

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**December 13, 2012**

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

Members Absent: Bob Bellman.

Others Present: Amanda Coorough, Angela Porter, Angie Rizner, Becky Dahl, Cherith Dilley, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Stephanie Ronnfeldt, and Tracy Thorsen.

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

Approve November 8, 2012 Health and Human Services Board Minutes: Motion by Dr. Louis Williams, seconded by Larry Jewell to approve the Board Meeting Minutes. Motion carried.

Citizen Comments: Paul Kinney requested further information from Ray Schmitz regarding the local Dialysis Clinic update he offered during last month's meeting. Ray Schmitz offered the same information he provided last month.

Fred Clary stated that he has received calls from citizens and one county employee regarding items being discussed at meetings that are not on the agenda. It was noted that Health and Human Services Board members are subject to Open Meeting Laws and must only discuss items specifically on the agenda.

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

**Administrative Vouchers:**

Voucher #8 – Cardmember Service: This was to pay the monthly Electronic Health Record (EHR) fee for electronic billing.

Voucher #22 – John Gannon: This was to pay for floor waxing at the Viola Meal Site.

Voucher #26 – Holiday Inn: This was to pay for two nights of lodging for a Child Protective Services (CPS) worker to attend new worker training.

Voucher #31-32 – Kwik Trip Stores, Inc.: This was to pay for milk and bread to be purchased for the Senior Nutrition Program home delivered meals.

Voucher #50 – 52 – Rhyme Business Products: This was to pay for the monthly copier lease for three copiers and thirty cases of copier paper.

Voucher #53 – Richland Center Utilities: This was to pay the monthly utility bill at the Community Services Building.

Voucher #54 & 55 – Richland County Food Service: This was to pay for food to be prepared for the Richland Center and Rockbridge Senior Meal Sites.

Voucher #62 – 69 – Shopping News, Inc.: This was to pay for Wisconsin Home Energy Assistance Program (WHEAP) announcements to inform citizens of the open enrollment period, various position vacancy advertisements, and routine Aging & Disability Resource Center (ADRC) and Public Health advertising.

Voucher #80 – 81 – WI Department of Justice: This was to pay for criminal background checks conducted on staff, volunteers, foster parents, and daycare providers.

Voucher #82 – Wolf’s Grantland Graphic: This was to pay for Regional ADRC calendars to be used for marketing and outreach. Motion made by Paul Kinney, seconded by Dr. Louis Williams 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	17	\$6,992.77
Richland County Health and Human Services – 2012 Vouchers	43	\$27,203.36
Richland County Health and Human Services – 2012 Prepaid Vouchers	1	\$28.73
<b>TOTAL</b>	<b>61</b>	<b>\$34,224.86</b>

2012 Budget Update: Patrick Metz distributed a handout that reflected the 2012 Health and Human Services budget as of October 31, 2012 noting a surplus of \$61,636 which reduces to \$27,542 when Nutrition Program and Transportation Program savings roll into 2013. Patrick Metz reported that the Administration line items included purchases that had not yet been made in 2012. Linda Symons stated that the ADRC does not anticipate being over budget by the end of the year. Becky Dahl noted the RADRC also expects to be under budget. Marianne Stanek noted that Public Health is currently under budget \$73,770 due to extra Seal-A-Smile revenue, maximizing all revenue sources, and not spending as much on influenza vaccines this year; however, she anticipates the budget to be closer to even by the end of the year. Stephanie Ronnfeldt noted that the Economic Support budget is currently over budget \$21,589, but WHEAP revenues have not come in yet and Income Maintenance revenues will be adjusted by Dane County to make the unit closer to budget. Amanda Coorough stated that Birth to Three therapies are down due to lower participation in the program and a six week delay in service due to the lack of therapy staff following the elimination of the Aegis Therapies contract. Tracy Thorsen noted that Clinical Services remains on track.

Patrick Metz noted that we received notification that there is the potential for some reimbursement for 2012 residential placements. The institutional funds were reviewed. Patrick Metz noted that some funds

would be left over to roll in 2013. It was noted that the Children's Institutional Fund was allocated \$135,000 in 2013.

Personnel Updates: Randy Jacquet requested the hiring of Dennis Hribar, Temp/Casual Courtesy Driver, effective November 26, 2012. Motion made by Marilyn Rinehart, seconded by Ray Schmitz to approve the hiring of Dennis Hribar, Temp/Casual Courtesy Driver, effective November 26, 2012. Motion carried.

Randy Jacquet reported that Robin Varney, Program Assistant, has passed probation and is being recommended to be placed on regular status effective December 28, 2012. Motion made by Virginia Wiedenfeld, seconded by Paul Kinney to approve the probationary period of Robin Varney, Program Assistant following a successful performance evaluation. Motion carried.

Randy Jacquet announced the retirement of Lorraine White, Meal Site Worker, effective December 28, 2012 noting that we recently advertised for the vacant part-time county position.

Approval of 2013 Clinical Services Fee Schedule (Mailout #1): Tracy Thorsen stated that the fee schedule is roughly a 2.5% increase from 2012. Randy Jacquet noted that it is rare for a client to have to pay from this sliding fee schedule, as most have Medical Assistance or private insurance. Fred Clary questioned how often we actually receive these fees. Motion made by Dr. Louis Williams, seconded by Paul Kinney to approve the 2013 Clinical Services Fee Schedule. Motion carried.

Establish Plan to Address Therapy Needs in Clinical Services (Mailout #2): Tracy Thorsen noted that last month she mentioned the possibility of eliminating two contracted therapist positions and replacing them with a full-time county therapist position. Historically, the Clinical Services Unit has had two contracted staff working an accumulated 40 hours per week. This proposal ends the contracted therapist positions and replaces them with an existing county position, which has been vacant for the last four years, but is still an open position with the county. This would offer an approximate savings of \$6,665.

Fred Clary questioned if workman's comp or sick leave accrual and potential payout upon retirement was included in the savings calculation. Patrick Metz stated that workman's comp is factored in, but the potential of a sick leave payout upon retirement was not since the Health and Human Services accounting structure does not permit us to budget for possible retirements or carryover funds.

Randy Jacquet stated that the full-time county position would be advertised and the current contracted staff person could apply for the position. Motion made by Marilyn Rinehart, seconded by Virginia Wiedenfeld to approve the proposed plan to address therapy needs in Clinical Services. Motion carried.

Richland Center Meal Site Update: Bob Holets stated that this topic is on the agenda for next Wednesday's City Council meeting. Marianne Stanek reported that tomorrow is the last day of the two week trial at the Richland Center Community/Senior Center and all seems to be going well. Marianne Stanek credited Paula White, Meal Site Worker, for not being intrusive and very considerate of the overall operations at the Richland Center Community/Senior Center during this trial period.

Marianne Stanek stated that the rental fee still seems to be the biggest concern of City Council members, but we have been paying too much to Town & Country Presbyterian Church, as many surrounding counties pay much less or nothing at all for their meal sites. It was noted that many other activities organized in the Senior Center are free to seniors and this activity should be free as well. The consensus

was that \$300 is more than a fair amount and any addition to the rental fee would have to come back to the Health and Human Services Board for consideration in January.

Ray Schmitz noted that this situation has brought forward an unfortunate relationship between the City and County officials. Discussion was held regarding the involvement of the Richland Center Community/Senior Center staff during this two week trial. Discussion was held regarding the options available for operating the Richland Center Meal Site.

Approval of 2013 Public Health Fee Schedule (Mailout #3): Marianne Stanek reviewed the Public Health fee schedule noting a \$2.00 increase in the adult Hepatitis B vaccine only. Motion made by Dr. Louis Williams, seconded by Marilyn Rinehart to approve the 2013 Public Health Fee Schedule. Motion carried.

Approve Contracts, Agreements, and Amendments (Mailout #4): Amanda Coorough noted that this was not presented to the Board last month since we were hoping to fill the positions, but we have not been able to do so at this time, so we would like to continue the contract on an interim basis. This would have no effect to the budget.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-13-12)</b>		
<b>THE RICHLAND HOSPITAL, INC.</b>	To provide speech and physical therapy to children being served by the Children's Services Unit Birth to Three Program until Health and Human Services staff are hired. (Richland Center)	For a total amount not to exceed <b>\$29,500.</b>

Motion made by Marilyn Rinehart, seconded by Paul Kinney to approve the new 2013 contract. Motion carried.

Amanda Coorough introduced Cherith Dilley, Child Protective Services Social Worker to the Board. Cherith Dilley noted that she was an intern in the unit and feels it a privilege to stay with the agency. Cherith Dilley stated that she is originally from this area and it is nice to work in the area that she was raised in. Randy Jacquet announced that Cherith Dilley graduated from UW-Platteville in May and was the Valedictorian of her class.

Regional ADRC and ADRC Presentation: Linda Symons and Becky Dahl offered a presentation on the operations of the Regional ADRC and local ADRC office.

ADRC Transportation Program and Public Transportation Bus Update: Angela Porter reported that the new public transportation bus has driven 46 routes so far. There has been an increase in phone calls and inquires, and the program is seeing progress. The marketing campaign was successful to get the word out and the Boaz route was driven for the first time last week. Angela Porter noted that they are currently evaluating phase 1 of the program by reviewing routes, destinations, and community needs. Citizens are looking closely at how they can coordinate their needs to meet the routes of the bus service. Recently there was a referral from the Richland Hospital for utilization by their patients.

Angela Porter stated that a senior shopping trip to LaCrosse was coordinated through the Woodman Senior Center and all 11 seats were sold for \$17.00 per person. Fred Clary questioned if we anticipate a potential backlash from citizens regarding shopping out of town. Angela Porter noted that the ADRC offers a bus service five days a week for citizens to shop locally in Richland Center, and this is an additional service being offered to improve quality of life.

Angela Porter reported that bus routes may be revamping after the first of the year and the changes will be presented to the Transportation Coordinating Committee and the Health and Human Services Board. There are no minimum riders at this time due to the infancy of the program, but there will be a future review of per person tax dollar costs. Angela Porter noted that the value of the program is far greater to the individuals being served than just the tax dollars. Discussion was held regarding further outreach ideas, including websites and community calendars.

Children's Services Unit Review of Foster Care Licensing Process: Randy Jacquet noted that this was discussed briefly last month during the contracting process, and the Board questioned why Children's Services Unit staff are not able to continue providing this in-house. Amanda Coorough noted that Foster Care licensing rules have changed significantly and only a few staff have received the official licensing training at this time due to turnover. This initiated the need to contract the service out. Currently, staff caseloads are higher and more complex, so in order to provide this service in-house, the unit would need to employ another social worker. The unit has two new social workers who still need to receive basic Child Protective Service/Juvenile Justice training.

Amanda Coorough stated that the 60-day licensing requirements would be performed by the contracted agency, Children's Service Society of Wisconsin, but the Foster Care coordination would remain in-house. It was noted that the licensing of ten foster homes has been planned for next year. Discussion was held regarding specialization of services and the multiple services our smaller unit provides. Amanda Coorough noted that the Children's Service Society of Wisconsin contract for 2013 totals \$20,000. Randy Jacquet recommended further study of the situation over the next year.

Approval of Revisions to the Health and Human Services Addendum to the Richland County Employee Handbook or Personnel Policies and Work Rules (Mailout #5): Randy Jacquet reported that this is the time of year to submit Health and Human Services Addendum revisions to the Finance and Personnel Committee for consideration and two revisions are being recommended. Randy Jacquet noted that the County Clerk's Office interpreted County Handbook language differently in October, which resulted in staff having to pay their entire health insurance premium when utilizing a time off without pay leave of absence as listed on page 2 of the Health and Human Services Addendum. Staff have not had to pay their entire health insurance premium in the past and the 2013 Health and Human Services budget includes an approximate cost savings of \$12,000 for staff who voluntarily agreed to take unpaid time off. With this new interpretation, staff will be less likely to take the time off without pay if they have to pay their entire health insurance premium during that timeframe. Bob Holets stated that this situation was discussed at a Finance and Personnel Committee meeting and subsequently forwarded onto Rules and Resolutions.

Randy Jacquet stated that the second revision is on page 4 of the Health and Human Services Addendum. This includes removing the need to convene an Interview Sub-Committee to hire a Temporary/Casual employee and those working less than 17.5 hours per week. Discussion was held regarding the possibility of these Temporary/Casual or part-time staff to be appointed to a full-time county position. It was noted that before an individual can be offered a full-time county position they must participate in a Health and

Human Services Board Interview Sub-Committee interview and be approved by the entire Health and Human Services Board. Motion by Ray Schmitz, seconded by Dr. Louis Williams to approve the revisions on page 4 of the Health and Human Services Addendum, and forward those onto the Finance & Personnel Committee and County Board for approval. Motion carried.

The next regular Board meeting is scheduled for Thursday, January 10, 2012 at 9:30am at the Community Services Building.

Adjourn: Motion by Fred Clary, seconded by Virginia Wiedenfeld to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner  
Office Supervisor