

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
December 12, 2019

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

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

Members Absent: Jayme Walsh.

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

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

Approve November 14, 2019 Health and Human Services Board Minutes: Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the Health and Human Services Board Minutes. Motion carried.

Directors Report: Tracy Thorsen gave updates for the Behavioral Health Services Unit. The Birth to Three and Children's Long Term Support Programs recently had a site visit with the Department of Health Services that went very well. The Comprehensive Community Services Outpatient Clinic and Crisis Programs will also have site visits by the Division of Quality Assurance in January. There will be a joint Comprehensive Community Services and Coordinated Services Team meeting on December 18th at 2:00 p.m. offering a screening of "The Dark Matter of Love" as an introduction to trauma work, and is open to both committee members and the public.

The 2019-2020 Flu season has begun earlier than in recent years. Richland County has an ample supply of vaccines and it was encouraged that anyone wishing to receive a vaccination contact the Public Health office. Tracy Thorsen also reported that enrollment in the Senior Nutrition Program remains high and participants continue to be added to meal routes. The Health and Wellness Coordinator continues to work on several initiatives including substance abuse prevention, the tobacco & vaping action plan, obesity prevention, and mental health.

Tracy Thorsen noted that the Medicare Part D open enrollment period ended on December 7th and the Elder Benefit Specialist in the Aging and Disability Resource Center met with 100 people to assist them with the process. The Dementia Live event was held on Friday, December 7th, 2019 and was a huge success. Five sessions were held with a total of 40 local community members participating. A reminder was given that "Steering into the Skid" will be held tonight at the Richland Center Community Center.

Tracy Thorsen explained that in November the Economic Support Specialists accepted over 1,700 calls and processed 442 applications with a timely processing rate of 95%. Staff also recently participated in a poverty simulation event, intended to give staff a better understanding of many of the people they interact with on a daily basis. The Wisconsin Home Energy Assistance program also continues to be very busy and as of December 4th, 2019 almost 500 households have been assisted with over \$305,000 in needed benefits.

Child and Youth Services Manager, Jessica Stanek is updating a Memoranda of Understanding with local law enforcement agencies, schools, and other community partners related to drug endangered children, as well as updating the general Memoranda of Understanding with law enforcement related to coordinating for investigations and other child and youth actions.

The Administrative Services staff have been extremely busy due to the substantial work involved in completing the year-end individual payroll and comp time calculations for over 60 employees. Tracy noted this is compiled here and is sent over to the County Clerk's Office. The Administrative Services staff have also been spending many hours assuring that Behavioral Health Records are in good order for the certification site visit in January. Fiscal staff are working hard to resolve a significant number of past-due accounts in order to bring us into compliance with our statutory responsibility to seek payment for services. A collections program is being implemented which includes referring delinquent accounts to the State Debt Collections or the Tax Intercept Programs.

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

Voucher #74 - Capital Newspapers: This was to pay for advertisement for the new CCS Supervisor position.

Voucher #36 - Cardmember Service: This was to pay for special clothing for a special needs child, car wash tokens for the Aging and Disability Center vehicles, and lodging for Aging and Disability Resource Center staff attending a conference.

Voucher #67 - CDW Government Inc: This was to replace the computer that operates the smartboard.

Voucher #23 - City of Richland Center: This was to pay for mowing services.

Voucher #50 - Epanic Button LLC: This was to pay for the Epanic System utilized by the Main Front Desk.

Voucher #47 - Grant Cty Health Dept: This was to pay for the fourth quarter bill for Troy Morris, Environmental Health Consultant.

Voucher #59 - Options Lab, Inc.: This was to pay for drug screening supplies for Treatment Court.

Voucher #5-13, #51-53 - Quill Corporation: This was to pay for a large paper order for the year.

Voucher #19 - Sanofi Pasteur, Inc: This was to pay for additional Influenza Vaccinations.

Voucher #61 - Shopping News, Inc.: This was to pay for the promotion of Dementia Live and Steering into the Skid, as well as advertisements for the CCS Supervisor, Temp/Casual Transportation Program Driver, and Nutrition Meal Site Worker.

Voucher #1 - Wertz Plumbing & Heating: This was to pay to fix a furnace, move a thermostat and other repairs.

Prepaid Voucher #4 - JComp Technologies: This was to pay for the computers that were approved at the previous month's Board meeting. Motion by Kerry Severson, 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	18	\$8,897.31
Richland County Health and Human Services – 2019 Vouchers	33	\$41,124.02
Richland County Health and Human Services – 2019 Prepaid Vouchers	4	\$8,585.06
TOTAL	55	\$58,606.39

2019 Budget Summary & Richland County Placement Report (Mailout #1): Robin Hampton distributed the 2019 Health & Human Services Budget as of November 30, 2019, showing an overall core budget surplus of \$223,571. Utilization should be at approximately 92%, and if trends continue the Transportation Program will have enough revenues to cover their expense. The same is true for Comprehensive Community Services and Children’s Long Term Support Programs.

Tracy Thorsen reviewed the Richland County Placement Report noting there was a corrected reported uploaded to the iPads, including placement data through October. October was an average month for Adult Institutional and Inpatient Placements. The biggest note for institutional placements was the correction that was made to the report resulting in a reduction of expenses from \$408,525 to \$389,589.

Beginning in September there have been several Adult Community Residential Placements moved over to CCS, and as a result, the number of people in placement has remained the same while costs have gone down. Total expenses in Fund 54 total \$700,988 leaving a deficit of \$113,161.

When looking at Juvenile Detentions for Child Placements, a \$4,845 credit was applied by moving expenses over to a fund that the Department of Children and Families is able to reimburse us for detentions. There were a few extra Foster Care placements in October, increasing expenses slightly. The overall expense in Fund 44 totaled \$318,166 leaving a balance of \$209,175. This leaves an overall balance in the two placement funds of \$96,014.

Tracy Thorsen reviewed the 2019 year-end projections. When taking into account the current cost of placements through October, it is estimated that total placement expenses will equate to approximately \$1,195,308. When reviewing the various funding sources, including the 2018 carry-over transferred to Placement Fund 54 and the 2019 projected year-end funds remaining in the Health and Human Services Core Budget, these revenues are estimated to be approximately \$1,321,946 leaving a potential surplus of \$126,638. Tracy discussed the factors that could still impact these numbers including the potential for additional placements and the unknown outcome of the Wisconsin Medicaid Cost Reporting Initiative (WIMCR).

2019 Contract Monitoring Report: Angie Rizner distributed the 2019 Contract Monitoring Report and reviewed those contracts that currently exceeded 92%, noting that most invoicing should be through November. All contracts appear to be on track at this point in time.

2020 Budget Update: Nothing to report at this time.

Approve Contracts, Agreements, and Amendments (Mailout #2):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (12-12-19)		
LAKEVIEW CARE PARTNERS	To provide CBRF services to a Behavioral Health Consumer who due to mental health issues is unable to live independently. (Waterford)	For a total amount not to exceed \$30,000 .

Motion by Kerry Severson, seconded by Deb Kyser to approve the new 2019 contract. Motion carried.

Personnel Updates: Tracy Thorsen requested that the following employees pass probation and be placed on regular status: Katy Paczkowski, Adult Protective Services Worker, effective November 16, 2019; and William Lickel, Temp/Casual Nutrition Driver, effective November 25, 2019. Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the probationary period of Katy Paczkowski, Adult Protective Services Worker, effective November 16, 2019; and William Lickel, Temp/Casual Nutrition Driver, effective November 25, 2019. Motion carried.

Tracy Thorsen reported that Betsy Roesler, Health & Wellness Coordinator, secured additional grant funds and as a result will be increasing from 20 hours/week to 40 hours/week from October 27, 2019 to December 31, 2019..

Tracy Thorsen reported that Betsy Roesler, Health & Wellness Coordinator, submitted her resignation, effective December 26, 2019. Tracy Thorsen explained that with the acceptance of the new grant Betsy Roesler will be moving to the Richland School District and our loss is still the community's gain. Motion by Marty Brewer, seconded by Kerry Severson to approve the resignation of Betsy Roesler, Health & Wellness Coordinator, effective December 26, 2019. Motion Carried.

Tracy Thorsen reported that Joann Scribbins, Receptionist has been hired through Southwest Workforce Development Board, for up to 15 days through December 31, 2019. Valerie Deckert, leased Cleaning and Janitorial staff submitted her resignation, effective December 13, 2019. As a result, Dennis Drake, leased Cleaning/Janitorial staff, will increase from 28 hours/week to 35 hours/week.

Interviewing is currently taking place for the Transportation Program Driver, Meal Site Worker, Child & Youth Case Manager and a Comprehensive Community Services Supervisor. Advertising is taking place for two Psychiatric RNs and a Mental Health Therapist. 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.

Approve Emergent Purchase of a Phone System Controller (Mailout #3): Tracy Thorsen explained that an additional handout was put on the iPads regarding the next several agenda items, all of which involve purchases. Due to the anticipated surplus at the end of the year, there is an opportunity to update out of date equipment that may not otherwise be able to be updated or replaced. The total of all purchases is \$32,053.83. If all purchases were approved a surplus of \$74,584 would still remain. It was noted that an addition \$10,000 in Community Recovery Services funding was just received this morning as well that could be added to this surplus. Tracy Thorsen also noted she requested that Jason Marshall attend this meeting to answer any technical questions regarding any of the purchases.

Tracy Thorsen explained that the Phone System Controller has already been purchased due to an emergent need and Linda Gentes was contacted at the time of the purchase. If the purchase had not been made the agency would not have had a working phone system. Motion by Marty Brewer, seconded by Dr. Jerel Berres to approve the emergent purchase of a phone system controller from Marco Technologies, LLC. totaling \$4,016.43. Motion carried.

Approve the Purchase of Six Wireless Access Points (Mailout #4): The wireless access points in the Community Services Building are nearing end of life and need to be replaced. Some of these expenses can be claimed back to Comprehensive Community Services. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the purchase of six Meraki wireless access points from JComp Technologies, Inc. totaling \$4,993.32. Motion carried.

Approve the Purchase of Enterprise Licenses and Support Services (Mailout #5): Licensing for the wireless access points is necessary and a support agreement assures adequate services to address any issues if they should arise. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the purchase of Enterprise Licenses and Support Services for wireless access points from JComp Technologies, Inc. totaling \$1,554. Motion carried.

Approve the Primary Rate Interface (PRI) Card: (Mailout #6) The PRI Card allows our controller to roll over to the Sheriff's Department's controller which will allow the phones to remain functional if there is an issue. Motion by Debra Kyser, seconded by Marty Brewer to approve the purchase of a PRI card from Marco totaling \$2,292.86. Motion carried.

Approve the Purchase of iPad Tablets and Cases (Mailout #7): Tracy Thorsen explained that iPads for the citizen members of the Health and Human Services Board were purchased by Health and Human Services and need to be replaced. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the purchase of 7 iPad Tablets and Cases for a total cost not to exceed \$3,000.

Approve the Purchase of Laptop and Desktop Computers: (Mailout #8) A laptop is needed for the Adult Protective Services Worker and crisis staff members to conduct work out in the community. The Manager of Operations is in need of a replacement desktop computer due to software compatibility issues. Motion by Marty Brewer seconded by Debra Kyser to approve the purchase of two laptop computers and one desktop computer from JComp Technologies, Inc. at a total cost not to exceed \$4,500.

Approve the Purchase of an Uninterruptible Power Supply (UPS): (Mailout #9) Unit: The UPS unit allows corrections in minor power fluctuations in the phone system. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to approve the purchase of a UPS unit totaling \$1,191.84. Motion carried.

Approve the Purchase of a Replacement Security Camera System: The security camera system for the Community Services Building is nearing end of life. It is recommended that components be replaced. It was noted that this is only a portion of the entire system that will need to be replaced which would exceed the \$5,000 this Board is able to approve. Discussion was held regarding what the entire project will involve including possible wiring. Motion by Kerry Severson, seconded by Marty Brewer to approve the purchase of components for a replacement security camera system from CDW-D totaling \$4,470.

Approve the purchase of a Replacement Heating & Cooling Unit: (Mailout #10) A heating/cooling unit that is more than 20 years old is no longer functioning and needs to be replaced before the spring of 2020. Since sufficiently budgeting for the replacement of these units has not been possible in the past, and the anticipated cost to replace this unit is over \$5,000 and would require County Board approval, it was noted that the approval process not be finalized until January of 2020 and we are recommending that 2019 Health and

Human Services carry-over funds be utilized to fund this purchase in 2020. Three bids were reviewed. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to award the purchase of one heating/cooling unit from Wertz Plumbing & Heating totaling \$6,156 and forward the request onto the Finance & Personnel Committee and County Board for approval to utilize 2019 HHS budget carry-over funds for the purchase. Motion carried.

Further Discuss the Status of all Heating & Cooling Units: An audit was conducted of all 18 heating & cooling units in the Community Services Building and a handout was reviewed outlining the age and condition of each unit. Angie Rizner explained that many units in the older portion of the building are at end of life, exceeding 20 years. Angie Rizner discussed the option of entering into a preventative maintenance contract at a cost of roughly \$1,000 per year to hopefully postpone replacement. Further discussion was held regarding the complexity of the building due to the number of times it has been internally remodeled and added onto. The option of obtaining a quote for what it would cost to have a complete overhaul done, was also discussed. Angie Rizner cautioned that vendors are taking the time to provide detailed bids for us, but then the work is never done and this leads to vendor frustration. The vendors would like to see what our overall plan is first to make certain their bids are accurate and consistent. It was recommended that this issue be presented to the Finance and Personnel Committee for discussion and financing options.

Approve the 2020 Public Health Fee Schedule: (Mailout #11) Each year in December the Board is required to approve the Public Health Fee Schedule for the upcoming year. Discussion was held regarding the changes in school nurse services. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to approve 2020 Public Health Fee Schedule. Motion carried.

Approve the 2020 Clinical Services Fee Schedule: Each year in December the Board is required to approve the Clinical Services Fee Schedule for the upcoming year. Motion by Marty Brewer, seconded by Debra Kyser to approve the 2020 Clinical Services Fee Schedule. Motion carried.

Discussion on Impact of County Administrator: Nothing new to report at this time.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Conduct the Annual Performance Evaluation of the Director: Motion by Marty Brewer, seconded by Ingrid Glasbrenner to Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to conduct the annual performance evaluation of the director to include Tracy Thorsen. Roll Call Vote: Kerry Severson, Debra Kyser, Dr. Jerel Barres, Linda Gentes, Marty Brewer and Ingrid Glasbrenner all voted yes for the motion. Motion carried.

Return to open Session: Motion by Debra Kyser, seconded by Marty Brewer to return to open session. Motion carried.

Adjourn: The next meeting is scheduled for January 9, 2020 at 9:30 a.m. Motion by Marty Brewer, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary