

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**June 13, 2019**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on June 13, 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, Jayme Walsh, Linda Gentes, Dr. Jerel Berres, Kerry Severson, Marty Brewer and Ingrid Glasbrenner.

Others Present: Tracy Thorsen, Robin Hampton, Angie Rizner, Myranda Culver, Stephanie Ronnfeldt, Jessica Stanek, Meghan Rohn, Rose Kohout, Sue Roseberry, and Taylor Smiley.

Approve Agenda and Posting: Motion by Marty Brewer, seconded by Debra Kyser to approve the agenda and proper posting. Motion carried.

Approve May 16, 2019 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Debra Kyser to approve the Health & Human Services Board minutes. Motion carried.

Citizen Comments: Marty Brewer introduced Taylor Smiley, a pre-med student at the University of Wisconsin Platteville serving as an intern with the Public Health Unit. Linda Gentes noted a copy of Tracy Thorsen's evaluation was sent to the County Clerk's office for official record that she has passed probation effective June 1, 2019.

Directors Report: Tracy Thorsen reported that the agency recently received additional Substance Abuse and Mental Health Block Grant funds for the remainder of 2019 as well as 2020. These unexpected funds equated to approximately \$20,000 for 2019 and will be roughly the same amount for 2020. Also in the Clinical Services Unit, three staff members have been working with the Plan, Act, Study Group through the UW Extension Office to create a resource guide for individuals in need of addiction treatment services. These staff are also attending monthly meetings of the Richland County Children and Family Advocacy Council to support the application of the Drug Free Communities Grant which is a substantial grant that would assist with prevention activities in the community. It was noted that June 15, 2019 is World Elder Abuse Awareness Day. As a result Adult Protective Services is working with the Aging and Disability Resource Center to set up a display of 128 pinwheels representing all of the referrals that have occurred in Richland County in the last year.

Staff in the Aging and Disability Resource Center will be working with Gina Laack, Regional Dementia Care Specialist, to provide a Dementia Live event to local law enforcement. The Transportation Program received the new minivan that it was expecting and it is hoped that it should be ready for use within in the next few weeks. Tracy Thorsen also gave a reminder that Memory Café and Caregiver Support Group continues to meet the fourth Tuesday of each month at the Richland Community/Senior Center. Roxanne Klubertanz-Gerber explained that the Memory Café is intended to be a safe place for people with dementia and their loved ones to go to reminisce and participate in activities and have support.

In the Public Health Unit, Tanya Webster, Nutrition Program Coordinator, has been working with Joanne Welsh, Elder Benefit Specialist, to distribute Senior Farmer's Market vouchers to income-eligible residents who are 60 years of age and older. Rose Kohout, Public Health Officer, has been participating in water quality meetings with representatives from other surrounding counties and recently presented at the water quality forum in Viola.

Tracy Thorsen announced that Emily Shelton, Birth to Three and Children's Long Term Support Case Manager, is out on family leave and as a result, Breann Dray will be returning to assist during her absence. The Children's Services Unit has also experienced an increase in youth justice referrals, seeing 9 referrals in the last month. The Youth Empowerment Services (YES) Group, serves at-risk youth and at-risk teens and programming starts later this month. Activities include community service projects, outreach to community businesses, and coordination of a fundraiser to support a community project that is chosen by the youth involved.

The Economic Support Unit continues to take Energy Assistance applications with the intention of helping prevent disconnection, however the need has decreased drastically now that the heating season is over. Other services continue to be busy and Economic Support Specialists have responded to over 1,200 calls and processed 475 applications. Tracy Thorsen also reported that Stephanie Ronnfeldt has recently met with two new potential day care providers interested in becoming certified. This is significant due to the shortage of available providers in the area.

Agency wide, managers have been working hard on the creation of the 2020 budget and Tracy Thorsen explained several of the hurdles that need to be overcome. The 2020 budget includes 27 payrolls, something that only occurs every 11 to 12 years, and equates that to approximately \$100,000 to \$150,000. There is also the added cost of county staff moving up a step on the wage scale and a planned 7% increase for health insurance costs.

Tracy Thorsen has been working with Myranda Culver, Jessica Stanek and Laurie Couey on a revised organization plan and will be bringing a proposal back next month along with revised job descriptions. Tracy Thorsen reiterated that her concern with the current structure is that having one individual overseeing both the Children's Services Unit and Clinical Services Unit is simply too much to expect of anyone. Tracy Thorsen noted that some of the changes being purposed would be implemented right away and some may be more dependent on the budget and may need to wait until later next year.

Discussion was held regarding the new budget process and timeline. Marty Brewer noted he is still unsure if he favors the new process due to the lack of time it allows. Tracy Thorsen agreed that the timeline does present challenges but understood the reasons why the Finance and Personnel Committee requested the information sooner. Marty Brewer explained the intention behind it was that in the past multiple meetings were held but no changes were ever made due to lack of time.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2019 Voucher Report for June 13, 2019 was distributed. The following items required additional discussion:

Voucher # 26 – Cardmember Services: This was to pay to repair the lock on one of the exterior doors of the building.

Voucher #30 – Cardmember Services: This was to pay for one Public Health Nurse to attend a Public Health Association training.

Voucher #4 - Ewald Motors: This was to pay for license plates and registration for the new ADRC minivan.

Voucher #5 – Grant County Health Department: This was to pay the quarterly payment for Richland County's portion of Troy Morris, Environment Health Services.

Voucher #54 – Midwest Monitoring & Surveillance: This was to pay for special monitors that will track alcohol use of clients involved with Treatment Court.

Voucher #39 – Richland County Fair: This was to pay for an outreach booth for Economic Support staff at the fair.

Voucher #40 – Savance: This was to pay for a 5-year renewal of the agency EIO board which tracks staff time in/out of the office and is our main internal communication tool.

Voucher #53 – Shopping News Inc.: This was to pay for agency phone book listings, multiple ads for the Chapter 980 Committee, and a posting for the vacant positions.

Voucher #44 – Towne Taxi: This was to pay for transportation of client/s to attend Treatment Court.

Dr. Jerel Berres asked if the Computer Program Support vouchers on pages 5 and 9 were budgeted expenses. Robin Hampton confirmed that there is a general budget established for technology needs when they arise that Barb Scott has access to. **Motion by Marty Brewer, seconded by Debra Kyser to approve the 2019 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.**

**2019 Vouchers**

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2019 Transportation Expense Reports	16	\$9,684.59
Richland County Health and Human Services – 2019 Vouchers	29	\$23,528.54
Richland County Health and Human Services – 2019 Prepaid Vouchers	9	\$2,645.69
<b>TOTAL</b>	<b>54</b>	<b>\$35,858.82</b>

**Preliminary 2018 Post Audit Budget**: Robin Hampton distributed a 2018 Post Audit Budget Report and noted that final numbers have still not been received from the auditors, however all invoices have been paid and all revenue is in. The year ended with a deficit in the Children’s Placement Fund, Fund 44 of \$24,549. Robin Hampton reviewed again how payments for institutional placements are taken directly from the agency’s revenues, complicating the breakdown of these expenses. However, at the end of 2018 Health and Human Services core budget saw a surplus of \$83,858.92. This surplus was applied to the \$24,549 deficit in Fund 44 and the \$22,870 deficit in Fund 54 for a total surplus of \$36,439.11. The fact that the core budget was able to absorb the high amount of placement costs highlights all of the cuts and vacancies that occurred within the agency throughout the year. Tracy Thorsen noted that while in the past any surplus is transferred back to the general fund, she questioned if this surplus of \$36,439.11 could be retained within the placement funds for use in 2019. **Motion by Kerry Severson, seconded by Debra Kyser to transfer the excess 2018 post audit funds from Fund 56 (approximately \$83,858.92) into the 2018 Adult Placement Fund 54 (approximately \$22,870.81) and the 2018 Child Placement Fund 44 (approximately \$24,549.00) & leave any remaining balance from 2018 in the Adult Placement Fund 54 for 2019 (approximately \$36,439.11), and forward this recommendation on to the Finance and Personnel Committee and County Board for approval. Motion carried.** Dr. Jerel Berres asked what would happen to these funds if this transfer did not occur and Tracy Thorsen noted the excess funds would need to be returned to the General Fund. Sue Roseberry questioned if the money is left in Funds 56 could it be perceived during the creation of the 2020 budget that the money was not needed and the agency could be penalized. Kerry Severson noted those types of situations have occurred in the past. Marty Brewer noted that Health and Human Services has never had a revolving account, but this would be beneficial. Kerry

Severson added that this is why there is the mentality in the county to spend every penny you have so that it is not taken away from you the next year.

2019 Budget Summary & Richland County Placement Report: Robin Hampton distributed the 2019 Health and Human Services Budget and noted utilization should be around 42%. Most invoicing is through April and May and utilization is for the most part on track. When looking at all of the revenue that has been received and that is anticipated minus current expenses, the core budget through May has a surplus of \$24,180. However, Robin Hampton was excited to announce that she was able to work with Derek Kalish in the County Clerk's Office along with the auditors to successfully complete the first charge back for Mental Health Institute charges for January through April. Once the rest of the charge backs are completed the actual budget surplus will be \$65,191. It was stressed that thankfully institutional charges have remained low and Tracy Thorsen noted that while the \$65,191 surplus looks really good, there can still be a lot of fluctuation.

Marty Brewer asked if he were to report on how placement costs are doing, what answer he should give. Tracy Thorsen noted that placement costs are still slightly over budget. In April, 7 individuals were served in Adult Institutional placement settings, 2 of which were placed at the Trempealeau County Health Care Center the other 5 were placed at the Winnebago Mental Health Institute. Kerry Severson questioned if these placements are all court mandated. Tracy Thorsen explained that they are, however, she also explained there are can be situations, such as emergency detentions, which is the legal process for holding. In some of these cases there may be an individual who has not gotten to the court system and may be discharged before the court system is able to get into place, however it is still a legal hold that has to occur for safety purposes. If the individual goes to the Winnebago Mental Health Institute it is primarily funded by the county, however if the person has private insurance or Medicare, those insurances shall reimburse the county for some of the cost.

The number of adults in Community Residential Placements has not increased and remains at 7. It was noted there was an error on the report causing reimbursements to be added instead of subtracted resulting in placement costs being inflated. This has since been corrected.

There continues to be one child placed in a Child Institutional Placement. The only difference in the report this month was a credit from January that was never added to the report. Foster Care and Treatment Foster Care saw no changes in the number of children in placements, however there was a significant reimbursement that occurred in April in the amount of \$4,413 due to child support that is owed by the parents when children are placed into Foster Care. If these payments are not maintained, the state is able to claim the amount from the individual's taxes.

Tracy Thorsen explained that if placement activity continues as it has for the remainder of the year, Fund 54 and Fund 44 would end with a combine deficit of approximately \$65,000 to \$70,000. There is a lot of work being done to mitigate this activity, especially the work being done with Comprehensive Community Services to help fund the adult Community Residential Placements, however, there is a very detailed process involved in training those providers so that these services can be billed to Medicaid.

2019 Contract Monitoring Report: Angie Rizner distributed the report and reviewed those contracts that currently exceed 42%, noting that most invoicing should be through April or May. Utilization for Evergreen Manor, Inc. is currently at 49%, however there are individuals being shifted to Evergreen Manor III so these costs should balance out. Kareo, the agency's electronic medical record system, is showing 45% utilization due to an increase in fees and this contract will need to be amended later this year. Trempealeau County Health Care Center, is at 200% utilization and will need to be amended later on the agenda. Lori Knapp – Richland, Inc. will also need to be amended later on the agenda. As discussed last month, a new provider was added for financial management services and we are shifting our use for our Children's Long-Term Support Waivers Program from Lori Knapp - Richland to Premier Financial Management Services, however since the

contract for Lori Knapp – Richland is at 129% utilization this contract still needs to be amended. Marty Brewer asked if Premier Financial Management Services is local company. Myranda Culver explained that they are out of the Milwaukee area, and that while Lori Knapp – Richland was more local, they were no longer able to meet the tier two services required by the state.

Approve Contracts, Agreements, and Amendments:

2019 New HHS Contract/Agreements Approvals (Mailout #1): Angie distributed a revised mailout.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (6-13-19)</b>		
<b>CLEARVIEW NURSING &amp; REHABILITATION</b>	For residential placement services of adults who due to mental health issues are unable to live independently. (Juneau)	For a total amount not to exceed <b>\$25,000.</b>
<b>STRUCK &amp; IRWIN FENCE, INC.</b>	For the installation of a fence at a home of a child with disabilities being served by the Children’s Services Unit. (Madison)	For a total amount not to exceed <b>\$25,000.</b>

Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the new 2019 contracts. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-13-19)</b>		
<b>LORI KNAPP – RICHLAND, INC.</b>	Due to an increased need for financial management services to children with disabilities who are being served by the Children’s’ Services Unit. (Prairie du Chien) <i>This will need County Board approval.</i>	<i>Original Contract Amount: \$49,500.</i> To a total amount not to exceed <b>\$65,000.</b>
<b>TREMPEALEAU COUNTY HEALTH CARE CENTER</b>	Due to an increased need for Institute for Mental Disease (IMD) services for adults who due to mental health issues are unable to live independently. (Whitehall) <i>This will need County Board approval.</i>	<i>Original Contract Amount: \$36,500.</i> To a total amount not to exceed <b>\$195,000.</b>

Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the amended 2019 contracts, and forward them onto the County Board for approval. Motion carried.

Personnel Updates: Tracy Thorsen requested that Bradi Donahoe, Children & Families Case Manager, Kimberly Bruder, Children & Families Case Manager, and Robin Hampton, Manager of Operations, pass probation and be placed on regular status effective June 10, 2019; and Nicole Gaudette, Children & Families Case Manager, have her probation extended to November 6, 2019 due to a medical leave. Motion by Ingrid Glasbrenner, seconded by Kerry Severson to approve the probation period of Bradi Donahoe, Children & Families Case Manager, Kimberly Bruder, Children & Families Case Manager, and Robin Hampton, Manager of Operations, pass probation and be placed on regular status effective June 10, 2019; and the extension of the probation period of Nicole Gaudette, Children & Families Case Manager, until November 6, 2019. Motion carried.

Tracy Thorsen reported that Jennifer Nimocks, Clerical Assistant II, and Tiffany Hicks, Fiscal Specialist, submitted their resignations effective June 7, 2019. Motion by Debra Kyser, seconded by Marty Brewer to approve the resignations of Jennifer Nimocks, Clerical Assistant II, and Tiffany Hicks, Fiscal Specialist, effective June 7, 2019

Other personnel updates included the hiring of Jaide Johnson, LTE Receptionist, up to 35 hours per week, and Breann dray, LTE Birth to Three Educator up to 20 hours per week through the Southwest Wisconsin Workforce Development Board. Tracy Thorsen reviewed the vacant county positions not being refilled at this time in an effort to offer a cost savings to the budget including: Psychiatric RN, Mental Health Therapist, Program Assistant, Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupational Therapist, Speech and Language Pathologist, Public Health RN and Temp/Casual Nutrition Site Worker.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner distributed and reviewed the changes that have occurred in the organizational chart since it was last reviewed. Angie Rizner also explained the color coding system and key codes. All vacancies and new hires were highlighted in each of the units as well.

Review of 2018 Annual Report: Robin Hampton reviewed the Administrative Services Unit portion of the report and highlighted the responsibilities of the unit. Major goals of the unit included making sure staff are cross trained, continue to increase revenues, and review the electronic health record system to find ways to utilize it to its fullest capacity.

Roxanne Klubertanz-Gerber reviewed the Aging and Disability Resource Center (ADRC) portion of the report and noted the unit processed over 17,055 contacts pertaining to the various services it provides. Of these contacts, 6,576 were contacts assisted by Information and Assistance Specialists. The unit is also the entry point into state funded long term care programs, and in 2018 staff completed 95 functional screens and enrolled 63 customers into publicly funded programs. The Disability Benefit Specialist assisted 170 residents with disabilities, ages 18 to 59, to receive over \$1,008,063 in Federal, State or private benefits that they qualified for. Likewise, the Elder Benefit Specialist assisted 332 residents, age 60 or older, in receiving \$1,982,680 in funding. Other services offered through the ADRC included Tai Chi Programs for seniors, transition services for youth with disabilities, and the Alzheimer's Family Caregiver Support Group. The Richland County Transportation Program consists of: five public bus routes, proving 1,331 trips in 2018; on-demand wheelchair transportation, providing Richland County residents with wheelchair transportation to medical appointments; and the driver escort program, providing 4,205 one-way trips in 2018.

Myranda Culver reviewed the Children's Services Unit Section of the report and highlighted the large number of turnover seen by the unit in 2018. The Birth to Three Unit receives most referrals from physicians and in 2018, 27 referrals were received and 30 children were served. Children's Longer Term Support Waiver Program (CLTS) brings physical and adaptive aides into the homes and in 2018, 43 children were served. Child Protective Services (CPS) serves children who are determined to be in an unsafe situation, and Myranda Culver reviewed the Child Protective Services Model focusing on working with families to keep children in their natural environment. In 2018, the unit received 282 reports of abuse or neglect, with 408 alleged victims. Of those reports, 137 warranted investigation. Youth Justice, focuses on children who are 17 years of age or younger who have violated laws, and there were 10 screened in supervised cases in 2018. One effort to support these youth is the YES Program that provides opportunities to develop life skills and relationships with adults and peers. Myranda Culver explained that Richland County is able to license Level 1 and Level 2 Foster Homes and in 2018 two homes were licenses and multiple kinships homes were supported as well.

Marty Brewer questioned what happens to the reports of abuse or neglect that are not screened in. Myranda Culver explained that three things can occur. There are often multiple reports filed regarding the same incident

resulting in the duplicate reports being screened out. It may also be a child welfare report where there is no mandate to report, however often a worker will respond and see if there are any services that can be offered, and there are some reports that simply do not rise to the level that a response is warranted.

Myranda Culver also reviewed the Clinical Services portion of the report and noted 454 individuals were served through one or more of the Clinical Services programs in 2018. A total of 264 individuals were provided with Crisis Services and is often the first service people receive until other services are coordinated. Beginning in May of 2018, Northwest Connections began providing 24 hour coverage for emergency telephone services. A total of 38 emergency detentions occurred in 2018, 25 of which occurred after hours. There was a total of 33 Mental Health Institutional Placements, totaling 508 days in between Winnebago Mental Health Institute and Mendota Metal Health Institute, and 3 clients were served at Trempealeau County Health Care Center, an institute for mental disease for a total of 117 days. The Mental Health Outpatient Clinic served 142 individuals as well as 19 students at the UW Richland Campus. Clinical Services Substance Abuse Counselors provided assessments, referrals and treatment to 77 adults and teens in 2018 and the Intoxicated Drivers Programs provided 101 court ordered assessments. Myranda Culver explained the Choices Program as an alternative to paying fines due to an underage drinking violations, and the program had 6 participants in 2018. Richland County Sobriety Court was fully running in 2018 and had 14 individuals enrolled in the program. Comprehensive Community Services served 61 individuals, serving 30 adult and 31 children and the Coordinated Services Team Initiative enrolled 31 children. Myranda Culver explained Chapter 51.45 and noted that the County funded 4 individuals in certified detox facilities. Similarly, individuals requiring supervised living services are typically under a guardianship or a commitment order and in 2018 a total of 13 clients came through those programs for a total of 2,369 days. The Adult Protective Services System is designed to protect vulnerable adults and in 2018, 44 court actions were completed for 22 individuals.

Stephanie Ronnfeldt reviewed the Economic Support Unit section of the report, and while 22% of Richland County residents are on some form of assistance, Economic Support Specialist serve customers from any of the eight counties throughout the consortium. Over 6,000 applications were processed and over 28,000 phone calls were accepted. In 2018, 2,613 Richland County residents enrolled in Badger Care Plus, 16 children received \$38,550 in Caretaker Supplement Assistance, and 12 families received \$51,551.36 in Child Care Assistance. Richland County also had 3,166 unduplicated FoodShare recipients with benefits totaling \$2,405,560. The unit is also tasked with the prevention of welfare fraud. As a result, the unit investigates all reports of potential fraud and no significant fraud was discovered in 2018. Richland County Health and Human Services is also a Certified Application Counselor Organization for Marketplace assistance and the Economic Support Unit continues to assist individuals with finding health insurance through the Marketplace. Economic Support Specialists also enrolled 830 Richland County residents in Medical Assistance and Long Term Care Programs. The Wisconsin Home Energy Assistance Program provided \$446,474 in 2018 to prevent disconnections during the heating season.

Rose Kohout reviewed the Public Health Unit section of the report and noted that in 2018, 95 more vaccines were given than in 2017 to help prevent Communicable Diseases. It was noted that the occurrence of certain Communicable Diseases such Chlamydia and Gonorrhea is increasing. The Influenza season was also significant in 2018, and 41 hospitalizations occurred compared to only 26 in 2017. 2018 did see a decrease in the number of Lymes Disease investigations, an increase in the number of Tuberculosis (TB) tests, and a slight increase in the number of animal bites. As part of the Maternal Child Health Programs, the unit has seen a decline in the number of people purchasing fluoride, and in 2018, only 2 children received supplemental oral Fluoride. Other general Public Health Programs include the Loan Closet where 327 Richland County Resident borrowed equipment from in 2018, and the Wisconsin Well Woman Program, that provides access to preventative health services for low income, uninsured women.

The Community Health Improvement Plan is a mandated plan completed every 5 years. Three priorities were identified in the plan that include obesity, substance abuse prevention, and mental health treatment. Tobacco Control/Wisconsin Wins conducted 15 inspections in 2018 designed to decrease youth access to tobacco products and 2 sales were made for a compliance rate of 87%. The Richland County Public Health Unit currently provides Public Health services to the Ithaca and Weston schools, as well as the Community Free Clinic, and the Environmental Health Coordinator conducted 41 home visits regarding human health hazard complaints or concerns. Radon and lead test kits are available in the office and in 2018, 34 Radon kits and 128 Lead kits were distributed. Richland County's Senior Nutrition Program has seen an overall decrease in congregate meals since 2016. Reasons may include people passing away, weather related closings, people regaining their health, and the introduction of managed care organizations. The Nutrition Program Coordinator continues to distribute vouchers for the local farmers market and in 2018, 114 sets of vouchers for locally grown produce were distributed.

Linda Gentes left the meeting and Marty Brewer assumed Chair.

Robin Hampton reviewed the Fiscal portion of the report and discussed the large number of revenue sources that make up the Health and Human Services Budget. Placement funds decreased from \$1,416,576 in 2017 to \$1,271,355 in 2018. Angie Rizner noted the appendix of contracts that exceed \$10,000.

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

Allen, Bonnie, and Johanna Strothman, 18478 County Highway U, Viola:

Rose Kohout reported that she was able to consult with Troy Morris and it appears that the property in question has been properly cleaned up and that case has been closed.

Approve the Transfer of Funds from Fund 56 Health & Human Services to Fund 40 Community Options Risk Reserve:

Robin Hampton explained that while completing year end reconciliation, money was transferred out of Fund 40 Community Options Risk Reserve into Fund 56. However, it has now been learned that these funds must be moved as they are spent over the course of the year and as a result must be moved back. Motion by Debra Kyser, seconded by Kerry Severson to approve the transfer of funds (approximately \$7,930) from Fund 56 Health & Humans Services to Fund 40 Community Options Risk Reserve, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Update on Community Services Building Flat Roof Project:

Marty Brewer reported that the Health & Human Services claim for hail damage was denied and it was recommended that Russ Mohns be contacted to assist with the project budget and bidding process. Tracy Thorsen questioned if this cost should still be included in the 2020 budget and Marty Brewer confirmed.

Adjourn:

Discussion was held regarding holding a Public Hearing before the regularly scheduled July meeting to seek public input in developing the 2020 plan and budget. It was determined that the next meeting should be held at 5:00pm instead of 9:30am. Angie Rizner was instructed to publicize this schedule change. Motion by Jayme Walsh, seconded by Dr. Jerel Berres to hold a Public Hearing at 5:00pm as part of the regularly scheduled meeting of the Health and Human Services Board on July 11, 2019. Motion carried.

Motion by Jayme Walsh seconded Dr. Jerel Berres by to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary