

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**April 8, 2021**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30a.m. on April 8, 2021 by Kerry Severson virtually via Zoom.

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

Members Absent: Cindy Chicker

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

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

Approve March 11, 2020 Health and Human Services Board Minutes: Kerry Severson declared the March 11, 2020 Health and Human Services Board minutes approved.

Directors Report: Tracy Thorsen reported that Birth to Three staff have been working with local medical providers and school districts to increase the awareness of Birth to Three services. Staff are also in the process of completing the Annual Review with the State, which focusses on the program's interaction with families, and early childhood development skills. Substance Abuse Treatment Staff in the Behavioral Health Services Unit continue to work with the Partners for Prevention, as well as local law enforcement to support a Drug Take Back day, scheduled for April 24, 2021. The Sources of Strength Program will be highlighted on the WRCO morning show again in May.

There continues to be increase in the number of abuse and neglect reports being received by the Child and Youth Services Unit and staff are working on several new investigations. It was noted that April is Child Abuse Awareness month and Tracy Thorsen noted Richland County is extremely fortunate to have high quality, caring professionals working in our community to keep children safe.

Programs in the Economic Support Unit continue to operate differently due to the Public Health Emergency, including more relaxed requirements for FoodShare, Badgercare and Medicaid and individuals are able to apply for insurance through the Federally-facilitated Marketplace until May 15, 2021. The Wisconsin Home Energy Assistance Program has assisted 668 households, as of the end of March, a 3% increase from the same time period last year. It was noted that the moratorium on utility disconnections ends on April 15, 2021, however there is crisis funding available to assist families. Southwest Cap has also assisted 7 households through the Wisconsin Emergency Rental Assistance (WERA) Program.

Disability Benefit Specialist (DBS), Jodi Hines, will be participating on one of the training panels for the State-wide annual skills training completed by all DBS staff. The Elder Benefit Specialist has seen a large increase in requests from people planning on retiring wanting to receive the "Welcome to Medicare" presentation, however due to the Public Health Emergency these must be done on an individual basis instead of monthly group presentations as done in the past. The Aging and Disability Resource Center continues to be active in supporting those in the community with Dementia and is offering a number of online Dementia Care events, including: A virtual book club with the Dementia Care Specialist, a new virtual health promotion program called "Savvy Caregiver" starting April 15<sup>th</sup>, and an eight week "Boost Your Brain and Memory" course starting in May.

Planning to reopen the Community Services Building to the public has started now that all of the staff wanting the COVID-19 vaccine have received at least their first dose. Approximately 70% of the staff are vaccinated and the agency has not had anyone test positive since November 2020. A target date of May 3, 2021 has been established for re-opening, however health screenings will continue to be conducted and everyone entering the building will be asked to wear a mask and practice social distancing. In order to continue to provide vaccines to the community, additional limited term staff will be hired, including both registration and nursing staff. Tracy Thorsen also reported that the roof replacement for the Community Services Building is scheduled to begin April 19<sup>th</sup>, and will take approximately one month to complete.

Tracy Thorsen announced that this is National Public Health awareness week and the theme for 2021 is “Building Bridges to Better Health”. Tracy Thorsen noted that COVID-19 has highlighted the importance of local Public Health Departments and making communities safe and health is the top priority. Recognition was given to the dedication and commitment by Public Health staff in response to the pandemic.

Health Officer Update and COVID-19 Response: Rose Kohout reported that over the last couple weeks the number of COVID-19 cases has been trending up in the State of Wisconsin, with a small increase in Richland County. Overall our numbers have remained relatively steady. There are currently 11 active cases. The major focus now continues to be the administration of vaccines, and as of last week, Public Health had administered 2,070 vaccines. In Richland County, 35.1% of individuals have received at least one dose of the COVID-19 vaccine, 25.4% have completed the series. 76.2% of individuals over 65 years of age have received at least one dose and 68.6% have completed the series. Rose Kohout also explained how obtaining the vaccine reduces the development of variants adding to the importance of vaccination.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for April 8, 2021 was reviewed. The following items required additional discussion:

Voucher #34 & #35 - Bindl Snowplowing: This was to pay for February and March snowplowing services.

Voucher #61 – Cardmember Services: This was to pay for Nutrition Site Manager training on food safety.

Voucher #65 – Cardmember Services: This was to pay for coolers and organizers for the Transportation Program drivers.

Voucher #28 & #29 – Children’s Service: This was to pay for two Child and Youth Services Staff to attend a training on preventing child abuse.

Voucher #3 – Fillback Ford Chrysler: This was to pay for vehicle repairs to Nutrition Program’s Dodge Caravan.

Voucher #26 & #27 – JCOMP Technologies: This was to pay for a laptop for a new CCS position.

Voucher #30 – Prevention Research Institute: This was to pay for prime solutions workbooks for the AODA program.

Voucher #13-14, & #50-55 – Richland Observer: This was to pay for all charges to the Richland Observer included advertisements for vacant positions and a thank you to the public for wearing masks.

Voucher #15-20, #46-49 & #67-68 – Shopping News: This was to pay for all charges to the Shopping News for January, February and March, including advertisements for vacant positions, and “Stop the Spread” promotions.

Voucher #56 – Washara Co. Human Services: This was to pay for the reimbursement of a training for one of the Treatment Court staff.

Voucher #24 – Wertz Plumbing and Heating: This was to pay for a furnace repair.

2021 Prepaid Vouchers:

Voucher #1 – Corcoran Healthcare Ent.: This was to pay for TB skin tests.

Motion by Dr. Jerel Barres, seconded by Ingrid Glasbrenner to approve the 2021 Richland County Health and Human Services vouchers including prepaid vouchers as listed below. Motion carried.

**2021 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2021 Expense Reports	16	\$7,370.97
Richland County Health and Human Services – 2021 Admin Vouchers	26	\$22,213.92
Richland County Health and Human Services – 2021 Prepaid Vouchers	4	\$856.92
<b>TOTAL</b>	<b>46</b>	<b>\$30,441.81</b>

2021 Budget Summary & Richland County Placement Report: Robin Hampton reviewed the 2021 Health and Human Services Budget, noting that comparative data has been added to the report. Items that have seen a notable change in 2021 were highlighted. The increase in the Building and Operating Costs was due to the budgeting of the General Liability Insurance that was missed the previous year. The increase in the Public Health line was due to the additional staff needed to address the COVID-19 pandemic. The increase for the Economic Support line was to meet the maintenance of effort costs, and this does not change the reimbursement for these costs. The Child and Youth Services line increased due to reflect the additional allocation that was received last year. Finally, the Mental Health Outpatient line was a reflection of the growth of Crisis Services. Utilization is currently at 19%, however there is a large amount of invoicing still out. It was also noted that the 2021 budget does reflect the \$120,000 reduction in tax levy that was required.

Robin Hampton reviewed current revenues and expenses noting that there are some revenues still waiting to be received. The current Health and Human Services Core Budget balance before the chargeback is -\$27,928, after the chargeback process the actually balance would be \$17,692.

Tracy Thorsen reviewed placement costs and noted that Adult Institutional and Inpatient costs have decreased in February from January. A payment was also received, resulting in a credit of \$6,622. Total Adult Institutional and Inpatient expenses year to date came to \$44,380 and Adult Crisis Stabilization expenses equaled \$17,205. Adult Community Residential Placement are high, totally \$128,943 for the year, primarily due to the one extremely high cost placement. Tracy Thorsen explained that additional reimbursement is expected for this placement this year after the reconciliation process. Total year to date expenses in Fund 54 equated to \$190,527.

Year to date Child Institutional Placement expenses so far for 2021 have totaled \$49,000 and Detention expenses totaled \$17,425. Year to date Group Home and Treatment Foster Care expenses have totaled \$58,663, and regular Foster Care expenses have totaled \$4,576. Total year to date expenses in Fund 44 have totaled \$129,664.

2021 Contract Monitoring Report: Angie Rizner reviewed the 2021 Contract Monitoring Report for April 8, 2021 and those contracts that currently exceed 17% utilization were reviewed; noting that invoicing should be through February. Fond Du Lac County Department of Social Services and Kareo have billed through March, so while they have exceeded 17% utilization, it should not be an issue. Positive Alternatives, Inc., Jean

Warrior, Ph.D., and Anu Family Services are over utilized, however they are not expected to exceed the total contract amount. Contracts exceeding 17% that will continue to be monitored or may need to be amended in the future include: Children’s Hospital of Wisconsin Community Services-Children’s, Community Care Resources, Southwest Wisconsin Workforce Development Board, Cornerstone Foundation dba Lucky Star 3 Corporation, and Tellurian, Inc.

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

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-8-2021)</b>		
<b>ARTISANS’ SHOP, LLC</b>	To provide a variety of home modifications to children with disabilities being served by the Behavioral Health Services Unit. (La Valle)	For a total amount not to exceed <b>\$25,000.</b>
<b>LAWRENCE GALOW MEMORIAL GROUP HOME</b>	To provide group home services to a child being served by the Child & Youth Services Unit. (Fond Du Lac)	For a total amount not to exceed <b>\$49,500</b>

Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the new 2021 contracts. Kerry Severson questioned if tax levy was being used for Artisan’s Shop, LLC. Myranda Culver explained the Comprehensive Community Services (CCS) funds were being utilized. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Annalie Winter, Secretary, through the county effective April 5, 2021; and Veronica Olson, Limited Term Confidential Administrative Secretary leased through The Southwest Workforce Development Board, effective April 5, 2021. Debra Schwarz, Temp/Casual Driver/Escort submitted her resignation, effective March 26, 2021; and Laura Radesca, Mental Health Service Facilitator leased through The Southwest Workforce Development Board, also submitted her resignation, effective April 29, 2021.

Advertising is occurring for the vacant Temp/Casual Driver/Escort and Psychiatric RN positions. There are upcoming interviews scheduled for the vacant APS/Crisis Professional and two Mental Health Therapist positions. All other vacant positions remain on hold.

Recognition of Debra Kyser: Tracy Thorsen presented Debra Kyser with a certificate acknowledging her services to the citizens of Richland County.

Health & Human Services Citizen Board Member Recommendation: A letter of interest was submitted by Diane Cox expressing interest in the citizen board member vacancy. Diane Cox was last employed as a full time county employee in February of 2019 and also worked as a leased staff in 2020, assisting with the training and supervision of staff receiving social work certification. This was the only letter of interested that was received by the County Administrator. The board may review and send recommendation back to the County Administrator for a final approval if they wish to do so.

Adjourn: The next meeting is scheduled for April 8, 2021 at 10:30 a.m. and it was determined that the board would meet in person. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary