

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 9, 2013

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 9, 2013 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Bob Bellman, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, Marilyn Rinehart, Bob Holets, and Virginia Wiedenfeld.

Members Absent: Diane M. Brown.

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

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

Welcome New Health and Human Services Board Members: The Board welcomed Donald Seep. Randy Jacquet noted that Diane M. Brown would not be in attendance until next month. Those in attendance introduced themselves.

Annual Election of Officers: Fred Clary questioned if an election has to occur annually. Randy Jacquet stated that the staggered terms of Health and Human Services Board members makes an annual election necessary. Motion by Fred Clary, seconded by Virginia Wiedenfeld to nominate Robert Holets as the Health and Human Services Board Chair and Marilyn Rinehart as the Health and Human Services Board Vice Chair. Motion by Fred Clary, seconded by Dr. Louis Williams to close nominations and cast unanimous ballot. Motion Carried.

Motion by Fred Clary, seconded by Virginia Wiedenfeld to nominate Larry Jewell as the Health and Human Services Board Secretary. Motion by Dr. Louis Williams, seconded by Marilyn Rinehart to close nominations and cast unanimous ballot. Motion Carried.

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. Angie Rizner noted that Robert Holets, Marilyn Rinehart, and Paul Kinney were on the committee previously. Motion by Dr. Louis Williams, seconded by Bob Bellman to nominate Robert Holets, Marilyn Rinehart, and Virginia Wiedenfeld 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: Angie Rizner noted that Paul Kinney was on the committee previously. Tracy Thorsen stated that this committee is an advisory committee that meets every other month and is a requirement of Comprehensive

Community Services. Motion by Virginia Wiedenfeld, seconded by Marilyn Rinehart to nominate Donald Seep to the Comprehensive Community Services Coordination Committee, close the nominations, and cast a unanimous ballot. Motion Carried.

Appointment of Richland County KIDS Council Representative: Angie Rizner noted that Virginia Wiedenfeld was on the council previously. Motion by Fred Clary, seconded by Bob Bellman to nominate Virginia Wiedenfeld to the Richland County KIDS Council, close the nominations, and cast a unanimous ballot. Motion Carried.

Approve April 11, 2013 Health and Human Services Board Minutes: Linda Symons reported that the transportation surveys are being collected through mid-June and an update to the Health and Human Services Board would be offered after that time. Motion by Marilyn Rinehart, seconded by Dr. Louis Williams 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 2013 Voucher Report for May 9, 2013 was distributed and the monthly expense line trends handout which was requested by the Board. The following items required additional discussion:

2013 Administrative Vouchers:

Voucher #8 – Cardmember Service: Patrick Metz noted that FSP Client Services funding can be utilized for families with children with disabilities who present a need. It was noted that annual purchases are not to exceed \$3,000 per family.

Voucher #10 – Cardmember Services: No line detail was questioned. Patrick Metz noted that this was to pay for an electronic signature pad to be utilized by the Clinical Services Unit electronic health record system. It was noted that MIS processed the purchase.

Voucher #37 – 38 – Rhyme Business Products: This was to pay for the monthly lease of agency copiers and related products or excess copies.

Voucher #69 – Western Reserve Distribution: This was to purchase car seats for the Public Health Unit utilizing grant funds.

Patrick Metz reviewed the Monthly Expense Line Trends handout noting this spreadsheet offers a summary of what was spent and how it affects the budget with each of the tracked items, including advertising, computer expense, and conferences/registrations. Randy Jacquet noted that advertising may be over occasionally throughout the year as we experience staff turnover; however, there is salary excess which is utilized to cover these costs as well. Discussion was held regarding the activities of advertising, computer expenses, and conferences/registrations. It was requested that this report be updated and offered each month for review. Motion made by Virginia Wiedenfeld, seconded by Dr. Louis Williams to approve the 2013 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2013 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2013 Expense Reports	15	\$6,825.43
Richland County Health and Human Services – 2013 Vouchers	50	\$34,584.58
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$58.80
TOTAL	67	\$41,468.81

2012 Budget Update: Patrick Metz reported that the county auditors were here a few weeks ago, but we have not received a final audit at this time. The auditors have all the information that they had requested. Patrick Metz noted that we anticipate a positive balance for the 2012 Transportation and Nutrition Program Funds which will move into 2013. It is anticipated that the 2012 Health and Human Services Budget will be under budget approximately \$91,000 which would be transferred back to the General Fund. Discussion was held regarding the delay in preparing the final audit by Johnson Block. It was noted that the final audit is usually offered to the Richland County Board in June or July annually.

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of March 31, 2013 noting an overage of \$19,833 which could be adjusted to a surplus of \$18,823 when factoring out the \$.75 staff salary increases that were not budgeted for and currently total \$38,656. Patrick Metz noted that many line items are affected due to a delay in revenues.

Fred Clary stated that the City of Richland Center is pursuing a clean-up of vacant and abandoned properties. Marianne Stanek noted that Public Health has not been involved with the effort at this time.

Patrick Metz reported on the Children’s Services line items noting that there are still concerns with out-of-home placements of three children at a cost of approximately \$9,000 per month and these expensive placements are anticipated to continue. The Alternate/Shelter Care line item is anticipated to be over budget if these placements continue. Randy Jacquet noted that we hope to be under budget in other areas to help cover these costs, but placements are always a risk to our budget. Fred Clary requested that an update on the Clinical Services Crisis Intervention Services Contract be placed on a future agenda.

The institutional fund balances were reviewed. Tracy Thorsen stated that the Adult Institutional Fund figures are not accurate, as there was a placement in April. Patrick Metz cautioned that the Children’s Institutional Fund is anticipated to be depleted by year’s end and any additional costs would affect the 2013 Health and Human Services budget as well. An explanation of the history of the institutional funds was offered.

Personnel Updates: Randy Jacquet announced the hiring of Roxanne Klubertanz-Gerber, ADRC Resource Center Specialist, effective May 20, 2013. Motion made by Marilyn Rinehart, seconded by Larry Jewell to approve the hiring of Roxanne Klubertanz-Gerber, ADRC Resource Center Specialist, effective May 20, 2013. Motion carried.

Randy Jacquet reported that Cherith Dilley, Children’s Services Social Worker, has passed probation and is being recommended to be placed on regular status effective April 29, 2013. Motion made by Virginia Wiedenfeld, seconded by Bob Bellman to approve the probationary period of Cherith Dilley, Children’s Services Social Worker following a successful performance evaluation. Motion carried.

Randy Jacquet announced the resignation of Virginia “Ginny” Cairns, Regional ADRC Administrative Secretary, effective May 3, 2013. Management is still considering the needs of the unit prior to refilling the position.

Review 2012 Annual Report: Randy Jacquet noted that the managers provide unit specific information to Angie Rizner and she finalizes the piece. Angie Rizner stated that she appreciated the assistance from a community service child this year that helped collate the report. Each manager was asked to review the highlights of their section.

Patrick Metz stated that the Administrative Services Unit continues to look for ways to improve our business practices while creating efficiencies within the agency. This year the Administrative Services Unit was instrumental in implementing the electronic health records system for Clinical Services.

Linda Symons announced that the Aging & Disability Resource Center (ADRC) had 3,542 contacts which resulted in 4,900 requests in 2012. The Disability Benefit Specialist (DBS) Program assisted 139 Richland County citizens receive over \$1.2 million in benefits. The Elderly Benefit Specialist (EBS) Program assisted 247 Richland County citizens receive over \$1.3 million in benefits. The Transportation Program Public Transportation Program provided 81 trips for 114 passengers traveling over 8,000 miles. The Driver Escort Program supported by 26 volunteer drivers provided 1,314 trips for 1,551 passengers traveling nearly 147,000 miles. Linda Symons noted that self neglect continues to be the number one issue for Adult Protective Services.

Becky Dahl noted that the Regional ADRC serves Crawford, Juneau, Richland, and Sauk Counties and the Regional Board spent time in 2012 renaming the region ADRC of Eagle Country. Becky Dahl reported that the region experienced a 37% increase in contacts this year. DBS regionally assisted citizens obtain over \$5 million in benefits and the EBS regionally assisted citizens obtain nearly \$4 million in benefits. Becky Dahl reviewed the evidence based programs and cultural competency trainings. The Active Aging Research Grant and Language Enriched Exercise Plus Socialization (LEEPS) Grant results were reviewed. Bob Holets questioned what the “Other” listing included on page 19 regarding the DBS and EBS. Becky Dahl stated that she would have to check on that and report back to the Board. Becky Dahl stated that she intended to offer an update on the LEEPS Grant in the future.

Randy Jacquet noted that Amanda Coorough was not available to review the Children’s Services Unit section, but intends on offering a presentation to the Board next month and she would be happy to answer questions at that time. Bob Bellman questioned if the two Birth to Three therapist positions have been filled yet. Randy Jacquet noted that the Richland Hospital continues to offer the services and we intend to advertise a second time in the near future. It was noted that advertising was first done in November 2012. Angie Rizner noted that a posting for each position continues to be listed on Job Net.

The Clinical Services section was reviewed by Tracy Thorsen noting that the crisis system handled 154 crisis afterhours and during office hours handled 212 crises. Tracy Thorsen noted that the emergency hospitalizations increased by 14% in 2012; however, the five-year average continues to drop since contracting with Northwest Connections for afterhours crisis. The estimated annual cost savings from Northwest Connections diversions ranges from \$25,925-\$33,000. Tracy Thorsen noted that professionals provided services to 485 mental health clients and 144 substance abuse clients in 2012. Tracy Thorsen reviewed the other services offered by the Outpatient Clinic including Comprehensive Community Services, Intoxicated Drivers Program, and Choices. Donald Seep questioned how much tax levy is

utilized for Clinical Services operations? Tracy Thorsen reviewed the breakdown of Clinical Services 2012 revenues: 48% client revenues, 27% county tax levy, 17% state funding, and 8% small revenue sources. Inpatient psychiatric and institutional services, as well as detox services, trends were reviewed.

Randy Jacquet noted that the Economic Support Unit experienced significant changes in 2012 with the implementation of the Capital Consortium. The consortium includes Adams, Columbia, Dane, Dodge, Juneau, Richland, and Sauk Counties. Randy Jacquet stated that the operations of the consortium have stabilized at this time after some struggles throughout 2012. Randy Jacquet noted that Stephanie Ronnfeldt, who was not available for this meeting, would be happy to answer questions regarding the Economic Support section of the 2012 Annual Report next month.

The Public Health section was reviewed by Marianne Stanek noting that in 2012 immunizations could no longer be administered to individuals with insurance. They are now required to see their primary healthcare professional. Marianne Stanek reviewed the highlights of the Maternal Child Health Programs, including HealthCheck, Fluoride, Seal-A-Smile, and Child Passenger Safety. Marianne Stanek reported on the funding of the Richland FIT initiatives noting that the Partnership Grant focus is on nutrition and the Transformation Grant focus is on physical activity. Marianne Stanek noted that Dr. Wright now provides Richland County Jail Health Services with the assistance of a Public Health RN. Marianne Stanek stated that Dr. Wright's services, the electronic Spillman system, and the remodeling of the jail significantly improved their ability to offer services to inmates. Marilyn Rinehart noted that the Richland Community Free Clinic saw a reduction in patients in 2012 largely due to the lack of doctors willing to volunteer their services. Marianne Stanek stated that in 2012 the Richland Center Meal Site was moved from the Town & Country Presbyterian Church to the Richland Community Senior Center.

Randy Jacquet noted that the Fiscal Section of the 2012 Annual Report is un-audited pending the final report from the auditors. Patrick Metz clarified the un-audited figures noting that a surplus should be returned to the General Fund for 2012 totaling approximately \$78,329. Patrick Metz noted that the actual revenue sources for the agency are 67% State funds, 22% County funds, and 11% Client and Miscellaneous funds.

Approve Contracts, Agreements, and Amendments: None.

Approve Regional ADRC Printing Project (Mailout #1): Becky Dahl noted that the booklets are tools utilized by ADRC staff when meeting with families and youth with disabilities who are transitioning from high school to adult services. The Hynek Printing estimate is for printing 500 booklets at this time at a cost of \$5.03 each. Motion by Donald Seep, seconded by Dr. Louis Williams to approve the printing of the "Planning for the Future" booklets by Hynek Printing at a cost not to exceed \$2,514. Motion carried.

Review Draft Resolution Relating to Utilizing Federal Medicaid Funding To Improve Badger Care (Mailout #2): Randy Jacquet stated that one of the Richland County Board Supervisors requested that this resolution be recommended by the Health and Human Services Board and forwarded onto the County Board for approval. Marilyn Rinehart reported that on April 10, 2013 a group spoke with Senator Dale Schultz regarding Governor Walker's denial of this funding. It was noted that the additional Federal Medicaid funding was offered as a result of the Affordable Care Act and it is anticipated to be one time only funding. Various Board members expressed concerns with the wording of this draft resolution. It was noted that the implementation of the Affordable Care Act would have significant affects on single adults currently eligible for BadgerCare. Randy Jacquet stated that Governor Walker's decision is to

increase the income level for BadgerCare with the idea that those single adults would apply for the Federal health insurance coverage, rather than utilize Medicaid funds. Randy Jacquet noted that hospitals and other healthcare agencies are concerned that the single adults would not secure alternate health insurance due to the costs, and therefore, are in support of accepting the Federal Medicaid funds to improve BadgerCare. It was noted that the agency cannot approximate how many single adults this would affect in Richland County and ultimately the budget. It was noted that Federal tax dollars have been paid by Richland County citizens and should be utilized by Richland County to help those in need regardless of the uncertainty of the future. Motion by Virginia Wiedenfeld, seconded by Donald Seep to request the Director of Health and Human Services work with Attorney Ben Southwick to rewrite a resolution encouraging the State of Wisconsin to utilize Federal Medicaid funding to improve BadgerCare.

Discussion was held regarding the necessary timeliness of this resolution. Fred Clary cautioned this Board forwarding a resolution onto the County Board prior to formally reviewing it. Motion Amended by Donald Seep, seconded by Bob Bellman to request the Director of Health and Human Services work with Attorney Ben Southwick to rewrite a resolution encouraging the State of Wisconsin to utilize Federal Medicaid funding to improve BadgerCare, and forward the resolution directly onto the County Board for approval. Roll Call Vote. Donald Seep, Bob Bellman, Virginia Wiedenfeld, and Marilyn Rinehart voted for the amended motion. Dr. Louis Williams, Larry Jewell, Robert Holets, and Fred Clary voted against the amended motion. Motion Amendment Denied.

Motion by Fred Clary, seconded by Robert Holets to request the Director of Health and Human Services work with Attorney Ben Southwick to rewrite a resolution encouraging the State of Wisconsin to utilize Federal Medicaid funding to improve BadgerCare, and bring that draft resolution back to the Health and Human Services Board next month for review before forwarding it onto the County Board for approval. Roll Call Vote. Donald Seep, Bob Bellman, Dr. Louis Williams, Larry Jewell, Robert Holets, Fred Clary, Virginia Wiedenfeld, and Marilyn Rinehart voted for the motion. Motion Carried.

Approve the Purchase of a Replacement Nutrition Vehicle (Mailout #3): Marianne Stanek requested a replacement of the Nutrition Program truck noting that it is currently broken down and the part needed is no longer made. A local mechanic could attempt to make the part, but it is not a safe alternative. Marianne Stanek noted that Nutrition Program Fund 59 does have funds that could be utilized to purchase a replacement vehicle. It was noted that Marianne Stanek would have to solicit bids for either a new or gently used vehicle that would meet program specifications. Fred Clary stated that the agency should consider purchasing a dual purpose vehicle to possibly be utilized to plow snow or solicit other county departments to see if they would have a use for such a vehicle. Randy Jacquet noted that if another county department is interested in co-owning the vehicle, it is expected that they would pay for half of the purchase and routine repairs/maintenance. Marianne Stanek noted that either a minivan or small SUV would better meet the needs of the program. It was noted that the value of the old truck is approximately \$400 and the disposal of it would be included in the resolution to purchase a new/used vehicle. Motion by Fred Clary, seconded by Virginia Wiedenfeld to approve the solicitation of a new or used vehicle for Health and Human Services, and bring back the bids received to the next Health and Human Services Board meeting for consideration. Motion carried.

Barb Scott arrived.

Approve the Application and Acceptance of a Public Health Preparedness Mini-Grant: Marianne Stanek reported that underutilized Public Health Preparedness funds were returned to the State by other counties. These funds are now available to other counties and total up to \$20,000 per county. Marianne Stanek stated that she consulted MIS to see if there is a need for technology purchases related to Preparedness. Barb Scott noted that she would recommend the purchase of an improved server and software which could be utilized by all county departments enabling work to be performed remotely if needed. Any additional funds could be utilized to purchase a tablet and other technology infrastructure. Barb Scott noted that there would be an ongoing annual maintenance fee totaling \$1,200. Marianne Stanek noted that these purchases would enhance the Emergency Management Plan and overall response. Angie Rizner offered an example of how the VPN would be beneficial for her while acting as the Richland County Public Information Officer during an emergency. Motion by Bob Bellman, seconded by Dr. Louis Williams to approve the application and acceptance of a Public Health Preparedness Mini-Grant totaling up to \$20,000, and forward the recommendation onto the County Board for approval. Motion carried.

Discuss Hospice Care in Richland County: Bob Bellman stated that he would like to see a hospice home opened in Richland County and questioned if the Board would support this effort if grant funds were secured to fund the facility. It was noted that Richland Hospital eliminated their hospice beds and Pine Valley Healthcare could not make it work either because of the volume of need necessary to fund such a facility. It was determined that the item should be placed on the next agenda for further discussion.

Discuss Nutrition Program Position Description Issues: Randy Jacquet noted that complications were discovered recently with certain Nutrition Program position descriptions and salary grades. Angie Rizner distributed copies of the historical approval process of the position descriptions, noting that there is a discrepancy with the Nutrition Site Worker position description. The County Clerk's Office has on record a position description from 1997 at Pay Grade 5, whereas the agency was under the understanding that an updated position description was approved in 2005 at Pay Grade 7. Angie Rizner noted that these positions have not turned over in quite some time; however, there was a retirement in December 2012 and two new positions were recently requested and approved by the County Board. These actions initiated the discovery of the discrepancy. It was noted that the County Clerk's Office is the official record keeper. Angie Rizner stated that an individual was hired as a Nutrition Site Worker at Pay Grade 7 in December 2012 and the two new positions were recently advertised at Pay Grade 7. Angie Rizner was instructed to contact Attorney Ben Southwick to get copies of the handouts that were included with Resolution 2005-97 to see which Nutrition Site Worker position description County Board members approved, and to consult with him regarding the potential legal implications. Angie Rizner noted that the approximate back pay to 2005 for 5 current employees could reach nearly \$12,000. Motion by Virginia Wiedenfeld, seconded by Bob Bellman to consult with Attorney Ben Southwick prior to presenting this issue to the Finance and Personnel Committee. Motion carried.

Review MIS Maintenance Agreements for Health and Human Services: This item was tabled.

South-Central Tobacco Free Coalition Lunch and Learn Event: Marianne Stanek distributed a handout inviting Board members to attend a Wisconsin Tobacco Free Coalition event Friday, May 31, 2013 from Noon-1pm at the Mauston Public Library. There is no cost to attend the event and lunch will be provided. It was noted that the new County Board policy applies relating to reimbursement.

The next regular Board meeting is scheduled for Thursday, June 13, 2013 at 9:30am at the Community Services Building. Fred Clary requested that the potential remodeling of offices within the Community Services Building and the potential addition of the Housing Authority to the Community Services Building be added to a future agenda.

Adjourn: Motion by Bob Bellman, seconded by Dr. Louis Williams to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor