

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
December 10, 2020

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30a.m. on December 10, 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, Robin Hampton, Angie Rizner, Edie Moore, Meghan Rohn, Rose Kohout, Stephanie Ronnfeldt, Jaymie Bruckner, Tim Gottschall and Myranda Culver.

Approve Amended Agenda and Posting: Motion by Cindy Chicker, seconded by Debra Kyser to approve the amended agenda and proper posting. Motion carried.

Approve November 12, 2020 Health and Human Services Board Minutes: Kerry Severson declared the November 12, 2020 Health and Human Services Board minutes approved.

Directors Report: Tracy Thorsen explained that as a result of Governor Evers issuing an Executive order in early November and the increasingly high numbers of COVID cases in community, the management team met to review safety procedures. The decision to close the Community Services Building was once again made effective November 13, 2020, and the building is expected to remain closed into the new year. Services will continue to be provided virtually whenever possible, however in-person contacts and services can be provided when necessary and appropriate. Staff continue to work both remotely and in person. Tracy Thorsen reported that fortunately since the last time this board met the agency has not had any staff that have needed to isolate or quarantine to due testing positive for COVID-19 or having an exposure, and only two staff have needed to miss work while awaiting test results.

The substantial increase in workload being put upon the Public Health Unit, and subsequently other units in the agency was again reviewed. Tracy Thorsen emphasized that it would not be feasible for a small Public Health Unit of this size to manage the response to the COVID-19 pandemic without a large amount of additional help. The three nurses that currently make up the Public Health Unit are currently putting in a substantial amount of hours above their normal work week. As a result, limited term staff have been hired, as well as enlisting twelve other staff members from other units within the Health and Human Services Agency to assist with tasks such as contact tracing and community site testing. Cost for these extra positions and staff time have been covered by CARES funding so far, however this funding is set to expire at the end of December. While legislation is currently being considered to extend this funding, without it this burden will fall on the county.

Local law enforcement will be completing training on Project Lifesaver on the 11th and 12th of January and equipment has been ordered. An explanation of how the program will work was given and it was noted that individuals will be enrolled through the Aging and Disability Resource Center. It is expected the first enrollees should be expected in late January. The Aging and Disability Resource Center also completed its first five-week virtual Caregiver Boot Camp, with 29 individuals attending and the program received very good feedback. The Medicare open Enrollment period also ended this past Monday, and despite only being able to meeting with individuals via zoom or over the phone, the Elder Benefit Specialist was still able to work with 210 people.

Open enrollment for health insurance through the Marketplace, part of the Affordable Care Act, will end Tuesday, December 15, 2020. This is an option for individuals who are not eligible for BadgerCare+ or Medicaid and do not have access to insurance through their place of work. Extensions for eligibility for both BadgerCare and Medicaid recipients will continue through January 21, 2020, FoodShare renewals have also been extended, and the state has applied for the ability to issue the Emergency supplemental Foodshare that will be available to members in December again in January. The program that provided FoodShare benefits to families of students that received free and reduced lunches during the previous school year will continue again this school year and the Department of Health Services is working to determine how these benefits will be distributed.

The Richland Area Childcare Task Force sponsored the “Boxes of Thanks” initiative for local childcare providers. The boxes included a variety of donated items as well as information encouraging providers to become regulated in order to access various resources. The Wisconsin Home Energy Program has already assisted 536 households, a 7% increase from the same time last year, and it was noted that this figure speaks to the increased needs of the community during the pandemic.

The Child and Youth Services Unit is also seeing that families are requiring more contacts and supports than usual. It is the opinion of staff that this is a result of the impact the pandemic is having on families, including stress related to the back and forth situation with school closures, higher childcare costs, and less social supports.

Counseling staff in the Behavioral Health Unit working with the intensive outpatient program recently completed a training on the Matrix Model. This is an evidence-based treatment approach that addresses addiction. The unit’s School Mental Health Counselor recently worked with the local Mental Health Coalition to assist the Richland and Ithaca School Districts to implement the “Y” screening tool used to identify students who may be at risk of mental health issues. The Adult Protective Services Worker recently completed 54 annual Protective Placement Reviews for individuals who are under guardianship in the county and living in protective placement settings.

Health Officer Update and COVID-19 Response: Rose Kohout reported that there has been a decrease in the number tests being conducted, resulting in a lower number of positive cases, however the percentages of tests completing returning a positive result has increased. The Center for Disease Control and the Department of Health Services in Wisconsin have approved an early release from quarantine option. The guidelines for this option are very complex and Public Health staff are providing counseling to those who this option may apply to. Staff in the unit are finalizing preparations for the administration of a vaccine once it is available and are working with the hospital, Emergency Management, and the State of Wisconsin to get staff trained. This process also has guidelines that must be adhered to and will have a multi-tiered system to ensure those who are the most in need are the first to receive the vaccine. Tracy Thorsen noted that the most recent statistical information has been uploaded for Board Member to review. Further explanation was given on the actual process of the vaccine administration and storage.

Angie Rizner noted that if there are any Board Members who are interested in being included on an email list to receive up-to-date COVID information from the Emergency Operation Center (EOC) briefings they should notify her. The Nixel System was also briefly discussed and citizens in the community are encouraged to sign up for this service as well to receive up-to-date information.

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

Voucher #1 – Behavioral Health Training: This was to pay for an annual training membership fee.

Voucher #45 - #57 - Cardmember Services: This was to pay for a variety of COVID related items, as well as a few Children's Long Term Support client items, and also some emergency lighting for the building.

Voucher #2 – Crawford County HHS: This was to pay for a collaborative pandemic plan.

Voucher #5 – Gander's Cleaning Service: This was to pay for emergency cleaning services due to staffing issues resulting from COVID-19.

Voucher #7 - Grant Cty Health: This was to pay for Richland County's quarterly Environmental Health Consultant Fee.

Voucher #8 & #9 – Language Line: This was to pay for translation services. It was noted that costs are higher than usual again due to the Public Health Emergency.

Voucher #60 – LK Design Studio LLC: This was to pay for campaign materials for "Not in My House", a campaign intended to decrease youth alcohol use.

Voucher #10 – Marco Holdings LLC: This was to pay for an emergent purchase for soft phones for the ADRC.

Voucher #11 – Passages Inc.: This was to pay for the second annual pass-through payment.

Voucher #43 – Project Lifesaver: This was to pay for the purchases of 3 additional transmitter kits.

Voucher #21 – The Richland Observer: This was to pay for several vacant position advertisements, Public Health SOR grant campaign ads, and a number of advertisements for the ADRC offering rides for voters and recruiting volunteer drivers. Motion by Debra Kyser, seconded by Dr. Jerel Berres 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	13	\$6,718.13
Richland County Health and Human Services – 2020 Admin Vouchers	28	\$20,969.96
Richland County Health and Human Services – 2020 Prepaid Vouchers	1	\$31.92
TOTAL	42	\$27,720.01

2020 Budget Summary & Richland County Placement Report: Robin Hampton reviewed the 2020 budget as of November 30, 2020 noting utilization should be approximately 92%. Many of the units are not reaching 92% utilization primarily due to a large portion of the budgets expenses being attributed to salaries and 2020 being a 27 payroll year. Public Health is over utilized due to the extra staff needed to assist with the Public Health Emergency, however it was noted that there are CARES funds available to cover this. Unfilled positions have resulted in both Mental Health and Adult Protective Services being underutilized. Detox Services is currently at 272% and Robin Hampton noted this is not something that is within the control of the agency and the order for someone to go to detox is made by law enforcement.

The charge back process was again explained. While the current core Health and Human Services budget has a balance of -\$476,371 including charges from Winnebago Mental Health Institute, it was confirmed that the charge back will happen and the new balance projection will be \$159,692. Tracy Thorsen emphasized that there is still some variation that could occur with this number and much of this surplus is due to revenues received in 2020 that are not expected in 2021.

The 2020 Placement Report through October was reviewed by Tracy Thorsen. There were another 88 days spent in Adult Institutional and Inpatient Placements in the month of October, however a large Medicaid reimbursement was received as well which helped offset some of these costs. Year to date, Adult Crisis Stabilization has expended \$41,876 and Adult Institutional Placements have expended \$730,725.

Community Residential Placements have expended \$302,950 through October and are now being covered almost entirely by Comprehensive Community Services, with the exception of a very large placement that must wait for reconciliation in 2021. Total county expenses in Fund 54 equates to \$1,075,551 leaving a deficit of \$593,273.

Child Institutional, Inpatient, and Detention Placements have stayed relatively consistent and expenses year to date for Institutional Placements have totaled \$204,784, and \$36,725 for Detentions. There have been some additional placements for Treatment Foster Care bringing year to date expenses to \$167,464 and Regular Foster Care expenses to \$23,470. Total year to date expenses in Fund 44 have equated to \$432,443 leaving a remaining balance of \$94,898. Tracy Thorsen also reviewed the 2018 to 2020 comparison of monthly placement expenses and noted there will be no carry over from the 2019 Health and Human Services core budget since the county declined to do so. If trends continue through the end of the year, expenses in Fund 54 and Fund 44 will total \$1,809,592 leaving a projected shortfall of \$799,973.

Ingrid Glasbrenner requested that information regarding the chapter process be provided to the Board. Tracy Thorsen noted this has been done in the past, but this would be a good time to revisit it. Discussion was also held regarding other counties and if they too face the same struggles with placement costs. Tracy Thorsen confirmed this is an issue statewide and tends to impact rural counties the hardest.

County Board Supervisor Tim Gottschall asked for clarification regarding the chargeback process and Tracy Thorsen explained further. Mr. Gottschall commented that he was very pleased that Health and Human Services was able to establish this process, noting it helps paint a more accurate picture of what is actually occurring. He recommended that a conversation be brought forward to the Finance and Personnel Committee and the greater County Board regarding the projected 2020 shortfall of nearly \$800,000.

2020 Contract Monitoring Report: Angie Rizner reviewed the 2020 Contract Monitoring Report and those contracts that currently exceed 83% utilization were reviewed; noting that most invoicing should be through October. The Children's Hospital of Wisconsin Community Services, Chileda Institute, and Kareo are all over utilized, however they have all billed through November. The Family and Children's Center is also over utilized, however it was noted that this provider will no longer be utilized this year.

Approve Contracts, Agreements, and Amendments (Summary #1):

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-12-2020)		
FOND DU LAC COUNTY DEPARTMENT OF SOCIAL SERVICES	To provide PACE Program Services; including secure detention placement and treatment to a child being served by the Children's Services Unit. (Fond du Lac)	For a total amount not to exceed \$15,000.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-12-2020)		
FOND DU LAC COUNTY DEPARTMENT OF SOCIAL SERVICES	To provide PACE Program Services; including secure detention placement and treatment to a child being served by the Children's Services Unit. (Fond du Lac)	For a total amount not to exceed \$49,500.
THE RICHLAND HOSPITAL, INC.	To provide occupational therapy to Birth to Three Program children being served by the Behavioral Health Services Unit. (Richland Center)	For a total amount not to exceed \$25,000.

Motion by Van Nelson, seconded by Ingrid Glasbrenner to approve the new 2021 contracts. Motion carried.

Personnel Updates: Tracy Thorsen also reported that Amber Platt, Mental Health Therapist, submitted her resignation, effective January 8, 2021. It was also reported the Becky Dahl has been hired as a leased limited term Public Health Consultant through the Southwest Workforce Development Board, effective November 16, 2020. Tracy Thorsen reviewed the list of vacant positions.

Quarterly Review of Health and Human Services Organizational Chart: Angie Rizner reviewed the revised Health and Human Services Organizational Chart as of December 10, 2020. Vacancies and new hires for each unit were highlighted, as well as part-time positions, contracted staff, and leased positions that are being considered for transition to County positions. The Public Health Unit was reviewed in more detail as a result of the large number of staff added to the unit's organizational chart in response to the COVID-19 Public Health Emergency. Additions included limited term employees, and existing Health and Human Services full-time staff from other units that have been assisting Public Health outside they're regular duties.

Review Results of the 2020 Staff Survey (Summary #2):

Tracy Thorsen discussed the staff survey and was very pleased by the participation level. Highlights and changes from last year's results were reviewed, as well as how COVID may have impacted the results of the survey. Data from the survey will be used again this year when establishing priorities for the upcoming year. The full survey results have been uploaded for Board Members to review.

Approve the 2021 Public Health Fee Schedule (Summary #3): Each year in December the Board is required to approve the Public Health Fee Schedule for the upcoming year. It was recommended that there be no increase made to the existing rates. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the 2021 Public Health Fee Schedule. Motion carried.

Approve the 2021 Behavioral Health Services Fee Schedule Grant (Summary #4): Each year in December the Board is required to approve the Behavioral Health Services Fee Schedule for the upcoming year. Myranda Culver reviewed the changes to the fee schedule. Motion by Cindy Chicker, seconded by Ingrid Glasbrenner to approve the 2021 Behavioral Health Services Fee Schedule. Motion carried.

Approve the Emergent Purchase of Softphones for the ADRC (Summary #5): As a result of the Public Health Emergency, six softphones were needed in order for staff in the Aging and Disability Resource Center (ADRC) to work remotely. Due to the circumstances and time restrictions, this purchases was authorized by Tracy Thorsen, and it is likely this expense will be able to be claimed to COVID-19 expenses. It was also noted that the ADRC will cover any costs not covered by COVID-19 CARES funding. Motion by Van Nelson, seconded by Debra Kyser to approve the emergent purchase of softphones for the ADRC. Motion carried.

Approve New County Positions Included in the 2021 Budget: Tracy Thorsen noted that this item was kept on the agenda in the event that there was feedback from the Finance and Personnel Committee. There has not

been any feedback given at this time and the Chair of the Finance and Personnel Committee has not added it to the agenda at this point, but we are hopeful that it will be on that agenda in January for discussion.

Approve the Adult Protective Services/Crisis Professional Position Description (Summary 6): In order for the agency to move forward with the hiring process of the Adult Protective Services/Crisis Professional position that was included in the 2021 Health and Human Services Budget, a final job description must be reviewed and approved by the Health and Human Services Board. Myranda Culver reviewed the need for the position. Motion by Van Nelson, seconded by Debra Kyser to approve the Adult Protective Services/Crisis Professional position description, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Approve Revision to the Health and Human Services Addendum: Tracy Thorsen explained that while it is typically most desirable to employ individuals who possess professional certifications or licenses, there are instances when an otherwise qualified individual (not possessing a certification or license) would benefit the agency. The recommended addendum revision would give Health and Human Services the authority to waive this requirement if it is in the best interest of the agency, as long as certification is not required for the person to perform the duties of the job. Motion by Debra Kyser, seconded by Ingrid Glasbrenner to approve the revisions to the Health and Human Services Addendum, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Approve Utilization of Substance Abuse Block Grant Prevention Funds: Myranda Culver explained that every year Substance Abuse Block Grant Funds are received from the Department of Health Services and 20% of these funds must be used for substance abuse prevention and early intervention services. Myranda Culver reviewed some of the current initiatives and prevention work that is occurring. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the utilization of Substance Abuse Block Grant Prevention Funds. Motion carried.

Adjourn: The next meeting is scheduled for January 14, 2020 at 10:30 a.m. Motion by Debra Kyser, seconded by Cindy Chicker to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary