

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 12, 2020

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30a.m. on March 12, 2020 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

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

Others Present: Tracy Thorsen, Robin Hampton, Jessica Stanek, Angie Rizner, Sharon Pasold, Roxanne Klubertanz-Gerber, Meghan Rohn, Rose Kohout, Stephanie Ronnfeldt, Clinton Langreck, Darin Gudgeon, and John Heinen.

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

Approve February 13, 2020 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Marty Brewer to approve the Health and Human Services Board Minutes. Motion carried.

Approve February 20, 2020 Special Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Marty Brewer to approve the February 20, 2020 Special Health and Human Services Board Minutes. Motion carried.

Directors Report: Tracy Thorsen was happy to report that the missing master key was found before the re-keying process occurred. Therefore, there is no longer a need to proceed with re-keying the building. Moving forward, other than management, staff will no longer have access to a master key and will need to seek assistance from a member of management to access locked areas that cannot be accessed with their badge.

The Aging and Disability Resource Center is partnering with the Alzheimer's and Dementia Alliance to host a Legal and Financial Planning Seminar presented by Elder Law Attorney John Haslam. The event will be held on March 18th at the Community Services Building. A Dementia Live event is also being held at the Richland Hospital on March 29th and anyone interested can sign up through the Aging and Disability Resource Center. The Regional Aging and Disability Resource Center of Eagle County has been chosen to participate in a pilot project intended to evaluate the return on investment associated with streamlining access to long term care services. The findings of the pilot will be used to inform policy decisions relating to statewide services and funding.

The Comprehensive Community Services staff in the Behavioral Health Unit will begin implementing the Illness Management Recovery Model over the next year, which is an evidence-based model designed to provide consumers with the skills necessary to cope with their mental illness while achieving goals in their recovery. Crisis Intervention Services staff will be participating in a process improvement model project, NIATx, with the aim to reduce re-hospitalizations. Substance Abuse staff are working with the Richland Hospital Clinic and other stake holders to coordinate care for clients involved in medical assisted treatment.

In the month of February, staff in the Economic Support Unit answered 1,958 calls and processed 462 applications with a 99.35% timeliness rate. Economic Support Manager, Stephanie Ronnfeldt will be participating in a Strategic Planning Project for Child Care and she recently met with local community members who have formed a group intended to address this issue. The Department of Children and Families

is planning to host a listening event in Richland County at the UW Platteville/Richland Campus to provide a rural perspective. The state recently conducted an Administrative Review of the Wisconsin Home Energy Assistance Program, WHEAP. It was noted the review went very well.

Child and Youth Services Manager, Jessica Stanek will be on the WRCO Morning Show on March 26, 2020 to discuss Foster Care and promote the "Suitcase Drive". The Salvation Army "Suitcase Drive" distributes suitcases to children in Foster Care to carry belongings in.

Linda Gentes discussed the amount of advertising that needs to be done and asked about the advertising that is still being done for the Chapter 980 Committee. Discussion occurred regarding the Chapter 980 Committee and Tracy Thorsen was able to provide an update. There is an individual who may be interested in purchasing a piece of property with the intent of leasing it to the state for this purpose. There is also a piece of property the county will be taking ownership of that could then be leased back to the state.

Health Officer Update: Rose Kohout explained that the number of illnesses similar to Influenza have been significant this year, such as RSV, other Coronaviruses. Overall this activity remains high nationwide, however outpatient activity has decreased for the third week in a row. Nationwide, Influenza A and H1N1 had the highest number of reported cases, but Influenza B was reported as well. In depth investigations on Influenza are only done by Public Health on cases that require hospitalizations. Nationwide hospitalization rates have been consistent with previous years for the entire populous, however rates among school age children and young adults are higher than in previous years and the highest on record for children between 0 and 4 years old. Mortality rates do remain low.

Rose Kohout has been closely monitoring the Covid-19 outbreak and reported that as of yesterday there were 938 cases reported nationwide and 29 deaths, however these numbers have most likely gone up. The importance of Public Health and Emergency Management relying on vetted sources such as the Center for Disease Control and John's Hopkins was discussed. Both international and domestic travel are believed to have an impact on exposure risk, as a result restrictions are being put in place in order to promote social distancing and this is proving to be effective. Rose Kohout explained that she had been meeting with school districts, Emergency Management, local county departments, community organizations and employers upon their request, to discuss measures that can be put in place to prevent the virus from spreading and to provide information regarding how individuals can prevent exposure and spread in the community.

Marty Brewer questioned what actions are being taken now, such as the cancellation of meetings. Rose Kohout discussed what "trigger points" would cause the operation of emergency preparedness plans and explained the Health and Human Services Management team, along with County Administrator, Clinton Langreck, will be meeting directly following the Health and Human Services Board Meeting to identify what some of these "trigger points" may be. If the point is reached where any isolation or quarantines are ordered, this would always be done in consultation with the Division of Public Health and then law enforcement and Corporation Counsel have to support that statutorily this can be done. At this point there are 6 confirmed cases in the state of Wisconsin, the closest confirmed case being in Dane County. Discussion was held regarding a case being confirmed in a surrounding county being a potential reason for action. Technologies such as Zoom were also discussed as possibilities for conducting meetings while practicing social distancing. Meeting size restrictions were discussed and it was noted that different restrictions are being put in place in different states.

Discussion was held regarding the potential need for County staff to work remotely and the capability to do so. It was explained that the MIS department would need to be consulted with to determine what the capabilities are. The County currently only has 100 VPN licenses which allow staff to remotely access the network. Consideration would also need to be given to what work is amenable to being done remotely. Tracy Thorsen explained that there are multiple levels of consideration that need to be considered for the agency. When

looking at it from the stand point of a Public Health Agency, it needs to be determined what needs to occur to keep the community healthy and safe, what services being delivered across the agency should be limited, and at what point does this occur. From an employer stand point, how are staff protected and when should staff be encouraged to go home or stay home.

Linda Gentes asked what the message should be to people in the community. Rose Kohout discussed the importance of good personal hygiene and hand washing with soap and water. If utilizing hand sanitizer, it should contain at least 60% alcohol content to be effective. If an individual believes they have been exposed, they should contact their health care professional or Public Health. If the individual develops symptoms, they should then be tested. The elderly population and those with underlying health conditions are more likely to be severely impacted. People should attempt to limit their overall social interactions as much as possible. Tracy Thorsen noted the Richland County website provides basic information on how to protect themselves as well as links to various resources. Updates and information will also be posted on the Health and Human Services Facebook page.

Marty Brewer questioned Richland County's supply of testing kits. Rose Kohout explained that Richland County Public Health has not engaged in testing, however the Richland Hospital has a large number of collection kits that can be sent to a state lab for testing. Darin Gudgeon discussed the utilization of Web EOC, which will be utilized by Emergency Management and Public Health to monitor what is going on at the state level, as well as coordinate efforts on a local level. Rose Kohout discussed the importance of departments reviewing minimal amount of staffing levels that are needed to maintain essential services in the event that staff will need to be gone for an extended period of time in the event of a confirmed case. The time for quarantine and isolation was reviewed and Rose Kohout explained that while 14 days is what is commonly being discussed, it is quite possible this period could be longer. Darin Gudgeon discussed the circumstances under which a Public Health Emergency is declared and noted this decision is made by the Public Health Office in consultation with Emergency Management, the County Administrator, Director of Health and Human Services, and the Sherriff's Department. It was explained this allows the suspension of some rules and processes for a period of time. If a state declaration is made by the Governor, it can be assumed a local declaration will also be made to allow resources to be available when needed.

Kerry Severson discussed the possible need to create a sub-committee to address this situation. Darin Gudgeon noted that the Web EOC will accomplish most of the goals of a committee. Linda Gentes suggested an article be placed in the observer explaining the role of the Public Health Officer. It was noted that this is already in the process of being done. Rose Kohout also noted survey's that have been being conducted regarding local entities Personal Protective Equipment (PPE) supplies.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for March 12, 2020 was distributed. The following items required additional discussion:

2019 Vouchers

Voucher # 5 – Cardmember Services: This was to pay for restocking the supply of lightbulbs for the emergency lights.

Voucher # 50 & 51 - CCI: This was to pay for two employees to attend a trauma informed care training.

Voucher # 47 - Lockmed: This was to pay for drug lock boxes.

Voucher # 52 - WATCP: This was to pay for nine employees to attend the annual Treatment Court Conference. It was noted only two of these employees are Health and Human Services staff, the other employees are from other departments in the County. This was paid for by the Treatment Court Grant.

Voucher #67 – Wertz Plumbing & Heating: This was to pay for a new furnace that was previously approved. Carry over funds were approved to be utilized for this expense.

2019 Previously Paid Vouchers

Voucher # 2 – Marco Holdings LLC.: This was to pay for a POI card and was one of the items needed to correct the problems being experienced with the phone system. Motion by Debra Kyser, seconded by Dr. Jerel Berres 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	18	\$7,890.43
Richland County Health and Human Services – 2019 Admin Vouchers	1	\$160.00
Richland County Health and Human Services – 2020 Admin Vouchers	31	\$29,754.83
Richland County Health and Human Services – 2019 Prepaid Vouchers	2	\$1,779.50
Richland County Health and Human Services – 2020 Prepaid Vouchers	4	\$9,200.24
TOTAL	56	\$48,785.00

2019 Budget Summary & Richland County Placement Report (Mailout #1): Robin Hampton distributed the 2019 Health & Human Services Budget as of March 12, 2019. It was explained that this budget was created without the intention of the agency receiving its full allocation. Expenses were reviewed and it was noted that the building operations line item is over utilized due certain costs such as workman’s comp claims not being budgeted. Elderly Services, Mental Health Outpatient Services, and Comprehensive Community Services are also all over utilized, however there are additional revenues being brought in to cover these additional expenses.

The core budget balance through December was reviewed. Had the charge back process not been in place, the core budget would have had a balance of \$132,580. Robin Hampton explained the payment process for institutional costs, as well as the charge back process. After this charge back process was utilized, the core budget balance through December was \$399,518. It was highlighted that anticipated revenues showed -106,158. Robin Hampton explained the core budget is made up of five primary funds, and as she is learning more about the budget, she learned that three of these funds roll over from year to year and cannot go back to the general fund. As a result, these funds were removed from the total.

Discussion was held that while remaining funds equal \$399,518, there were many factors such as WIMCR and unknown placement costs that could have impacted this number. This prevented these funds from being utilized earlier on things such as installing new furnaces. Tracy Thorsen strongly emphasized this is an abnormality and having an amount of remaining funds this size cannot be anticipated every year since work has been done to restore services that were lost.

Tracy reviewed one final placement report since there was one additional reimbursement. Adult Institutional and Inpatient Placement expenses for the year totaled \$476,817 and Adult Community Residential Placement

expenses for the year totaled \$336,215. Total expenses in Fund 54 for the year totaled \$813,033. The County budgeted \$482,278 in Fund 54 and an additional \$105,549 was carried over from 2018, leaving a \$225,206 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 other funds were able to be accessed to pay for these expenses. 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 \$109,407 in funds remaining which will be applied to Fund 54.

Tracy Thorsen reviewed the 2019 Year-End Projections and noted total placement expenses equated to \$1,230,967. When reviewing the money that was budgeted into the two placement funds, approximately \$1,009,619 was available to cover these costs. When factoring in the 2018 carryover, a deficit still remains of \$155,799. Funds remaining in the 2019 core budget can be utilized to cover these expenses, still leaving a balance of \$283,719.

A comparison of placement expenses to budgeted tax levy was reviewed. Tracy Thorsen explained that the last several years the county has been averaging \$1.2 million in placement expenses and we can anticipate this trend will continue. It is the recommendation that these remaining funds in the 2019 core budget be moved into the two placement funds instead of returning to the general fund. It was noted the cost for the furnace replacements was also already planned to come from the remaining funds as well.

2020 Budget Summary & Richland County Placement Report: The 2020 Placement Report was reviewed. Tracy Thorsen explained that expenses were exceptionally high in January and are expected to be similar in February. A crisis stabilization chart has been added to the report to show when high cost placements are avoided. Adult residential placements have remained the same, however expenses have been reduced down to \$9,286 from closer to \$30,000 due to the fact that more of these expenses are being covered by Comprehensive Community Services (CCS).

Child placements for 2020 were reviewed. In addition to the one long term child institutional placement, there was one detention placement. Tracy Thorsen noted this is not common. Foster Care placements have remained consistent. Total funds in Fund 44 were \$4,838.

2020 Contract Monitoring Report: Angie Rizner distributed the 2020 Contract Monitoring Report and reviewed those contracts that currently exceeded 8%, noting that most invoicing should be through January. The Chileda Institute and Kareo contracts are over utilized however, they have billed through the month of February. The Family & Children’s Center, La Crosse County Human Services, Schmidt Consulting, LLC, and Winnebago Mental Health Institute are all over utilized, and will continue to be monitored to see if they need to be amended in the future.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-12-2020)		
5 DOOR RECOVERY	Name change from Hope Haven.	
LORI KNAPP, INC.	Name change from Lori Knapp Richland, Inc.	
KNH, LLC	Name change from Marion’s Place Partnership. <i>This will require County Board approval.</i>	

Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the amended 2020 contracts. Motion carried.

Personnel Updates: Tracy Thorsen announced the hiring of Edie Moore, CCS Supervisor, effective March 2, 2020. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the hiring of Edie Moore, CCS Supervisor, effective March 2, 2020. Motion carried.

Tracy Thorsen reported that Nicole Mullikan, Economic Support Specialist, submitted her resignation, effective February 21, 2020; and Jessica Pechan, Economic Support Specialist, also submitted her resignation, effective March 3, 2020. Motion by Marty Brewer, seconded by Debra Kyser, to approve the resignation of Nicole Mullikan, Economic Support Specialist, effective February 21, 2020; and Jessica Pechan, Economic Support Specialist, effective March 3, 2020 Motion carried.

Tracy Thorsen made note that recruitment efforts are occurring for two Economic Support Specialists and two Mental Health Therapist position. 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, Temp/Casual Nutrition Site Worker and a Public Health Nurse.

Quarterly Review of Health and Human Services Organizational Chart: The Richland County Health and Human Services Organizational Charts as of March 12, 2020 were distributed for review and Angie Rizner reviewed changes to the documents. No significant organizational changes were reported for Administration. In the Aging and Disability Resource Center Daniel Owen and Stanley Scholl were added to the list of paid drivers. The Behavioral Health Unit added a CCS Supervisor Position, filled by Edie Moore, as well as two new Psychiatric Nurse Positions, filled by Alice Retrum and Carlene Shaw. Vacancies included two Mental Health Therapists and one leased Substance Abuse Counselor. In the Child and Youth Services Unit Katie Blaha, Child and Youth Case Manager, was added. The Economic Support Unit currently has two vacant Economic Support Positions. There are also two vacant Registered Nurse Positions listed for the Public Health Unit, however it was noted that one of these positions will be changing to a Clinical Nurse Postion. Tracy Thorsen noted that Betsy Roesler is providing extra hours to the agency through a leased position participating in grand funded work.

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

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary