

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
September 10, 2020

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

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

Members Absent: Dr. Jerel Berres.

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

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

Approve August 13, 2020 Health and Human Services Board Minutes: Kerry Severson declared the August 13, 2020 Health and Human Services Board minutes approved.

Election of Officer: Kerry Severson explained that it is necessary to elect a new Vice Chair due to Marty Brewer stepping down. The Vice Chair may be a citizen member as long as there is a majority of County Board Supervisors. Motion by Van Nelson, seconded by Peg Kaul to nominate Ingrid Glasbrenner as the Health and Human Services Board Vice Chair. Motion by Van Nelson, seconded by Peg Kaul to close nominations and cast a unanimous ballot be cast for Ingrid Glasbrenner as Vice Chair of the Health and Human Services Board. Motion carried.

Health and Human Services Citizen Board Member Recommendation: Discussion was held regarding Cindy Chicker who has applied to fill the vacant position on the Health and Human Services Board. Both Marty Brewer and Ingrid Glasbrenner spoke to their knowledge of her qualifications and felt she would be an asset to the Board. It was noted it will now be the responsibility of the County Administrator to appoint Cindy Chicker to the Health and Human Services Board, so no other action is needed at this time.

Directors Report: Tracy Thorsen reported that new office hours began this week, opening at 8:00am and closing at 4:30pm Monday – Friday. It was noted that services continue to be provided outside of these hours when necessary to meet the needs of the individuals the agency serves. These new hours align the agency with the hours of operation of other departments in the courthouse and helps to accommodate staffing issues.

The Aging and Disability Resource Center is participating in a workgroup to bring Project Lifesaver to Richland County. Tracy Thorsen explained Project Lifesaver is a search and rescue program designed for individuals prone to wandering due to a cognitive condition. Funding for the transmitters required for the program will be provided by the Regional Office of the Aging and Disability Resource Center. The Aging and Disability Resource Center is also getting ready for the Medicare open enrollment season, starting October 15th.

Highlighting the economic impact of the pandemic on Richland County residents, Tracy Thorsen reported that in the last six months, in comparison to the previous six months, there was a 21% increase in the number of Food Share recipients and an 8.5% increase in the number of health care recipients. The new Wisconsin Home Energy Assistance Program is starting and the Economic Support Unit will be busy processing applications. The only change this year is that there is now an online option for completing the application in addition to the paper application. Tied to eligibility for the Wisconsin Home Energy Assistance Program, is

the Wisconsin Rental Assistance Program administered by Southwest CAP. Six households in Richland County have received assistance through this program totaling \$8,700. The Richland Area Childcare Task Force is collecting surveys to better understand the childcare needs in the community and also build a support network for childcare providers.

Birth to Three services staff are working with the Richland Hospital to transition physical and occupational therapy services to CESA 3. Tracy Thorsen noted September is suicide prevention month, and the suicide rate in Wisconsin has increased 40% from 2000 to 2017. Staff in the Behavioral Health Unit are working with Joanne Krulatz at WRCO to present a story related to suicide prevention and awareness month. Tracy Thorsen highlighted that the Crisis Services staff have already provided assessment and follow up services to 285 individuals this year who have experienced suicidal thoughts or other types of emotional crisis. The Richland School District will again be provided with a therapist this year. In addition to providing services to students, they will be training school staff on using the Sources of Strength model that is an evidence-based practice shown to reduce youth suicides. The Intensive Outpatient Substance Abuse Program will also begin group work for adults who are coping with opioid use.

Staff in the Child and Youth Services Unit will be training on an assessment tool the State has selected called the Youth Assessment and Screening Instrument (YASI); intended to guide case planning. Implementation of the new tool is expected to take place over the next six months. The unit is also preparing for an expected increase in reports of neglect, abuse, and truancy with the re-opening of schools and children having more contact with mandatory reporters. Due to the number of different educational arrangements, there may be a need for staff to respond more to family homes for students receiving virtual education services. It was noted that typically law enforcement accompanies staff when they go into residences for safety reasons. Tracy Thorsen noted that all services in the agency continue to be provided through a combination of in-person and virtual contacts.

Health Officer Update and COVID-19 Response: Rose Kohout reported that as of this morning Richland County has 63 positive cases, conducted 3,730 negative tests, has 14 active cases, 45 individuals have been released from isolation, 5 have been hospitalized, and there have been 4 deaths. There are very few days that go by now where there is not one, two or more positive cases which starts the process of contact tracing and symptom monitoring. Rose Kohout emphasized this work is all extremely time consuming. A lot of work and planning has been done with the school districts in hopes of avoiding major issues, and while the numbers in Richland County don't rival those of surrounding counties, there is still a very high impact.

Discussion was held regarding the range in the severity of cases being seen around the county. Rose Kohout explained that 15 different symptoms are screened for. While there have not been any hospitalizations for quite some time, there are people still getting very ill. These individuals fortunately have been able to successfully recover at home. There are other individuals who have tested positive who have shown little to no symptoms at all. There is a wide range of symptom severity and it seems to be regardless of age. Ingrid Glasbrenner recognized and congratulated Rose Kohout for an article done about her in the Richland Observer.

Sources of exposure were also discussed and Rose Kohout noted that the vast majority of positive cases can be associated to close contact with another confirmed individual. There are some cases however where there is no known source. In late July an increase in confirmed cases have started to be seen. Rose Kohout noted that even if individuals are wearing masks and are together for an extended period of time, it is still considered an exposure. It was also explained that recommendations and guidelines are frequently changing.

Discussion was held regarding the point in which schools would be forced to shut down. Rose Kohout explained that there are a large number of matrixes that have been created, and schools are able to choose various thresholds for both staff and students. It was also noted that there are various degrees of closures that

can be considered as opposed to a full shut down, such as restrictions to a specific class or grade depending on the campus or building.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for August September 10, 2020 was reviewed. The following items required additional discussion:

Voucher #1 - AIRS: This was to pay for certification for the Aging and Disability Resource Center Specialists.

Voucher #4-5 - Cardmember Services: This was to pay for the electronic records system, Kareo.

Voucher #3 – Cardmember Services: This was to pay for microwaveable containers for the Senior Nutrition Program and were paid for with COVID funds.

Voucher #49 – Grant Cty Health Dept: This was to pay for Richland County’s quarterly bill for the time of Troy Morris, Environmental Health Specialist.

Voucher #42 - JComp Technologies: This was to pay for two laptops for Behavioral Health and Public Health that were previously approved.

Voucher #17-23 - Quill Corporation: This was to pay for all Quill purchases, but primarily a large order of copy paper.

Voucher #31 - Shopping News Inc: This was to pay for 2020 local phone book directory postings.

Prepaid

Voucher #1 – Kwik Trip: This was to pay for milk for home delivered meals for the Senior Nutrition Program.

Voucher #2 – UW Stevens Point: This was to pay for staff to attend an annual crisis training.

Motion by Debra Kyser, 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	14	\$6,051.58
Richland County Health and Human Services – 2020 Admin Vouchers	25	\$26,059.95
Richland County Health and Human Services – 2020 Prepaid Vouchers	4	\$1,959.49
TOTAL	43	\$34,071.02

2020 Budget Summary & Richland County Placement Report (Summary #1): Robin Hampton reviewed the 2020 budget as of August 31, 2020, noting utilization should be approximately 67%. As noted in the past, many of the units that are not reaching 67% utilization can primarily attribute this to a large portion of the budget’s expenses being allocated to salaries and 2020 being a 27 payroll year. As of August 31, 2020 revenues equated to \$3,999,624 and anticipated revenue is still \$963,000, with expenses totaling \$4,450,236. The chargeback process has still not occurred leaving a budget balance of -\$450,612. Robin Hampton explained that with the resignation of a key position in the County Clerk’s Office, it is unclear if this chargeback process will be able to occur this year. If this process had been completed the Health and Human Services core budget would show a positive balance of \$49,199.

Tracy Thorsen noted that the tracking required for these budget reports is quite extensive, and it is likely that during Robin Hampton's leave, that these reports may not be available for October and November; however, vouchers and placement reports will continue to be provided. Robin Hampton added that with the vacancy in the County Clerk's Office the numbers being provided for the budget report may not be available or accurate as well.

Tracy Thorsen reviewed the 2020 Richland County Placement Report through July. Adult Crisis Stabilization services, which are used as a safe place for someone to go in an attempt to avoid an inpatient unit or institution, are being utilized more, totaling \$40,522 for the year. These expenses are partially reimbursed by Medicaid and insurance. Altogether, year to date expenses for Adult Institutional Placements totaled \$599,354. As expected, expenses for Adult Community Residential Placement's will continue to be higher with the movement of an individual from an Institutional Placement into a Community-based Residential Placement. Expenses for the month of July totaled \$82,043, Tracy Thorsen reminded the Board that some of these costs will be reimbursed this year, and it is expected that some additional costs will be reimbursed next year. Once the chargeback process occurs, it is estimated that Fund 54 will show a balance of -\$278,912.

Child Institutional Placement expenses remained consistent in July, however there has been an increase in the use of detention due to a youth that is placed outside of the county. Year to date expenses for Child Institutional Placements totaled \$147,312 and detention costs totaled \$22,325. Child Foster Care and Treatment Foster Care stayed relatively consistent in the month of July, however there was an increase in Treatment Foster Care days bringing the total expenses for the year to \$96,443 and \$16,462 for Regular Foster Care. Year to date expenses in Fund 44 have totaled \$282,542 leaving a balance of \$244,799.

Tracy Thorsen reviewed the 2018 to 2020 Comparison of Monthly Placement Expenses, and reminded the Board that expenses have been extremely high this year. Tracy Thorsen was pleased to report that the auditor confirmed an amount of \$551,952 in funds remaining from the 2019 HHS core budget and those funds have been transferred to the general fund. It will be requested that those funds be transferred into the 2020 placement funds to assist with those high placement costs. Projected costs could reach as high as \$1,789,924 if placements trends continue as they have. When factoring in the 2019 Health and Human Services core budget carryover, and available tax levy, the placement funds would leave a projected shortfall of \$258,008.

Discussion was held regarding what placements are voluntary and which are mandatory. Tracy Thorsen explained that while not all placements are involuntary, some of the need based community placements are done through Comprehensive Community Services (CCS) in an attempt to prevent such involuntary placements. Tracy Thorsen also explained that an individual still has a responsibility for the cost of a placement whether it is voluntary or involuntary if they have insurance. The county pays if the individual does not have the ability to pay or if there is not another funding source available.

2020 Contract Monitoring Report: Angie Rizner reviewed the 2020 Contract Monitoring Report and those contracts that currently exceed 58% utilization were reviewed; noting that most invoicing should be through July. It was noted that while the Family and Children's Center and Kareo are both over utilized, the Family and Children's Center is no longer being utilized and Kareo has already billed for August. Tellurian is also showing an overutilization and on the agenda later to be amended.

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 (9-10-2020)		
ADAPTIVE DRIVING, LLC	Provider of vehicle adaptive aids to children with disabilities being served by the Behavioral Health Unit. (Franklin)	For a total amount not to exceed \$25,000.
COMMUNITY CARE PROGRAMS	Provider of psychosexual assessments and treatment to children being served by the Child & Youth Services Unit. (Middleton)	For a total amount not to exceed \$10,000.

Motion by Debra Kyser, seconded by Peg Kaul to approve the new Adaptive Driving, LLC 2020 contract. Motion carried. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the new Community Care Programs 2020 contract. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (9-10-2020)		
TELLURIAN, INC.	Due to an increased need for crisis stabilization services to individuals being served by the Behavioral Health Unit. (Madison) <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$30,000</i> <i>Amended to: \$75,000</i> To a total amount not to exceed \$125,000.

Motion by Debra Kyser, seconded by Ingrid Glasbrenner to approve the amended 2020 contract and forward the recommendation onto the County Board. Motion carried.

Personnel Updates: Tracy Thorsen noted that a number of personnel items are now approved by the County Administrator and no longer need approval by this Board, however we will notify you of such action. Tracy Thorsen reported that Edie Moore, Comprehensive Community Services Supervisor, passed probation and was placed on regular status effective September 2, 2020.

Tracy Thorsen also reported that it was the original assumption that some of the existing staff could work additional hours conducting contact tracing and providing support to the Public Health Unit as leased Public Health Assistants through the Southwest Workforce Development Board (SWWDB). However, it was later learned that this is not an option and therefore the SWWDB employment for Katy Paczkowski, Amber Morris, and Nicole Gaudette and were all revoked effective August 14, 2020. These employees are still working additional hours to assist with these functions and are being paid out at this time as county employees. Funding for these additional hours is being provided by COVID funds allocated to the Public Health Department. The SWWDB was able to successfully employ Francine Ewing, LTE Secretary, effective September 14, 2020.

Tracy Thorsen also reported that a leave of absence without pay for up to 30 days has been granted to Toni Cabrera, Economic Support Specialist, intermittently effective August 18, 2020. This leave was granted due to a medical need and the employee not being eligible for FMLA.

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 Nurse, Clinic Nurse, Health & Wellness Coordinator and a Temp/Casual Nutrition Site Worker.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner distributed the revised organizational chart for September 10, 2020. Changes and updates were reviewed for each unit including new hires, vacancies, name changes, new positions and leased positions. Changes that were highlighted included the separation of the Administrative Unit into the Administration & Building Operations Unit and the Business & Financial Services Unit. Angie Rizner is now listed as the manager of the new Administration & Building Operations Unit and Robin Hampton will continue to be the manager of the Business & Financial Service Unit. Staff residing in each unit was also reviewed. The Public Health Unit has a number of new hires as a result of the additional workload associated with the public health emergency.

Approve New Nutrition Advisory Council Member (Summary #3): Rose Kohout explained that due to a Nutrition Advisory Council Member resignation before the end of their expected tenure in April of 2021, it is being requested that Jane Mussey be approved as a new member. Motion by Peg Kaul, seconded by Debra Kyser to approve Jane Mussey as a new member of the Nutrition Advisory Council, and forward the recommendation onto the Committee on Committees and the County Board for approval. Motion carried.

Approve 2020-2021 Influenza Immunization Fees (Summary #4): Rose Kohout reviewed the two types of Influenza vaccines that have been ordered for the 2020-21 season, and noted the cost of the high dose is \$48.29/dose and the cost of the quadrivalent injectable vaccine is \$15.91/dose. Rose Kohout proposed not increasing the fees for the 2020-21 flu season and keep the fees at the 2019 rate of \$65 for the high dose and \$40 for the quadrivalent. Motion by Peg Kaul, seconded by Kerry Severson to approve no rate increase in the Influenza immunization fee schedule for 2020-2021 and charge \$65 for the high does vaccine and \$40 for the quadrivalent product. Motion carried.

Approve Treatment Alternatives and Diversion (TAD) Five-Year Grant (Summary #5): Myranda Culver explained that every year the county must re-apply for the use of the Treatment Alternatives and Diversion (TAD) Grant that was accepted in September of 2016 with Health and Human Services serving as the fiscal agent. The grant has served 26 participants since its implementation, decreasing costs to other systems of care in the community. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve that Richland County re-apply and accept the Treatment Alternatives and Diversion (TAD) five-year Grant (including required match), and forward the recommendation onto the County Board for approval. Motion carried.

Approve the Purchase of a Laptop Computer (Summary #6): Jessica Stanek explained that the Youth Aide Worker is currently utilizing an older laptop that has been repurposed from another unit to conduct virtual contacts. Due to the need to continue providing these services virtually, an updated laptop is required. It was noted that funding from Promoting Safe and Stable Families can be utilized for this purchase. Motion by Peg Kaul, seconded by Debra Kyser to approve the purchase of one Lenovo Laptop and docking station at a cost not to exceed \$2,007.99. Motion carried.

Review and Approve Updates to the 2021 Health & Human Services Budget: Tracy Thorsen offered a presentation outlining updates to the 2021 preliminary budget. When the budget was approved by the Health and Human Services Board in August, it was anticipated that the agency may be asked to come forward with additional reductions. It was noted that this is still a preliminary budget and has not yet been approved by the County Board.

Due to an overall County Budget shortfall of \$764,978, after the original approval of the 2021 budget by the Health and Human Services Board in August, instructions were given to Health and Human Services by the County Administrator to amend the 2021 Health and Human Services budget. Changes were to include a 7% increase in health insurance costs, no salary increases for staff, and a \$120,000 reduction in tax levy before the budget would be presented to the Finance and Personnel Committee. This amended budget was then presented

to the Finance and Personnel Committee on September 1, 2020 at which time the committee tabled the agenda item and will reviewed it again on September 16, 2020.

Tracy Thorsen reviewed the changes that were made in order to reduce the Health and Human Services budget by the requested \$120,000 in tax levy while attempting to maintain the priorities of the agency and services to the community. The 2021 priorities of Health and Human Services were reviewed for the benefit of the Board. In an attempt to maintain these priorities and services, the creation of a new Crisis/APS Worker, Public Health Nurse, and leased clerical position were retained in the budget. The transitioning of long-term leased employees to county employees was also kept in the budget.

Tracy Thorsen reviewed in detail the changes to the budget that accounted for the \$120,000 reduction of tax levy that was requested and discussion was held regarding the impacts of each. These changes included:

Reduction of maintenance position from 40 hours to 35 hours per week	\$5,000
Reduction in building operations and supplies budget	\$5,000
Reassigned a portion of electronic health record expense from tax levy to Comprehensive Community Service funding	\$5,000
Shift AMSO from ADRC budget to offset tax levy reduction in Admin budget	\$5,000
Add enhanced IM/Economic Support funding in 2021 budget	\$25,000
Reduced tax levy funding for court-ordered Chapter 51 evaluations to align more with expense history	\$10,000
Move expenses of emergency detox placements to Fund 54	\$5,000
Eliminate tax levy-funded Residential Treatment for Substance-use Disorders	\$20,000
One Time carryover of 2020 balance in fund 34 (revolving grand funding) to 2021 in order to reduce tax levy for funding of Public Health staff expense	\$20,000
One Time carryover of unutilized 2020 state nutrition funding to reduce tax levy in 2021; this carry over is only allowed in 2020 to 2021 due to COVID pandemic	\$20,000
Total Tax Levy Reduction	\$120,000

Tracy Thorsen also reported that while Health and Human services will continue to implement strategies to reduce the need for placements, a request that an additional \$300,000 be allocated to the placement funds is also being recommended. Capital Borrowing requests were also reviewed for the next three years which included funding for a heating and cooling unit, HVAC system update or replacement, and an LED update to the lighting system in the Community Services Building.

Due to the ongoing financial concerns facing the county, the County Administrator gave additional instruction to the Health and Human Services Department, the Highway Department, Pine Valley Community Village, and the Sheriff's Department to present to the Finance and Personnel Committee on September 16, 2020 the impacts of an additional \$100,000 cut in tax levy reduction. Tracy Thorsen explained that while these cuts have not been required at this point, the agency is being asked to present how these cuts would impact the agency. Motion by Peg Kaul, seconded by Debra Kyser to approve updates to the 2021 Health and Human Services Budget. Kerry Severson asked if the additional \$100,000 would impact our budget substantially. Tracy Thorsen explained that this type of reduction would be catastrophic and would result in the loss of staff and the reduction of services. Clinton Langreck noted that the Finance and Personnel Committee wanted to see what these additional cuts would look like and therefore that is the picture that will be provided. Motion carried.

Discussion was held regarding the possibility for the county to hold a referendum. Clinton Langreck explained that while this is certainly something to be considered, the reality of meeting the deadline for the upcoming election would be unlikely. Kerry Severson emphasized that the county is operating on budgets from 2006 and the time has come that a referendum needs to be considered.

Adjourn: The next meeting is scheduled for October 8, 2020 at 10:30 a.m. Motion by Peg Kaul, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary