

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 13, 2020

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30a.m. on February 13, 2020 by Marty Brewer in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Absent: Linda Gentes and Ingrid Glasbrenner.

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

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

Approve January 9, 2020 Health and Human Services Board Minutes: Marty Brewer declared the January 9, 2020 Health and Human Services Board Minutes approved.

Directors Report: Tracy Thorsen reported that the Public Health Unit continues to monitor for cases of Influenza and incidences of Influenza cases are considered high in the State of Wisconsin. In addition, Rose Kohout, Public Health Officer, is receiving guidance from the Department of Health Services regarding the outbreak of the Coronavirus and continues to monitor the situation. There has been one confirmed case in the state already. The Nutrition Program Coordinator, Tanya Van Risseghem-Webster will be presenting at each of the meal sites throughout the month of March to celebrate National Nutrition Month. Also being offered at the meal sites from February 19th through March 25th will be a free education event being presented by a liaison from the Bureau of Consumer Protection entitled “Identity Theft: Prevent and Protect”.

Aging and Disability Resource Center staff have been working with the Dementia Care Specialist to provide Dementia Capable Trainings to local law enforcement agencies. Tracy Thorsen announced that the Regional Director for the Aging and Disability Resource Center of Eagle Country, Becky Dahl, will be retiring April 1, 2020 and John Grothjan has been hired as the new Regional Director. The Aging and Disability Resource Center continues to partner with Symons Recreation Complex to provide a variety of health promotions including Tai Chi, Stepping On, Strong Bones and Physical Activity for Lifelong Success (PALS). The Medicare Maze presentations offered by the Elder Benefit Specialist on a monthly basis have been renamed and are now called “Welcome to Medicare”, and give people an in depth look at how to sign up for Medicare and Social Security.

The Economic Support Unit remains busy and in January staff answered 2,381 calls with wait times averaging less than 6 minutes. The Energy Assistance Program has assisted a total of 597 households. There were 31 households that reported to be in Crisis, and 14 households that were assisted with funding to either repair or replace their furnace. Tracy Thorsen was happy to announce that Wisconsin has been chosen as a recipient of a \$9.9 million planning grant intended to research the child care needs of the State, and it is the intent to host a listening session in Richland County so we can have a voice in the Strategic Planning process.

Child and Youth Services staff have been working with local law enforcement and other partners to update the Drug Endangered Children’s Program. A large objective of the group is updating the Law Enforcement Memorandum of Understanding. Staff are also working to coordinate meetings with the Behavioral Health

Services Unit to improve Comprehensive Community Services and Behavioral Health referrals and connect clients with providers and services.

Comprehensive Community Services staff in the Behavioral Health Services Unit have been working to increase community resources in order to keep up with the increase in recent referrals to the program. Several staff are also being cross trained with Adult Protective Services in order to learn the process for conducting annual protective placement reviews to help complete the increased volume that has been seen in the last several years.

A Child Find event was attended by our Birth to Three staff at Ithaca Schools, and two more events will be attended over the next several months. These events are intended to identify and evaluate children with disabilities who are in need of early intervention or special education services.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for February 13, 2020 was distributed. The following items required additional discussion:

2019 Vouchers

Voucher #11 – Bollinger-Jones/Julie: This was to pay for a conference registration for a trauma training.

Voucher #4 – Cardmember Services: This was to pay for insulated food carriers for the Senior Nutrition Program.

Voucher #17 - #20 - Cardmember Services: These were to pay for a crisis debriefing training and were funded by the Coordinated Services Team Grant.

Voucher #13 & #14 – River Valley Newspapers: This was to pay for advertisements for the vacant Social Worker and Comprehensive Community Services Supervisor positions.

Voucher #60 – Capital Newspaper: This was to pay for advertisements for the vacant Comprehensive Community Services Supervisor position.

Voucher #58 – Options Lab Inc.: This was to pay for drug testing supplies for Treatment Court.

Voucher #8 - #11 & #59 – Pesi Inc: This was to pay for staff to attend an Art Therapy for Trauma conference and was funded by the Coordinated Services Team Grant.

Voucher #50 & #51 – Shopping News Inc.: This was to pay for advertisements for the Chapter 980 Committee and Medicare Maze presentations for the Aging and Disability Resource Center.

2019 Prepaid Vouchers

Line #1 – Advocates for Human Potential: This was to pay for wellness recovery books.

Line #2 – Hynek Printing LLC: This was to pay for home visit summary sheets for the Children’s Long-Term Support Program.

Line #10 – Options Lap Inc.: This was to pay for drug screens for Treatment Court.

Line #14 – Symons Recreation Complex: This was to pay for Tai Chi classes for the Aging and Disability Resource Center.

Motion by Dr. Jerel Berres, seconded by Debra Kyser to approve the 2019 and 2020 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2019 & 2020 and Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2020 Expense Reports	17	\$11,228.41
Richland County Health and Human Services – 2019 Admin Vouchers	6	\$6,190.62
Richland County Health and Human Services – 2020 Admin Vouchers	30	\$12,005.63
Richland County Health and Human Services – 2019 Prepaid Vouchers	16	\$13,599.09
Richland County Health and Human Services – 2020 Prepaid Vouchers	5	\$855.58
TOTAL	74	\$43,879.33

2019 Budget Summary & Richland County Placement Report (Mailout #1): Robin Hampton distributed the 2019 Health & Human Services Budget as of December 31, 2019 showing an overall core budget surplus of \$196,356. Utilization should be at 100%. One notable change highlighted was that the Building and Operating Costs have exceeded 100% utilization. This was not a surprise and was a result of unbudgeted items in the 2019 budget, such as workman’s compensation. Transportation, Mental Health Services and Comprehensive Community Services are also all over 100% utilization, however as discussed previously, there are also revenues being brought in to cover these expenses. There are approximately two months of revenues still anticipated to come in, however most expenses should be in.

Tracy Thorsen reviewed the Richland County Placement Report and noted all placement costs have been reported. Adult Institutional and Inpatient Placement expenses for the year totaled \$476,817 and Adult Community Residential Placement expenses for the year totaled \$338,629. Total expenses in Fund 54 for the year totaled \$815,446. The County budgeted \$482,278 in Fund 54 and an additional \$105,549 was carried over from 2018, leaving a \$227,619 deficit.

Child Institutional and Inpatient Placements saw its highest expenses in December and ended the year with \$242,349 in expenses. Detention Placements show a credit since these expenses were able to be moved into a state allocation. Treatment Foster Care ended the year with expenses totaling \$155,446 and Regular Foster Care expenses totaled \$21,604. Total expenses in Fund 44 for the year equated to \$417,934 leaving a \$109,407 surplus which will be applied to Fund 54.

Tracy Thorsen reviewed the 2019 year-end projections and noted total placement expenses equated to \$1,233,380. When reviewing the various funding sources, including the 2018 carry-over of \$105,549 transferred to Placement Fund 54 and the 2019 projected year-end funds of \$196,356 remaining in the Health and Human Services Core Budget, revenues are estimated to be approximately \$1,115,168 leaving a potential overall surplus of \$78,144. Tracy Thorsen reviewed a graph comparing placement expenses and budgeted tax levy and emphasized that if trends continue we will be roughly \$200,000 short if we continue to budget as we have been.

Dr. Jerel Berres asked why placement costs has almost doubled in the last several years. Tracy Thorsen explained that there are several factors that contribute to this. One factor has to do with where these expenses have historically been placed. Several years ago expenses for most community placements such as foster care and adult residential placements were put in the Health and Human Services core budget, and now these costs are all put through either Fund 54 or Fund 44. Discussion was held regarding the most expensive placements being Mental Health Institutional Placements, such as the Winnebago Mental Health Institute, for a cost of

approximately \$1300 per day. It was noted that these costs have gone up dramatically over the last several years, compared to closer to \$900 per day in 2014. Discussion was also held regarding the limited number of psychiatric beds at one of the hospitals in La Crosse, Madison or Eau Claire where Medicaid would cover some of these costs. When a bed cannot be obtained at one of these facilities, there is no choice but to place the individual in one of these high cost institutions.

2019 Contract Monitoring Report: Angie Rizner distributed the 2019 Contract Monitoring Report and reviewed those contracts that currently exceeded 100%, noting that most invoicing should be through December. Premier Financial Management Services and Lucky Star 3 Corporation will both need to be amended later on the agenda.

Approve Contracts, Agreements, and Amendments (Mailout #2): Angie Rizner Distributed a revised mailout.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-13-2020)		
LUCKY STAR 3 CORPORATION	Due to an increased need for CBRF and AFH services for Behavioral Health consumers who due to mental health issues are unable to live independently. (Dodgeville)	<i>Original Contract Amount: \$55,000</i> <i>Amended to: \$62,000</i> To a total amount not to exceed \$70,000.
PREMIER FINANCIAL MANAGEMENT SERVICES	Due to an increased need for financial management services provided to children with disabilities. (Milwaukee) <i>This will require county Board approval and is not funded with county tax levy.</i>	<i>Original Contract Amount: \$49,500</i> To a total amount not to exceed \$70,000.

Motion by Debra Kyser, seconded by Jayme Walsh to approve the amended 2019 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-13-2020)		
AGRACE-AGE AT HOME	Due to an increased need for personal care, in-home care, and respite services provided to ADRC and Behavioral health clients. (Madison)	<i>Original Agreement Amount: \$2,000</i> To a total amount not to exceed \$9,500.

Motion by Kerry Severson, seconded by Debra Kyser to approve the amended 2020 contract. Motion carried

Personnel Updates: Tracy Thorsen announced the hiring of Alice Lawrence-Retrum, Psychiatric RN, effective February 17, 2020; Brandie Anderson, Public Health RN, effective February 17, 2020; and Carlene Shaw, Psychiatric RN, effective February 24, 2020. It was noted the Finance and Personnel Committee approved the reclassification of the Health and Human Services nurses, however this still needs to go before the County Board for approval. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the hiring of Alice Lawrence-Retrum, Psychiatric RN, effective February 17, 2020; Brandie Anderson, Public Health RN, effective February 17, 2020; and Carlene Shaw, Psychiatric RN, effective February 24, 2020. Motion carried. Tracy Thorsen noted that with the change to the County’s vacation policy there will be no unpaid time authorized for new hires.

Tracy Thorsen requested that Jessica Pechan, Economic Support Specialist, pass probation and be placed on regular status, effective February 19, 2020. Motion by Debra Kyser, seconded by Kerry Severson to approve Jessica Pechan, Economic Support Specialist, pass probation and be placed on regular status, effective February 19, 2020. Motion carried.

Tracy Thorsen made note that recruitment efforts are continuing for the Comprehensive Community Services Supervisor and Mental Health Therapist positions. 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.

Review Board Member Terms (Mailout #2): The Health and Human Services Board Member Terms were reviewed and it was noted that each Board Member's current term was highlighted on the document. Tracy Thorsen explained that County Board Rules limit the maximum number of years in which members can serve on a Board or Committee to 6 years excluding partial terms. Each term for the Health and Human Services Board runs three years.

Members whose terms will be expiring in April of 2020 were reviewed and it was determined that Linda Gentes will be completing the end of her second three-year term and will therefore will no longer be able to serve on the Health and Human Services Board.

Tracy Thorsen discussed the requirements of the board including four County Board members, three community members, at least one community member who has received or has a family member who has received services through Health and Human Services, a physician and a Registered Nurse. It was also noted that 1/3 of the board must change each year. Discussion was held regarding if the County Board chair is able to also serve on the Health and Human Services Board, and it was determined that this has been done in the past.

Approve a new Transportation Coordinating Committee Member (Mailout #3): Roxanne Klubertanz-Gerber explained that Angela Metz, Richland Hospital Representative on the Transportation Coordinating Committee has met her term limit. As a result, the Transportation Coordinating Committee has approved Cindy Riley from the Richland Hospital to replace her. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve Cindy Riley as a member of the Transportation Coordinating Committee, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve Changing One Public Health Registered Nurse to a Public Health Clinic Nurse (Mailout #4): Rose Kohout explained that due to the difficulty with the recruitment of nurses holding a Bachelor's Degree, it is being proposed that one of the three Public Health Nurse positions be changed to a Public Health Clinic Nurse that requires either a diploma or an associated degree.

Dr. Jerel Berres asked what services could be affected by the change. Rose Kohout explained that there would need to be more oversight, and a slight limitation in the scope of services this nurse would be able to provide. Rose Kohout also explained how things are currently having to be prioritized while she is the only nurse on staff. Marty Brewer questioned if going from one nurse to three nurses would make the unit overstaffed. It was explained that having these staff available to do the day to day tasks would free up Rose Kohout's time to do more administrative work, such as searching for grants and other revenues. More importantly, at the current staffing level the unit would not be well equipped to handle a public health emergency, such as a serious outbreak or natural disaster. Motion by Kerry Severson, seconded by Jayme Walsh to approve changing one of the Public Health Registered Nurse positions to a Public Health Clinic Nurse, and forward the recommendation (including position description) onto the Finance & Personnel Committee and County Board for approval.

Approve the Purchase of a Replacement Master Key System (Mailout #5): Tracy Thorsen explained the use of a secured master key by certain agency staff in the building. This process has been in place for many years without major issue. However, the key has been misplaced and as a result the building needs to be rekeyed to ensure the safety of our staff and security of client records.

Chuck's Lock and Safe was highly recommended to assist on the project. A breakdown of the current master key system was reviewed and Angie Rizner explained that MIS has also requested that the server room be rekeyed to its own master key separate from the new system. Dr. Jerel Berres asked what procedures are changing to prevent this from happening again in the future. Tracy Thorsen explained a decision has not been finalized, however several options are being discussed by management. Motion by Dr. Jerel Berres, seconded by Kerry Severson to approve the purchase of a replacement master key system from Chuck's Lock & Safe at a cost not to exceed \$5,000.

Approve TAD Grant Application: Myranda Culver explained that the County Board accepted the use of the Operating While Intoxicated Court Planning Grant in 2016, now called the Treatment Alternatives and Diversion Grant. The state allowed the grant to be reapplied for multiple years, however, it was recently discovered the use of this grant was never taken to the Health and Human Services Board for approval. Motion by Debra Kyser, seconded by Jayme Walsh to approve the acceptance of the Treatment Alternative and Diversion Grant and allow use of match funds for 2020 and previous years dating back to 2016.

Discussion on Impact of County Administrator: (Mailout #6): Tracy Thorsen discussed changes that can be anticipated with the role of the Health and Human Services Board once the new County Administrator is established. The County Board has established a committee structure for the Health and Human Services Board and a power point presentation was reviewed outlining the committee structure. One common change across several areas was the Board taking on a more advisory role opposed to a governing role. Changes were highlighted relating to membership and roles, powers and duties, and what will change during Board meetings. Discussion was also held regarding potential changes if the Administrator were to elect to assume the powers and duties of the local Board of Health.

Tracy Thorsen also emphasized that while the new Administrator is expected to start in March of 2020, a transition period should be expected. Operations will most likely continue as they are until this individual has had the opportunity to take some time to shift roles and duties as they deem appropriate. Another change noted was that as a department head, Tracy Thorsen will report to the County Administrator, and no longer the Health and Human Services Board.

Chapter 980 Committee Update: Tracy Thorsen reviewed the purpose the Chapter 980 Committee. Statute 980 is the civil commitment of sexually violent offenders, and when placed under this commitment order, offenders are typically placed at Sandridge Secure Treatment Center. A Richland County Resident was recently ordered to be released back to the community and the law requires they are placed back in the County they were residing in at the time of the offense. The County has the obligation to find a suitable placement for this individual. The resident has been temporary placed in Ashland County until a housing option can be located in Richland County.

In August the committee identified a property, however due to extensive media coverage, social media and public objection, the judge ruled that public safety needs were not met and gave the committee 60 days to find an alternative placement. Kerry Severson questioned what happens if a placement cannot be found. Tracy Thorsen explained that the County could be held in contempt and fined, however it was also noted this is a

statewide issue and all Counties seem to be experiencing the same difficulties finding placements for these individuals.

The committee is currently pursuing a County owned property and the Property Committee has agreed to consider the option, however information is still being gathered. Further discussion was held regarding how the lease process with the state works for these individuals.

Convene in Closed Session Per Wis. Statutes 19.85 (1)(b) to Consider the Dismissal or Disciplinary Action of a Public Employee: Motion by Jayme Walsh, seconded by Debra Kyser to Convene in Closed Session Per Wis. Statutes 19.85 (1)(b) to consider the Dismissal or Disciplinary Action of a Public Employee to include Tracy Thorsen. Motion carried.

Return to Open Session: Motion by Dr. Jerel Berres, seconded by Jayme Walsh to return to open session. Motion carried.

Adjourn: The next meeting is scheduled for March 12, 2020 at 9:30 a.m. Motion by Dr. Jerel Berres, seconded by Jayme Walsh to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary