

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 11, 2021

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30a.m. on February 11, 2021 by Kerry Severson virtually via Zoom.

Members Present: Kerry Severson, Dr. Jerel Berres, Van Nelson, Debra Kyser, and Ingrid Glasbrenner.

Members Absent: Cindy Chicker.

Others Present: Tracy Thorsen, Rose Kohout, Robin Hampton, Roxanne Klubertanz-Gerber, Jessica Stanek, Sharon Pasold, Angie Rizner, Edie Moore, Meghan Rohn, Stephanie Ronnfeldt, Jaymie Bruckner, and Myranda Culver.

Approve Amended Agenda and Posting: Motion by Van Nelson seconded by Debra Kyser to approve the amended agenda and proper posting. Motion carried.

Approve January 14, 2020 Health and Human Services Board Minutes: Kerry Severson declared the January 14, 2020 Health and Human Services Board minutes approved.

Directors Report: Tracy Thorsen reported that in an effort to continue to minimize exposure to both clients and staff, it has been determined that the Community Services Building will remain closed until all staff have been offered the vaccine. Services continue to be offered through virtual means whenever possible and in person services are provided only when necessary. Approximately 48% of the 96 Health and Human Services staff and volunteers have already received the vaccination, and it is possible the remaining staff may become eligible sometime in March depending on the supply and the State approval process.

The Public Health Emergency continues to have an impact on programs supported by the Economic Support Unit. Interviews that are required when applying for or renewing FoodShare have been waived until June 30, 2021. Requirements that had been waived for last year however will now need to be completed and the Richland County Economic Support Specialists will assist the Capital Consortium with conducting approximately 3,500 of these renewals. It was noted that recipients of both Badgercare and Medicaid will continue to be eligible even if a change is reported that would normally make them ineligible, and all medical programs will continue to have premiums waived and renewals extended. In addition, an executive order was signed reopening the federally facilitated Marketplace from February 15, 2021 until May 15, 2021 to allow individuals more access to health insurance. The Wisconsin Home Energy Assistance Program has also assisted 607 households with their heating bills and preventative assistance as of February 3, 2021.

The Aging and Disability Resource Center has created a survey to assist in the creation of the 2022-2024 Aging Plan. The survey was approved by the Commission on Aging and Disability Committee in December and published in the January newsletter. The survey will also be available on the Aging and Disability Resource Center website, Health and Human Services Agency Facebook page, published in the local papers, and sent to local libraries to be posted on their websites. Virtual listening sessions are tentatively being scheduled at local apartment complexes and libraries for later this spring.

Reports and referrals regarding child welfare continue to be down in the Child and Youth Services Unit. As a result, staff in the unit have continued to focus on preventative outreach to families, especially those struggling with the virtual education requirements.

The Coordinated Services Team (CST) Coordinating Committee met on January 20, 2021 and reviewed the 2021 Coordinating Services Team budget and current enrollment status for the youth enrolled in services. Tracy Thorsen explained that there are a total of 28 children and their families being served in Comprehensive Community Services (CCS) that are using the Coordinated Services Team (CST) model. There are also 28 adults receiving CCS services. Staff in the Behavioral Health Unit will be providing New Provider Training for CCS contract vendors this week for the Wisconsin Rivers Comprehensive Community Services Collaborative. Currently there are 74 contracted staff that work with Richland County CCS consumers. Behavioral Health Substance-Use Treatment staff continue to participate on the Richland County Children and Family Advocacy Council, and Substance Abuse Counselor Kyla Luther was appointed the chair of this council's Prescription Drug Workgroup. The workgroup is working with local prescribers and stakeholders to prevent prescription drug abuse by youth in the community.

Health Officer Update and COVID-19 Response: Rose Kohout reported that Public Health remains busy responding to COVID-19 related cases and exposures, however the primary focus has changed to vaccine administration and Public Health Nurses have administered 220 dosages of vaccine to individuals at the clinics taking place at the Richland Center Community Center. Rose Kohout reviewed Richland County specific statistics based off of data provided by the Department of Health Services. It was reported that 2,561 individuals, or 14.8% of eligible Richland County residents, have received at least the initial vaccine and 3.6% or 619 residents have completed the series. As of the week of January 31, 2021, 1,091 vaccines were provided and as of this week 296 additional vaccines have been provided, however it was noted this did not include the vaccines that were provided at the vaccination clinic held at the Community Center.

Rose Kohout dissected the data further and reported that of the vaccines that have been administered, 41.9% of the individuals that have received their vaccinations have been 65 years of age or above. It was emphasized that this is very encouraging given the size of this demographic group in Richland County. It was also emphasized that once a steady supply of vaccine can be assured, the number of vaccine appointments is looking to be increased.

Consider Public Health Advisory Recommendation: Tracy Thorsen explained that this agenda item was no longer necessary and requested it be removed.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for February 11, 2021 was reviewed. The following items required additional discussion:

Voucher #9 – CardMember Services: This was to pay for frozen meal containers for the Nutrition Program.

Voucher #6 – Bindl Snowplowing & Salt: This was to pay for snowplowing and removal services.

Voucher #16 – Richland Observer: This was to pay for an advertisement for the Aging and Disability Resource Center.

Voucher #15 – WI Association of Benefit Spec: This was to pay for membership dues in the Wisconsin Association of Benefit Specialist for two staff in the Aging and Disability Resource Center.

Prepaid Vouchers:

Voucher #3 – Bear Graphics: This was to pay for receipt books.

Voucher #4 – Bindl Snowplowing: This was to pay for December snowplowing and removal services.

Voucher #5 – Hynek Printing: This was to pay for triplicate Release of Information forms for the agency.

Voucher #8 – Richland School District: This was to pay for reimbursement for the development of the Drug Free Communities website.

Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the 2020 & 2021 Richland County Health and Human Services vouchers including prepaid vouchers as listed below. Motion carried.

2020 & 2021 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2020 Expense Reports	12	\$5,366.53
Richland County Health and Human Services – 2020 Admin Vouchers	1	\$3,103.69
Richland County Health and Human Services – 2021 Admin Vouchers	16	\$14,654.13
Richland County Health and Human Services – 2020 Prepaid Vouchers	10	\$5,945.26
Richland County Health and Human Services – 2021 Prepaid Vouchers	2	\$1,913.99
TOTAL	41	\$30,983.60

2020 Budget Summary & Richland County Placement Report: Robin Hampton explained that a correction was made to the report from last month due to a \$91,000 overestimation for anticipated expenses. The percentage utilization for each program was reviewed and it was noted that there was nothing new to report from previous months and most revenues and expenses have come in.

Robin Hampton explained that while typically funds remaining in the Health and Human Services core budget at the end of the year are returned to the General Fund, the exception is funds remaining in Funds 34 and Fund 63. Fund 34 is for Public Health Grants and this balance is able to be carried over from year to year. Any funds remaining in Fund 63 must go back to Fund 18 to be reinvested in the Transportation Program. Without the chargeback process having taken place, the Health and Human Services core budget is showing a deficit of \$236,428. Robin Hampton explained that the auditors have stated that if the County Clerk’s Office is unable to process the chargeback it will be able to be done via journal entries at the end of the year. Once this process is completed the Health and Human Services core budget will show \$399,635 in funds remaining. An explanation of the 2020 year-end balance was reviewed. Several factors lead to the amount of funds remaining in the core budget that should not be anticipated again in the future, such as a large WIMCR settlement that was the result of a desk review that does not occur annually, an underspend building operations budget, and various reimbursements that have been included in the budget going forward.

Tracy Thorsen noted a revised placement report was added to the folder. Tracy Thorsen reported that placement costs remained high in the month of December. Expenses for the year for Adult Institutional and Inpatient Placements totaled \$872,635 and Crisis Stabilization totaled \$14,876. Adult Community Residential Placements county expenses for the year ended at \$267,343 after a \$206,099 Comprehensive Community Services (CCS) Medicaid reimbursement was applied in December, bringing year to date expenses in Fund 54 to \$1,181,854. This left a deficit of \$699,576.

Child Institutional, Inpatient, and Detention Placements expenses to the county totaled \$238,082 and expenses for Detention Placements totaled \$51,675. Expenses for Treatment Foster Care, including group homes have totaled \$222,711 for the year, and regular Foster Care expenses for the year have totaled \$29,464. This brought total expenses in Fund 44 to \$541,932, leaving a deficit of \$14,591.

Tracy Thorsen also reviewed the comparison of monthly placement expenses, noting that placement expenses for 2020 totaled \$1,723,786 leaving a projected shortfall of \$714,786. Dr. Berres questioned how many individuals these costs involved over the course of the year. It was explained that without going back and pulling more accurate data, only an estimate could be given and that the expenses resulted from serving

approximately 33 adults, 4 child institutions, 2 detentions, 10 Foster Care placements, and 9 Treatment Foster Care placements. It was noted that there could be some duplication in this estimate. Discussion was held regarding how spending such a large amount on such a small number of individuals is sustainable. The largest part of these expenses are spent on Adult Institutional placements, and while this year was exceptionally high, if these expenses were to continue it is not sustainable. There needs to be advocating for sufficient mental health services within the community and intervention needs to occur before an individual reaches the point of requiring this level of care. Ingrid Glasbrenner requested a report on the progression of the Comprehensive Community Services (CCS) at a future meeting.

2020 Contract Monitoring Report: Angie Rizner reviewed the 2020 Contract Monitoring Report and those contracts that currently exceed 100% utilization were reviewed; noting that most invoicing should be through December. Premier Financial Management Services, A Golden Star Adult Family Home, and Lucky Star 3 Corporation need to be reviewed to see if adjustments will need to be made.

Approve Contracts, Agreements, and Amendments (Summary #1): Angie Rizner noted that a revised summary was added to the folder.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-11-2021)		
ARRAY BEHAVIORAL CARE	Name change from RTP (WI), S.C and formerly Regroup Therapy, Inc. (Chicago, IL) <i>This will require County Board approval.</i>	
CHRISTIAN SERVANTS HOME CARE, LLC	To provide a variety of care services to children with disabilities being served by the Behavioral Health Services Unit. (Appleton)	For a total amount not to exceed \$49,500.

Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the new 2021 contract for Array Behavioral Care, and forward it onto the County Board for approval. Motion carried.

Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the new 2021 contract for Christian Servants Home Care, LLC. Motion carried.

Personnel Updates: Tracy Thorsen reported that Debra Schwarz, has been hired as a Temporary/Casual Driver/Escort Driver, effective February 15, 2021. Tracie Lee, Information and Assistance Specialist, submitted her resignation, effective January 31, 2021, and it was noted that wage was a large factor in her resignation. Teri Richards has been hired through the Southwest Workforce Development Board as a Limited Term Employee Public Health Nurse in order to assist with the administration of COVID-19 Vaccines. Tracy Thorsen also reported that she has approved 7 days off without pay in 2021 for Robin Hampton.

Advertising is currently occurring for a vacant Information and Assistance Specialist, a Public Health RN and two Mental Health Therapist positions. Interviews are taking place for the two vacant Economic Support Specialist Positions, and all other vacant positions are on hold at this time as they are not accounted for in the budget.

Review Board Member Terms (Summary #2): Discussion was held regarding the resignation of Brad Wagner from the County Board and Tracy Thorsen confirmed his resignation. The Health and Human Services Board member terms were reviewed and it was noted that each Board Member's current term was highlighted on the document. Tracy Thorsen explained that County Board Rules limit the maximum number of years in which members can serve on a Board or Committee to 6 years excluding partial terms. Each term for the Health and Human Services Board runs three years.

Members whose terms will be expiring in April of 2020 were reviewed, it was determined that Debra Kyser will be completing the end of her second three-year term, and will therefore will no longer be able to serve on the Health and Human Services Board. Angie Rizner noted that in the past recruitment advertisements have been placed leading up to the end of a Board Member's term. With the addition of the County Administrator in this process, it is unclear how this process should move forward. Tracy Thorsen expressed the opinion that advertising should be done with the direction that those interested should submit applications directly to the County Administrator and proposed that we contact the County Administrator to confirm how he would like us to advertise.

Approve New Transportation Coordinating Committee (TCC) Member (Summary #3): The representative from Schmitt Woodland Hills on the Transportation Coordinating Committee is no longer an employee and as a result it is being recommended that Cole Pyfferoen take his place. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to appoint Cole Pyfferoen to the Transportation Coordinating Committee (TCC), and forward the recommendation onto the County Administrator and the Committee on Committees for review and submission to the County Board to approval. Motion carried.

Approve a Vacation Extension for the Public Health Manager-Local Health Officer (Summary #4): Due to the significant increased workload experienced by Rose Kohout, Public Health Manager-Local Health Officer as a result of the COVID-19 Pandemic, she does not foresee being able to utilize her accrued vacation time of 63.69 hours before the June 30, 2021 extension that was approved under Resolution #21-11. Therefore, it is being requested that an additional extension be granted until August 30, 2021 to utilize this time. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to approve the request to extend the use of 63.69 hours of accrued vacation time for Rose Kohout, Public Health Manager-Local Health Officer until August 30, 2021, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Approve New County Positions Included in the 2021 Budget (item postponed at November 12, 2020 meeting): Tracy Thorsen noted this continues to be placed on the agenda until further notice.

Adjourn: The next meeting is scheduled for March 11, 2021 at 10:30 a.m. Motion by Van Nelson, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary