

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
March 10, 2022

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:31 a.m. on March 10, 2022 by Kerry Severson virtually via Zoom.

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

Others Present: Tracy Thorsen, Angie Rizner, Rose Kohout, Meghan Rohn, Stephanie Ronnfeldt, Jessica Tisdale, Myranda Culver, Roxanne Klubertanz-Gerber, Sharon Pasold, and Jaymie Bruckner.

Approve Agenda and Posting: Motion by Van Nelson, seconded by Cindy Chicker to approve the agenda and proper posting. Motion Carried.

Approve February 10, 2022 Health and Human Services Board Minutes: Motion by Tim Gottschall, seconded by Van Nelson to approve February 10, 2022 Health and Human Services Board Minutes.

Directors Report: The agency continues to struggle with both recruitment and retention, especially in the Behavioral Health and Child and Youth Services Units. The proposal to provide premium pay to employees that was forwarded onto the Finance and Personnel Committee was not approved, however the development of a comprehensive plan including cost of living updates to the wage scale and a step advancement policy based on longevity was approved. Additional actions scheduled to be brought to the committee in March include: reviewing previous financial commitments to include progression on the wage schedule to reach market value; consideration for cost of living adjustments to the wage schedule; consideration of the County's Health Insurance Package and movement to the State Plan; and possible action on changes in employees paid time off accrual rates and timing. Tracy Thorsen noted that due to the current staffing crisis at Health and Human Services, there is a lot of hope that action will be taken and implementation will occur now instead of waiting until the next budget year. It was noted that if action is not taken, another retention incentive proposal will be brought to the board next month for consideration to address the staffing crisis. Tracy Thorsen also highlighted that there is no representation from the Health and Human Services Board on the Finance and Personnel Committee and therefore encouraged any advocacy Health and Human Services Board members can provide.

The Child and Youth Services Unit continues to struggle with staffing issues after experiencing two more resignations within the last month. The unit now has three of the five Case Manager positions vacant, causing a significantly increased workload on remaining staff and Management. The Youth Aide Worker and part-time Family Preservation Worker continue to conduct outreach prevention services, supervised visits, provide daytime phone cover, and assist with other case responsibilities when able. Other options to address staffing needs are being explored and the unit is currently seeking to recruit a part-time or full-time LTE Family Preservation Worker to assist current staff with support work that does not require the specialized child protection training.

The Behavioral Health Services Unit now offers Peer Support Services that are funded by the State Opioid Response Grant for individuals in need of substance-use treatment support. The Peer Support Staff is employed through The Southwestern Wisconsin Community Action Program and works closely with the Behavioral Health Unit. Staff are also working with Grant and Iowa Counties on a regional prevention committee to promote prevention services in the community.

The Economic Support Unit continues to be fully staffed and the new Long Term Care Medicaid worker, along with one of the two new family workers have completed the necessary training. The state has conducted outreach to people who have applied for Energy Assistance during the 2021 season but have not done so for

this season. Those who need help with paying heating and electric expenses are encouraged to apply and applications can be obtained at the Health and Human Services front desk or by calling the office.

The Youth in Transition worker in the Aging and Disability Resource Center is currently collaborating with the Department of Vocational Rehabilitation (DVR), CESA, local schools, and the Weisman Center to host a virtual event that will educate the families of children with disabilities who will be Turning 18. The event will provide information on how to transition to the adult world of programs and benefits, and will be held on April 13, 2022. The Regional Dementia Care Specialist (DCS) will have office hours in the Richland Center Aging and Disability Resource Center Office every Tuesday, and will be available for referrals and to meet with families affected by dementia.

The Center for Disease Control and Prevention (CDC) recently came out with revised guidance, as well as a tool to assist the public in deciding what prevention steps to take based on updated data in their community. As a result, masking and social distancing requirements for the Community Services Building were reviewed. Due to the fact that the building is considered a healthcare-type facility, the requirement of wearing masks and social distancing within all public areas and when staff are meeting with clients is still in effect. Staff are no longer required to mask in non-public areas of the building or when not meeting with clients. The Emergency Operations Center will be closing at the end of March and Public Health and Nutrition updates will resume being included within the Director's Report.

Dr. Jerel Berres questioned if the reasons for the most recent resignations were known. Tracy Thorsen explained that one of the individuals was only with the agency for a very short time and took a different position for considerably more pay, and another individual decided to move into a different type of position. Cindy Chicker questioned how far along in the process the Regional Prevention plan is that is being worked on with Grant and Iowa Counties utilizing Block Grant dollars, and who is representing Richland County. Myranda Culver explained that there has not been a meeting yet and Betsy Roesler was asked to join the group of regional prevention specialists.

Health Officer Update and COVID-19 Response: Richland County has followed trends of both Wisconsin and the majority of the United States and the number of COVID-19 cases has fallen drastically. It was noted that last weekend was the first in a two-year period that nursing staff were not working to respond to COVID-19 cases, and there were only five cases waiting on Monday. Tools and resources are being provided in the community for those who test positive. On February 25th the Center for Disease Control and Prevention release a revised community level definition and Richland County remains at a low level. Rose Kohout discussed some of the metrics used to determine community level of transmission and Richland County COVID-19 statistics were reviewed. Rose Kohout also noted that the Senior Nutrition Program continues to be very busy with new referrals and are still very low on the number of volunteers.

Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000): The Richland County Health and Human Services Expenditures Report for March 10, 2022 was reviewed. All of these have been approved by the County Administrator, Clinton Langreck, and payments have been prepared. The following items required additional discussion:

2021 Vouchers

Voucher #43-#70 – Cardmember Services: This was to pay for credit card charges including the monthly payment of Kareo, office supplies, vaccines, COVID supplies, and meal site and home delivered meal supplies,

Voucher #8 – County of Crawford: This was to pay for a Treatment Court Team training.

Voucher #10 & #11 – GFC Leasing: This was to pay for the monthly copier rental fees and copy fees.

Voucher #13 - #15 – Language Line Services: This was to pay for translation services used by various programs.

Voucher #18 - # 29 – Quill Corporation: This was to pay for various office supplies.

Voucher #31- #33 – The Richland Observer: This was to pay for recruitment for various position vacancies.

Voucher #34 – Schilling Supply Company: supplies; This was to pay for a bulk purchase of air freshener and soap for bathrooms.

2021 Prepaid Vouchers:

Voucher #2 – JCOMP Technologies Inc.: This was to pay for several laptop computers in November, for which invoices are just now being received.

2022 Prepaid Vouchers:

Voucher #4 – Richland County Food Service: This was for reimbursement for meals provided for the Nutrition Program.

2021/2022 Vouchers

| Unit | No. of Vouchers | Amount |
|---|-----------------|--------------------|
| Richland County Health and Human Services – 2022 Expense Reports | 22 | \$6,319.74 |
| Richland County Health and Human Services – 2022 Admin Vouchers | 23 | \$13,109.99 |
| Richland County Health and Human Services – 2021 Prepaid Vouchers | 5 | \$6,143.66 |
| Richland County Health and Human Services – 2022 Prepaid Vouchers | 7 | \$13,400.33 |
| TOTAL | 47 | \$38,973.72 |

2021 Budget Summary & Richland County Placement Report: Stephanie Ronnfeldt reviewed the final 2021 budget report through December, noting that expense utilization should be at 100%. The several programs were underutilized primarily due to position vacancies or underutilization of services. Building and operating costs went down due to a credit that was received for Workman’s comp, but still exceeded 115%. Public Health is at 156% due to the COVID-19 pandemic, however there is additional COVID funds available to cover these additional expenses. Comprehensive Community Services is at 144% utilization, however as services increase for this program, so do revenues. The Birth to Three program also ended the year at 125% utilization due the loss of contracted services through the hospital, creating the need to pay more for services from other agencies.

When looking at both anticipated and received revenues through December, Health and Human Services revenues totaled \$7,908,130. Actual and anticipated expenses totaled \$7,419,784 before the chargeback process, leaving a balance of \$488,347. After the chargeback process occurred for additional placement charges the revised balance becomes \$656,877.

Tracy Thorsen reviewed the explanation of remaining funds in the 2021 budget. It is projected that there will be approximately \$656,877 remaining in the 2021 Health and Human Services core budget and it was explained that routinely any remaining funds are returned to the General Fund. A breakdown of remaining funds was reviewed. A significant portion of funds, \$434,347, was a result of unanticipated funding or revenue sources that were not included during the development of the 2021 budget and another \$222,528 resulted in budget savings from decreased expenses due to staff vacancies, and higher than anticipated Medicaid revenue billing. Additional revenue and funding sources not originally included in the development of the 2021 budget included Economic Support 2020 Revenue (\$123,000), WIMCR Reconciliation (\$164,000), Enhanced Medicaid Funds (\$29,017), Random Moment Survey Surplus funds (\$22,281), and ARP Rural Provider Relief funds (\$96,049).

Tracy Thorsen reviewed the final Richland County Placement Report for 2021. One individual utilized crisis stabilization services for seven days in the month of December and end of year expenses totaled \$52,262. Adult Institutional and Inpatient Placement expenses increased in November to \$22,689 and a reimbursement of \$25,098 was received bringing total year to date expenses to \$139,955. Adult Community Residential Placements remained the same in December with 8 individuals currently in placement. Year to date expenses totaled \$389,518 bringing total expenses in Fund 54 to \$581,735 and leaving a deficit of -(\$99,457).

Expenses through December for Child Institutional Inpatient totaled \$232,912. There were no Detention placements in December and a large reimbursement of \$19,520, bringing expenses for the year to \$3,880. Year to date Group Home and Treatment Foster Care expenses totaled \$395,595 and Regular Foster Care totaled \$0 after reimbursements. Total Expenses in Fund 44 through December totaled \$632,388 leaving a deficit of -(\$105,047).

The 2018 to 2021 Comparison of Monthly Placement Expenses graphic and the Comparison of Placement Expense and Budgeted Tax Levy graphic were reviewed. Expenses in 2021 totaled \$1,214,122, compared to \$1,723,786 in 2020, leaving an approximate -(\$200,000) shortfall from what was budgeted in the placement funds. Expense history by individual placement types were reviewed, as well as the projected end of year cost for each.

Tim Gottschall discussed the \$656,877 surplus, noting that the mandate of the county that any remaining funds to be utilized cover an existing deficit in the placement funds was met. As a result, it was questioned if it is appropriate for the remaining additional funds to be returned to the general fund opposed to being utilized for a retention effort or programming at Health and Human Services. It was added that while there is a potential that changes will be made county wide to address retention at some point in the future, a Child Protection staffing level of 40% demonstrates that the staffing situation is beyond crisis level at Health and Human Services and justifies some of these funds being utilized for a retention effort. It was determined that Tracy Thorsen would bring forward suggestions for utilization of these excess funds next month to address the retention issue.

2022 Budget Summary & Richland County Placement Report: It was noted that this agenda item would be reviewed next month.

2022 Contract Monitoring Report: Angie Rizner reviewed the 2022 Contract Monitoring Report for January and those contracts that currently exceed 8% utilization were reviewed; noting that invoicing should be through January. Angie Rizner explained that while Kareo, Children’s Hospital of Wisconsin Community Services, Childeda, Forward Home for Boys, and Jean Warrior, PH.D. are reporting over 8% utilization, they have invoiced through the month of February. Cooperative Educational Services Agency (CESA) 3 and Jessica Leinberger Counseling, LLC are also reporting over 8% utilization and will continue to be monitored.

Approve Contracts, Agreements, and Amendments:

| RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-10-2022) | | |
|--|---|---|
| VRI | To provide personal emergency response systems to individuals being served by the Aging and Disability Resource Center. (Richland Center) | For a total amount not to exceed \$2,000 |

Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the New 2022 agreement. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Elizabeth Muth, Secretary, effective February 7, 2022; and Maria “Janet” Perez, Temp/Casual Spanish Interpreter, effective February 7, 2022; Richard Dittmer,

Temp/Casual Driver/Escort Driver, effective February 7, 2022; and Bradi Donahoe, Child & Youth Services Supervisor (internal Transfer), effective February 21, 2022.

The successful completion of the probationary period was announced for Shelby Miller, Child & Youth Services Case Manager, effective February 9, 2022; Stephanie Ronnfeldt, Business & Financial Services Manager, effective February 9, 2022; Kayla Williams, Disability Benefit Specialist, effective February 22, 2022; Nichole Gaudette, Information and Assistance Specialist, effective February 22, 2022; and Briana Turk, Economic Support Manager, effective March 27, 2022. There were also three resignations reported including Ricardo Almeida, Temp/Casual Spanish Interpreter, effective January 21, 2022; Brittney Wirtz, Child & Youth Services Case Manager, effective February 25, 2022; and Marjorie McGraw, Child & Youth Services Case Manager, effective March 2, 2022.

A medical leave of absence without pay or an ability to enter into a negative sick balance (per Resolution #21-12) was granted for Darien Ostrowski, Economic Support Specialist, effective January 26, 2022 through February 8, 2022; Kelly Morman, Economic Support Specialist, effective January 14, 2022 through January 28 2022; Amanda Oman, Economic Support Specialist, effective February 10, 2022 through February 23, 2022; and Marjorie McGraw, Child & Youth Case Manager, effective March 1, 2022 through March 2, 2022.

Advertising or interviewing is occurring for the 8 vacant positions including a Comprehensive Community Services Supervisor, Adult Protective Services Worker, Adult Protective Service/Crisis Professional, Mental Health Therapist, Psychiatric RN, and three Child & Youth Services Case Managers.

Quarterly Review of Health & Human Services Organizational Chart: Angie Rizner discussed the changes that have occurred in the organizational chart since it was last reviewed. Angie Rizner also explained the color coding system and key codes. All vacancies and new hires were highlighted in each of the units as well.

Approve New Commission on Aging & Disability Board Member: The Commission on Aging and Disability Board has approved Jodi Hines to fill a “Service Provider Advocate” position on the board left vacant by Charlay Leffler. If approved by the Health and Human Services Board, the recommendation will be forwarded onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion by Cindy Chicker, seconded by Ingrid Glasbrenner to approve the appointment of Jodi Hines to the Commission on Aging and Disability (COAD) Board, and forward the recommendation onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion Carried.

Approve New Transportation Coordinating Committee Member: The Transportation Coordinating Committee has approved Jesse Nelson to fill the currently vacant “Transportation Providers – Non Profit - VARC” position. If approved by the Health and Human Services Board, the recommendation will be forwarded onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion by Tim Gottschall, seconded by Ingrid Glasbrenner to approve the appointment of Jesse Nelson to the Transportation Coordinating Committee, and forward the recommendation onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion Carried.

Health & Human Services Citizen Board Member Recommendation: It was noted that this agenda time would be reviewed next month.

Update on Rules and Resolutions Committee work on Committee Structure: Rules and resolutions committee will be meeting at 1:00 today to review the proposed committee structure. While most departments currently have their own committee, Tracy Thorsen explained that in an effort to simplify and streamline the County committee structure, it is being proposed that five standing committees are created. The proposed structure was reviewed and included an Executive Committee, Health and Human Services Committee, Public Safety

Committee, Natural Resources Committee, and Public Works and Infrastructure Committee. While this would be a more streamlined structure, it may limit the amount of detail currently provided to individual department committees.

Kerry Severson noted that while he is ok with the proposal, he believes that there are some departments that should remain as standalone committees. Rose Kohout questioned if this type of structure would be accommodating to the Public Health Board requirements and Tracy Thorsen confirmed that it would. Tim Gottschall noted that there are member requirements for various programs and current committees and these requirements need to be taken into consideration when determining members in the new structure. Kerry Severson confirmed this is also being taken into consideration. Angie Rizner questioned the number of committee members on each of the five standing committees and Kerry Severson noted that many of the logistics are still being determined. There is discussion of attempting to implement a new structure by April, however it is unclear if that is possible.

Adjourn: The next meeting is scheduled for April 14, 2022 at 10:30 a.m. and will be held via Zoom. **Motion by Cindy Chicker, seconded by Van Nelson to adjourn the meeting. Motion carried.**

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary