

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
November 12, 2020

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30a.m. on November 12, 2020 by Kerry Severson virtually via Zoom.

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

Members Absent: Bradley Wegner.

Others Present: Tracy Thorsen, Angie Rizner, Meghan Rohn, Rose Kohout, Stephanie Ronnfeldt, Jaymie Bruckner and Myranda Culver.

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

Approve October 8, 2020 Health and Human Services Board Minutes: Kerry Severson declared the October 8, 2020 Health and Human Services Board minutes approved.

Directors Report: The Economic Support Unit continues to support those in need and as a result of the Public Health Emergency, recipient eligibility for Badgercare and Medicaid has been extended until January 21, 2021. At this time the only reason a case may be closed is if a recipient moves out of the state, passes away or requests their benefits end. Foodshare benefit renewals that were due in October, November or December have also been extended and will now be due in April, May or June. Supplemental FoodShare will be available in November. The Wisconsin Home Energy Assistance Program has had a slight increase from the same time last year, assisting 431 households as of the end of October, paying out \$261,012 in benefits. Funds are also available from “Keep Wisconsin Warm”, provided by the CARES Act, set aside to assist household catch up on arrearages.

The Children’s Services Unit continues to see high numbers of reports of abuse and neglect. Child and Youth staff follow up on each report to determine the appropriate response, and even if a case does not require a formal response, voluntary services and supports are offered to families to address their needs. Some families have chosen to decline these services due to COVID and the effort to limit contact with people.

A virtual site visit by the Department of Health Services was conducted to review the Coordinated Services Team, the program’s progress towards goals, and compliance with state standards. It was noted the visit was very successful and the surveyor was very complementary of the program. The Coordinated Services Teams use wraparound services to support families with children involved with two or more systems of care. Staff in the Behavioral Health Unit are also in the final phase of completing a Trauma Informed Cognitive Behavioral Therapy Training, which is an evidence-based treatment approach for youth who have experienced significant trauma. Tracy Thorsen explained that this will greatly benefit the children in our community that are in need of treatment. Crisis staff have been increasing their awareness of available crisis and crisis diversion services to local law enforcement and other community stakeholders in order to utilize alternatives to inpatient hospitalizations when appropriate.

The Aging and Disability Resource Center had a total of 29 people sign up for a virtual Caregiver Boot Camp, a free 5-week educational program series for families affected by Alzheimer’s disease and other dementias, that began last week. Caregiver Library Kits are also being ordered that include educational materials related to caregiving, as well as activities to do with care recipients. This year kits will be distributed to the Brewer

and Lone Rock Libraries. The Aging and Disability Resource Center continues to participate in the work being done to bring Project Lifesaver to Richland County and will be the official clearinghouse for the program. Referrals will be forwarded to the Sheriff's Department to be fitted with the GPS transmitter, and the Sheriff's Department will then be responsible for administering the program.

Tracy Thorsen emphasized that staff agency wide continue to go above and beyond during this odd time of the Public Health Emergency. The Administration, Business, and Economic Support Units have volunteered to assist with the free community testing event every Monday, drive-up flu clinics, and emergency operation activities. This is all being done while continuing to provide services in new and challenging ways, and at times risking their own health and safety. These staff should be commended for their dedication during this public health crisis.

Tracy Thorsen reviewed a data sheet illustrating the current status of COVID-19 cases in Richland County and explained that services continue to be provided by virtual means as much as possible and only in-person when necessary. When in-person contacts are required extra safeguards have been put in place, as well as for when any walk-in clients present. All in-person meetings between staff have ceased and remote work options for staff have been increased whenever possible. Other units have staff alternating days in the office to reduce the risk of an exposure affecting the entire unit. Over the last month 3 staff have needed to be in isolation due to a positive COVID test, 6 have been required to quarantine because of an exposure, and 6 more have had to miss work while awaiting test results.

Governor Evers announced Executive Order #94, advising Wisconsin residents to stay home and take precautions as the virus continues to spread across the state. Keeping this in mind, the management team is continually assessing whether the building should remain open or should close to the public again due to the critically high case activity. An emergency management meeting will be held this afternoon to have this discussion again.

Kerry Severson Welcomed Cindy Chicker to the Board. Cindy Chicker noted she is excited to be joining the Board and hopes to learn about the interworking of the Health & Human Services Department.

Health Officer Update and COVID-19 Response: Rose Kohout reported that the exponential increase in the number of cases being seen in Richland County continues to create a large burden on Public Health, and as a result, staffing continues to be enhanced. A 32 hour per week position has been added to assist with some of the work load being felt by the Public Health Nurses and Public Health Assistants. Rose Kohout encourages everyone that, while COVID-19 has been being discussed for approximately 8 months now and people are growing tired, they need to reach down deep within themselves and do their best to adhere to the orders and guidelines set forth in the Governor's emergency order. Rose Kohout noted health care systems are starting to become overwhelmed and everyone needs to do what they can to keep our community safe.

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

Voucher #8 & #9 – Cardmember Services: This was to pay for the monthly expense for the electronic health record system, Kareo.

Voucher #18 - Fruit Broadcasting LLC: This was to pay for radio spots regarding underage drinking as part of the State Opioid Response Grant.

Voucher #24-42 – Quill Corporation: This was to pay for office and janitorial supplies; including 2021 calendars for staff.

Voucher # 46-48 – Sanofi Pasteur Inc.: This was to pay for vaccines for the Public Health Unit as well as a credit that was applied.

Voucher # 63,64 & 49 – Shopping News Inc.: This was to pay for the Aging and Disability Resource Center to advertise for voting transportation and the Public Health Unit to advertise for a Drug Take Back Day.

Voucher #65 – Wolf's Grantland Graphic: This was to pay for 2021 low vision calendars for the Aging and Disability Resource Center.

Prepaid Vouchers – It was noted that due to the October meeting falling very early in the month, a large number of bills needed to be prepaid in order to avoid being overdue. Other prepaid bills were paid in order to access COVID funding by the established deadline. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner 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	12	\$6,052.14
Richland County Health and Human Services – 2020 Admin Vouchers	28	\$22,602.96
Richland County Health and Human Services – 2020 Prepaid Vouchers	16	\$17,910.01
TOTAL	56	\$46,565.11

Preliminary 2019 Post Audit Budget: Tracy Thorsen noted there was a presentation given at the Finance and Personnel Committee meeting regarding the county's 2019 audit and the documents that were provided have been uploaded for Board members to view. The Health and Human Services core budget ended 2019 with a surplus of \$551,951.63 which is highly unusual. A request was made that these funds be transferred from the General Fund into the two placement accounts to make up any deficits, which has been past practice when there are any funds remaining in the HHS core budget. The Finance and Personnel Committee denied this request noting that by continuing to transfer these excess funds and cover the deficits in these accounts, it inadvertently is hiding the need for the placement funds to be more properly budgeted for. These funds may ultimately end up going to these two placement accounts; however, it may take separate action to do so.

2020 Richland County Placement Report: Tracy Thorsen reported that while there were fewer days spent in Adult Institutional and Inpatient Placements, costs remaining significantly high due to receiving fewer reimbursements. Some crisis stabilization services were utilized for one individual, bringing the total county expenses for these services for the year to \$41,876, and expenses for Adult Institutional and Inpatient Placements totaled \$688,712. There was one less client placed in Adult Community Residential Placements in the month of September and county expenses for the year have totaled \$238,379. Year to date expenses in Fund 54 have totaled \$968,968 leaving a deficit of \$486,690.

Child Institutional, Inpatient, and Detention Placements have remained fairly consistent throughout the year, and there has been a long-term detention placement of one youth. Expenses to the county for Child Institutional Placements totaled \$185,492 and expenses for Detention Placements totaled \$31,475. Expenses for Treatment Foster Care, including group homes have totaled \$140,672 for the year, and regular Foster Care expenses for the year have totaled \$19,891 bringing total expenses in Fund 44 to \$377,530. This leaves a balance of \$149,811.

The comparison of monthly placement expenses was reviewed. Tracy Thorsen reported that 2020 continues to be a significantly high year for placement expenses, and if expenses continue through the end of the year as they have trended so far, the end of year total will reach \$1,795,33 resulting in a \$785,712 shortfall.

2020 Contract Monitoring Report: Angie Rizner reviewed the 2020 Contract Monitoring Report and those contracts that currently exceed 75% utilization were reviewed; noting that most invoicing should be through September. The Family & Children's Center and Kareo are both showing they are over 75% utilization; however, they have both billed through the month of October.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-12-2020)		
BROTOLOC HEALTH CARE SYSTEMS, INC. DBA BROTOLOC NORTH	To provide CBRF services to a Comprehensive Community Services consumer being served by the Behavioral Health Services Unit. (Eau Claire)	For a total amount not to exceed \$13,500.
JESSICA LEINBERGER COUNSELING, LLC	To provide psychological services to Comprehensive Community Services being served by the Behavioral Health Services Unit. (Viroqua)	For a total amount not to exceed \$5,000.
NEW DAY COUNSELING, LLC	To provide psychotherapy services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit. (Richland Center)	For a total amount not to exceed \$5,000.
POSITIVE ALTERNATIVES, INC.	To provide a group home placement to a child being served by the Child & Youth Services Unit. (Menomonie)	For a total amount not to exceed \$25,000.

Motion by Debra Kyser, seconded by Cindy Chicker to approve the new 2020 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-12-2020)		
BROTOLOC HEALTH CARE SYSTEMS, INC. DBA BROTOLOC NORTH	To provide CBRF services to a Comprehensive Community Services consumer being served by the Behavioral Health Services Unit. (Eau Claire) <i>This will require County Board approval</i>	For a total amount not to exceed \$85,000.
JESSICA LEINBERGER COUNSELING, LLC	To provide psychological services to Comprehensive Community Services being served by the Behavioral Health Services Unit. (Viroqua)	For a total amount not to exceed \$25,000.
NEW DAY COUNSELING, LLC	To provide psychotherapy services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit. (Richland Center)	For a total amount not to exceed \$25,000.
POSITIVE ALTERNATIVES, INC.	To provide a group home placement to a child being served by the Child & Youth Services Unit. (Menomonie)	For a total amount not to exceed \$49,500.

Motion by Debra Kyser, seconded by Van Nelson to approve the new 2021 HHS contract, and forward those necessary onto the County Board for approval. Motion carried.

Personnel Updates: Tracy Thorsen announced that new hires to the agency include Kyla Luther, Substance Abuse Counselor, and Tricia Morzenti, Mental Health Therapist, effective November 16, 2020. Tracy Thorsen also reported that Kristin Olson, Information and Assistance Specialist, submitted her resignation, effective November 30, 2020 and Kyla Luther resigned from the leased Substance Abuse Counselor position in order to take the county position. Tracy Thorsen reviewed the list of vacant positions.

Approve New Positions Included in the 2021 Budget Summary #3: Tracy Thorsen reported that the 2021 budget included transitioning full-time leased staff to county status as a cost saving measure. Due to the length of time some of these staff have been working with the agency, this becomes somewhat challenging without becoming a detriment to the employees involved. To compensate for this, it is being requested that upon the transition to county status, that these employees received two weeks of paid vacation. Tracy Thorsen reviewed the positions that would be effected including the following:

1- Custodian (Pay Grade E, Step 2)

Appoint Dennis Drake into the position (leased since 6/1/2017)

1- Mental Health Therapist (Pay Grade K, Step 2)

Appoint Danielle Roelke into the position (leased since 10/29/2018)

1-Adult Protective Services (APS)/Crisis Professional (Pay Grade H, Step 2 *Same as APS*)

To be filled

It was noted that this position does not currently exist and would require the creation of a new position.

3- Mental Health Case Manager (To be placed on the County Pay Plan by Carlson Dettmann)

Appoint Faith Peckham into the position (leased since 11/27/2017)

Appoint Laura Radesca into the position (leased since 7/10/2019)

Appoint Corey Kanable into the position (leased since 11/12/2019)

Discussion was held regarding how this request would be viewed by the Finance and Personnel Committee, as well as the fact that a County wide internal hiring policy is in the process of being drafted. While there is a general consensus of support among Health and Human Service Board members to make this transition, the pros and cons of taking the agenda item to the Finance and Personnel Committee at this time was discussed. The idea of waiting until the internal hiring policy is completed was proposed, so provisions could be included that would address situations where leased positions transition to county Positions. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to postpone a decision to approve adding the existing leased positions to the organizational structure within Health and Human Services and transition these positions to county status until further guidance can be obtained on the best method to move forward with this request. A suggestion was given that Tracy Thorsen request an agenda item on the Finance and Personnel Committee without action in order to obtain feedback. Motion carried.

Approve 2021 s.85.21 Specialized Transportation Assistance Grant (Summary #4): Tracy Thorsen noted this request is made every year, and for 2021, the grant amount to be received is \$79,889 with a 20% match in the amount of \$15,978 which has been included in the budget. Motion by Debra Kyser, seconded by Ingrid Glasbrenner to approve the application for the 2021 s85.21 specialized Transportation assistance Grant in the amount of \$79,889 with a required County levy match of \$15,978 (20%), and forward the recommendation onto the County Board for approval. Motion carried.

Approve 2021 Vehicle Leases and MOUs (Summary #5): Tracy Thorsen explained that these 2021 vehicle lease agreements with VARC, Inc. and Schmitt Woodland Hills, as well as a Memorandum of Understanding with Pine Valley Community Village were approved by the Transportation Committee in October. Motion by Van Nelson, seconded by Cindy Chicker to approve the 2021 vehicle lease agreements with VARC, Inc. and Schmitt Woodland Hills, and an MOU with Pine Valley Community Village. Motion carried.

Appointment of Coordinated Services Team (CST) Coordinating Committee Representative: It was noted that Linda Gentes was previously appointed as a member of the Health and Human Services Board to the Coordinated Services Team (CST) Coordinating Committee and a replacement needs to be appointed. Myranda Culver gave an overview of the role of the Coordinated Services Team and the CST Coordinating

Committee. Motion by Ingrid Glasbrenner, seconded by Van Nelson to appoint Cindy Chicker to the Coordinated Services Team (CST) Coordinating Committee. Motion carried.

Adjourn: The next meeting is scheduled for December 10, 2020 at 10:30 a.m. Motion by Van Neslon, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary