

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**September 12, 2019**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30a.m. on September 12, 2019 by Marty Brewer in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Jayme Walsh, Dr. Jerel Berres, Kerry Severson, Ingrid Glasbrenner and Marty Brewer.

Members Absent: Linda Gentes.

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

Approve Agenda and Posting: Motion by Jayme Walsh, seconded by Dr. Jerel Berres to approve the amended agenda and proper posting. Motion carried.

Approve August 8, 2019 Health and Human Services Board Minutes: Marty Brewer declared the August 8, 2019 Health and Human Services Board Minutes approved.

Directors Report: Tracy Thorsen explained that Health and Human Services has partnered with the Red Door Gallery in an effort to promote community connections, support local artists and improve the appearance of the agency. Artwork from local artists can now be seen hanging in the public halls of the Community Services Building for the public to view and purchase, however all purchases need to go through the Red Door Gallery. The agency did enter into a MOU with the Red Door Gallery eliminating any liability for the artwork and they have also promoted Richland County Health and Human Services on their Facebook page.

The Aging and Disability Resource Center held three Brain Health Checkup clinics in August where staff completed a total of 32 memory screens. A Veterans Resource Fair will also be held at the Alliant Energy Center in Madison in collaboration with other Aging and Disability Resource Centers in Southern Wisconsin and their Veteran's Services Offices on November 19<sup>th</sup> from 9:00am to 3:00pm. The Transportation Program will be providing the bus to transport any Richland County Veterans to the event that would like to attend. The unit will also be receiving \$2,000 in Dementia Care Specialist funding to pay for "Steering into the Skid", a one act play to be held at the Richland Center Community Center in December. Staff continue to provide dementia live events in the community, including one for the Ministerial Association and another to be held at the Community Center on November 15<sup>th</sup>. A "Pizza and Volunteers" event will be held at the Phoenix Center on September 24<sup>th</sup> from 5:30-7:30pm in collaboration with Southwestern Wisconsin Community Action Program and Southwest Wisconsin Transit. Drivers will present on their experiences being volunteer drivers.

The Public Health Unit's supply of the Influenza Vaccine will be arriving approximately 4 weeks late due to production delays. As a result, the scheduling of flu clinics is being pushed out as well. A total of 128 sets of Senior Farmers' Market vouchers were distributed to eligible Richland County seniors to purchase locally grown produce.

A meeting was held with the Department of Children and Families Child Care Representative to discuss strategies for recruiting day care providers. The Economic Support Unit worked in cooperation with the Aging and Disability Resource Center to provide a booth at the Richland County Fair where information was

provided on the Wisconsin Home Energy Assistance Program (WHEAP). The program begins accepting applications October 1<sup>st</sup>.

All Child and Youth staff are now fully trained for basic intake which allows them to participate in the after-hours on-call rotations. The YES Program carwash was able to raise approximately \$300 to benefit the Sheriff's K9 Unit. Jessica Stanek, Child and Youth Services Manager, and Danielle Roelke, Behavioral Health School Crisis Therapist, have started providing Mandated Reporter trainings in the community, and provided a training for the Richland School District in August. Additional trainings for other agencies are planned in the area, including Comprehensive Community Services (CCS) contracted providers.

The Behavioral Health Unit announce that two new CCS providers have been certified and Medicaid can now be billed for their services. Behavioral Health staff have also been working to complete the final stages of a NIATx change project focused on improving the access, linkage, and follow up to crisis services by streamlining processes within our agency. Children's Long-Term Support and Birth to 3 are fully staffed again since a case manager has returned from family leave. Psychiatric services have been expanded from 4 hours per week to 8 hours per week in the hopes of serving more clients and reducing the need for inpatient and institutional stays. As a result, a part-time nurse has also been added to assist with the additional hours.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2019 Voucher Report for September 12, 2019 was distributed. The following items required additional discussion:

Voucher #51, #50 and #52 – Cardmember Services: This was to pay for staff to attend a conference that is being reimbursed by the Coordinated Services Team grant.

Voucher #1 – Carlson Dettman Consulting: This was to pay for Carlson Dettman to establishing rates for positions that were not originally on the wage scale.

Voucher #82 – CDW Government Inc.: This was to pay for multiple items purchased throughout the month including equipment for new staff, equipment for a training room, 4 UPS back up units, Windows 10 updates for all agency computers, and a new QuickBooks license.

Vouchers #75 – Corcoran Healthcare Ent.: This was to pay for Tuberculosis skin tests.

Voucher #61 – Grant Cty Health Dept.: This was to pay for Richland County's portion of the Environmental Health Consultant, Troy Morris's time.

Voucher #47, #7, #36, #37, and #38 – JCOMP Technologies Inc.: This was to pay for all of the previously approved computers and network equipment for the Aging and Disability Resource Center.

Voucher #12 – Omni Technologies LLC.: This was to pay, as previously approved, to replace a card reading mechanism on a door separating a secure area of the building from a space used by the public.

Voucher #80 – Richland Observer: This was to pay for an advertisement placed by the Richland County 980 Committee, bids for the resurfacing of the parking lot, and the recruitment of various vacant positions.

Voucher # 31 – WAPAF: This was to pay for the Manager of the Economic Support Unit to attend the fall conference on Fraud and Investigation.

Robin Hampton also noted that the dollar amount of the previously paid vouchers is higher than normal. This can be attributed to upfront costs that included the balance due for the sealcoating of Community Services Building parking lots, and the replacement of the transportation bus. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner 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	17	\$10,923.37
Richland County Health and Human Services – 2019 Vouchers	35	\$40,375.44
Richland County Health and Human Services – 2019 Prepaid Vouchers	7	\$18,369.17
<b>TOTAL</b>	<b>59</b>	<b>\$69,667.98</b>

2019 Budget Summary & Richland County Placement Report: Robin Hampton distributed the 2019 Health & Human Services Budget as of August 31, 2019, showing an overall core budget surplus of \$85,766. Utilization should be at approximately 67%, and while the Aging and Disability Resource Center (ADRC) appears to be over utilized at this point in time, they have also increased revenues and as a result are still on budget. The Comprehensive Community Services (CCS) Program also appears to be over 105% utilization, however this is expected and these expenses are reimbursable. Extra funding became available for the Children with Disabilities Program to assist with children on the waitlist. Therefore, while costs exceeded what was originally budgeted for this program, there are funds available to cover these costs.

Placement costs through July 2019 totaled \$179,011 and costs are anticipated to be \$52,000 for August. Without the chargeback process the core balance would be -\$93,245, however with the chargeback process now in place, the core budget is actually showing a surplus of \$85,766. It was noted the reconciliation process with Medicaid, WIMCR, is still not complete and this is a very large variable that could affect the core budget.

Robin Hampton explained the auditors recently finished auditing 2018 and it was learned that we will be able to carry forward approximately \$30,000 into 2019. In addition to this, it was also discovered from the auditors that there was a balance in Fund 63, Transportation Program, that had built up to approximately \$60,000 over the course of two years. Since this is a revolving fund, it was asked of the auditors if these funds could be carried over into the 2019 placement funds and they agreed. In total \$105,549.34 will be carried over from 2018. Marty Brewer questioned why Health and Human Services is able to keep these funds in revolving funds. Roxanne Klubertanz-Gerber noted this is most likely to protect the program against fluctuations in the mileage rate. It was noted that approximately \$10,000 of these funds will be left in Fund 63 for this purpose.

Tracy Thorsen reviewed the Richland County Placement Report for September 12, 2019. Adult institutional and inpatient placements saw another significant increase in July; however, August will see a decrease due to one placement ending, accounting for about 35,000. The total year to date expense for adult institutional placements is \$369,669.

Adult community based residential placements saw the same number of placements as the previous month, however as more Comprehensive Community Services (CCS) providers are trained the cost decreases since these become CCS expenses. The cost decreased from \$41,210 to \$38,342 from June to July. The total year to date expenses for adult residential placements is \$251,866, bringing the total expense in Fund 54 to \$621,534.

Child institutional, inpatient and detention placements have stayed relatively the same throughout most of the year with a few additional placements occurring in July, bringing the total year to date cost of child institutional placements to \$106,861 and detention placements to \$3,184. Foster care and treatment foster care placements also saw an increase in July with a cost of \$68,199 for group homes and treatment foster care placements, and \$9,666 for regular foster care placement, giving a balance of \$187,911 in Fund 44.

If placement costs continue as they are through the end of the year, placement funds will see a deficit. The carryover funds from 2018 along with placements that are expected to end will help with this projection and the goal is still to have the excess core budget of Health and Human Services cover these costs. At this point in the year it is unclear if this goal will be met.

2019 Contract Monitoring Report: Angie Rizner distributed the report and reviewed those contracts that currently exceeded 58%, noting that most invoicing should be through July. Southwest Workforce Development Board is showing 74% utilization, however it was explained that this is mostly due to a number of temporary employees hired to assist with staffing shortages during multiple family leaves and is not likely to continue. Lori Knapp – Crawford, Inc. and Lori Knapp – Richland, Inc. are also over utilized, however these providers are no longer being utilized. Services that have billed through the month of August include: Creative Community Living Services, Inc.; TLC Senior Home Care; and Kareo. Contracts that will continue to be monitored and may need to be amended at a later date include: Lucky Star 3 Corporation; Marion’s Place Partnership; Northwest Counseling & Guidance Clinic; and Trempealeau County Health Care Center.

Approve Contracts, Agreements, and Amendments:

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (8-8-19)</b>		
<b>ANGELSENSE, INC.</b>	For the provision of ongoing personal emergency response system services to children with disabilities being served by the Behavioral Health Services Unit. (Pine Brook, New Jersey)	For a total amount not to exceed <b>\$1,000.</b>
<b>CONNECTIONS COUNSELING, LLC</b>	To provide intensive outpatient and detox services to a client being served by the Richland County Treatment Court. (Madison)	For a total amount not to exceed <b>\$10,500.</b>
<b>DADOUN LAW, LLC</b>	To provide supplemental or back-up Assistant Corporation Counsel legal counsel related to child welfare or mental health matters. ( Richland Center)	For a total amount not to exceed <b>\$14,000.</b>

Motion by Debra Kyser, seconded by Kerry Severson to approve the new 2019 contracts. Motion carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES</b> <b>2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-16-19)</b>		
<b>LUCKY STAR 3 CORPORATION</b>	Due to an increased need for rehabilitation worker services provided to a Comprehensive Community Services Consumer being served by the Behavioral Services Unit. (Dodgeville)  <i>This will not require additional County Board approval since the increase is less than 15% of the original contract amount.</i>	<i>Original Contract Amount:</i> <b>\$55,000</b>  To a total amount not to exceed <b>\$62,000</b>
<b>MIDWEST MONITORING AND SURVEILLANCE</b>	Due to an increased need for laboratory drug testing supplies and equipment utilized by youth and adults being served by the Child & Youth Services Unit. (Burnsville, MN)	<i>Original Contract Amount:</i> <b>\$15,000</b>  To a total amount not to exceed <b>\$18,000</b>
<b>SYMONS RECREATION COMPLEX</b>	Due to an increase in funding for the provision of Stepping On and Tai Chi courses offered to ADRC clients. (Richland Center)	<i>Original Contract Amount:</i> <b>\$17,000</b>  To a total amount not to exceed <b>\$20,500</b>

Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the amended 2019 contracts. Motion carried.

Personnel Updates: Tracy Thorsen announced the hiring of Amber Platt, Mental Health Therapist, effective August 31, 2019. Motion by Ingrid Glasbrenner, seconded by Jayme Walsh to approve the hiring of Amber Platt, Mental Health Therapist, effective August 31, 2019. Motion Carried.

Tracy Thorsen requested that the following employees pass probation and be placed on regular status: Tracie Lee, Resource Center Specialist, effective September 18, 2019; Nicole Mullikin, Economic Support Specialist, effective September 25, 2019; and Savannah Tydrich, Economic Support Specialist, effective September 25; and extend the probationary period of Katy Paczkowski, Adult Protective Services Worker, to November 16, 2019 as a result of a medical leave. Motion by Debra Kyser, seconded by Kerry Severson to approve the probationary period of Tracie Lee, Resource Center Specialist, effective September 18, 2019; Nicole Mullikin, Economic Support Specialist, effective September 25, 2019; and Savannah Tydrich, Economic Support Specialist, effective September 25; and extend the probationary period of Katy Paczkowski, Adult Protective Services Worker, to November 16, 2019 as a result of a medical leave. Motion carried.

Tracy Thorsen reported that Amber Platt, Substance Abuse Counselor, submitted her resignation effective September 30, 2019; and Betsy Roesler, Health & Wellness Coordinator, decreased from 40 hours/week to 20 hours/week effective September 1, 2019. Motion by Kerry Severson, seconded by Jayme Walsh to approve the resignation of Amber Platt, Substance Abuse Counselor, effective September 30, 2019; and the decrease from 40 hours/week to 20 hours/week for Betsy Roesler, Health & Wellness Coordinator, effective September 1, 2019. Motion Carried.

Tracy Thorsen also reported that Sheri McGowan has been hired through the Southwest Workforce Development Board as a Psychiatric RN up to 12 hours/week, effective September 9, 2019, to assist with additional psychiatric services being provided by the agency. Vacant county positions not being filled at this time in an effort to offer a cost savings to the budget include: Clerical Assistant II, Secretary, Early

Intervention Special Educator, Occupation Therapist, Speech and Language Pathologist, and Temp/Casual Nutrition Site Worker.

Discussion was held regarding the agencies struggle to recruit crucial positions, including Nurses and Masters Level Mental Health Therapists. It was stressed that as the Comprehensive Community Services Program grows these positions become even more vital, however the wages are simply not competitive.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner distributed the revised organizational chart for September 12, 2019. Changes and updates were reviewed for each unit including new hires, vacancies, name changes, new positions and contracted positions.

Approve Reclassification of Behavioral Health Services Manager Position: Tracy Thorsen explained that after an evaluation by Carlson Dettman, the Comprehensive Community Services Supervisor was placed at Grade M on the County wage structure. However, since this is the same classification in which the Behavioral Health Manager is currently placed, it is also the recommendation of Carlson Dettman that the Behavioral Health Manager be placed at Grade N of the wage structure. Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the reclassification of the Behavioral Health Manager to Grade N of the County wage structure, and forward the recommendation onto the Finance and Personnel Committee and County Board for Approval. Motion carried.

Approve Revising Official County Documents Due to Positions Changes: The department was notified by the County Clerk's Office that in order for the official County Wage Structure and County Employee Handbook to be updated with the recent revisions to position descriptions in July and August a motion must specifically include that these official county documents be amended as well. Motion by Ingrid Glasbrenner, seconded by Jayme Walsh to approve the definitions section of the Handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale to include position changes at Health & Human Services, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve Laptop Purchases & Software Utilizing Children's Community Options Program Risk Reserve Funds The Children's Community Options Program currently has excess funds in the Risk Reserve Fund that if unused will be lost. There are currently 3 computers being utilized by Children's Long-Term Support Staff that are due to be replaced and have the software upgraded. Laptops allow these staff to work remotely with families in their homes and utilizing this one-time funding would allow these 3 staff to receive the updated equipment that is needed. Motion by Kerry Severson, seconded by Jayme Walsh to approve the purchase of 3 laptops, MiFi access points, software licensing, and docking stations from JComp Technologies, Inc. totaling up to \$7,949, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve the Transfer of Funds from Fund 40 Community Options Risk Reserve to Fund 56 Health & Human Services: In regards to the utilization of the Children's Community Options Program Risk Reserve Funds, the appropriate funds need to be transferred from Fund 40 into Fund 56 for the purchase of 3 laptops for the Children's Long-Term Support Staff as previously approved. Motion by Kerry Severson, seconded by Debra Kyser to transfer \$7,949 from Fund 40 Community Options Risk Reserve to Fund 56 Health and Human Services and forward the recommendation onto the Finance and Personnel Committee and County Board for Approval. Motion carried.

Approve 2019-2020 Influenza Immunization Fees: The 2019-2020 Influenza immunization fee schedule was reviewed. Motion by Dr. Jerel Berres, seconded by Debra Kyser to approve charging \$65 for high dose influenza and \$40 for the quadrivalent influenza vaccine. Motion carried.

Approve State Opioid Response (SOR) Prevention Services Grant: Rose Kohout discussed the ongoing nationwide problem of opioid use and outlined a grant aimed at reducing the availability and access to opioids. The baseline of funding of the grant would be \$7,300 however, more funds could become available in the future. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve acceptance of the State Opioid Response (SOR) Grant totaling up to \$7,300 or more, and forward the recommendation onto the County Board for approval. Motion carried.

Approve the ADRC “The Remember Project” Event Expenses: Roxanne Klubertanz-Gerber explained that the Regional Aging and Disability Resource Center of Eagle County notified each local office they would be receiving \$2,000 of carry over money from the Dementia Care Specialist Program to provide dementia related events. As a result, the Richland Center office will be hosting “The Remember Project”, a one act play called “Steering into the Skid” that follows the life of an individual living with dementia. After the play a facilitated conversation will be held along with resources to assist people regarding the subject. The event will be held December 12, 2019 at 5:45pm at the Richland Center Community Center. Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the Aging and Disability Resource Center “The Remember Project” event expenses totaling up to \$2,000 with all expenses being reimbursed by the Regional Aging and Disability Resource Center. Motion Carried.

Discussion on Impact of County Administrator: Tracy Thorsen discussed how the role of the Health and Human Services Board will change once a County Administrator is hired and in place. While the board would not be eliminated, the role will change significantly and be required to approve fewer things. Three separate documents were distributed that outlined current common approval functions of the Board, the role of the Human Services Board according to Wisconsin State Statutes, and the duties of the Board of Health according to the Wisconsin State Statutes. Also listed are the new duties of this board once a County Administrator is in place.

Tracy Thorsen discussed the handout related to the Board of Health in more detail and noted it is the prerogative of the County Administrator to assume the powers and duties of a local board of health. Marty Brewer added that the Health and Human Services Board and Highway Commission will most likely be the two most affected bodies during this transition.

Discussion was held regarding possible locations for the County Administrator. Tracy Thorsen has made it known that there is a significant amount of space available in the Community Services Building that could be utilized for the County Administrator, however there will most likely need to be some remodeling done and this should be considered when looking at capital borrowing during the budget process.

Update on Chapter 980 Committee Activity: Tracy Thorsen reported that the Richland County 980 Committee was able to secure a location in Richland County for an individual being released from Sandridge Secure Treatment Center, and a lease has been signed. This fulfills the obligation of the committee and therefore it can be dissolved. While this individual was originally released to a location in Ashland County, it was still the obligation of the committee to find a housing option in Richland County.

Board Member Attendance at WCHSA Event on October 16, 2019 Tracy Thorsen discussed the WCHSA event and explained that the event is organized by the Wisconsin Counties Human Services Association for Human Services Board members. The event will take place in Steven’s Point, WI on October 16<sup>th</sup>. An email was sent to each board member and a link is included for registration. There is no cost and lunch is included. Anyone interested and needing assistance with registration should contact Tracy Thorsen.

Adjourn: The next meeting is scheduled for October 10, 2019 at 9:30 am. Motion by Kerry Severson seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary