

# Richland County

HHS & Veterans Standing Committee

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July 14, 2022

The Richland County Health and Human Services & Veterans Committee convened on Thursday, July 14, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included Kerry Severson, Lee Van Landuyt, Ingrid Glasbrenner, Dr. Jerel Berres and Cindy Chicker. Sherry Hillesheim attended by Web Ex.

Department heads, staff and public present were Karen Knock, Amy Hoffman, Trisha Clements, Angie Rizner, Meghan Rohn, Jaymie Bruckner, Rose Kohout, Stephanie Ronnfeldt, and Roxanne Klubertanz-Gerber. Jessica Tisdale, Sharon Pasold, Laurie Couey, Briana Turk and Barbara Scott logged in by WebEx. Gabriel Schmitt was present from MIS running the teleconferencing.

Not Present: Timothy Gottschall, Danielle Rudersdorf, and Ken Rynes.

## Agenda:

- 1. Welcome Tricia Clements, HHS Director:** Chair Ingrid Glasbrenner welcome new Health and Human Services Director Tricia Clements to the committee.
- 2. Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 5:35 p.m.
- 3. Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
- 4. Approve Agenda:** Motion by Cindy Chicker, seconded by Lee Van Landuyt to approve the agenda and proper posting. Motion Carried.
- 5. Introductions and Review the Purpose of the Public Hearing:** Ingrid Glasbrenner reviewed the rules and purpose of the Public Hearing and invited any present, either in public or virtually to speak.
- 6. Citizen Comments Related to the 2023 HHS Programs and Services:** No comments were provided by members of the public.
- 7. Approve Previous Meeting Minutes:** Motion by Kerry Severson, seconded by Cindy Chicker to approve the June 9, 2022 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
- 8. Citizen Board Member Recommendation:** The committee discussed a letter that was submitted by Francis Braithwaite expressing interest in serving on the Health & Human Services and Veterans Standing Committee, filling the currently vacant citizen member position. Several committee members spoke to their knowledge of Mr. Braithwaite and noted he would be a good addition to the committee.
- 9. Review & Discuss Richland County Capital Improvement Plan 2023-2032:** Each of the expenses included in the Richland County Capital Improvement Plan for 2023-2032 pertaining to Health and Human Services were reviewed. Ingrid Glasbrenner explained the importance of reviewing each of these projects now in order to determine if estimated expenses and projected timeframes for the projects are realistic. Angie Rizner discussed the overhaul of the HVAC System for the Community Services building and emphasized that the \$150,000 stated in the plan is a very rough estimate that was provided in 2017. It was also explained that obtaining an updated estimate has become more difficult as vendors do not want to invest the time and money, if they are not confident the County will go through with the project. Discussion was also held regarding the LED lighting conversion project, which also has outdated estimates utilized in the plan. It was determined that Health and Human Services should begin researching what it would take to have updated estimates provided and what businesses would be willing to do so.

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## 10. Review & Discuss County Administrator Administrative Reports, Resolutions, and Recommendations:

The resolution currently being considered by the Richland County Finance & Personnel Standing Committee, tasking the Health & Human Services and Veterans Standing Committee to develop a course of action, if possible, to reduce levy operational expenses \$350,000 entering in to 2024 was reviewed and discussed. Ingrid Glasbrenner noted that while the resolution has not been approved this committee should be discussing the possibility of a reduction of tax levy and what impacts that may have.

Karen Knock discussed the recommendation made to reduce the Part-Time Veterans Benefits Specialist position as part of the 2023-2027 Financial Planning Decision Worksheet. Services provided at the Veterans Services office were reviewed, as well as a brief history of the Veterans Benefits Specialist position, financial impact to the community, the \$12 million in benefits obtained by veterans in Richland County, the increase in the Veterans Services Officer from 35 hours per week to 40 hours per week, and impacts that have been felt in the Veterans Services Office since this position was vacated. Ingrid Glasbrenner questioned if volunteers are ever utilized in the office, and it was explained that utilization of volunteers is very difficult due to the training and certification that would be required. Lee Van Landuyt discussed the impact decisions at the state level have had on the county's ability to conduct business.

The recommendation made to reduce child and adult placement expenses by \$100,000 was also discussed, and Ingrid Glasbrenner questioned how it can be known if placement expenses will be lower than in previous years. It was explained that Health and Human Services feels optimistic that this reduction may be possible due to certain long term placements being expected to end, the addition of new state funding to subsidize guardianships, and the potential to create a non-lapsing account for placement funds. While the elimination of the Drug Treatment Court was also recommended, it was noted that a five-year contract was just entered into.

11. **Public Comments:** No public comments were offered.

## VETERANS SERVICE OFFICE

### Consent Items:

12. **2022 Veterans Budget Summary:** Karen Knock explained that the Veterans Budget Summary Report has been posted in the Health & Human Services and Veterans Standing Committee folder for members to review. This past month flags were purchased and was the only expense shown other than normal monthly expenses.

### Administrative Report:

13. **Veterans Services Office Director, Karen Knock:** Karen Knock reported that the interview process was conducted and a candidate was chosen to fill the part-time Veteran's Benefits Specialist position. Some information was provided about the individual and it was noted he would be starting in the role on July 18, 2022.

*Karen Knock left the meeting*

## HEALTH & HUMAN SERVICES

### Consent Items:

14. **HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** Stephanie Ronnfeldt explained that the purpose of the report is to outline the agency's monthly bills that are paid and prepaid vouchers, which are bills paid out of cycle to avoid late fees. Examples of some reoccurring and common expenses were reviewed. Usual expenses were also highlighted and explained.

15. **2022 HHS Budget Summary & Richland County Placement Report:** The budget summary document was reviewed, outlining utilization, expenses, revenues, and placements. It was noted that while utilization should be approximately 50%, it is currently only 39%, primarily due to position vacancies.

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The placement report was reviewed by Stephanie Ronnfeldt. In May, there was no utilization of crisis stabilization services, keeping year to date expenses at \$9,465. Adult Institutional and Inpatient Placement expenses totaled \$8,304 for the month of May bringing total year to date expenses to \$100,501. There were eight individuals in Adult Community Residential Placements in May bringing year to date expenses to \$32,024, and total expenses in Fund 54 to \$141,991.

Expenses through May for Child Institutional Inpatient totaled \$81,576 and there have been no Detention placements so far in 2022. To date, Group Home and Treatment Foster Care expenses totaled \$192,557 and Regular Foster Care totaled \$17,553 after reimbursements. Total year to date expenses in Fund 44 through May totaled \$291,687. Additional reimbursements for new state funded subsidized guardianships should start coming in quarterly and will be back dated to the beginning of the year. Placement Expense Comparisons and history of placements by types were also made available for committee members.

- 16. 2022 HHS Contract Monitoring Report:** Angie Rizner gave an overview of the Contract Monitoring Report, and how it is determined when a contract needs to be amended. For the current report, those contracts exceeding 42% were reviewed, with the assumption that most providers will have billed through the month of May. While some providers exceeded the expected utilization, it was explained that they also submitted bills through the month of June and therefore did not require further review. Other providers reporting over the expected 42% will continue to be monitored to determine if an amendment is needed in the future.

Administrative Report:

- 17. HHS Interim Director, Roxanne Klubertanz-Gerber:** Tricia Clements provided highlights and program updates for each unit of the agency including staffing updates, trainings, events, and updates on new and ongoing initiatives. Tricia spoke about her experience so far with the agency and expressed that she is excited to be working with the agency.

Action Items:

- 18. Approve HHS Contracts, Agreements and Amendments:**

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-14-2022)		
<b>LOGAN JAMES HERR FOUNDATION, INC. DBA LOGAN'S HEART AND SMILES</b>	To provide home modifications for Children's Long-Term Support Program families who are being served by the Behavioral Health Services Unit. (Oregon)	For a total amount not to exceed <b>\$40,000.</b>
<b>SOARING SKILLS, LLC</b>	To provide daily living skills training to children with disabilities being served by the Behavioral Health Services Unit. (Viroqua)	For a total amount not to exceed <b>\$25,000</b>
<b>WISCONSIN COMMUNITY HEALTH ALLIANCE, LLC</b>	To assist Public Health with the development of the community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP). (Marshfield)	For a total amount not to exceed <b>\$27,000</b>

Motion by Lee Van Landuyt, seconded by Cindy Chicker to approve the new 2022 contracts. Motion carried.

- 19. Approve the Application and Acceptance of 2023 Section 5310 Vehicle and Operating Grant:** Roxanne Klubertanz-Gerber discussed the Section 5310 Vehicle and Operating Grant available through the Wisconsin Department of Transportation. It was explained that \$36,107.80 in local match/in kind is required, to leverage up to an additional \$30,087.84, however since the match can be in kind, no additional tax level is required.

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Funding is used to improve mobility for seniors and individuals with disabilities. Motion by Dr. Jerel Berres, seconded by Kerry Severson to approve the application and acceptance of the 2023 Section 5310 Vehicle and Operating Grant. Motion Carried.

**20. Discuss the ADRC Structure:** Roxanne Klubertanz-Gerber and John Grothjan, Regional Director for the Aging and Disability Resource Center (ADRC) of Eagle Country discussed potential changes being considered for the four county region which include Richland, Juneau, Sauk and Crawford Counties. A brief history of the region was reviewed, including various funding categories and County allocations. It was explained that for some time Sauk County has been evaluating if it is in their best interest to continue to remain a part of the four county region and, as a result, the other counties have begun to evaluate if it is in the best interest of the region for Sauk County to stay.

Roxanne Klubertanz-Gerber explained the benefits of a regional model as well as the funding model for the region, including the different county allocations. It was explained that by moving forward without Sauk County, and forming a three county region with Richland, Crawford and Juneau Counties, the region would gain approximately \$80,000.

If it were determined the region would like to move forward without Sauk County, notice would need to be given by September 1, 2022 that the region intends to dispan. Then Richland, Juneau, and Crawford Counties would need to reapply as a three county region by October 1, 2022 and the new region would be effective January 1, 2023.

Lee Van Landuyt questioned if there is any concern that state funding for the Aging and Disability Resource Centers are at Risk. Roxanne Klubertanz-Gerber stated that funding in this area seems to be secure at this point in time.

Motion by Lee Van Landuyt, seconded by Cindy Chicker to allow Health and Human Services Director, Tricia Clements along with the ADRC Manager, Roxanne Klubertanz-Gerber, to work with the ADRC of Eagle Country's Regional office to potentially dissolve the four county Region and be a part of a three county Region with the Regional office to continue to be housed as a department of Juneau County. If deemed appropriate further move to approve HHS Director Tricia Clements to sign all necessary paperwork related for the process. Motion carried.

### Personnel:

**21. HHS Personnel Updates:** Roxanne Klubertanz-Gerber announced the hiring of Tricia Clements, Director, effective July 5, 2022; Emily Phelps, CLTS & BT3 Case Manager, effective July 5, 2022; Brittney Wirtz, Child & Youth Services Supervisor, effective July 11, 2022; and Maxie Phillips, Leased Service Facilitator, effective July 11, 2022.

Advertising or interviewing is occurring for the 8 vacant positions including the Adult Protective Services Worker, Comprehensive Community Services Supervisor, 4 Mental Health Therapists, and 2 Child & Youth Services Case Managers. Clarification was provided that vacant positions listed as "on-hold" are positions that are currently not being budgeted for. Cindy Chicker questioned if plans are currently being made to move forward with some of the on-hold positions, particularly the Health and Wellness Coordinator. Discussion was held regarding this position and that it currently exists in many counties. It was noted that this is mostly a funding issue at this time without requesting additional tax levy.

### Closing:

**22. Reminder – HHS Department Orientation for County Board/Committee Members on 7/19/2022:** A reminder was given that a Health and Human Services Department Orientation will be provided to new Board/Committee members on July 19, 2022.

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**23. Future Agenda Items:** No future agenda items were provided.

**24. Adjournment:** The next meeting is scheduled for August 11, 2022 at 10:30 a.m. in the Richland County Board room and via WebEx. Motion by, Kerry Severson seconded by Dr. Jerel Berres to adjourn the meeting. Motion carried.

Respectfully Submitted,  
Meghan Rohn  
Confidential Administrative Secretary

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