

Richland County

HHS & Veterans Standing Committee

August 11, 2022

The Richland County Health and Human Services & Veterans Committee convened on Thursday, August 11, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included Ken Rynes, Francis Braithwaite, Lee Van Landuyt, Ingrid Glasbrenner, Tim Gottschall, Sherry Hillesheim, and Cindy Chicker. Dr. Jerel Berres, Donald Seep, and Kerry Severson attended by Web Ex.

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

Not Present: Danielle Rudersdorf.

Agenda:

- Welcome Francis Braithwaite:** Chair Ingrid Glasbrenner welcomed new committee member Francis Braithwaite. Introductions were made, and Francis Braithwaite noted that he is excited to be serving on the committee.
- Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 10:34 a.m.
- Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
- Approve Agenda:** Motion by Tim Gottschall, seconded by Cindy Chicker to approve the agenda and proper posting. Motion Carried.
- Approve Previous Meeting Minutes:** Motion by Ken Rynes, seconded by Tim Gottschall to approve the July 14, 2022 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
- Review & Discuss Updates to Richland County Capital Improvement Plan 2023-2032:** Key changes that have been made since the 27th of July were reviewed. The most notable change was the movement of the HVAC System update at the Community Services Building from 2023 to 2024. Tricia Clements and Angie Rizner were able to meet with Dan McGuire looked at the building and will be working to provide updated cost estimates.
- Review & Discuss County Administrator Administrative Reports, Resolutions, and Recommendations:** Tim Gottschall reported that at the most recent meeting, the Finance and Personnel Standing Committee approved a wage schedule including a 5% COLA increase and will review of a two-step increase in the future. A proposed resolution is being forwarded to County Board for tax levy reductions for various departments for the 2024 budget year. The committee has charged itself with finding a way to balance 2024 through 2028 before the end of this budget session and will be looking to the individual standing committees for recommendations.
- Public Comments:** No public comments were offered.

VETERANS SERVICE OFFICE

Consent Items:

- 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. The only expense of note for the month was a computer software antivirus payment.

Richland County

HHS & Veterans Standing Committee

Administrative Report:

- 10. Veterans Services Office Director, Karen Knock:** Hugo Santiago has been hired as the new Benefit Specialist in the Veterans Services Office. Karen Knock gave a brief summary of his background and noted that he is already proving to be an asset to the office. Donald Seep raised questions regarding the make-up of the panel that was utilized during the hiring process of this position and how members of the panel were selected. It was determined that this topic would be put on the next agenda for further discussion after corporation council could be consulted.
- 11. Review & Discuss the 2023 VSO Budget:** Karen Knock explained that the budget items for review were first placed in the committee folder this morning for review, and the department was given a directive of a 0% increase in tax levy. Tim Gottschall questioned if the proposed salary increases would be difficult to absorb into this budget. Karen Knock explained that she was not able to speak to this since she is not the "budget person". Don Seep requested that the 2023 Veterans Services Budget be put on the agenda for next month as well for review.

Karen Knock left the meeting

HEALTH & HUMAN SERVICES

Consent Items:

- 12. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** Tricia Clements explained that the purpose of the report is to outline the agency's monthly bills that are paid as well as 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.
- 13. 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 58%, it is currently only 47%, primarily due to position vacancies. Ken Rynes asked how understaffed the agency is in terms of percentage. While an exact number was not able to provide on the spot it was noted that there are approximately 55 full time County staff within the agency and there are currently 10 vacancies. This equates to about 18%. Angie Rizner reviewed the various efforts that are made when recruiting for the vacant positions.

The placement report was reviewed by Tricia Clements. In June, crisis stabilization services were utilized for 1 individual for 4 days, bringing year to date expenses to \$11,965. Adult Institutional and Inpatient Placement expenses totaled \$17,023 for the month of June bringing total year to date expenses to \$77,619 after a \$39,906 reimbursement. It was noted that costs for July will go up dramatically due to a high number of days needed at Winnebago. There were 8 individuals in Adult Community Residential Placements in June bringing year to date expenses to \$101,391, and total expenses in Fund 54 to \$190,975.

Expenses through June for Child Institutional Inpatient totaled \$102,915 and there have been no Detention placements so far in 2022. To date, Group Home and Treatment Foster Care expenses totaled \$229,283 and Regular Foster Care totaled \$20,336 after reimbursements. Total year to date expenses in Fund 44 through June totaled \$352,534.

- 14. 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 50% were reviewed, with the assumption that most providers will have billed through the month of June. While some providers exceeded the expected utilization, it was explained that they also submitted bills through the month of July and therefore did not require further review. Other providers reporting over the expected 50% will continue to be monitored to determine if an amendment is needed in the future.

Administrative Report:

Richland County

HHS & Veterans Standing Committee

15. Director, Tricia Clements: 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. One major highlight was that the Economic Support Unit will no longer be handling the Wisconsin Home Energy Assistance Program. It was explained that the State will be taking on this role through Energy Services Inc. This decision was made within the last month due to receiving less funds this year than in the previous heating season, and after a review of the budget it was determined it would no longer be possible to provide these services with the funds being provided by the State. It was also noted that the amount received has been routinely decreasing each year since the online application process became available.

It was also noted that Myranda Culver, Behavioral Health Services Manager, has submitted her resignation. Tim Gottschall thanked Myranda Culver for her years of service.

16. Review & Discuss the 2023 HHS Budget: Tricia Clements noted the budget is still a work in progress and does not include the change from a 4.5% COLA increase to a 5% COLA increase. The budget does include a request for a \$98,000 increase in tax Levy from 2022 to 2023. Additional factors contributing to the request for the increase in levy include wage increases and match requirement for certain programs.

Tricia Clements discussed a little of the history of the Economic Support Unit since there has been a lot of discussion and confusion around this particular unit recently. As a part of the Capital Consortium, the agency has a maintenance of effort that requires an annual contribution of \$153,272. This has been in place since 2012. In 2015 eight additional positions were added to Richland County with no additional expense to Richland County. There are a lot of questions as to why there are so many more positions in Richland County than other counties of comparable or larger size. It was explained that the consortium decided to hire the additional eight positions in Richland County because it was the county in which the workers would cost the least. While these positions do not bring any additional expense, overhead costs are provided for each position.

Ingrid Glasbrenner questioned if the proposed \$350,000 reduction in levy for 2024 will be based on the 2022 budget or the approved 2023 budget. Tim Gottschall explained it was his understanding it would be based on the currently proposed 2023 allocation of tax levy. Tim Gottschall also questioned if the state has become more generous with Child & Youth Services revenues. Tricia Clements explained that while the state has become a little more generous there are also more funds the agency is hoping to get through various initiatives and programs. Jessica Tisdale explained that all of these initiatives and programs are grant funded and need to be applied for in September and October. Jessica Tisdale discussed some examples of these initiatives. Tim Gottschall clarified that the agency would be at risk of not being able to utilize some of these funds if staffing levels are not adequate, and Jessica Tisdale confirmed that this was indeed the case.

Action Items:

17. Approve HHS Contracts, Agreements and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (7-14-2022)		
ALL STAR ELEVATOR, LLC	To provide home modifications for Children's Long-Term Support Program families who are being served by the Behavioral Health Services Unit. (Chippewa Falls)	For a total amount not to exceed \$30,000 .
PAUQUETTE THERAPY, LLC	To provide counseling and therapeutic services to Children's Long-Term Support program families who are being served by the Behavioral Health Services Unit. (La Crosse)	For a total amount not to exceed \$11,000

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

Richland County

HHS & Veterans Standing Committee

- 18. Approve Increase to Meal Reimbursement Rate for Volunteer Drivers:** Roxanne Klubertanz-Gerber explained that ADRC Transportation Program volunteer drivers are reimbursed for meals when transporting outside of the county over meals times. There has been no increase made to the reimbursement amount since the year 2000. Motion by Ken Rynes, seconded by Cindy Chicker to approve to increase the meal reimbursement rate for ADRC Transportation Program volunteer drivers to the following: breakfast \$5.00 + tax + tip (up to %15), lunch \$7.00 + tax + tip (up to %15), no change in dinner \$10.00 + tax + tip (up to %15), and forward this recommendation onto the Finance & Personnel Standing Committee and County Board for approval (if necessary). Motion Carried.
- 19. Approve ADRC Restructuring:** Over the last few months' discussions have been taking place regarding the make-up of the four county region after it was learned Sauk County was considering not remaining a part of the region. After further review it was determined that it was fiscally and operationally beneficial for the region to move forward as a three county region serving, Richland, Crawford, and Juneau counties. Motion by Donald Seep, seconded by Ken Rynes to approve the restructuring of the ADRC by dissolving the ADRC of Eagle Country four-county region and authorize the new entity to re-apply to the Office of Resource Center Development (ORCD) as a three-county region named the "ADRC of Eagle Country" with Juneau, Richland, and Crawford as the cooperating counties, and forward this recommendation onto the County Board for approval. Moreover, this action authorizes Juneau County to continue as the fiscal agent of the ADRC of Eagle Country Region and gives authority for Health and Human Services Director Tricia Clements to sign all documents and contracts related of the restructuring which would be effective January 1, 2023. Motion carried.

Personnel:

- 20. HHS Personnel Updates:** Tricia Clements announced the hiring of Kiah Holtzman, Child & Youth Services Case Manager, effective August 15, 2022; and the successful completion of the probationary period for Elizabeth Muth, Secretary, effective August 7, 2022.

There were nine resignations or employment terms reported, including Alison Barger, Mental Health Therapist, effective August 18, 2022; Myranda Culver, Behavioral Health Services Manager, effective August 18, 2022; Amber Morris, Economic Support Specialist, effective August 26, 2022; Maxie Phillips, Service Facilitator, effective July 20, 2022; Teresa Landes, Public Health Clinic Nurse, effective July 30, 2022; Becky Dahl, Public Health Consultant, effective July 30, 2022; Jaide Johnson, Public Health Assistant, effective July 30, 2022; Diane Cox, Adult Protective Services Worker, July 30, 2022; and Faith Peckham, Service Facilitator, effective August 10, 2022.

Advertising or interviewing is occurring for the 10 vacant positions including the Behavioral Health Services Manager, Adult Protective Services Worker, Comprehensive Community Services Supervisor, 5 Mental Health Therapists, a Child & Youth Services Case Manager, and an Economic Support Specialist. Vacant positions listed as "on-hold" are positions that are currently not being budgeted for.

Closing:

- 21. Future Agenda Items:** Items requested to be placed on the next agenda included 2023 Veterans Services Office Budget Update, Veterans Services Office Hiring Practices, and Behavioral Health Services Unit HR Plan. It was also requested by Donald Seep that County Clerk Derek Kalish could attend and give an overview of the Veterans Services Office budget format.
- 22. Adjournment:** The next meeting is scheduled for September 8, 2022 at 10:30 a.m. in the Richland County Board room and via WebEx. Motion by Ken Rynes, seconded by Kerry Severson to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary