

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 9, 2014

The monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. January 9, 2014 by Bob Holets in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Members Absent: Diane M. Brown and Virginia Wiedenfeld.

Others Present: Amanda Coorough, Angie Rizner, Linda Symons, Marianne Stanek, Patrick Metz, Randy Jacquet, Sally Larson, Stephanie Ronnfeldt, Tracy Thorsen, Sheriff Darrell Berglin, and Sergeant Rita McCarthy.

Approval of Agenda and Posting: Motion by Marilyn Rinehart, seconded by Bob Bellman to approve the agenda and proper posting. Motion carried.

Approve December 12, 2013 Health and Human Services Board Minutes: Motion by Donald Seep, seconded by Bob Holets to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: All those present wished Dr. Louis Williams a belated birthday.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2013/2014 Voucher Report for January 9, 2014 was distributed. The following items required additional discussion:

2013/2014 Administrative Vouchers: Fred Clary stated that advertising vouchers were high this month totaling approximately \$5,000 noting the following vouchers specifically.

Voucher #39 – 42 – Shopping News: This was to pay for marketing materials utilized by the Regional Aging & Disability Resource Center (ADRC) which includes a 4-county region.

Voucher #57 & 58 – 4 Imprint, Inc.: This was to pay for displays for the Regional ADRC.

Motion by Donald Seep, seconded by Fred Clary to review the advertising expenses and budget more closely next month. Patrick Metz noted that the “advertising” line item includes not just print advertisements, but also tangible marketing materials. Marilyn Rinehart stated that the agency often needs to make the public aware of their services. Discussion was held regarding how some of the advertising purchases are funded by sources other than tax levy. Randy Jacquet noted that you cannot just look at the advertising costs without looking at what is a requirement of the program/service. Fred Clary stated that what has been spent on advertising by this department is being questioned by his constituents and he is not able to answer this question. Patrick Metz noted that a number of times this year he has offered and reviewed a detailed handout of these expenses with this Board. Discussion was held

regarding marketing versus advertising expenses. The first motion was withdrawn. Motion by Donald Seep, seconded by Fred Clary to postpone the initial motion until the next meeting when the end of year handout of these expenses can be reviewed. Motion carried.

Fred Clary also requested a report of how many hours or days an individual staff member was out of the office at a conference or training, mandated or not, because this is “paid unproductive time”. Randy Jacquet stated that it would be easier to capture these numbers moving forward than going backwards. Discussion was held regarding the annual budgeting of training expenses and the approval process. Randy Jacquet questioned if these are details that the Board really needs to be involved with, as these are his responsibilities as the agency Director and it feels like these topics are being micromanaged by the Board. Fred Clary stated that these are questions that the public have asked of him as an elected official. Marilyn Rinehart noted that this topic has been discussed at numerous meetings, the answers are always the same, and no abuse is noted. Discussion was held regarding the need for elected officials to gain knowledge relating to the questions being posed by their constituents.

Voucher #16 – Grant County Health Dept: This was to pay our portion of the shared Environmental Health Consultant who offers services through Public Health.

Voucher #32 – Richland Medical Center: This was to pay for Dr. Bard’s consultation time for Richland FIT activities. Motion made by Bob Bellman, seconded by Dr. Louis Williams to approve the 2013/2014 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2013/2014 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2013 Expense Reports	13	\$9,809.43
Richland County Health and Human Services – 2014 Vouchers	4	\$812.44
Richland County Health and Human Services – 2013 Vouchers	39	\$37,982.67
Richland County Health and Human Services – 2013 Prepaid Vouchers	2	\$118.17
TOTAL	58	\$48,722.71

2013 Budget Update: Patrick Metz distributed a handout that reflected the 2013 Health and Human Services budget as of November 30, 2013 and a surplus of \$30,734 when factoring out the unbudgeted \$.75 staff salary increase. This surplus also includes the Children’s Institutional Fund overage of \$68,079.

Patrick Metz reported on the overall budget noting that November was a three payroll month. The Administration operations line item is over budget \$31,187 largely due to the SmartCare electronic health record (EHR) software monthly fees and related computer expenses. Patrick Metz noted that these fees were included in the budget, but not invoiced until now. Linda Symons stated that the Adult Protective Services line item is over budget \$17,235 due to the institutional care of an individual. It is also anticipated that the Transportation Program will be over budget approximately \$2,000 by the end of the year, but funds from Elderly Services will be transferred to the Transportation Program to balance the budget. Marianne Stanek reported that Public Health is over budget \$26,520 largely due to the purchase of the Nutrition Program vehicle and the back-pay to Nutrition Program workers. Stephanie Ronnfeldt stated that the Economic Support line item is currently over budget, but anticipated Child Care funding

and a payment from the Dane County Capital Consortium will bring the budget closer in line. Amanda Coorough reported that high cost child placements are not anticipated to change until well into 2014. However, a placement diversion analysis was recently conducted and there were 7 significant placements last year compared to approximately 33 significant placements just a few years ago. Amanda Coorough noted that the Birth to Three Program case numbers have remained low this year, but there have been lots of referrals that do not result in children qualifying or accepting services. Tracy Thorsen noted that Clinical Services would be under budget by the end of the year. Patrick Metz reported that the agency recently received a WIMCR payment of approximately \$195,000 of which the State took back \$107,000 as a pass-thru, but Health & Human Services will be able to keep approximately \$88,000 which will be added to the Children's Services and Clinical Services budgets. It was noted that the WIMCR revenues are conservatively budgeted for every year.

The institutional funds were reviewed noting that the Adult Institutional Fund will remain under budget, but the Children's Institutional Fund will increase another \$19,000 for December 2013. Patrick Metz reported that the 2013 Health & Human Services budget is projected to be slightly under budget. Fred Clary stated that the Finance & Personnel Committee receives a monthly cash flow balance report and the Health & Human Services Fund 56 reflected a negative cash flow of approximately \$600,000 last month. Is there anything the agency can do to remedy this? Patrick Metz noted that he consistently monitors the agency's cash flow and the problem this year was that the State did not establish 2013 Comprehensive Community Services rates until November 2013. Patrick Metz stated that he cannot think of anything that the agency can do to speed up State and Federal reimbursements or delay payments. Patrick Metz noted that other fund balances within the agency should cover or nearly cover the current \$600,000 negative cash flow of Health & Human Services Fund 56.

Sally Larson, Sheriff Darrell Berglin, and Sergeant Rita McCarthy arrived.

Approval of Resolution to Honor Sally Larson: Randy Jacquet introduced Sally Larson, Fiscal Specialist, to the Board noting that she has been with the county more than 42 years and officially retires tomorrow January 10, 2014. An Open House is scheduled this afternoon from 1-3pm to celebrate. Sally Larson stated that she really appreciated the opportunity to work here and enjoyed working for an agency that truly appreciates their employees. Randy Jacquet presented Sally Larson with a plaque honoring her many years of service. Motion made by Fred Clary, seconded by Bob Bellman to recommend a resolution to honor Sally Larson for her 42 years of county employment, and forward it onto the County Board for approval. Motion carried.

Further Discuss Jail Health Needs: Randy Jacquet noted that he and Marianne Stanek attended the Law Enforcement and Judiciary Committee meeting last month when the new provider offered a presentation. Randy Jacquet stated that Health & Human Services is willing to provide additional mental health services to the jail, in addition to the crisis services, through the Clinical Services Unit. The agency would have to charge the Sheriff's Department a minimal rate to cover our costs and a part-time leased employee would have to be hired to offer additional staff hours to the unit. Routine hours would be established, but a flexible response option could also be implemented in addition to the crisis response system already provided. Fred Clary stated that the Law Enforcement and Judiciary Committee would need to know the costs and how quickly service could be offered. Randy Jacquet stated that Health & Human Services could offer the service within a few weeks and a rate of \$50 per hour would cover our costs.

Sheriff Berglin reported that the new provider offered three options: Option #1 cost approximately \$46,000 for jail health services, but excluded mental health services; Option #3 included mental health services, but only included two hours every other week. Sheriff Berglin stated that tomorrow he is recommending to the Law Enforcement and Judiciary Committee Option #1 with the addition of Health & Human Services providing mental health services. Discussion was held regarding Health & Human Services staffing. Tracy Thorsen noted that she would consider re-working existing leased and county staff schedules to meet this need.

Sheriff Berglin noted that the new provider would not contract with Health & Human Services directly to provide jail health services; they would hire their own nurses. It was noted that the new provider is from Illinois and they provide jail health services to numerous Wisconsin jails. Marianne Stanek stated that there has been difficulty in the past with maintaining a physician and the loss of this program will reduce the annual Public Health budget by \$8,000. Discussion was held regarding the nursing services and hours offered by Public Health, as compared to what would now be offered by the new provider. Discussion was held regarding what costs were included in the contract.

Personnel Updates: Randy Jacquet reported that Alyssa Umberger, Children's Services Social Worker, has passed probation and is being recommended to be placed on regular status effective February 5, 2014. Motion made by Marilyn Rinehart, seconded by Bob Bellman to approve the probationary period of Alyssa Umberger, Children's Services Social Worker following a successful performance evaluation. Motion carried.

Randy Jacquet announced the leasing of Tanya Van Risseghem-Webster, LTE Receptionist, through the Southwest Wisconsin Workforce Development Board (SWWDB) effective December 30, 2013. Patrick Metz stated that this LTE position will give us time to review the retirement of Sally Larson's county position and Kathy Hayes leased position.

Approve Contracts, Agreements, and Amendments (Mailout #1): Angie Rizner distributed a revised mailout noting that the only changes were an increase in the Lori Knapp, Inc. and Wisconsin Early Autism Project contracts. Amanda Coorough noted that the majority of the new 2014 contracts listed are for the Children's Long-Term Support (CLTS) Waiver Program. The State recently determined that these providers should receive contracts directly from the county they are offering services too even though the county never receives the waiver funds directly. The waiver funds are distributed through a third party claiming system. It was noted that establishing these provider contracts would offer more insight into the services being offered and ensure that contractual requirements are being met. Angie Rizner noted that these provider contracts have been in place over the years; however, the approved dollar amount has fluctuated. Amanda Coorough reported that 45 children are currently being served by the CLTS Waiver Program and approximately 11 children with autism. Patrick Metz noted that intensive autism services are 100% funded by the State and those funds are never entered into the county system.

Marianne Stanek noted that the new 2014 Youth Empowered Solutions contract was included in the Transformation Grant budget for obesity prevention in children through the Public Health Unit.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-9-14)		
ACTIVSTYLE	Provider of adaptive aids and other related items to children with disabilities being served by the Children's Services Unit. (Minneapolis, MN)	For a total amount not to exceed \$9,500.
EASTER SEALS OF WISCONSIN, INC.	Provider of summer camp services to offer socialization or respite to children with disabilities being served by the Children's Services Unit. (Madison)	For a total amount not to exceed \$3,000.
HOMEWARD BOUND, INC.	Provider of supportive home care or personal care services to children with disabilities being served by the Children's Services Unit. (Lancaster)	For a total amount not to exceed \$9,500.
INTEGRATED DEVELOPMENT SERVICES	Provider of counseling and therapeutic intensive autism services to children with disabilities being served by the Children's Services Unit. (Madison) <i>This requires County Board approval.</i>	For a total amount not to exceed \$100,000.
LORI KNAPP, INC.	Provider of supportive home care or consumer directed support services to children with disabilities being served by the Children's Services Unit. (Richland Center)	For a total amount not to exceed \$29,500.
NATIONAL SEATING AND MOBILITY	Provider of adaptive aids and other related items to children with disabilities being served by the Children's Services Unit. (Madison)	For a total amount not to exceed \$9,500.
VOYAGEUR INN, HOTEL AND CONFERENCE CENTER	Provider of recreational passes to children with disabilities and their families being served by the Children's Services Unit. (Reedsburg)	For a total amount not to exceed \$1,000.
WISCONSIN BADGER CAMP	Provider of summer camp services to offer socialization or respite to children with disabilities being served by the Children's Services Unit. (Platteville)	For a total amount not to exceed \$4,000.
WISCONSIN EARLY AUTISM PROJECT	Provider of counseling and therapeutic intensive autism services to children with disabilities being served by the Children's Services Unit. (Madison) <i>This requires County Board approval.</i>	For a total amount not to exceed \$220,000.

WISCONSIN LIONS CAMP	Provider of summer camp services to offer socialization or respite to children with disabilities being served by the Children's Services Unit. (Rosholt)	For a total amount not to exceed \$2,000.
YOUTH EMPOWERED SOLUTIONS	Provider of youth and adult advocacy and leader training through the Partnership Grant. (Raleigh, NC)	For a total amount not to exceed \$9,500.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2013 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-9-14)		
MARK SCHMID	Due to an increased need for snow plowing and removal services. (Richland Center)	<i>Original Agreement Amount: \$1,000.</i> To a total amount not to exceed \$1,600.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2014 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-9-14)		
SYMONS RECREATION COMPLEX	Due to an increased need for recreational passes for children with disabilities being served by the Children's Services Unit. This is in addition to the services being offered to Comprehensive Community Services consumers being served by the Clinical Services Unit. (Richland Center)	<i>Original Agreement Amount: \$3,000.</i> To a total amount not to exceed \$5,000.

Motion made by Marilyn Rinehart, seconded by Larry Jewell to approve the new 2014 contracts/agreements and amended 2013/2014 agreements/MOUs, and forward those necessary onto the County Board for approval. Fred Clary questioned why multiple providers offering the same service are being requested. Amanda Coorough reviewed the providers in detail noting that many of the duplicate providers do not offer the same products or services and are often established based upon the needs and choices of the family. Discussion was held regarding the products and services offered to children with disabilities. Motion carried.

Regional Enrollment Network Planning for Affordable Care Act Implementation Update: Stephanie Ronnfeldt announced that a computer lab clinic is being offered weekly on Tuesdays at the Community Services Building. Seven individuals showed up this Tuesday requesting assistance. Stephanie Ronnfeldt noted that individuals must apply through the Marketplace system by the 15th of the each month in order to be eligible by the 1st of the next month. Open enrollment ends March 31, 2014. Fred Clary questioned the certifications and qualifications of the volunteers at this computer lab clinic and if appropriate safeguards relating to the handling of confidential information are being met, as there have been issues in other States. Stephanie Ronnfeldt noted that the volunteers are fully trained and appropriate safeguards are in place.

Rockbridge Meal Site Manager Discussion: This item was tabled.

Hospice Care Update: Bob Bellman stated that if anyone has time to visit the Viroqua Hospice House please do and provide feedback to him.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Discuss the Annual Performance Evaluation of the Director: Motion by Fred Clary, seconded by Dr. Louis Williams to convene in closed session per Wis. Statutes 19.85(1)(C) to complete the annual performance evaluation of the Director. Roll Call Vote. Bob Bellman, Bob Holets, Donald Seep, Dr. Louis Williams, Fred Clary, Larry Jewell, and Marilyn Rinehart all voted for the motion. Motion carried.

Return to Open Session: Motion by Fred Clary, seconded by Dr. Louis Williams to return to open session. Motion carried.

The next regular Board meeting is scheduled for Thursday, February 13, 2013 at 9:30am at the Community Services Building.

Adjourn: Motion by Donald Seep, seconded by Bob Bellman to adjourn the meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor