

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 12, 2021

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30 a.m. on August 12, 2021 by Kerry Severson virtually via Zoom.

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

Others Present: Tracy Thorsen, Rose Kohout, Angie Rizner, Meghan Rohn, Sharon Pasold, Stephanie Ronnfeldt, Edie Arneson, Jessica Stanek, and Myranda Culver.

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

Approve July 8, 2021 Health and Human Services Board Minutes: Kerry Severson declared the July 8, 2021 Health and Human Services Board minutes approved.

Directors Report: Tracy Thorsen reported that due to a change in CDC guidance and Richland County being identified as an area of substantial community transmission, Health and Human Services has returned to requiring staff to wear masks in all parts of the building and when meeting with clients, regardless of their vaccination status. The Emergency Operation Center will also return to meeting weekly with key emergency response partners. All meetings being held are shifting back to virtual whenever possible.

The Aging and Disability Resource Center will need to reschedule the “Alive and Kicking” event that was scheduled in August due to the increase in COVID-19 cases and the substantial transmission level designation. There will still be a public hearing held to obtain the feedback necessary for developing the County’s Three Year Aging Plan on September 8, 2021. It was noted there will also be a Zoom option available for this hearing.

Staff in the Child and Youth Services Unit continue to be busy due to increased reports, investigation and placement needs. While one of the vacant Child and Youth Services Case Manager positions has been filled, it takes several months of training before new staff are able to perform all of the responsibilities of the position, such as after hours on-call duties. The unit is also still recruiting for another Case Manager vacancy.

The Birth to Three and Children’s Long Term-Support Programs have seen a 10% increase in the number of referrals compared to the same time last year. It is anticipated that a new Parent Peer Specialist will be starting in the next few months who will be able to provide additional outreach and support to parents and families of youth who have challenges that impact their emotional, physical, or social well-being. Workloads for all staff in the Behavioral Health Services Unit remain high due to several vacant positions, and the need to cover Adult Protective Services and crisis duties.

In the Economic Support Unit, FoodShare, Badgercare, and Medicaid programs all continue to operate with more relaxed requirements and many timelines are still either extended or waived completely. However, the verification of income and other eligibility requirements for new enrollees has been reinstated. A plan has been submitted by the State of Wisconsin for the administration of the Low Income Household Water Assistance Program. This is a federally funded initiative that would provide eligible household with assistance with their household drinking water and sewer services.

Health Officer Update and COVID-19 Response: Rose Kohout explained that due to Richland County being identified as an area of substantial community transmission, masking is again being highly advised. The Delta variant was discussed, including how it spreads effectively and efficiently with a lower concentration of the virus. As of August 11, 2021 there were 26 active cases and between 30-35 contact investigations. Ingrid Glasbrenner noted that she is aware of situations where people are admitted to the hospital for a reason other than COVID, such as to give birth, and test positive for COVID. She questioned if these cases are then counted as a hospitalization due to COVID, since they are not actually hospitalized as a direct result of COVID. Rose Kohout noted this was a good question and one that she would need to investigate further. Other statistics were reviewed and it was noted these statistics are updated weekly and sent out to relevant partners in the community. Senior Nutrition Sites remain open with social distancing practices in place and masks being worn unless an individual is eating.

Kerry Severson noted that in November of 2020 Richland County reported 374 cases of COVID-19 and in August of 2021 there are 27 cases being reported, yet the County is considered being at a high level of transmission. He questioned what the threshold is for determining a high level of transmission for a population of 16,000 people. Rose Kohout explained that this takes into account a number of factors, including the amount of cases per capita, the amount of people tested, and then number of individuals who test positive. Kerry Severson requested the number of hospital stays from January 2021 to the present time by month, opposed to a running total.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for August 12, 2021 was reviewed. The following items required additional discussion:

Voucher #68 – BL Signs LLC: This was to pay for a banner for the ADRC.

Voucher #37 – Cardmember Services: This was to pay for the monthly payment for Kareo, the agency's electronic health record system.

Voucher #47 – Cardmember Services: This was to pay for three digital data loggers for Public Health vaccines.

Voucher #44 – Cardmember Services: This was to pay for the purchase of a baby stroller for a client that will be reimbursed through the CCOP Program.

Voucher #4 & #5 – GFC Leasing: This was to pay for the monthly leasing fee of 5 copiers and the monthly per copy fee.

Voucher #51 & #52 – Johnson Controls: This was to pay for fire alarm and sprinkler inspections and a semiannual fire alarm monitoring fee.

Voucher #9 – Nutri-System Corporation: This was to pay for thermal bags for the Senior Nutrition Program.

Voucher #10 – Quill Corporation: This was to pay for quill copier paper.

Voucher #22, #59, & #60-64 – The Richland Observer: This was to pay for advertisements for vacant positions.

Voucher #55 – WHFMA Conference: This was to pay for the new Business and Financial Services Manager to attend a conference in Green Bay for Financial Managers.

Pre-Paid

Voucher #1 – Grant County Health Department: This was to pay for the quarterly bill for the Environmental Health Consultant.

Motion by Tim Gottschall, seconded by Cindy Chicker 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	15	\$7,262.12
Richland County Health and Human Services – 2021 Admin Vouchers	23	\$22,752.74
Richland County Health and Human Services – 2021 Prepaid Vouchers	8	\$10,520.43
TOTAL	46	\$40,535.29

2021 Budget Summary & Richland County Placement Report: Tracy Thorsen reviewed the 2021 budget, noting that expense utilization should be at about 58%. The majority of expenses in the various programs are underutilized at this point in time and it was noted that the main cause is position vacancies. The Public Health Unit is over utilized due to the pandemic response, however there are additional funds to cover these additional expenses. The Comprehensive Community Services Program, at 62%, has also exceeded the expected 58% utilization which has been driven by an increase in services and the program is also receiving an increase in revenue to cover additional expenses.

When looking at both anticipated and received revenues, Health and Human Services revenues totaled \$3,920,080. Actual and anticipated expenses totaled \$3,943,404 before the chargeback process, leaving a deficit of \$23,324. After the chargeback process the revised balance becomes \$59,501.

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 June totaling \$47,147 and Adult Institutional and Inpatient Placement expenses have totaled \$82,816. Adult Community Residential Placements had one additional placement in June with 9 individuals currently in community placements. Year to date expenses totaled \$266,162 bringing total expenses in Fund 54 to \$396,125 and leaving a balance of \$86,153.

Expenses through June for Child Institutional Inpatient totaled \$96,475 and there was one Detention placement bringing expenses for the year to \$23,400. Year to date Group Home and Treatment Foster Care expenses totaled \$208,270 and Regular Foster Care totaled \$14,527. Total Expenses in Fund 44 through June totaled \$342,672 leaving a balance of \$184,669. The 2018 to 2021 Comparison of Monthly Placement Expenses graphic was reviewed and 2021 continues to trend high. Tracy Thorsen reviewed the expense histories of the various placement types.

2021 Contract Monitoring Report: Angie Rizner reviewed the 2021 Contract Monitoring Report for August and those contracts that currently exceed 50% utilization were reviewed; noting that invoicing should be through June. Angie Rizner explained that while Children’s Hospital of Wisconsin Community Services, Chileda Institute and Kareo are all reporting over 50%, they have all invoiced through the month of July. Fond Du Lac County Department of Social Services and Positive Alternatives, Inc. are also over utilized however, these providers are no longer being utilized and will not need to be amended. Contracts for Driftless Counseling, LLC dba Trailhead Therapy and Mentoring and Vista Care will both continue to be monitored to determine if they need to be amended in the future. Contracts for Premier Financial Services; Tellurian, Inc, and Cornerstone Foundation dba Lucky Star 3 Corporation will all need to to be amended later on the agenda.

Approve Contracts, Agreements, and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-12-2021)		
CORNERSTONE FOUNDATION DBA LUCKY STAR 3 CORPORATION	Due to an increased need for CBRF and day services to individuals being served by the Behavioral Health Services Unit. (Dodgeville). <i>This will require County Board Approval</i>	<i>Original Contract Amount: \$150,000</i> To a total amount not to exceed \$305,500
PREMIER FINACIAL MANAGEMENT SERVICES	Due to an increased need for financial management services to children with disabilities being served by the Behavioral Health Services Unit. (Milwaukee). <i>This will require County Board Approval</i>	<i>Original Contract Amount: \$100,000</i> To a total amount not to exceed \$175,000
TELLURIAN, INC.	Due to an increased need for detoxification and crisis intervention services to individuals being served by the Behavioral Health Services Unit. (Monona). <i>This will require County Board Approval</i>	<i>Original Contract Amount: \$75,000</i> To a total amount not to exceed \$120,000

Motion by Ingrid Glasbrenner, seconded by Van Nelson to approve the amended 2021 contracts and forward the recommendations onto the County Board for approval. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Deb Dittmer, Fiscal Specialist, effective July 19, 2021; Veronica Olson, Secretary, effective August 2, 2021, Shelby Miller, Child & Youth Case Manager, effective August 9, 2021; and Stephanie Ronnfeldt, Business & Financial Services Manager, effective August 9, 2021. Alice Meyer, Temp/Casual Nutrition Site Worker, has passed her probationary period (910 hours) effective July 5, 2021. Tracy Thorsen also noted there was unfortunately one additional resignation, Alice Lawrence-Retrum, Psychiatric RN, effective, August 13, 2021.

Leased staff through the Southwest Workforce Development Board were reviewed and Veronica Olson, Leased LTE Confidential Administrative Secretary, resigned effective August 2, 2021; due to accepting the County Secretary position. Alice Lawrence-Retrum, Psychiatric RN, has been hired up to 8 hours per week, effective August 20, 2021. Robin Hampton, LTE Fiscal Consultant, has also been hired up to 5 hours per week, effective August 16, 2021.

Advertising or interviewing is occurring for the 11 vacant positions including a Temp/Casual Driver/Escort, Adult Protective Services Worker, Adult Protective Services/Crisis Professional, 2 Mental Health Therapists, 2 Psychiatric RN's, Child and Youth Case Manager, Economic Support Manager, and 2 Economic Support Specialists. All other vacant positions remain on hold.

Approve Coordinated Services Team (CST) Initiative Grant: Myranda Culver explained that in order to serve youth who have complex behavioral health treatment needs and are in need of wraparound treatment, Richland County Health and Human Services utilized the Coordinated Services Teams system of care to increase natural supports. Coordinated Services Teams reduce the risk of youth out of home placements and other higher level of care system costs. The Coordinated Services Team (CST) Initiative Grant, awarded through the Department of Health Services, totals up to \$60,000 and requires a \$12,000 county match. Motion by Cindy Chicker, seconded by Dr. Jerel Berres to approve the application and acceptance of the Coordinated Services Team (CST) Grant for an amount of up to \$60,000, and county match of \$12,000, and forward the recommendation onto the County Board for approval. Motion carried.

Approve State Opioid Response (SOR) Grant: Myranda Culver reported that for the past three years Richland County Health and Human Services has been providing services to individuals diagnosed with Opioid Use Disorders through the State Opioid Response Grant. The current grant cycle is scheduled to end on September 29, 2021 and there is a need to apply for the new grant cycle that will be effective September 30, 2021 to September 29, 2022. The new cycle will include treatment needs for both individuals diagnosed with Opioid Use Disorders and those diagnosed with Stimulant Use Disorders, which has greatly increased in the last three years. Motion by Van Nelson, seconded by Diane Cox to approve the application and acceptance of the State Opioid Response (SOR) Grant totaling up to \$149,000 and forward the recommendation onto the County Board for approval. Motion carried.

Approve 2022 Section 5310 Vehicle and Operative Grant: Tracy Thorsen explained that it has been recommended that the County Transportation Program for public transit apply for 5310 transportation operating funding in order to continue to operate, expand services, and improve mobility for seniors and individuals with disabilities. The application does include a 50% minimum match that can be cash and/or in-kind. Motion by Dr. Jerel Berres, seconded by Tim Gottschall to approve the application and acceptance of the 2022 Section 5310 Vehicle and Operative Grant totaling up to \$29,196.28, including a 50% minimum match, and forward the recommendation onto the County Board for approval. Motion carried.

Approve New Commission on Aging and Disability Board Member: Tracy Thorsen noted that the Commission on Aging and Disability (COAD) Board represents citizens over the age of 60 and those 18-59 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County. The Commission on Aging and Disability (COAD) Board approved to fill an open Service Provider Advocate position on the Board with Joe Scribbins. Motion by Van Nelson, seconded by Kerry Severson to appoint Joe Scribbins to the Commission on Aging and Disability (COAD) Board, and forward the recommendation onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion carried.

Approve the Purchase of Computers: Tracy Thorsen reported that it has previously been recommended that aging computers be replaced on a regular schedule every 5 to 7 years. The agency currently has 26 computers, ranging in age from 5 to 9 years old and it is being recommended they be replaced. As a result of some staff being assigned both a laptop and a desktop computer, going forward, when a computer needs to be replaced staff will only be assigned one computer and those who have a need to work remotely will be assigned a laptop with a docking station. There are various funding sources that will be available this year in order to replace these computers and no new apportionment is being requested. Motion by Diane Cox, seconded by Kerry Severson to approve the purchase of twenty-six computers, twenty-four laptops and two desktops, at a cost not to exceed \$60,000, and forward the recommendation onto the Finance and Personnel Committee and then the County Board for approval. Motion carried.

Review and Approve the 2022 Health and Human Services Budget: Tracy Thorsen reviewed the 2022 Health and Human Services Budget objectives, guidelines that were given to each department to follow when creating their budgets, and the overall timeline of the budget process. Departments were asked to bring forward a budget that included a 0% increase in tax levy, wage increases for staff reflecting the aged pay plan, and a 7% increase in health insurance costs.

Goals of the proposed 2022 Health and Human Services Budget included funding to continue all existing services, programs, and positions, funding for an additional 4 hours of psychiatric services per week, and funding for the implementation of a Drug Court Program. The Drug Court aims to assist participants recover from addiction, prevent future criminal activity, and reduce the burden and cost of repeatedly processing low-level, non-violent offenders through courts, jails, and prisons. Another goal of the 2022 budget is to ensure sufficient Tax Levy is allocated to Placement Funds 44 and 54 based on historical expenses. Therefore, it is being proposed that Tax Levy be increased in these two funds to \$1.5 million.

While existing services and staffing levels were maintained in the proposed budget, all available state allocations, improved expense claiming, expanded billing revenue, and other existing funding has been stretched and maxed out. Therefore, it will not be possible to incorporate any other remaining goals without additional tax levy or additional funding. Implementation of the new Drug Court program would require \$15,000 in additional tax levy, \$60,000 would be required to expand outpatient psychiatric services, and \$490,381 to sufficiently budget for anticipated expenses in the Placement Funds 44 and 54.

Tracy Thorsen noted that it was recommended by the County Administrator that the \$490,381 increase in tax levy needed to appropriately fund the two Placement Funds should be kept in the budget. She also explained that due to the reality that the opportunity to apply for \$150,000 in grant funding to support the Drug Treatment Court only occurs every five years, she is recommending that this also remain in the budget, even though it would require a request of an additional \$15,000 of Tax Levy. While prioritizing these goals, it was also recommended that the goal of expanding outpatient psychiatric services at a cost of an additional \$60,000 be deferred to the 2023 budget.

There are no capital projects scheduled for 2022. The HVAC system update/replacement has been deferred to 2023 at a cost of approximately \$150,000. It was noted that increased staff expenses and service costs will continue to become more difficult to cover if funding allocations do not also increase, as Health and Human Services may not always be able to absorb annual wage and Health Insurance cost each year going forward.

Motion by Tim Gottschall, seconded by Cindy Chicker to approve the 2022 Health and Human Services Budget as presented and forward the recommendation onto the County Administrator, Finance and Personnel Committee and County Board for approval. Tim Gottschall noted that the staffing crisis needs to be the first priority addressed and the 7% salary increase should be the number one objective for the 2022 budget. Clarification was provided that the \$15,000 in additional tax levy that would be needed for the Drug Treatment Court through the TAD Grant is not currently included in the budget as presented, however the board could recommend the County seek to allocate this additional tax levy to Health and Human Services for this purpose. Diane Cox stated that given the need in the community it would be in the best interest of County to invest the \$15,000 in order to access the remaining TAD Grant funding in an effort to address the growing drug problem in the County. Amended motion by Diane Cox, seconded by Dr. Jerel Berres to approve the budget as presented with a recommendation to request an additional \$15,000 in Tax Levy needed to access additional TAD Grant funding and forward the recommendation onto the County Administrator, Finance and Personnel Committee and County Board for approval. Motion carried.

Adjourn: The next meeting is scheduled for September 9, 2021 at 10:30 a.m. and will be held via Zoom. Motion by Diane Cox, seconded by Tim Gottschall to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary