

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 8, 2021

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 5:31 p.m. on July 8, 2021 by Kerry Severson.

Members Present: Kerry Severson, Ingrid Glasbrenner, Tim Gottschall, Van Nelson, Diane Cox, Dr. Jerel Berres and Cindy Chicker.

Others Present: Brandon Fetterly, Tracy Thorsen, Rose Kohout, Robin Hampton, Jessica Stanek, Angie Rizner, Edie Moore, Kayla Williams, Meghan Rohn, Stephanie Ronnfeldt, Jaymie Bruckner, and Myranda Culver.

Approve Amended Agenda and Posting: Motion by Cindy Chicker, seconded by Diane Cox to approve the agenda and proper posting. Motion Carried.

Introductions and Review Purpose of the Public Hearing: Kerry Severson reviewed the purpose of the Public Hearing, Public Hearing instructions and invited those present to speak. Tiffany Olson, Richland County Treatment Court Coordinator provided information on the Richland County Sobriety Court. In 2022 the program will be applying for additional funding to not only continue the Sobriety Court, but also create a Drug Treatment Court. It was explained that this is the fifth year of a five-year cycle that the Sobriety Court has been in operation under a Human Alternative Diversion Grant through the State of Wisconsin Department of Justice. In order for the program to continue, another five-year cycle will need to be applied for in 2022. Currently the funding supports an alcohol based program only, however in 2022 it is hoped that funding can be acquired to support a Drug Court Program as well since Richland County is one of the few remaining counties in the State that does not offer this service.

Judge Andrew Sharp also spoke to the need for a Drug Court Program. Judge Sharp explained that it has long been predicted that the courts would be inundated with meth cases and this prediction is now coming to fruition. This issue will only continue to get worse and while meth is the most destructive drug he has seen, there are problems with other drugs such as heroin and Opioids as well. Treatment Courts have been shown to be the most effective solution to these problems, meet every two weeks, and participants are under daily scrutiny by the Treatment Court Coordinator.

District Attorney, Jennifer Harper, spoke in support of the bringing the Treatment Drug Court to Richland County as well, noting that while over the last five years approximately 60% of the cases she has seen are alcohol driven, 40% are drug driven. Along with drug use comes a large variety of other crimes associated with it. The different needs between the Alcohol Treatment Court and Drug Treatment Court were discussed as well as the reasons why the two cannot simply be combined. It was explained that the cost for these programs is pennies on the dollar. Myranda Culver explained a proposal is currently being worked on to apply for the additional funding to be brought to the Board in September. The amount of in-kind funds that would be required was discussed and it was estimated that between \$8,000 and \$10,000 of in-kind funds and \$20,000 of match may be required.

Approve June 10, 2021 Health and Human Services Board Minutes: Motion by Ingrid Glasbrenner, seconded by Cindy Chicker to approve the June 10, 2021 Health and Human Services Board minutes. Motion carried.

Director's Report: The budget planning process for Health and Human Services has started and the Public Hearing being held tonight is the first step of that process. The Richland County Finance and Personnel Committee has approved the guidance for county Department Heads to proceed with developing their budgets with a 7% increase in the cost of health insurance, the cost of bringing the County Pay Plan up-to-date, and no increase in tax levy. Tracy Thorsen explained building the budget to include these increases will be challenging with no additional funding, while trying to meet the increased needs of the community. The proposed budget will be presented to the Health and Human Services Board in August, then the County Administrator and Finance and Personnel Committee.

Staff in the Child and Youth Services Unit remain very busy trying to manage increased caseloads due to having two vacant positions in the unit. The Family Preservation position was able to be filled and, while this position is not able to do some of the investigations and legal work that the social workers are able to do, they will help meet the support and education needs of families involved with services.

Staff in the Behavioral Health Services Unit are sharing in the coverage of the duties of the vacant Adult Protective Services position until it is filled, as well as crisis duties due to other various vacancies. The recent hiring of a leased clinician through Southwest Workforce Development Board has allowed eligible individuals to have a shorter wait time to enroll in the Comprehensive Community Services Program.

In the Economic Support Unit, FoodShare, Badgercare, and Medicaid programs all continue to operate with more relaxed requirements and many timelines are either extended or waived completely. The Child Care Task Force continues to meet monthly in an effort to increase the number of child care providers in the Richland County area.

The Aging and Disability Resource Center will hold a Public Hearing for the 2022 5310 Operating Assistance grant on July 14th. This grant funds the Transportation Program's bus program and would help leverage up to an additional \$29,000 in funding for 2022. The unit is also working to complete its three year aging plan. The completion of this plan is a requirement for the county in order to receive Aging funds, and in order to prepare the Aging and Disability Resource Center has been gathering surveys and holding listening sessions throughout the county. This information is then used to create goals for that plan. Approval for the completed plan will need to be obtained by the Health and Human Services Board, Richland County Board and the Greater Wisconsin Area Agency on Aging Resources.

Dr. Jerel Berres questioned if there will come a point where then agency will no longer be able to maintain services with the rate of turnover that is being seen. Tracy Thorsen confirmed that this is a concern and stated that while currently staff are able to provide the basic requirements of the services we provide; it is not at the level or quality that is desired. Tracy Thorsen also noted that staff are currently needing to work extra hours and take on extra duties in order to maintain this level of service. There may come a critical point where sacrifices need to be made in order to continue to provide the bare essential services. Discussion was held regarding the ability to utilize other staff and agencies, however Tracy Thorsen explained that agencies such as the Southwest Workforce Development Board do not have a pool of staff for Health and Human Services to drawn upon, and they must advertise/recruit for vacant positions as well.

Health Officer Update and COVID-19 Response: Rose Kohout reported that Public Health continues their work with contact tracing and administering COVID-19 vaccinations. The number of individuals impacted by the virus continues to decrease and work on other Public Health activities, such as child vaccine clinics is resuming. The Senior Nutrition Program is also making strides to return to normal activities and all dining sites have now reopened with capacity limits and other safety precautions in place. Various Richland County Covid-19 statistics were provided for the board. Discussion was held regarding the website and it was noted that these numbers are not updated as often as they were in the past and are now updated approximately once a week.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for July 8, 2021 was reviewed. The following items required additional discussion:

Voucher #2 – A-1 Glass Inc.: This was to pay for a repair to the windshield of a vehicle for the Aging and Disability Center.

Voucher #10 – Cardmember Services: This was to pay for the replacement of ceiling tiles due to the roofing project and are expected to be reimbursed by Maly Roofing.

Voucher #3 – Corcoran Healthcare Ent.: This was to pay for TB skin tests.

Voucher #21-26, #43, #45, #46 – Quill Corporation: This was to pay for office supply expenses which included several office chairs that needed to be purchased to replace those that were broken.

Voucher #27 – Richland Cty. Fair: This was to pay for a booth advertising the WHEAP program at the Richland County Fair.

Voucher #28-29, #51-55 & #58-59 – The Richland Observer: This was to pay for advertising for numerous vacant positions as well as an advertisement for the public hearing.

Voucher #34-41 – The Shopping News: This was to pay for advertising for numerous vacant positions as well as an advertisement for the public hearing.

Voucher #32 – Wertz Plumbing & Heating: This was to pay for repairs to an air conditioning unit.

Pre-Paid

Voucher #1 – City of Richland Center: This was to pay for the rental of the Richland Center Community Center for a Live and Kicking event for the Aging and Disability Resource Center. Motion by Tim Gottschall, seconded by Diane Cox to approve the 2021 Richland County Health and Human Services vouchers including prepaid vouchers as listed below. Motion carried.

2021 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2021 Expense Reports	17	\$6,703.13
Richland County Health and Human Services – 2021 Admin Vouchers	25	\$12,601.13
Richland County Health and Human Services – 2021 Prepaid Vouchers	4	\$1,247.76
TOTAL	46	\$20,552.02

2021 Budget Summary & Richland County Placement Report: Robin Hampton reviewed the 2021 budget through June noting utilization should be at 50% and highlighted programs that are either under or over utilized at this point in time. Building and Operating costs are at 23.3%, however in July several large charges will come through such as workman’s compensation and insurance. While Public Health is showing 62%, it was explained that this is where many of the COVID expenses are coded and therefore there is additional funding available to cover these expenses. Child Protective Services Contractual Services, 27.8%, Birth to Three Program, 30.9%, and Children with Disabilities, 34% are all variable services and utilization is based on the number of children being served. Mental Health Outpatient Services, AODA Outpatient, as well as Adult Protective Services are also currently underutilized, with Mental Health Outpatient Services at 30.9%, AODA at 32.8% and Adult Protective Services at 24.9% due to the new Crisis/Adult Protective Services position still not being filled.

As of April, revenues totaled \$3,363,294 and expenses totaled \$3,346,058 for a balance of \$17,236 before the chargeback process. After the chargeback process occurs the new core year end projection is \$92,632.

Tracy Thorsen reviewed the Richland County Placement Report. Crisis stabilization, used as a step down service or an alternative to more expensive institutional placements, had year to date expenses through May total \$35,987 and Adult Institutional and Inpatient Placement expenses have totaled \$74,676. Adult Community Residential Placements have remained stable with 8 individuals currently in community placements. Year to date expenses totaled \$225,694 bringing total expenses in Fund 54 to \$336,357.

Expenses through May for Child Institutional Inpatient totaled \$80,001 and there were no days of stay for Detention placements and therefore Detention expenses for the year remain the same at \$22,950. It was noted that a child was moved out of an institutional placement in the month of May, unfortunately that child needed to return to that placement in June. Year to date Group Home and Treatment Foster Care expenses totaled \$163,428 and Regular Foster Care totaled \$11,696. Total Expenses in Fund 44 through May totaled \$278,074 leaving a balance of \$249,267.

The 2018 to 2021 Comparison of Monthly Placement Expenses graphic reviewed, and while 2021 began with historically high placement costs, those costs began to go down however were more comparable in May to what they were in previous years. The Comparison of Placement Expense and Budgeted Tax Levy was also reviewed, and if the trend continues as it currently is, the projected year end placement expenses could reach \$1,444,633. Expense history by placement type was also reviewed. Institutional placements are actually going down due to the ability to move a high cost institutional placement into a residential community placement. Crisis stabilization is also being utilized more to bring people back into the community opposed to high cost institutional placements. Discussion was held regarding the various funding streams, what Medicaid will cover and why placement costs have nearly doubled over the last 6 years. The question was also raised if there are enough resources within the county to support these individuals once released from these treatment facilities. Tracy Thorsen explained that unfortunately there are not currently enough resources and people are placed on waiting lists, especially for things such as psychiatric care.

2021 Contract Monitoring Report: Angie Rizner reviewed the 2021 Contract Monitoring Report for July 8, 2021 and those contracts that currently exceed 42% utilization were reviewed; noting that invoicing should be through May. Angie Rizner explained that while Chileda and Kareo are reporting over 42%, they have both invoiced through the month of June. Both Fond du Lac County Department of Social Services and Lutheran Social Services of WI & Upper Michigan are also over utilized however, these providers are no longer being utilized and will not need to be amended. Contracts for Premier Financial Management Services, Cornerstone Foundation dba Lucky Star 3 Corporation, and Tellurian, Inc. will all continue to be monitored to determine if they need to be amended in the future.

Approve Contracts, Agreements, and Amendments: Angie Rizner noted a revised summary was provided.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-8-2021)		
DRIFTLESS COUNSELING, LLC DBA TRAILHEAD THERAPY AND MENTORING	Name change from Driftless Counseling, LLC.	
HOPE HAVEN – REBOS UNITED, INC. DBA 5 DOOR RECOVERY	Name change from 5 Door Recovery.	
MEMORIAL HOSPITAL OF BOSCOBEL, INC.	Name change from Gundersen Health System – Gundersen Boscobel Area Hospital & Clinics.	
RTP (WI), S.C. DBA ARRAY BEHAVIORAL CARE	Name change from Array Behavioral Care (formerly Regroup Therapy).	
ST. JOSEPH’S HEALTH SERVICES, INC.	Name change from Gundersen Health System – Gundersen St. Joseph’s Hospital & Clinics.	
SYMONS RECREATION COMPLEX	Due to an increased need for the provision and expansion of Health Promotion Programs through the ADRC. (Richland County).	<i>Original Contract Amount: \$14,000</i> To a total amount not to exceed \$15,200.

Motion by Cindy Chicker, seconded by Diane Cox to approve the amended 2021 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-10-2021)		
ANYTIME FITNESS	To provide recreation/alternative activities to children with disabilities being served by the Behavioral Health Services Unit. (Richland Center)	For a total amount not to exceed \$11,000.
GANDER’S CLEANING SERVICE	To provide cleaning and sanitation services at the Community Services Building. (Richland Center)	For a total amount not to exceed \$1,500.
SOUTHWESTERN WISCONSIN COMMUNITY ACTION PROGRAM, INC. (SWCAP)	To provide Peer Support Specialist services to individuals being served by the Behavioral Health Services Unit. (Dodgeville)	For a total amount not to exceed \$9,500.
WISCONSIN FAMILY TIES	To provide Parent Peer Specialist services to individuals being served by the Behavioral Health Services Unit. (Madison)	For a total amount not to exceed \$36,000.

Motion by Tim Gottschall, seconded by Dr. Jerel Berres approve the new 2021 contracts. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Connie Ostrowski, Economic Support Specialist, effective July 12, 2021; Crystal Adams, Economic Support Specialist, effective July 12, 2021, Laura Radesca, leased Service Facilitator, effective June 28, 2021; and Cecilia Degenhardt, Family Preservation Worker, effective July 7, 2021. Darla Bennett, Temp/Casual Driver/Escort Driver, has passed her probationary period (910 hours) effective June 24, 2021. Tracy Thorsen also noted there was unfortunately three additional resignations including Shawna Krueger, Economic Support Specialist, effective, July 5, 2021; Katy Paczkowski, Adult Protective Services Worker, effective July 13, 2021; and Robin Hampton, Business & Financial Services Manager, effective July 29, 2021.

Advertising or interviewing is occurring for the 12 vacant positions including a Secretary, Temp/Casual Driver/Escort, Adult Protective Services Worker, Psychiatric RN, Adult Protective Services/Crisis Professional, Fiscal Specialist, Business and Financial Services Manager, two Mental Health Therapists, and two Child and Youth Case Managers. All other vacant positions remain on hold.

Discussion was held regarding the potential change to the County Pay Plan that Department Heads have been instructed to include in their 2022 budgets and how this may impact the retention issues being seen by the agency. If this change does go into effect, it would mean an approximate 7% increase in wages for county staff, however it was also noted that this still does not address moving staff up along the steps that have been built into this pay system, of which the top step is only 80% of the fair market value for each position.

Approve Revision to the Health and Human Services Addendum: As a member of the Capital Consortium, the Economic Support Unit provides economic support services to individuals throughout an eight county region including a small but significant non-English speaking population. As a result, these individuals may select an option to speak with a Hmong or Spanish speaking worker and therefore, there is a need for bilingual workers to staff these phone queues. Other counties within the Capital Consortium who have staff with this bilingual skill set are paid a wage differential and it is being proposed that Richland County offer the same. There is currently one Richland County Economic Support Specialist who is assigned to a non-English language queue. Motion by Ingrid Glasbrenner, seconded by Tim Gottschall to approve the creation of a wage modifier of \$.75 per hour to the Economic Support Specialist position for staff who have specialized bilingual fluency and are assigned to a bilingual language queue or provide interpreter services in the course of their duties, revise the HHS Addendum, and forward this recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve Purchase of Public Health Vaccination Refrigerator: Rose Kohout explained that the current vaccine refrigerator began experiencing occasional out-of-range temperatures shortly after its purchase two years ago, and approximately four months ago began to “alarm” indicating temperatures are too warm to store vaccines. Despite several attempts to adjust the thermostat and contact the manufacturer, there does not appear to be a way to fix the issues at this time and it is being requested that a new refrigerator be purchased. Motion by Cindy Chicker, seconded by Ingrid Glasbrenner to approve the ability to seek bids and purchase a new pharmaceutical grade vaccine refrigerator, and forward the recommendation onto the County Board if the expenditure exceeds the allowable amount that may be made by the HHS Board or the County Administrator; currently \$5,000. Motion Carried.

Approve Updates to the 2021 Public Health Fee Schedule: Rose Kohout explained that the Public Health Unit has the ability to seek a vaccine administration fee that would be billed to an individual’s insurance and those individuals without insurance would not be charged this fee. Therefore, it is being requested that the Public Health Fee Schedule be updated to include a \$40 vaccine administration fee. It was noted this fee would not pertain to the COVID-19 vaccine. Motion by Diane Cox, seconded by Cindy Chicker to approve the revised 2021 Public Health Fee Schedule to include a \$40 Vaccine Administration Fee.

Adjourn: The next meeting is scheduled for August 12, 2021 at 10:30 a.m. Motion by Diane Cox, seconded by Jerel Berres to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary