

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 14, 2019

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on February 14, 2019 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Donald Seep, Linda Gentes, Dr. Jerel Berres, Kerry Severson and Marty Brewer.

Absent: Ingrid Glasbrenner.

Others Present: Angie Rizner, Myranda Culver, Roxanne Klubertanz-Gerber, Sharon Pasold, Rose Kohout, Jessica Stanek, Tracy Thorsen, Robin Hampton, Troy Morris and Meghan Rohn.

Approve Agenda and Posting: Motion by Kerry Severson seconded by Dr. Jerel Berres to approve the agenda and proper posting. Motion carried.

Approve January 10, 2019 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Kerry Severson to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments:

Directors Report: Tracy Thorsen reported that the Health and Human Services Agency closed on January 30, 2019 due to the extremely cold conditions. This decision was made and staff were allowed to utilize benefit time or flex their time if they felt it was unsafe to report to work. Staff also had the option to report to work if they felt safe to do so.

The Economic Support Unit reported that February FoodShare benefits were issued to clients early to avoid any potential impacts as a result of the recent government shutdown. March benefits were released early as well as a precaution just in case a shutdown would occur again. Medicaid and child care benefits were not affected. The Wisconsin Home Energy Assistance Program (WHEAP) has had 565 households receive assistance. The survey that was discussed last month was conducted and it was noted that it went very well.

The Public Health Unit is encouraging the public to make sure they are current on vaccinations. There are current Measles outbreaks occurring in Washington, New York and Illinois. It was noted that 9 of every 10 people exposed will contract the disease and the method of transmission was also reviewed. Also of note is that Richland County is listed as one of the top 10 counties in Wisconsin where parents and/or guardians have chosen to waive vaccines, placing more children at risk. Mumps has also been reported in 5 states, including one case in Milwaukee. The prevalence of Influenza continues to increase nationally, however overall Wisconsin remains at a low rate.

The Aging and Disability Resource Center (ADRC) is partnering with the Symons Recreation Complex and the Aging and Disability Resource Center in Vernon County to provide Tai Chi classes. There will be 3 (6 week) classes this year. At the beginning of March the ADRC will discuss upcoming events related to Dementia on the WRCO Morning Show and are currently working with the Regional Dementia Care Specialist to promote "Lets Talk About Dementia" seminars at the libraries in Lone Rock, Richland Center, and Viola. The Bus Program was also highlighted on a recent radio spot.

Tracy Thorsen followed up on a question asked at the January Board meeting regarding how many Veterans are being transported to medical appointments per month by the ADRC. In 2018, 147 individual veterans were provided with 303 trips, averaging 25-30 trips per month. Roxanne noted that while the Department of Veterans Affairs van is an alternative option, many choose not to utilize it.

There continues to be staffing shortages in the Children's Services Unit with one staff member on Medical Leave and another about to go on Family Leave. While new staff continue to work on completing required training, these are proving difficult to acquire in a timely fashion. Additional caseload information for the Children's Services Unit will be offered later in the meeting.

Staff in the Clinical Services unit will be participating in the Network for the Improvement of Addiction Treatment (NIATx) Change Project for 2019, looking at decreasing 30 day psychiatric readmissions. Staff also continue to enroll consumers in Comprehensive Community Services (CCS). In 2019 there were 52 consumers enrolled compared to 46 in 2018.

Tracy Thorsen explained that due to changes in Wisconsin law, the County was required to form a Chapter 980 Committee to locate a housing option for a sexually violent individual who is eligible for release from Sand Ridge Correctional Treatment Facility. The local committee must include Corporation Counsel, Human Services Director, Probation and Parole, Land Conservation/GIS, and State Department of Human Services. Tracy Thorsen discussed Wisconsin Act 184 and explained that this outlines the supervised release of a sexually violent person back to their County of residence and this state law supersedes local community ordinances. It was also noted that the Department of Health Services pays for the placement and develops the treatment plan.

There are currently two individuals currently at the treatment facility, however only one is eligible for release at this time. Donald Seep questioned what type of supervision will be in place once this individual is released. Tracy Thorsen explained that once the committee establishes a place of residence the state Department of Health Services develops a conditional release plan that must be approved by a judge. If approved, for the first year the individual is on a GPS monitoring bracelet and is not permitted to leave the residence without supervised accompaniment. They are permitted to leave to search for employment. The county is not responsible for paying for the housing. The state will lease the property for the individual for one year and will honor that lease even if the individual is returned to the facility for any reason. The primary expense for Richland County is staff time and the time of Benjamin Southwick who is serving on this committee.

Abatement of Human Health Hazards on One Property in Richland County:

Allen, Bonnie, and Johanna Strothman, 18478 County Highway U, Viola: Troy Morris, Environmental Health Consultant gave an overview of a property that was the subject of a complaint received in June of 2018. The owners of the property were given a 30 day abatement order, however no response was received. A citation of \$200 was then issued in October of 2018, and when that citation went unpaid, another hearing was scheduled for January of 2019. Troy Morris explained that while failure to pay the citation could result in 10 days in jail time in addition to still being responsible for the fine, due to certain circumstances in this case it would cost more to have this individual in jail than not. Troy Morris could not elaborate on the details of those circumstances.

The options left for the Public Health Department include issuing another citation or, through an ordinance, the County could clean up the health hazard and bill it to the property taxes of that property. Troy Morris cautioned the board that in many cases the cost of these types of clean ups often exceed what can be recouped.

Donald Seep asked if follow up has been conducted to the complainant. Troy Morris explained that updates are given to the complainant as they are available and it was explained that this is often a very long process. It

was also noted that the couple that resides on the property are not the source of the issue but more so their son. Pictures were distributed of the property. Various options for cleanup and examples of other clean ups and their costs were discussed. If the county decides to clean the property Corporation Counsel would make another court date to obtain a court order to abate the health hazard. If granted the county would then have the option to clean up the property. It was noted that while legally we don't need to do this, it makes it much cleaner.

It was determined that Troy Morris would research the status of the property taxes and bring the information back next month for further discussion. Discussion was also held regarding a daughter who is also listed as an owner of the property and Troy Morris will research her ability to assist in resolving any of these issues.

Discussion was held regarding the difference between this property and other properties in the county. Troy Morris explained that a complaint was filed on this property which is what started the process and nothing can be initiated unless a complaint is filed. Discussion was held regarding the precedence this could potentially set. Troy Morris explained that each case is different and the county does not always need to be involved, however in these cases there were certain circumstances that existed.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 and 2019 Voucher Report for February 14, 2019 was distributed. Marty Brewer requested a mileage report by department due to his interest in the possibility of utilizing leased vehicles. Clarification was made that an annual cost for Health and Human Services with the exception of volunteer drivers would be helpful. Angie Rizner discussed concerns staff have raised regarding increased liability when they transport clients. Kerry Severson noted he read an Attorney General opinion that the County is responsible if an individual is injured while a staff member is transporting a client. The following items required additional discussion:

Voucher #4 - Mosaic Weighted Blanket: This was to pay for a weighed blanket for a child with disabilities as part of the Coordinated Services Team (CST) grant.

Voucher #15 - Nutri - Systems Corporation: This was to pay for previously approved home delivered meal equipment.

Voucher #8 - Passages Inc.: This was to pay for half of the annual donation to Passages.

Voucher #10 - Richland School District: This was to pay for rent for the Rockbridge meal site.

Voucher #21 - City of Richland Center: This was to pay for rent for the Richland Center meal site.

Voucher #28 - Strang Heating & Electric: This was to service the refrigerator that holds the vaccinations in the Public Health Unit.

Voucher #33 - Walshs Ace Hardware: This was to pay for two faucets that needed to be replaced.

Voucher #44 - Wertz Plumbing & Heating: This was to pay to repair the buildings water heater near the ADRC.

Motion by Marty Brewer, seconded by Kerry Severson to approve the 2018 and 2019 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2018 & 2019 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2019 Transportation Expense Reports	13	\$6,561.98
Richland County Health and Human Services – 2018 Expense Reports	11	\$8,323.64
Richland County Health and Human Services – 2018 Vouchers	25	\$15,215.52
Richland County Health and Human Services – 2018 Prepaid Vouchers	4	\$1,742.04
TOTAL	53	\$31,843.18

2018 Budget Summary: Robin Hampton distributed the 2018 budget summary report as of February 4, 2019 and as explained last month utilization for building operations is over due to a County Workman’s compensation claim. The ADRC transportation line is over utilized, however additional revenues were also received to cover those costs. The same situation occurred with Comprehensive Community Services utilization. Robin Hampton noted that books have not closed for 2018 and as a result expenses and revenues are still coming in. The total budget balance projection shows a \$71,635 surplus.

Placement funds were reviewed through December. Currently the Children’s Fund 44 shows a deficit of \$24,549 and the Adult’s Fund 54 shows a deficit of \$442,715. Robin explained that some of the funds for adult placements are in Fund 54 and some are in Fund 56. This is due to the method in which the state charges for expenses at the Winnebago Mental Health Institute and these expenses are deducted from our Fund 56 revenue. Tracy Thorsen requested if the placement report could be moved to after the budget summary.

Review Richland County Placement Report (Mailout #1): Tracy Thorsen noted corrections were made to the report and a revised version was uploaded to the iPads. There was a significant number of institutional placement days in December and this was primarily due to an individual who was at Mendota Mental Health Institute under the state’s supervision. This individual was released and we needed to continue their civil commitment at Trempealeau County Health Care Center which is considerably cheaper. There were a few less days and the number of individuals went from 8 to 6 for community based placements. Total expenses for Fund 54 was \$824,993.

In Fund 44, one additional child was placed briefly in an institution, and as a result there was only a small increase from the previous month. Foster Care and Treatment Foster Care was discussed and it was noted approximately 25 fewer days of treatment were provided than the previous month. Total expenses for Fund 44 was \$451,890. Donald Seep questioned if the Fund 56 balance of \$71,635 would be applied to Fund 44 and Fund 54. Tracy Thorsen explain that a surplus is returned to the general fund and the Board would then determine how to apply it.

Jessica Stanek discussed court ordered out of home Kinship placements and explained that in these situations children are placed with family members who are not licensed. In 2018 22 children had 6,046 days of out of home Kinship placements and diverted from Foster Care placements. Any expense associated with these placements comes from our core budget and not Fund 44. A basic rate for a Foster Care placement is \$13 per day, and an out of home Kinship placement is approximately half of that.

Dr. Jerel Berres asked what types of services are provided with residential placements. Tracy Thorsen explained that residential placements often consist of Community Based Residential Facilities and Adult Family Homes that typically have 24 hour staff that are para professionals. Myranda Culver added that the

Department of Health Services is pushing for these facilities to provide additional training for these staff so that additional reimbursements can be claimed through Medicaid. There is currently a training protocol that can be given to staff and they are required to follow a plan regarding skills development and medication monitoring.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 100% utilization, noting that most invoicing is through December. Angie Rizner noted that most contracts are right on track with the exception of Driftless Counseling, LLC. which will be amended later in the meeting and it was noted this is a Comprehensive Community Services provider. This report will most likely not be provided next month since there will not be many bills available for 2019. Marty Brewer noted this is an excellent report.

2019 Budget Update: Robin Hampton noted the first report should be available at the next meeting. In the meantime she has been meeting with Tracy Thorsen and unit managers to begin the planning process for 2020.

Approve Contracts, Agreements, and Amendments:

2019 New HHS Contract/Agreements Approvals (Mailout #2): Angie Rizner distributed a revised mailout.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (2/14/19)		
INTEGRITY RESIDENTIAL SERVICES	Request Board approval to enter into a contract with <u>Integrity Residential Services</u> to provide back-up adult family home services to a Clinical Services consumer who due to mental health issue is unable to live independently. (Monona)	Requesting Board approval to enter into a contract with <u>Integrity Residential Services</u> for a total amount not to exceed \$49,500.

Motion by Kerry Severson, seconded by Marty Brewer to approve the new 2019 contract. Motion Carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2018 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2/14/19)		
DRIFTLESS COUNSELING, LLC	Due to an increased need for individual skill development and psychotherapy to Comprehensive Community Services consumers being served by the Clinical Services Unit. <i>This will require County Board approval and is not funded with county tax levy.</i>	<i>Original Contract Amount: \$45,000</i> <i>Amended to: \$200,000</i> <i>Amended to: \$350,000</i> Requesting Board approval to amend the current contract with <u>Driftless Counseling, LLC</u> to a total amount to exceed \$410,000

Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the amended 2018 contract. Motion Carried.

Personnel Updates: Tracy Thorsen requested that Kayleigh Desmond, Psychiatric RN, pass probation and be placed on regular status effective January 30, 2019. Tracy Thorsen also requested that Amber Platt, AODA Counselor, pass probation and be placed on regular status effective February 13, 2019. Motion by Donald Seep, seconded by Kerry Severson to approve the probation period of Kayleigh Desmond, Psychiatric RN, effective January 30, 2019, and Amber Platt, AODA Counselor, effective February 13, 2019. Motion carried.

Tracy Thorsen reported that Haley Ewing, Economic Support Specialist, submitted her resignation effective January 18, 2019; Roberta Landsinger, Temp/Casual Nutrition Site Worker, submitted her resignation effective January 31, 2019; Jill Shelby, Economic Support Specialist, submitted her resignation effective February 1, 2019; and Tracie Lee, Resource Center Specialist, submitted her resignation effective February 15, 2019. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Haley Ewing, Economic Support Specialist, effective January 18, 2019; Roberta Landsinger, Temp/Casual Nutrition Site Worker, effective January 31, 2019; Jill Shelby, Economic Support Specialist, effective February 1, 2019; and Tracie Lee, Resource Center Specialist, effective February 15, 2019. Motion carried. Tracy Thorsen noted she has started conducting exit interviews with staff in addition to any interviewing done by the individual unit manager.

Other personnel updates included leased Crisis Case Worker, Danielle Roelke, will be taking a leave of absence due to a medical condition and is not eligible for FMLA. Diane Cox has agreed to work as a LTE Adult Protective Services consultant for up to 10 hours per week to assist with training her replacement. Tim Gottschall also continues his LTE Fiscal Consultant position to assist Robin Hampton and Tracy Thorsen with their transition. Nichole Gaudette, Children's Services Case Manager, has requested a leave of absence from the Director for up to 30 days due to a medical condition and is not eligible for FMLA. The Finance and Personnel Committee approved a leave of absence for up to 6 months for Nicole Gaudette.

Marty Brewer asked about the large list of vacant positions and how the recruitment process is going. Angie Rizner noted recruitment is not going well. There was a good number of applications received for the vacant Economic Support Specialist positions, however other vacancies have struggled to receive any applications and if applications are received they are not always high quality. Utilization of online sites has been discussed in the past, however they are expensive to use and as a result the free sites have always been utilized instead. We do pay a \$50 fee for a feature spot on the "Indeed" website. Tracy Thorsen noted we are going to advertise for the Psychiatric RN position that has been vacant because this is a position in Clinical Services and can do CCS related work which is reimbursable.

Discussion was held regarding other factors that affect recruitment. Marty Brewer discussed the problem of finding applicants willing to fill positions but are unable to find a place to live. Lack of reliable daycare facilities is another major barrier for people considering relocating to the area. When you combine these issues with lower wages, people are not willing to relocate to the area.

The agency is currently advertising to fill the vacant Mental Health Therapist and Psychiatric RN positions, however is not refilling the following vacant, full-time county positions at this time in an effort to offer savings to the budget: Children & Families Case Manager, Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupational Therapist (28 hours per week), Speech and Language Pathologist (28 hours per week), and Public Health RN.

Approve Resolution to Honor Diane Cox: Tracy Thorsen noted that Diane Cox has been an employee of Richland County for 17 years and recommended that a resolution to honor her service to the citizens of Richland County be offered at the February County Board session. Motion by Marty Brewer, seconded by Kerry Severson to approve a resolution to honor Diane Cox, Adult Protective Services Worker, for 17 years of service to the citizens of Richland County, and forward the recommendation onto the county board for action. Motion Carried.

Approve Resolution Requesting Increased Funding and Oversight Reforms for Wisconsin's Child Protective Services System: Due to the Child Protection Services Crisis being seen across the state, the Wisconsin Counties Association recommended that County Boards pass resolutions encouraging the state to increase funding, set standards for caseloads, and establish a way of monitoring the status of these caseloads. The State of Wisconsin took over the Milwaukee Child Protective Services and have now set standards and reallocate money based on needs, however this is not happening across the rest of the state.

Benjamin Southwick was able to write up a resolution based off the model that was provided and this will be provided in the County Board materials. Wisconsin Counties Association also gave recommended caseload standards as well as appropriate supervision levels. Jessica Stanek was able to pull together information regarding what Richland Counties' caseloads currently look like. Ideally based on the number of cases, Richland County should have 7 case managers and approximately 1.4 supervisors. Currently the County only has 2 case managers who are able to manage caseloads, and one of those is the supervisor. Data was reviewed regarding the number of children and families being managed by these 2 staff members, which totaled 65 families and 114 children. Even more troubling is that 1 of these individuals will be leaving on a medical leave of absence soon and that will leave all cases to be managed by the supervisor. Difficulty getting new staff enrolled in the required trainings in a timely fashion was also discussed.

Marty Brewer asked what else the Board can do to assist in this crisis. Tracy Thorsen noted that if increased funding is approved a top priority needs to be hiring a separate manager for the Children's Services Unit. Unfortunately there is nothing that can be done to make trained social workers appear. Discussion was held regarding utilizing other social workers in the building. It was explained that not all social worker have the same training that is required for child protection. Utilization of leased employees was also questioned and it was noted that this is not an option because specific child protection work is required to be done by a county employee. Marty Brewer asked what happens is we are no longer able to provide this service and unfortunately it was noted that this is a mandated services that must be provided. Motion by Donald Seep, seconded by Marty Brewer to approve a resolution requesting increased funding and oversight reforms for Wisconsin's Child Protective Services System and forward the recommendation onto the County Board. Motion Carried.

Discuss and Reconsider Directive from May 7, 2017 Health and Human Services Board Meeting Related to Limiting Outpatient Clinic Services: There was a discussion held two years ago regarding mandated services that Health and Human Services is required to provide. One action that came out of this discussion was that the Board recommend that the minimum number mental health services that were required to maintain our certification as an Outpatient Mental Health Clinic be provided. This requirement would mean having one Mental Health Therapist at 37.5 hours per week and minimal psychiatric services. When the staff member was added through the school district, the agency was no longer in compliance with this directive. Tracy Thorsen noted that this directive restricts our ability to provide additional services in the community even if we are functioning within our budget. Tracy Thorsen asked that the level of services be at the discretion of the Director based on the budget and the needs of the community. Motion by Donald Seep, seconded by Debra Kyser to rescind the directive from the May 7, 2017 Health and Human Services Board Meeting related to limiting Outpatient Mental Health Clinic Services. Motion Carried.

Additional discussion was held regarding the level of mental health services that are mandated. Tracy Thorsen explained that this is a complex area and is often very gray. Every county is required to provide mental health services, however it is up to each county to determine how they are going to meet this need. Some counties have resources in the community that are able to provide the service and the County may provide funding instead of operating an Outpatient Mental Health Clinic.

Approve the Application and Acceptance of a Public Health Strategic Prevention Framework-Partnerships for Success Grant: Tracy Thorsen noted that after further discussion with Rose Kohout the decision was made to no longer pursue this grant due to the tremendous work load that would be required.

Reschedule May Health and Human Services Board Meeting: There is a Wisconsin Human Services Financial Managers Conference Tracy Thorsen and Robin Hampton would like to attend that conflicts with the Board meeting scheduled for May. As a result Tracy Thorsen requested the date for the meeting be changed to May 16, 2019. This schedule change was agreed to.

Update on Community Services Building Flat Roof Project: Marty Brewer noted there is nothing new to report, however the County needs to budget for building maintenance. It was recommended that staff take any pictures of any damage they continue to notice in the meantime.

Adjourn: The next meeting is scheduled for Thursday, March 14, 2019 at 9:30 am. Motion by Kerry Severson, seconded by Marty Brewer to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary