

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 14, 2022

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:31 a.m. on April 14, 2022 by Kerry Severson virtually via Zoom.

Members Present: Kerry Severson, Tim Gottschall, Cindy Chicker, and Dr. Jerel Berres.

Members Absent: Van Nelson, Ingrid Glasbrenner.

Others Present: Tracy Thorsen, Angie Rizner, Rose Kohout, Meghan Rohn, Jessica Tisdale, Myranda Culver, Roxanne Klubertanz-Gerber, Sharon Pasold, Laurie Couey and Jaymie Bruckner.

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

Approve March 10, 2022 Health and Human Services Board Minutes: Motion by Cindy Chicker, seconded by Dr. Jerel Berres to approve March 10, 2022 Health and Human Services Board Minutes.

Directors Report: Tracy Thorsen discussed the notification Board members should have received announcing her resignation as Director, effective May 19, 2022. While it was always her intention to stay with Richland County until the time of her retirement, the long drive has become too difficult and as a result she will be returning to Monroe County to serve as the Human Services Director. The hiring process is being overseen by the County Administrator and the position is currently being advertised. An Interim Director will most likely be appointed until a new director is in place. Tracy Thorsen noted the excellent leadership team and dedicated staff that are in place and thanked them and the Board for all of their support.

The Child and Youth Services unit continues to function with a staffing shortage. A limited term Family Preservation Worker has been added to assist with tasks such as visitations and outreach to at risk families. Plans are also being put in place for small group session of the Youth Empowerment Services (YES) program this summer, facilitated by the Youth Aide Worker.

In the Behavioral Health Unit, individuals enrolled in the Comprehensive Community Services (CCS) program will be working with the UW-Extension Office to support the community gardens over the summer. Changes to the administrative rule that regulates substance abuse treatment, DHS 75, will be implemented by the Outpatient Substance Abuse Treatment staff, effective October 1, 2022. Service providers for the Birth to Three program will be participating in a "Child Find" event, at Ithaca Schools. Child Find is a process designed to identify and refer all young children with disabilities and their families who may be in need of an early intervention program or services.

The Economic Support Unit has not received an end date to the temporary COVID-19 policies for healthcare benefits, however healthcare renewals that are scheduled for May of 2022 have been postponed to August of 2022. The unit will have its first in-person staff meeting since the beginning of COVID-19 and approximately half of the unit's staff began working remotely 100%.

The Aging and Disability Resource Center continues to work with the Richland County Care Coalition, and is working to create a job fair style event this summer to address the caregiver shortage in Richland County. The annual spring volunteer appreciation luncheon and training will be held on April 26, 2022 and it was highlighted that volunteers drove a combined 134,928 miles, providing 6,180 hours of service in 2021. A Dementia training will also be provided to local banks in the community by the Regional Dementia Care Specialist and Aging and Disability Resource Center Staff.

As stated last month, going forward the Public Health and Nutrition updated will resume being included in the Director’s report and a separate Health Officer’s report will be provided when necessary. A COVID-19 data sheet was included in the Board Materials for review and it was noted that the number of COVID case numbers for Richland County and the State continue to be low. Public Health Staff continue to focus on the administration of vaccines and assist at the community testing site. Staff are also working to provide the many other public health community-based services that needed to take a hiatus due to the pandemic. The Nutrition program continues to offer meals in person via “grab’n go” as well as through home delivery. A volunteer recognition event is being planned for May.

Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000): The Richland County Health and Human Services Expenditures Report for April 14, 2022 was reviewed. All of these have been approved by the County Administrator, Clinton Langreck, and payments have been prepared. The following items required additional discussion:

2021 Vouchers

Voucher #57 – Bindl Snowplowing & Salt: This was to pay for snowplowing and salting services.

Voucher #74 and #76 – Cardmember Services: This was to pay for a sign language translator service.

Voucher #6 – Cardmember Services: This was to pay for incentive items for Treatment Court.

Voucher #20 – Cardmember Services: This was to pay for compartment trays for the Nutrition program.

Voucher #70, #75, #65 – Cardmember Services: This was to pay for additional sign language translator services.

Voucher #21-22, #63-64, #67-69 – CDW Government Inc: This was to pay for various computer supplies.

Voucher #79 – Donahoe/Bradi: This was to reimburse a Child and Youth Services worker for the purchase of formula, bottles, blankets, and car seats to assist families.

Voucher #24-25 – GFC Leasing: This was to pay for the monthly charges for copier leasing.

Voucher #26 – Hynek Printing: This was to purchase Home Visit Summary forms needed for the Birth to 3 program.

Voucher #27 – Language Line Services: This was to pay for translation services.

Voucher #31 – Positive Promotions: This was to purchase thank you gifts for volunteer drivers.

Voucher #53 – Summit Fire Protection: This was to pay for inspection of fire extinguishers on buses and in the building.

Voucher #47 – HHS WATCP Conference: This was to pay for nine individuals who work with the Treatment Court program to attend a training and the cost will be covered by the grant.

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2022 Expense Reports	13	\$6,867.41
Richland County Health and Human Services – 2022 Admin Vouchers	32	\$18,876.76
Richland County Health and Human Services – 2022 Prepaid Vouchers	10	\$13,571.75
TOTAL	55	\$36,894.17

2022 Budget Summary & Richland County Placement Report: Tracy Thorsen reviewed the 2022 budget report as of April 4, 2022, noting that expense utilization should be at 25%. It was noted that while Public Health expenses ran higher than normal during the pandemic, currently expenses are on track. This is primarily due to some expenses still coming in from March and staff contact tracing activities have diminished considerably. Child and Youth Services has significantly underutilized the first three months of the year due to the large number of vacancies in the unit. Delays in contracted providers submitting service invoices is the primary reason Behavioral Health is also showing an underutilization of expenses, as well position vacancies.

When looking at both anticipated and received revenues as of April 4, 2022, Health and Human Services revenues totaled \$1,685,759. Actual and anticipated expenses totaled \$1,688,882 before the chargeback process, leaving a balance of –(\$3,123). After the chargeback process occurred for additional placement charges the revised balance becomes \$5,511.

Tracy Thorsen reviewed the Richland County Placement Report through February 2022. In February, one individual utilized crisis stabilization services for eighteen days in the month of February bringing year to date expenses to \$11,250. Adult Institutional and Inpatient Placement expenses totaled \$24,291 and a reimbursement of \$15,656 was received bringing total year to date expenses to \$46,181. There were eight individuals in Adult Community Residential Placements in February bringing year to date expenses to \$13,288, and total expenses in Fund 54 to \$70,718.

Expenses through February for Child Institutional Inpatient totaled \$48,302. There were no Detention placements in January or February of 2022. To date, Group Home and Treatment Foster Care expenses totaled \$77,192 and Regular Foster Care totaled \$7,205 after reimbursements. Total Expenses in Fund 44 through February totaled \$132,699.

While the other comparison charts were included, Tracy Thorsen noted that yearly projections are most likely not reliable with only two months of data available. Dr. Jerel Berres questioned the difference between institutional placements and crisis stabilization and it was explained that crisis intervention services are crisis stabilization services in a non-hospital setting where a person can go and get 24 hours monitoring for their safety and sometimes medication management.

2022 Contract Monitoring Report: Angie Rizner reviewed the 2022 Contract Monitoring Report for March and those contracts that currently exceed 17% utilization were reviewed; noting that invoicing should be through February. Angie Rizner explained that while Chileda Institute, Forward Home for Boys, Kareo, and Children’s Hospital of Wisconsin Community Services, are reporting over 17% utilization, they have invoiced through the month of March. Cooperative Educational Services Agency (CESA) 3, Jessica Leinberger Counseling, Northwest Counseling & Guidance Clinic, and Shay Rehabilitation & Psychological Services, Inc. dba are also reporting over 17% utilization and will continue to be monitored.

Approve Contracts, Agreements, and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-10-2022)		
SATORI HOUSE	To provide recovery coaching and peer support to individuals being served by the Behavioral Health Services Unit. (Baraboo)	For a total amount not to exceed \$1,000.

Motion by Tim Gottschall, seconded by Dr. Jerel Berres to approve the New 2022 agreement. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Alice Lawrence-Retrum, Psychiatric RN, effective April 4, 2022; Lisa Krachey, Adult Protective Services Worker, effective April 25, 2022; and Allicia Woodhouse, leased LTE Family Preservation Worker, effective April 19, 2022.

The successful completion of the probationary period was announced for Alison Barger, Mental Health Therapist, effective April 18, 2022. There were also three resignations reported including Theresa Richards, leased LTE Public Health Nurse, effective March 20, 2022; Diane Cox, leased LTE Adult Protective Services Worker, effective February 25, 2022; and Marjorie McGraw, Child & Youth Services Case Manager, effective April 29, 2022; and Tracy Thorsen, Director, effective May 19, 2022.

Advertising or interviewing is occurring for the 7 vacant positions including the Director, a Comprehensive Community Services Supervisor, Adult Protective Service/Crisis Professional, Mental Health Therapist, and three Child & Youth Services Case Managers.

Approve the Use of 2021 Health and Human Services Remaining Funds: As discussed the last meeting, Tracy Thorsen explained that the funds remaining from the 2021 Health and Human Services Budget come from sources intended to fund programs and services at Health and Human Services. As a result, it is being recommended that if no action is taken by the County Board in 2022 to establish a wage placement progression plan and address the high employee cost of health insurance, these funds be utilized to address the staffing crisis at Health and Human Services by providing both retention bonuses to existing staff and sign-on bonuses for the recruitment of vacant positions. Discussion was held regarding the on-going staffing crisis that has continued to impact Health and Human Services and the significant stress it places on remaining staff.

Approximately \$452,373 is expected to be remaining in the 2021 Core Budget after all expenses have been paid and an additional \$204,504 is put towards the deficit in the placement funds. A breakdown of the source of these remaining funds was reviewed.

Tim Gottschall clarified that the number of vacancies listed in the Agenda Item Summary should be 8 instead of 7. He also expressed that he would be in favor of all surplus funds coming back to Health and Human Services, however he recognized this may be a non-starter for the Finance and Personnel Committee. A strong case could be made however, for the Enhanced Medicaid Funds, Random Moment Survey Surplus Funds and the ARPA Rural Provider Relief Funds being returned and he proposed the sum of these funding sources, totally \$147,347, should be retained by Health and Human Services instead of returning them to the County's General Fund to provide existing staff with retention bonuses as well as sign on or incentive bonuses. Motion by Tim Gottschall, seconded by Cindy Chicker to recommend the remaining funds from the 2021 Health and Human Services Budget be utilized to address retention efforts in the department by providing both retention bonuses to existing staff as well as sign-on or incentive bonuses in order to recruit for vacant positions. Motion carried.

Motion by Tim Gottschall, seconded by Cindy Chicker to replace "remaining funds" with "\$147,347", and forward onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic: Tracy Thorsen explained that over the last two years, numerous Richland County staff were reassigned to participate in the response to the Public Health Emergency, requiring their daily work responsibilities to be put on hold or adjusted. Staff provided testing services, disease investigations, vaccine clinics and other support activities for the community, many of which required staff to don full personal protective equipment to protect against the risk of contracting the virus. Staff were also required to work in outdoor inclement weather conditions, extra hours on evenings and weekends, participate in Emergency Operation Center meetings, and regularly advised and provide information to community members.

It was determined that this would be an appropriate use of Division of Public Health COVID-19 funding to provide bonuses totally \$44,500 to the thirty-three individuals who have been identified that made significant contributions. It was noted that the American Rescue Plan Funds would not be needed to fund this initiative. Bonus amounts would be based on the level of involvement over a two-year period and a breakdown of the

individuals identified and the amounts was reviewed. Individuals would also formally be recognized by a County Board resolution and presented a plaque commending their contributions. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approved an expenditure of \$44,500 by utilizing Division of Public Health COVID-19 funding to provide bonuses and commendation plaques for the recognition of thirty-three personnel who made significant contributions to the Public Health emergency response to the community during the COVID-19 Pandemic, as well as formally recognize these individuals by a County Board resolution, and forward these recommendations onto the Finance & Personnel Committee and County Board for approval. Tim Gottschall clarified that this funding source is not included in the prior agenda item. Motion carried.

Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children’s Long-Term Support & Birth to 3 Case Manager Position: Miranda Culver explained that the Early Intervention Special Educator position has not been filled with a staff member with an Early Childhood Special Educator degree in over ten years. In order to accommodate the increase in Birth to 3 and Children’s Long-Term Support caseload sizes, the replacement of this position with a Children’s Long-Term Support & Birth to 3 Case Manager position is being recommended, and the county consider contracting options to meet the need for a Birth to 3 Educator position.

The newly created Children’s Long-Term Support & Birth to 3 Educator position would be a 40 hour per week position and would be fully funded through CLTS Case Management/Waiver funding, Children’s’ Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive Community Services Service Facilitation funding. The current Early Intervention Special Educator position is non-billable and is only listed as a 35 hour per week position. Motion by Tim Gottschall, seconded by Cindy Chicker to approve the elimination of the Early Intervention Special Educator position, with the position to be replaced by a Children’s Long-Term Support and Birth to 3 Case Manager position, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Tim asked if the current position is in the 2022 budget. Tracy Thorsen explained that while this position is not currently in the budget, billing will be able to cover the cost of the position. Motion carried.

Approve New Commission on Aging & Disability Board Members: The Commission on Aging and Disability Board has approved Lawrence Engle to fill a “Member over 60 years old” position on the board left vacant by Patrick Manning; and Angela Metz to fill a “Mental health & Substance Abuse Representative” position on the board left vacant by Cindy Riley. If approved by the Health and Human Services Board, the recommendation will be forwarded onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion by Dr. Jerel Berres, seconded by Cindy Chicker to approve the appointment of Lawrence Engle and Angela Metz 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.

Recognition of Van Nelson: Tracy Thorsen recognized the services of Van Nelson to the Health and Human Services Board as well as the Commission on Aging and expressed our appreciation.

Health & Human Services Citizen Board Member Recommendation: Lee Van Landuyt has submitted a letter of interest to Clint Langreck in serving as a member on the Health and Human Services Board. It will be up to the County Administrator to appoint a member.

Update on Rules and Resolutions Committee Work on Committee Structure: Tracy Thorsen reviewed the changes to the county board rules, management policy and committee structure. A new Health and Human Services & Veterans Standing Committee will be created following an organizational meeting, along with eight other standing committees and two executive committees. The new Health and Human Services & Veterans Standing Committee will consist of a total of 11 members, six County Board supervisors and five citizen members. Of the five citizen members three will need to meet the requirements of Health and Human Services, including a physician, a nurse if possible and an individual who has received services or a family

member of an individual who has received services. The other two citizen members are assigned to be veterans. Each standing committee will choose their chair and vice chair, as well as who they would like to represent them on the two executive committees.

All current term limits will be reset and those that currently have staggered term limits will be preserved the way they are. The County Administrator has proposed a committee schedule to assist in streamlining how actions can move from standing committees through any required approval process, however it will be up to the committee when they will meet.

Adjourn: The next meeting is scheduled for May 5, 2022 or May 12 at 10:30 a.m. and will be held via Zoom. Motion by Cindy Chicker, seconded by Tim Gottschall to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary