Amended Motion by Larry Jewell, seconded by Marilyn Rinehart to approve the 2013 Veterans Service Office Budget, Soldiers & Sailors Budget, and Transportation Grant Budget, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2012 Voucher Report for September 13, 2012 was distributed and reviewed by Patrick Metz. The following items required additional discussion:

Administrative Vouchers:

Voucher #2 – Bindl Tire & Auto, LTD: This was to pay for an air conditioner replacement in the Nutrition Program truck, which has been paid out of the Nutrition Program Fund.

Voucher #4 – Burnstads: Patrick Metz noted that the “printing and duplication” charge was not entered accurately and would be corrected.

Voucher #5-9 – Cardmember Service: This was to pay for a variety items that were purchased utilizing the agency’s credit card; including a Children’s Services Unit software program, one month of Advanced MD Clinical Services Unit electronic medical record fees, lodging for ADRC staff to attend training, and office supplies for the Public Health Partnership Grant.

Voucher #27 – Minnesota Public Transit: This was for the Transportation Coordinator to attend training for the Transportation Program.

Voucher #36 – 39: Premier Cooperative: This was to pay for gasoline in July and August for the Nutrition and Transportation Programs. Discussion was held regarding the separate accounts and dividing the invoice between the funding sources.

Voucher #46 – Rhyme Business Products: This was to pay the monthly fee for renting three copiers. Patrick Metz noted that these fees would be increasing over the next few months due to an increase in color coping jobs; however, it is more cost effective than color copying with an outside vendor. Discussion was held regarding the efficiencies and cost savings related to leasing centralized copiers.

Voucher #48 – Richland County Food Service: This was to pay for one month of food prepared for the Richland Center and Rockbridge Senior Meal Sites.

Voucher #58-59 – Supermedia, LLC: This was to pay for advertising in the local Frontier telephone book. It was noted that this was to pay for yellow page block advertisements for the Clinical Services Unit and ADRC services, and outreach is a requirement of their programmatic funding. It was recommended that the agency reduce advertising costs when possible.

Voucher #64-71 – UW-Extension/UW-Madison/UW-Oshkosh/UW-Stevens Point: This was to pay for Clinical Services and ADRC staff to attend trainings. It was noted that valuable trainings are offered this time of year, and either grant funds are utilized or the expense was budgeted for. Discussion was held regarding what happens to services when staff attend trainings outside the office. Linda Symons noted that schedules are adjusted ahead of time and services do not suffer. Motion made by Paul Kinney, seconded by Ray Schmitz 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	43	\$13,124.17
Richland County Health and Human Services – 2012 Vouchers	50	\$29,308.05
Richland County Health and Human Services – 2012 Prepaid Vouchers	4	\$3,652.45
TOTAL	97	\$46,084.67

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of July 31, 2012 noting a surplus of \$111,631. Patrick Metz noted that the Administration line item is under budget \$35,220 largely due to not yet making budgeted purchases. Linda Symons stated that the ADRC is under budget \$16,166 because revenues are up-to-date. Patrick Metz noted that the Regional ADRC is on budget. Marianne Stanek stated that Public Health is under

budget \$50,775 and there are no big changes coming in the future. Stephanie Ronnfeldt reported that the Economic Support Unit is under budget \$15,951 largely due to revenues coming in more timely. It was noted that the W-2 Program will be ending this year, and it is likely that we will stop receiving those funds within the next few months. Stephanie Ronnfeldt also noted that the Energy Assistance Program is available October 1, 2012 through September 30, 2013, and client traffic has steadily increased. Amanda Coorough stated that Children's Services has no major changes to report, and the unit is over budget \$46,192 largely due to unanticipated placements. It was noted that the CPS Contractual Services line item is seeing an increase in costs, which is largely due to additional need for Attorney Henry Plum's services. However, these attorney fees should receive some reimbursement from our Title IV-E Legal Services Grant. Tracy Thorsen noted that the Clinical Services Unit is substantially under budget \$65,051 at this time, but is likely to be closer to even as the year progresses. Patrick Metz announced that the Children's Services Unit projected placements which were reported last month are no longer of concern, so the 2012 budget is looking much more favorable.

Paul Kinney requested an updated regarding the Dialysis Clinic and questioned the potential savings this would offer to the budget. It was noted that the Richland Hospital attorneys are working on the situation. Linda Symons stated that she would offer a report on this topic next month.

The Adult Institutional Fund activity was reviewed. Tracy Thorsen reported that the agency has a credit at the Mendota Mental Health Institute due to a prior year insurance repayment. The fund balance of \$162,289 includes the credit at the facility. The Children's Institutional Fund activity was reviewed. Fred Clary stated that the county was unable to transfer funds into these accounts for 2012, and if these current costs continue, the Children's Institutional Fund would be drained next year. Patrick Metz noted that historically the Finance & Personnel Committee has transferred approximately \$125,000-\$135,000 into this fund annually. Randy Jacquet questioned if we are fortunate to have a possible surplus in 2012, could those funds be applied to the Children's Institutional Fund.

Discuss and Approve Leased Employee Contracting Requirements: Bob Holets stated that he requested this topic to be placed on the agenda so that some final decisions could be made regarding leased staff. Bob Holets noted that currently leased employees do not require approval by the Health and Human Services Board or County Board. Randy Jacquet stated that for the past 25 years he, as the Director of the agency, has been provided the flexibility to hire leased employees as long as the contract for the leasing agency is kept under budget. Randy Jacquet noted that this flexibility gives the agency the ability to meet staffing needs, whether we received short-term grant funds or need to temporarily fill a position while a county staff person is on medical leave. Richland County is not the employer, and we contract for this service through the Southwest Wisconsin Workforce Development Board (SWWDB) or Lori Knapp, Inc. (LKI).

Bob Holets noted that the agency needs clarification regarding whether the Health and Human Services Board only wants to be informed of the leased staffing change or if approval has to be obtained prior to adding a leased employee. Angie Rizner reported that the agency has approximately 15 leased employees at this time, and of those, only 2 are full-time employees with substantial longevity. Angie Rizner noted that the SWWDB annual contract is approximately \$500,000 and the LKI annual contract is approximately \$150,000. The leasing agencies participate in every aspect of advertising, interviewing, and hiring leased positions. Discussion was held regarding the benefits of leasing employees, including the ability to "test" an individual to see if they would be a good fit before considering them for a county position.

Bob Holets stated that when new grant funds are being presented for consideration, management should include the need for hiring an employee (either leased or county) into their proposal. Angie Rizner noted that there is a County Board rule which states that new county positions will only be considered by the County Board one time per year in September and this timeline is often difficult to operate within. Fred Clary stated that the County Board also offers the ability to hire a limited term employee on an emergency basis for up to 30 days at an established rate. Motion made by Virginia Wiedenfeld, seconded by Marilyn Rinehart to approve the hiring of leased employees by the Director as needed, with a report offered to the Health and Human Services Board monthly, and a quarterly review of the agency's organizational chart to include leased employees and their length of service. Motion carried.

Personnel Updates: Randy Jacquet announced the termination of Martin Clearfield, Temp/Causal Interpreter, effective August 17, 2012; the resignation of Bill Harris, Temp/Causal Driver, effective August 22, 2012; and the hiring of Chris Stibbe, Comprehensive Community Services Peer Specialist, working up to 16 hours per week through LKI effective September 17, 2012.

Randy Jacquet requested the hiring of Allan Abarca, Temp/Casual Interpreter, effective September 24, 2012. Motion made by Marilyn Rinehart, seconded by Dr. Louis Williams to approve the hiring of Allan Abarca, Temp/Casual Interpreter, effective September 24, 2012. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #1): Discussion was held regarding the Lucky Star 3 Corporation contract amendment. Fred Clary requested that in the future the contract that is being reduced be listed in the increasing contract description, as this will assist with explaining the situation at the County Board level. Bob Holets questioned whether in-county Adult Family Home (AFH) or Community Based Residential Facility (CBRF) providers have been considered. Tracy Thorsen stated that we do look into local providers, which is often best for the client too, but often time and training is not available. Fred Clary stated that Richland County Economic Development should be encouraged to increase local AFHs or CBRFs. Randy Jacquet noted that the agency cannot guarantee placements into local facilities.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2012 AMENDED HHS CONTRACT/AGREEMENT APPROVALS (8-9-12)		
LUCKY STAR 3 CORPORATION	Due to the relocation of an existing client into their CBRF. This was necessary in order to meet the programming needs of the client that the previous placement could not provide. Funds that were budgeted for the client's initial placement will be reallocated to this placement. (Dodgeville) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$14,500</i> To a total contract amount not to exceed \$45,000.
WISCONSIN BADGER CAMP	Due to an increased need for summer camp services provided to a child with disabilities. (Platteville)	<i>Original Agreement Amount: \$2,400</i> To a total agreement amount not to exceed \$3,000.

Motion made by Fred Clary, seconded by Virginia Wiedenfeld to approve the 2012 contract amendments, and forward those necessary onto the County Board for approval. Motion carried.

Approval of 2012-2013 Influenza and Pneumonia Immunization Fees (Mailout #2): Marianne Stanek stated that this is an annual approval process. This year the cost of an influenza vial is down, so Public Health is not proposing an increase to the immunization fee. However, the cost of a pneumonia vial has increased, so Public Health is proposing a \$5 increase per immunization. Marianne Stanek noted that she is uncertain why there is no increase in influenza vials this year and there is an adequate supply. Motion made by Fred Clary, seconded by Ray Schmitz to approve charging \$30.00 per Influenza vaccine and \$65.00 per Pneumonia vaccine for the 2012/2013 flu season. Motion carried.

Richland Center Meal Site Update: Marianne Stanek reported that she and Bob Holets have been attending the Richland Center Park and Recreation Board meetings to further negotiate utilizing the Richland Center Community/Senior Center as the new Richland Center Meal Site. It was noted that Bob Bellman is a member of the Richland Center Park and Recreation Board, so he has been present during those meetings as well. The Richland Center Park and Recreation Board proposed entering into a 3-4 month contract with Health and Human Services at a rate of \$300 per month, and after the 3-4 months the situation would be reevaluated. It was noted that the rental fee is all inclusive and there would be no additional costs. Bob Holets noted that all activities at the Richland Center Community/Senior Center are supposed to be free to seniors; however, there is a fee being assessed to Health and Human Services for moving the Senior Meal Site to this location. It was noted that there is also a 60-day out clause included with all agency contracts.

Lee Van Landuyt, Clerk of Session for Town & Country Presbyterian Church, stated that the church has had a good working relationship with Health and Human Services, so the annual contract is routinely signed. Lee Van Landuyt reported that the Town & Country Presbyterian Church fully anticipated more than a year ago that the Richland Center Senior Meal Site would move to the Richland Center Community/Senior Center. Lee Van Landuyt noted that the monthly rent of \$417 paid by Health and Human Services does assist with paying the church's bills, so some church members do wish that the meal site would stay, but we "do not want to get into a bidding war with the city". Lee Van Landuyt stated that the Town & Country Presbyterian Church is willing to consider taking the meal site back if things do not work out at the Richland Community/Senior Center, but feels that would be even more disruptive to the senior population. Discussion was held regarding the traveling adjustment that would have to be made for some seniors and volunteer workers. Marianne Stanek reported that attendance numbers have gone down at all meal sites, not just in Richland County, but statewide.

Fred Clary noted that there is the public perception that this move was going to occur, but the 3-4 month re-evaluation is concerning. Bob Bellman noted that the Richland Center Park and Recreation Board is constantly reviewing the Richland Community/Senior Center fee schedule, and the utility expenses are more than projected due to an increase in usage. Discussion was held regarding whether the Park and Recreation Board would consider a longer contract. Marianne Stanek stated that she felt it is in the best interest of the program to relocate the Richland Center Meal Site to the Richland Community/Senior Center. Walter Gust noted that "the longer it takes to make this decision, the harder it will be for the Senior Center to accommodate our needs". The Health and Human Services Board offered a sincere thank you to the Town & Country Presbyterian Church for their many years of service to the senior community. Motion made by Paul Kinney, seconded by Bob Bellman to approve the relocation of the Richland Center Senior Meal Site from the Town & Country Presbyterian Church to the Richland Community/Senior Center effective November 1, 2012, and Health and Human Services shall enter into a 1-year contract with the City of Richland Center at a rental fee of \$300 per month. Motion carried.

Community Transformation Grant Update: Marianne Stanek reported that the Community Transformation Grant has access to funds to purchase physical activity equipment for around the community. Approximately \$60,000 must be spent within the first two months of receiving the grant, so numerous invoices will be presented over the next few months for purchases, such as bike racks, after school bins with playground equipment, 4-H club activity projects, and Richland Community/Senior Center equipment and senior fitness DVDs. Discussion was held regarding other purchases that could be made. Marianne Stanek stated that the purchases are intended to increase joint use agreements. Marianne Stanek noted that an additional \$50,000 would be awarded in 2013 and an additional \$50,000 in 2014.

Approval of 2013-2015 Richland County Plan for Older People (Mailout #3): Linda Symons stated that every three years counties are required to submit a plan with focus areas and goals to be achieved. The 2013-2015 Richland County Plan for Older People has received prior approval from the Commission on Aging & Disability. It was noted that this program is not mandated, but someone within the county would have to offer these services. Discussion was held regarding programs that have county match requirements in order to receive the larger sum of money. The Richland County Plan for Older People will receive \$164,721 if \$12,427 is received in county match. Motion made by Virginia Wiedenfeld, seconded by Paul Kinney to approve the 2013-2015 Richland County Plan for Older People, and forward the request onto the County Board for approval. Motion carried.

Sale or Disposal of Unused Equipment at Community Services Building: Angie Rizner reported that the Finance & Personnel Committee authorized Health and Human Services ability to offer the remaining office cubicles and furniture/equipment in the vacated area of the Community Services Building to other county departments in August. Various departments took furniture and the Sheriff's Department, Emergency Management, and Pine Valley Healthcare took cubicle offices and/or cubicle pieces. Angie Rizner noted that per County Board rule "the liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$500 for that item must be approved by the County Board". "If no other County department has use for the surplus equipment, it is then to be liquidated by the supervising committee by the best means possible." Angie Rizner stated that the following items are still unclaimed: 10 cubicle offices, various cubicle partitions and parts, 7 task chairs (uncertain if work), 7 small card catalog filing boxes, 1 TV with VHS, and 1 large shredder (not working). Angie Rizner stated that of the items left unclaimed, she only felt the 10 cubicle offices had value and approximated them at \$3,500 or \$350 per cubicle office.

Angie Rizner noted that in 2011 she reached out to area used office furniture stores to see if they would be interested in purchasing the cubicle offices. They were not interested in purchasing the cubicles, but would quote a service fee for removing and disposing of/donating them for us. Angie Rizner stated that she also contacted Organic Valley in 2011 during their expansion phase, but they were not interested in purchasing them either. Angie Rizner suggested that www.wisconsinsurplus.com be considered, as various other county departments have had good luck selling county property on this online auction site. Contacting other local area businesses to offer the unclaimed items to them for a fee was also suggested.

Angie Rizner reported that during yesterday's Property Committee meeting, the committee requested that no further action be taken with the unclaimed items until after the Courthouse Space Study is announced at their next meeting scheduled for October 3, 2012. After further discussion, the consensus was that no further action would be taken until the Property Committee determines whether or not they could utilize the unclaimed items.

Future Use of Vacant Space at Community Services Building: Randy Jacquet reported that he and Angie Rizner met with the Space Study architects and we are awaiting the results.

Special Budget Meeting Reminder: The Special Budget meeting is scheduled for Thursday, September 20, 2012 at 9:30am.

The next regular Board meeting is scheduled for Thursday, October 11, 2012 at 9:30am at the Community Services Building.

Adjourn: Motion by Paul Kinney, seconded by Fred Clary to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor