

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 13, 2020

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30a.m. on August 13, 2020 by Kerry Severson virtually via Zoom.

Members Present: Kerry Severson, Dr. Jerel Berres, Peg Kaul, Van Nelson, Debra Kyser, and Ingrid Glasbrenner.

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

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

Approve July 9, 2020 Health and Human Services Board Minutes: Kerry Severson declared the July 9, 2020 Health and Human Services Board minutes approved.

Citizen Comments: Kerry Severson discussed the need to elect a new Vice Chair for the Board to replace Marty Brewer.

Directors Report: Tracy Thorsen explained that in order to assure good audio quality for everyone, the Health and Human Services Board has resumed holding meetings via Zoom at least through the end of the year instead of utilizing a combination of in-person and virtual attendance. It was noted that there is a call-in option available for members of the public. Ms. Thorsen also welcomed Ingrid Glasbrenner back to the Board, filling the County Board Supervisor term left vacant by Marty Brewer.

The Transportation Program continues to get more requests for rides and is at about 70% of pre-COVID utilization levels. It was noted that drivers are required to wear masks at all times, distribute free masks to passengers, and both passengers and drivers answer screening questions prior to each trip. The Aging and Disability Resource Center has established a stipend policy that allows for payments to go directly to nonprofessional caregivers for services in the home. This is in response to a shortage of in-home caregiver providers. Notifications was given that \$3,000 was being awarded to the Aging and Disability Resource Center for special dementia related projects this year, and funds will be used for outreach and other special projects. In partnership with Crawford County, a free online Powerful Tools for Caregivers workshop will be facilitated in September and October, which is a program that can help individuals identify the challenges family caregiving can present and connects participants with other caregivers.

The Economic Support Unit is seeing an increase in FoodShare applications with the end of the \$600 per week additional unemployment benefit. The Federal Public Health Emergency has been extended until October 25, 2020, and the State Public Health Emergency has been reinstated until September 28, 2020, resulting in some FoodShare and Healthcare policies and processes reverting back to emergency status. Some of these changes were reviewed. Regular applications for WHEAP continue to be accepted through September 30, 2020 and Richland County residents can now apply online. It was noted that there is still additional Crisis Funding available, and the while the disconnect moratorium was extended to September 1, 2020, the goal is to work with vendors to prevent disconnects.

The city/county government ad hoc committee on childcare has become the Richland Area Childcare Task Force, and community stakeholders continue to focus on addressing the childcare crisis in Richland County. A survey is to be sent out to the parent in Richland County and surrounding areas.

In the Behavioral Health Unit, the Birth to Three Program is seeking a new contract provider for Occupational and Physical Therapy services however the current provider, the Richland Hospital, has agreed to continue services until a new provider is established. A Behavioral Health Clinician is working with the UW-Extension office to create a parenting support group with the goal of helping parents cope with additional stress during the COVID crisis. Development of an Intensive Outpatient Treatment program also continues, and our substance abuse counseling staff are developing the referral process with local providers and stakeholders. Arrangements are being made for Family Ties to provide Parent Peer Specialist supports to families with children who have multiple needs and these services will be funded by the Coordinated Services Teams Initiative grant.

In order to reduce the risk of exposure, Child and Youth Services staff have separated into two teams and are spending time in the office on different days. Staff continue to assess the appropriateness of holding in-person contacts with families on a case by case basis and always respond in person to situations where safety threats have been identified. Supervised visits for families are also being provided when appropriate precautions can be in place. It was also noted that all agency services continue to be provided through a combination of in-person contacts and by virtual means based on what is most appropriate and safest for those involved.

Health Officer Update and COVID-19 Response: Rose Kohout reported as of August 12, 2020 Richland County has had 37 confirmed cases of COVID-19, 2,986 negative tests, 23 individuals have been released from isolation, 10 active cases, and 4 deaths. In the last 14 days there have been 475 tests performed, with 12 individuals testing positive, equating to a 2.11% positivity rate. Public Health continues to stay busy with ongoing testing, and preparing for fall vaccinations; whether that be Influenza or possibly the additional COVID vaccination. Rose Kohout reported that 4 additional contract tracers have been hired to assist with the workload, and with schools starting soon, it is hoped there will not be a large increase in cases. Discussion was held regarding the turnaround time for test results and it was noted that results could vary greatly depending on the situation, ranging from hours to several days.

Amendments to County COVID-19 Plan: Clint Langreck gave background information on the plan and explained the proper procedure for making revisions to the plan. While the proposed amendments were approved by the Finance and Personnel Committee, Rules and Resolutions, and a resolution for the County Board is being prepared, both of these committees felt strongly that a review by the Health and Human Services Board would be appropriate since the nature of the changes would impact the public and constituents. Proposed revisions were reviewed and included amendments to: method of spread; identified symptoms of COVID-19; Non-Pharmaceutical Interventions; Public Meetings; and travel restrictions. Motion by Peg Kaul, seconded by Dr. Jerel Berres to approve the proposed changes to the County COVID-19 plan and make a referral to the County Board for resolution. Motion carried.

Review HHS Board Vacancy and Possible Recommendations Regarding Membership Requirements: Kerry Severson discussed the posting of the vacant Board Member position representing a community member. It was reviewed that Ingrid Glasbrenner is currently holding a County Board Supervisor position on the Health and Human Services Board, as well as the Registered Nurse position. The concern is that if this position is filled and the individual holding the position of the nurse or doctor on this board were to resign or no longer be able to serve, there would be a need for that citizen member to resign due to the need to create a vacancy to fill the statutory requirements of the nurse or doctor position.

Tracy Thorsen reviewed the current board member terms and noted that the 3-year terms of the board are set by statute. The number of board members is determined by the County Board, within a range outlined by statute. Tracy Thorsen also explained that the Board of Health statute states that the Health and Human Services Board should have a physician and a nurse "if possible", and therefore if it is proving difficult to fill both positions, the language does allow for some flexibility.

Discussion was held regarding the option of advertising for a Registered Nurse position instead of a Community Member position. Angie Rizner reviewed what advertisements have already been done and what is scheduled to be done. It was determined that advertisements would be left as they are for now, however if people are aware of any nurses that may be interested in the position they should encourage them to apply.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for August 13th was reviewed. The following items required additional discussion:

Voucher #28 & 29 - Cardmember Services: This was to pay for frozen meal trays for the Senior Nutrition Program.

Voucher #24 & 25 - Cardmember Services: This was to pay for the electronic medical record system, Kareo.

Voucher #23 - Cardmember Services: This was to pay for activity for a child funded through the CCOP program.

Voucher #63 - Corcoran Healthcare Enterprise: This was to pay for TB skin tests for the Public Health Unit.

Voucher #7, 8, 60, 61, & 62 - Language Line Services: This was to pay for interpreter services, however lines #8 and #60 were charges for the Sherriff's Department.

Voucher #49 & 50 – Quill Corporation: This was to pay for sneeze guards for the Aging and Disability Resource Center.

Voucher #40-48, 52 & 56 – Quill Corporation: This was to pay for all Quill charges. Approximately \$1100 were for COVID related supplies, such as face shields, hand sanitizers, etc. There were also a few large purchases, such as a book shelf that was paid for with extra funding from the Aging and Disability Resource Center.

Voucher #15 – Kathy Maly: This was to pay for a locking mechanism on the rear door of the Aging and Disability Resource Center bus.

Voucher #59 - The Richland Observer: This was to pay for two advertisements for a Health & Human Services Board member and an advertisement for the Aging and Disability Resource Center Caregiver Support Group.

Voucher #16 – UW Madison: This was to pay for trainings required for the child welfare staff.

Discussion was held regarding the Board continuing to approve these vouchers in the future or if these types of responsibilities would be moving to the County Administrator. Clinton Langreck noted it is still appropriate for committees to have an understanding of how tax dollars are transitioned into services provided. There have been discussions with County Board Supervisors as well as members of administration regarding the development of a purchasing policy. Motion by Ingrid Glasbrenner, seconded by Peg Kaul to approve the 2020 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2020 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2020 Expense Reports	15	\$6,416.19
Richland County Health and Human Services – 2020 Admin Vouchers	22	\$19,399.51
Richland County Health and Human Services – 2020 Prepaid Vouchers	6	\$1,309.76

TOTAL	43	\$27,125.46
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2020 Budget Summary & Richland County Placement Report (Summary #1): Robin Hampton reviewed the 2020 budget as of July 31, 2020, noting utilization should be approximately 58%. Many of the units are not reaching 58% utilization primarily due to a large portion of the budget's expenses being attributed to salaries and 2020 being a 27 payroll year. There are no major changes to report from last month. As of July 31, 2020 revenues equated to \$3,556,974 with expenses totaling \$3,972,088. Due to the way the mental health institute charges are falling, the chargeback process has yet to be done this year leaving a core budget balance of -\$415,114. After this chargeback process occurs, the new core budget balance will be \$56,698. This amount assumes that the items that have been marked as COVID related will be reimbursed.

Tracy Thorsen reviewed the 2020 Richland County Placement Report through June. Expenses for Adult Institutional and Inpatient Placements totaled \$54,644 in the month of June. This was a large decrease from previous months due to some high cost placements moving to the Adult Community Placement Section of the report. Adult crisis stabilization services are being utilized more, with a total of \$28,453 being spent so far this year and some reimbursement is expected within the next month or so. Altogether, year to date expenses for Adult Institutional Placements totaled \$571,301. As expected, Expenses for Adult Community Residential Placement's increase in the month of June, totaling \$61,911, due to some of the individuals in Institutional Placements being moved into Community Residential Placements. Some of these costs will be able to be reimbursed this year, and it is expected that additional costs will be reimbursed next year. Once the chargeback process occurs, it is estimated that Fund 54 will show a balance of -\$200,295.

Child Institutional, Inpatient and Detention Placement expenses remained consistent in June, totaling \$121,139 in expenses for the year. Tracy Thorsen noted that expenses for Detention Placements are higher than normal, totaling \$19,775, due to a longer term stay earlier in the year.

Child Foster Care and Treatment Foster Care stayed relatively consistent, however there were less days in the month of June and one less individual. Year to date expenses for Group Home and Treatment Foster Care totaled \$79,758, and \$14,410 for Regular Foster Care. Year to date expenses in Fund 44 have totaled \$235,082, leaving a balance of \$292,259.

Tracy Thorsen reviewed the 2018 to 2020 Comparison of Monthly Placement Expenses, noting again that placement expenses have been high this year. If placements continue in the same pattern, placements could potentially end up being \$1,835,310, leaving a shortfall of \$485,691. Dr. Berres asked if the carry-over from 2019 is already in the county budget. Tracy explained that as the auditors finalize the books those funds automatically will be moved into the general fund. In the past it has been requested that those funds go to the placement funds and it is hoped that will be this case again this year.

2020 Contract Monitoring Report: Angie Rizner reviewed the 2020 Contract Monitoring Report and those contracts that currently exceed 50% utilization were reviewed; noting that most invoicing should be through June. While the Family and Children's Center appears to be over utilized, services are no longer being utilized so it should not be an issue. Kareo is also showing to be slightly over utilized, however they have billed through July. The Children's Hospital of Wisconsin and Tellurian, Inc. are also over utilized and will be amended later on the agenda.

Approve Contracts, Agreements, and Amendments (Summary #2): A revised summary sheet was reviewed.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-13-2020)		
COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA) 3	To provide occupational and physical therapies to children with disabilities being served by the Behavioral Health Unit. (Fennimore)	For a total amount not to exceed \$49,500.

Motion by Debra Kyser, seconded by Peg Kaul to approve the new 2020 contract. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (8-13-2020)		
CHILDREN'S HOSPITAL OF WISCONSIN COMMUNITY SERVICE SOCIETY OF WISCONSIN	Due to an increased need for treatment foster care for youth being served by the Child & Youth Services Unit. (Milwaukee) <i>This will require County Board Approval</i>	For a total amount not to exceed \$75,000.
COMMUNITY CARE RESOURCES	Due to an increased need for treatment foster care for youth being served by the Child & Youth Services Unit. (Middleton)	For a total amount not to exceed \$49,500.
FOND DU LAC SECURE DETENTION FACILITY	Due to an increased need for secure detention for youth being served by the Child & Youth Services Unit. (Fond Du Lac)	For a total amount not to exceed \$30,000.
TELLURIAN, INC.	Due to an increased need for detoxification, residential and crisis intervention services to individuals being served by the Behavioral Health Unit. (Madison) <i>This will require County Board approval.</i>	For a total amount not to exceed \$75,000.

Motion by Peg Kaul, seconded by Dr. Jerel Berres to approve the amended 2020 contracts, and forward the recommendation onto the County Board. Motion carried.

Approve 2020 Vehicle Lease Agreements (Summary #3): Due to the Aging and Disability Resource Center receiving their new Transportation Program Bus in April, the old bus will be leased to Schmidt Woodland Hills. A vehicle has previously been leased to them, however that vehicle caught fire late last year. On an annual basis the Health and Human Services Board needs to approve the renewal of long held vehicle lease agreements and an inter-department MOU for vehicle use. The Transportation Coordinating Committee has already approved the leasing of the county vehicle. Motion by Dr. Jerel Berres, seconded by Debra Kyser to approve the 2020 lease agreement of the 2010 Ford 450 Elkhart wheelchair accessible bus with Schmitt Woodland Hills. Motion carried.

Personnel Updates: Tracy Thorsen requested that the following employees pass probation and be placed on regular status: Alice Lawrence-Retrum, Psychiatric RN, and Brandie Anderson, Public Health RN, effective August 17, 2020; and Carlene Shaw, Psychiatric RN, effective August 24, 2020. Motion by Debra Kyser, seconded by Ingrid Glasbrenner that the following employees pass probation and be placed on regular status: Alice Lawrence-Retrum, Psychiatric RN, and Brandie Anderson, Public Health RN, effective August 17, 2020; and Carlene Shaw, Psychiatric RN, effective August 24, 2020. Motion carried.

In order to assist with the Public Health crisis, there have been a number of leased staff hired through the Southwest Wisconsin Workforce Development Board including: Teresa Landes, LTE Public Health Clinic Nurse for up to 8 hrs/wk effective August 3, 2020; Katy Paczkowski, LTE Public Health Assistant for up to 20 hrs/wk effective August 10, 2020; Amber Morris, LTE Public Health Assistant for up to 20 hrs/wk effective August 10, 2020; and Nichole Gaudette, LTE Public Health Assistant for up to 20 hrs/wk effective August 10, 2020. It was also noted that LTE Public Health Assistant Jaide Johnson who was hired on July 20, 2020 reduced from 40 hrs/wk to 16 hrs/wk.

Current vacant county positions were reviewed, including Mental Health Therapists (2), a Clerical Assistant II, Secretary, Quality Coordinator, Early Intervention Special Educator, Occupation Therapist, Speech and Language Pathologist, Public Health Nurses (2), Health & Wellness Coordinator and a Temp/Casual Nutrition Site Worker. It was noted that a question was raised at the Finance and Personnel Committee regarding leaving vacancies on the County books for an extended length of time. The concern is that this leaves the County open to these vacancies being filled without board oversight and discussion was held regarding whether or not these vacancies should be removed from the county books.

Approve 2021 Section 5310 Vehicle and Operating Grant Application (Summary #4): Roxanne Klubertanz-Gerber explained that due to an increasing need for transportation services for elderly and disabled residents living in rural Richland County, the Aging and Disability Resource Center would like to apply for the 2021 5310 Operating Grant through the Wisconsin Department of Transportation. The grant would allow the County Transportation Program for public transit to continue to operate and expand services. The application includes a 50% minimum match which can be cash or in-kind funding. Motion by Ingrid Glasbrenner, seconded by Van Nelson to approve the 2021 Section 5310 Vehicle and Operating Grant Application through the Wisconsin Department of Transportation, and forward the recommendation onto the County Board. Motion Carried.

Approve new Transportation Coordinating Committee (TCC) Members (Summary #5): Roxanne Klubertanz-Gerber reported that there are currently two vacancies on the Transportation Coordinating Committee and it is the role of the Health and Human Services Board to approve new members and forward recommendations onto the Committee on Committees and County Board for approval. It was recommended that Sandra McKittrick be appointed to replace Donald Adelman, and Aaron Gray be appointed to replace Lydia Metz. Motion by Van Nelson, seconded by Debra Kyser to appoint Sandra McKittrick to the Transportation Coordinating Committee, replacing Donald Adelman, and to appoint Aaron Gray to the Transportation Coordinating Committee, replacing Lydia Metz, and forward the recommendations onto the Committee On Committees and County Board for approval. Motion carried.

Approve the Purchase of Laptop Computers (Summary #6): Rose Kohout explained that the Public Health Assistant conducting COVID-19 contact tracing activities will be working remotely starting this fall and will need a laptop to utilize. Robin Hampton explained that there is a current employee whose primary workstation is located at the Main Front Desk and needs to be relocated to a private office space in order to process billing and perform other financial functions more routinely. Motion by Van Nelson, seconded by Ingrid Nelson to approve the purchase of two Lenovo laptops and docking station at a cost not to exceed \$4,015.98. Motion carried.

Approve Johnson Controls 5-Year Sprinkler System Service Agreement: Angie Rizner explained that the 5-year services agreement currently in place with Johnson Controls to maintain the sprinkler system in the Community Services Building is set to expire on September 1, 2020. It is being requested that two, 5-year services agreements be approved. The details of the two separate agreements were reviewed. Motion by Dr. Jerel Berres, seconded by Debra Kyser to approve two 5-year service agreements with Johnson Controls Fire Protection LP for a total cost not to exceed \$2,067.83. Motion carried.

Review and Approve the 2021 Health & Human Services Budget: Tracy Thorsen reviewed a power point presentation, budget documents that were provided to the County Clerk's office, and the process by which the budget will be approved. Building the budget takes a full 8 weeks and instructions were given to create the 2021 budget with no increases in tax levy, pay, or health insurance costs. The agency priorities for 2021 were reviewed and included: maintaining existing services; increasing mental health services; addressing various staffing needs; sufficiently fund placements while continuing to reduce expenses; improving staff retention, recruitment, and morale; maximizing revenue sources; address building safety, security, maintenance and space needs; and improving the agency's reputation as a trusted community resource and partner.

Changes in the 2021 budget were also reviewed including: the creation of an Adult Protective Services/Crisis Worker position; increasing psychiatric services by 4 hrs/wk; fill one vacant Public Health Nurse position; continuing a part-time leased clerical position; and transitioning 6 long-term leased positions to County positions. Funding for these changes is either already accounted for in the budget and the change is cost neutral, funded by increased state reimbursement, CCS revenue, or reallocating existing tax levy from other areas of the Health and Human Services budget.

Tracy Thorsen reviewed the 2021 Health & Human Services Preliminary Budget which included the guidelines given by the County Administrator and the changes previously discussed. The end result was a total budget of \$6,769,195 which was \$125,084 less than in 2020. An explanation of expense changes was reviewed with a breakdown of where these savings were created. It was explained that this is only a preliminary budget and will go to the County Administrator who will then give direction if additional changes need to be made once a county-wide budget picture is reviewed.

Additional budget requests were reviewed including the request that the county consider an additional \$300,000 in tax levy be allocated to the Placement Funds 44 & 54; noting that Health and Human Services will continue to implement strategies to reduce the need for placements and capture all other available funding. Over the years' placement costs continue to trend significantly high. Capital borrowing requests were also reviewed and included \$6,000 for a heating and cooling unit in 2021; \$100,000 for an HVAC system update and/or replacement in 2022; and unknown funds for updating the buildings lighting to LED in 2023.

Discussion was held regarding the additional amount of tax levy being requested to be allocated into the placement funds. Tracy Thorsen noted that she does not anticipate Health & Human Services will continue to have excess funds like they have in the past. Dr. Berres questioned the \$100,000 estimate on the replacement of the HVAC system. It was noted that this was a rough guess and Clinton Langreck noted that this project is something he can consider when looking at all of the county-wide projects. Motion by Peg Kaul, seconded by Debra Kyser to approve the 2021 Health and Human Services Budget, and forward on to the County Administrator. Motion carried.

Adjourn: The next meeting is scheduled for September 10, 2020 at 10:30 a.m. Motion by Van Nelson, seconded by Ingrid Glasbrenner to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary