

Richland County

HHS & Veterans Standing Committee

November 10, 2022

The Richland County Health and Human Services & Veterans Committee convened on Thursday, November 10, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included Kerry Severson, Ingrid Glasbrenner, and Cindy Chicker. Donald Seep, Lee Van Landuyt, Sherry Hillesheim, and Tim Gottschall attended by Web Ex.

Department heads, staff, and public present were Rose Kohout, Roxanne Klubertanz-Gerber, Teresa Nundahl, Angie Rizner, Stephanie Ronnfeldt, Karen Knock, Trisha Clements, Meghan Rohn, Jaymie Bruckner, Virginia Wiedenfeld, and Dominic Anderson. Sharon Pasold, Clinton Langreck, Brittney Wirtz, Cheryl Dull, and Barbara Scott logged in by WebEx. John Couey was present from MIS running the teleconferencing.

Not Present: Danielle Rudersdorf, Ken Rynes, Francis Braithwaite, and Dr. Jerel Berres.

Agenda:

1. **Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 9:30 a.m.
2. **Pledge of Allegiance:** Donald Seep led the Pledge of Allegiance.
3. **Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
4. **Approve Agenda:** Motion by Cindy Chicker, seconded by Kerry Severson to approve the agenda and proper posting. Motion Carried.
5. **Approve Previous Meeting Minutes:** Motion by Kerry Severson, seconded by Cindy Chicker to approve the October 13, 2022 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
6. **Public Comment:** Marie Waldsmith, Carol McKittrick, Barbara Ames, and Georgette White provided public comments in support of the Senior Nutrition Meal Sites. Ingrid Glasbrenner read public comments that were submitted via email or letter by Roseanne Knowler, Mary Barnett, Jim Pulvermacher, and Linda Symons. These comments supported the Senior Nutrition Program, Aging Programs and Health and Human Services. Ingrid Glasbrenner provided clarification that there are no plans to decrease funding for the Senior Nutrition Program, and the intention is to return funding to the pre-COVID level. Lee Van Landuyt urged people to reach out to their representatives at the state level regarding funding levels.

VETERANS SERVICE OFFICE

Action Items:

7. **2022 VSO Budget Summary:** Karen knock reviewed various Budget documents, noting there were no major changes from the previous bill, with the exception of the telephone bill and salaries. Ingrid Glasbrenner questioned if it was typical to still have a balance of \$5,600 in the Soldiers and Sailors fund at this point in the year. Karen Knock explained that \$3,000 for the AID line item have never been utilized. At the end of the year unused funds are returned to the general fund. Discussion was also held regarding the remaining funds designated for cemetery flag holders and it was noted that flag holders have been ordered however due to a large back order they have not been received.

Administrative Report:

8. **Veterans Services Officer, Karen Knock:** Karen Knock discussed upcoming Veteran's Day events, the state conference for Veteran Services Office staff, Operation Green Light, the recent open house. Karen Knock thanked those board members who were able to attend the open house. Additional conversation was held regarding the state conference that was held in WI Rapids and that this conference serves as the required continual education.

Richland County

HHS & Veterans Standing Committee

9. **Monthly Visitor Log Report:** Karen Knock reviewed two logs tracking the number of calls, walk-ins, and forms filled out since 2021. It is the intention that these logs will be provided annually. Discussion was held regarding the various forms that are completed by the office, and how the office manages the number of calls and walk-ins.

HEALTH & HUMAN SERVICES

Consent Items:

10. **HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** Report was placed in folder for review. No discussion held.
11. **2022 HHS Budget Summary & Richland County Placement Report:** Report was placed in folder for review. No discussion held.
12. **2022 HHS Contract Monitoring Report:** Report was placed in folder for review. No discussion held.

Action Items:

13. **Approve HHS Contracts, Agreements, and Amendments:**

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (10-13-2022)		
CORE TREATMENT SERVICES, INC.	To provide inpatient residential AODA treatment to individuals who are being served by the Behavioral Health Services Unit. (Manitowoc)	For a total amount not to exceed \$9,500
HAILEY SCHNEIDER, APNP	To provide medication management and individual outpatient services to individuals who are being served by the Behavioral Health Services Unit. (La Crosse)	For a total amount not to exceed \$9,500
HANSEN ASSESSMENT AND EDUCATIONAL SERVICES	To provide substance abuse consultation and supervision to Behavioral Health Services Unit staff. (Viroqua)	For a total amount not to exceed \$1,200
VILLAGE CAREGIVING, LLC	To provide respite, in home chores, personal care, errands, home companionship, and adult day center services to individuals being served by the ADRC. (Madison)	For a total amount not to exceed \$1,000

Motion by Tim Gottschall, seconded by Cindy Chicker to approve the new 2022 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2023 HHS Contracts < \$50,000

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Funded	2023 Contract
A & J Vans, Inc. dba A & J Mobility	<i>Behavioral Health Services Unit provider of vehicle adaptive aids to children with disabilities.</i>	<i>McFarland</i>	\$25,000	\$ 22,475	No	\$25,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Funded	2023 Contract
Annika Mersmann	<i>Behavioral Health Services Unit provider of wellness management and individual skills development services for Comprehensive Community Services consumers.</i>	Viroqua	\$49,500	\$7,458	No	\$49,500
Autism Society of Greater Wisconsin	<i>Behavioral Health Services Unit provider of training for unpaid family and caregivers of children with disabilities.</i>	Menasha	\$11,000	-	No	\$11,000
Cooperative Educational Service Agency (CESA) 3	<i>Behavioral Health Services Unit provider of occupational and physical therapy services to children being served by the Birth to Three Program.</i>	Fennimore	Original \$11,000 Amended \$20,000	\$4,823	No	\$15,000
Christian Servants Home Care, LLC	<i>Behavioral Health Services Unit provider of care services to children with disabilities.</i>	Appleton	\$11,000	-	No	\$11,000
Community Service Associates dba Pauquette Center for Psychological Services	<i>Behavioral Health Services Unit provider of psychotherapy, counseling, and assessment services for Comprehensive Community Services consumers.</i>	Richland Center	\$ 30,000	-	No	\$30,000
Coulee Region Psychiatric Services, S.C.	<i>Behavioral Health Services Unit provider of in-person Behavioral Health /psychiatric supervision and consultation. Dr. Thomas Tranel will serve as the Clinical Director.</i>	Onalaska	\$ 35,000	\$20,000	No	\$35,000
CR Therapy	<i>Behavioral Health Services Unit provider of recreation/alternative activities to children with disabilities.</i>	Spring Green	\$11,000	-	No	\$11,000
Dane County Fence and Deck Company, Inc. dba Fence World of Janesville and Fence World of East Troy	<i>Behavioral Health Services Unit provider of home modifications to children with disabilities.</i>	Madison	-	-	No	\$49,500
Easter Seals of Wisconsin, Inc.	<i>Behavioral Health Services Unit provider of summer camp services to offer socialization or respite to children with disabilities.</i>	Madison	\$ 11,000	\$980	No	\$11,000
Elevation Dance Academy, LLC	<i>Behavioral Health Services Unit provider of recreation/alternative activities to children with disabilities.</i>	Spring Green	\$11,000	-	No	\$11,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Funded	2023 Contract
Fitness Choices	<i>Behavioral Health Services Unit provider of recovery education and wellness management services to Comprehensive Community Services consumers.</i>	Viola	\$49,500	\$22,198	No	\$49,500
Gundersen Lutheran Administrative Services, Inc. independently and as agent for Gundersen Lutheran Medical Center, Inc. and Gundersen Clinic, LTD.	<i>Behavioral Health Services Unit provider of residential treatment services for substance abuse treatment, detox services for persons taken into protective custody due to incapacitation by alcohol, and for acute inpatient psychiatric services for emergency mental health hospitalizations.</i>	La Crosse	\$49,500	\$523	Partially	\$49,500
Harmony Place Assisted Living, LLC	<i>Behavioral Health Services Unit provider of CBRF services for consumers who due to mental health issues are unable to live independently.</i>	Richland Center	\$49,500	-	Partially	\$49,500
Harmony Place Assisted Living dba Harmony Acres	<i>Behavioral Health Services Unit provider of CBRF services for consumers who due to mental health issues are unable to live independently.</i>	Cazenovia	\$49,500	-	Partially	\$49,500
Harmony Place Assisted Living dba Harmony Hills	<i>Behavioral Health Services Unit provider of CBRF services for consumers who due to mental health issues are unable to live independently.</i>	Loganville	\$49,500	-	Partially	\$49,500
Highland Springs Counseling, LLC	<i>Behavioral Health Services Unit provider of outpatient and group therapy services; specifically Prime for Life Group and Richland County Treatment Court Group.</i>	Highland	-	-	Partially	\$17,500
Impact Community Planning Group, LLC	<i>Offer assistance to the Public Health Unit for the development of the Community Health Needs Assessment (CHNA) / Community Health Improvement Plan (CHIP). (1/1/2023-3/31/2023)</i>	Marshfield	\$27,000	\$5,400		\$14,000
Independent Living Resources	<i>Behavioral Health Services Unit provider of peer/advocate support services for Community Recovery Services & Comprehensive Community Services consumers.</i>	Richland Center	\$ 15,000	-	No	\$15,000
J & B Medical Supply Co., Inc.	<i>Behavioral Health Services Unit provider of specialized medical & therapeutic supplies to children with disabilities.</i>	Wixom, MI	\$ 11,000	\$5,888	No	\$20,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Funded	2023 Contract
Jean Warrior, Ph. D.	<i>Contracted provider of psychological testing and evaluations for court ordered evaluations, including guardianships/protective placements, criminal, and CHIPS/JIPS issues; and evaluations to assess eligibility for programs, diagnosis, and to assist with appropriate treatment planning.</i>	Verona	\$30,000	\$10,452	No	\$30,000
Jessica Leinberger Counseling, LLC	<i>Behavioral Health Services Unit provider of psychological services to Comprehensive Community Services consumers.</i>	Viroqua	Original \$25,000 Amended \$49,500	\$28,780	No	\$49,500
Kareo	<i>Behavioral Health Services Unit provider of an Electronic Health Records (EHR) system which routinely requires maintenance, upgrades, and further customizations to meet our programmatic changes and financial claiming needs.</i>	Irvine, CA	\$22,000	\$15,635	Partially	\$22,000
Logan James Herr Foundation, Inc. dba Logan's Heart and Smiles	<i>Behavioral Health Services Unit provider of home modifications to children with disabilities.</i>	Oregon	\$40,000	-		\$49,500
Lori Knapp, Inc.	<i>ADRC provider of personal care, in-home chore, errands and respite services to clients. Behavioral Health Services Unit provider of respite and personal supports to children with disabilities.</i>	Platteville	Original \$9,000 Amended \$11,000	\$1,265	No	\$20,000
Lutheran Social Service of WI and Upper Michigan, Inc.	<i>Behavioral Health Service Unit provider of Comprehensive Community Services psychosocial support services.</i>	Baraboo	\$60,000	\$5,036	Partially	\$49,500
M Squared NC, LLC dba Action Fence	<i>Behavioral Health Services Unit provider of home modifications to children with disabilities.</i>	Madison	Original \$25,000 Amended \$35,000	\$24,623	No	\$49,500
Mayo Clinic Health System - Franciscan Medical Center, Inc.	<i>Behavioral Health Services Unit provider of residential treatment services for substance abuse treatment, detox services persons taken into protective custody due to incapacitation by alcohol, and for acute inpatient psychiatric services for emergency mental health hospitalizations.</i>	La Crosse	\$11,000	-	Partially	\$11,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Funded	2023 Contract
Midwest Monitoring and Surveillance	<i>Behavioral Health Services Unit provider of SoberLink monitoring equipment for Sobriety Court participants. Child & Youth Services provider of laboratory drug testing supplies and equipment utilized by youth and adults.</i>	Burnsville, MN	\$20,000	\$392	No	\$20,000
Miramont Behavioral Health	<i>Behavioral Health Services and Child & Youth Services Unit provider of inpatient hospitalization or emergency detentions to individuals in need.</i>	Middleton	\$49,500	-		\$49,500
National Seating and Mobility	<i>Behavioral Health Services Unit provider of adaptive aids and other related items to children with disabilities.</i>	Madison	\$11,000	\$4,647	No	\$11,000
Options Lab, Inc.	<i>Behavioral Health Services Unit provider of alcohol and drug testing services to Sobriety Court participants.</i>	Appleton	\$15,000	\$1,050	No	\$15,000
Orion Family Services	<i>Behavioral Health Services Unit provider of psychotherapy and psychoeducation services to Comprehensive Community Services consumers.</i>	Madison	\$49,500	\$4,125	No	\$49,500
Paquette Therapy, LLC	<i>Behavioral Health Services Unit provider of counseling and therapeutic services to children with disabilities.</i>	La Crosse	\$11,000	-		\$11,000
Schmidt Consulting, LLC	<i>Behavioral Health Services Unit provider of substance abuse consultation to staff.</i>	Viroqua	\$30,000	\$3,624	No	\$30,000
Schmitt Woodland Hills	<i>Behavioral Health Services Adult Protective Services and ADRC provider of in-home services, personal care, chores, transportation, errands, and respite through their House Calls Unit.</i>	Richland Center	\$14,000	\$1,565	No	\$14,000
Seasons Counseling	<i>Behavioral Health Services Unit provider of psychotherapy services for Comprehensive Community Services consumers.</i>	Baraboo	\$25,000	-	No	\$25,000
Soaring Skills, LLC	<i>Behavioral Health Services Unit provider of daily living skills training to children with disabilities.</i>	Viroqua	\$25,000	-		\$25,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Funded	2023 Contract
Therapy Without Walls, LLC	<i>Behavioral Health Services Unit provider of psychotherapy, community skills development, and a variety of other services to Comprehensive Community Services consumers.</i>	Reedsburg	\$49,500	-	No	\$49,500
VARC, Inc.	<i>Behavioral Health Services Unit provider of employment skills training for Comprehensive Community Services consumers who due to mental health issues are unable to find or maintain employment without support.</i>	Viroqua	\$74,500	\$7,007	No	\$49,500
Viroqua Nutrition Counseling, LLC	<i>Behavioral Health Services Unit provider of recovery education and wellness management to Comprehensive Community Services consumers.</i>	Viroqua	\$15,000	-	No	\$15,000
Wisconsin Badger Camp	<i>Behavioral Health Services Unit provider of summer camp services to offer socialization or respite to children with disabilities.</i>	Platteville	\$11,000	-	No	\$ 11,000
Wisconsin Family Ties	<i>Behavioral Health Services Unit provider of Peer Support Specialist services.</i>	Madison	\$36,000	-	Partially	\$36,000
You Are Enough Counseling, LLC	<i>Behavioral Health Services Unit provider of counseling to Comprehensive Community Services consumers.</i>	Avoca	\$49,500	-	No	\$49,500
Total 2022 Contracts < \$50,000:			\$1,259,000	\$ 197,946		\$1,314,500

Motion by Lee Van Landuyt, seconded by Kerry Severson to approve the New 2023 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2023 Agreements < \$10,000

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Tax Levy Funded	2023 Contract
Bethel Home Helping Hands	<i>ADRC provider of personal care, in-home chore and respite services to clients.</i>	Viroqua	\$3,000	-	No	\$3,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Tax Levy Funded	2023 Contract
Bethlehem Lutheran Church	Use of the school building as the Richland County Nutrition Program Rockbridge meal Site. Meals are prepared by Richland County Food Service, delivered by Nutrition Program staff and served at the school.	Rockbridge	\$7,000	\$3,600	Partially	\$4,800
BI Incorporated	Child & Youth Services Unit provider of monitors and sobriety to place in the homes of parents and/or juveniles.	Boulder, CO	\$5,000	-	No	\$5,000
Bindl Snowplowing	Provider of snow plowing/removal services at the Community Services Building.	Richland Center	\$6,500	\$1,851	Yes	\$6,500
Catholic Carities, Inc., Diocese of Madison dba 5 Door Recovery	Behavioral Health Services provider of inpatient residential AODA treatment.	Madison	\$9,500	-		\$9,500
Center Pharmacy	ADRC provider of supplemental supplies and incontinence products to clients.	Richland Center	\$2,000	-	No	\$2,000
City of Richland Center	Use of the Richland Community/Senior Center as the Richland County Nutrition Program Richland Center Meal Site. Meals are prepared by Richland County Food Service, delivered by Nutrition Program staff, and served at the facility.	Richland Center	\$7,000	\$2,475	Partially	\$3,600
CORE Treatment Services, LTD	Behavioral Health Services Unit provider of Inpatient Residential AODA treatment.	Manitowoc	\$9,500	-	Partially	\$9,500
Family Support Services, LTD	Child & Youth Services Unit provider of supervised visitation, transportation to visitation and parenting services to families.	Westby	\$9,500	-	Partially	\$9,500
Midwest Center for Psychotherapy and Sex Therapy	Behavioral Health Services Unit provider of counseling and therapeutic resources.	Middleton	-	-	Partially	\$5,000
Passages, Inc.	Contract amount is a contribution the Finance Committee has instructed us to provide to Passages, Inc.	Richland Center	\$ 2,600	\$1,300	Yes	\$2,600
Platteville Family Resource Center	Child & Youth Services Unit provider of psychological testing for parents and children.	Platteville	\$9,500	-	Yes	\$9,500
Richland Electric Cooperative	ADRC provider of first alert system installation for clients.	Richland Center	\$1,000	\$726	No	\$1,500
Satori House	Behavioral Health Services Unit provider of recovery coaching and peer support to consumers.	Baraboo	\$1,000	-	No	\$1,000

Richland County

HHS & Veterans Standing Committee

Provider Name	Provider Description	Location	2022 Contract	2022 Amount Expended *	County Tax Levy Funded	2023 Contract
St. Anthony's Parish	Use of the school building to prepare and serve meals for the Richland County Senior Nutrition Program Germantown Meal Site.	Cazenovia	\$13,500	-	Partially	\$14,000
Valued Relationships, Inc. (VRI)	ADRC provider of personal emergency response systems for clients.	Franklin, OH	\$2,000	\$365	No	\$2,500
Village Relationships, Inc. (VRI)	ADRC provider of respite, in home chores, homemaker, personal care, errands, home companionship, and adult day center services for clients.	Madison	\$1,000	-	No	\$3,000
ZirMed, Inc./Waystar	Behavioral Health Services Unit provider of electronic claims submission and management software for the electronic health record (EHR) system.	Louisville, KY	\$1,500	\$365	Yes	\$1,500
Total 2022 Agreements < \$10,000:			\$91,100	\$10,682		\$94,000

Motion by Kerry Severson, seconded by Cindy Chicker to approve the 2023 Health and Human Services Agreements. Motion carried

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2023 Memorandums of Understanding

Provider Name	Provider Description	Location	2022 MOU	2022 Amount Expended *	County Tax Levy Funded	2023 MOU
Richland County Food Service	Use of the UW-Richland Campus for preparation of Richland County Senior Nutrition Program meals to be delivered to the Richland Center and Rockbridge Meal Sites.	Richland Center	\$130,000	\$61,818	Partially	\$130,000
Symons Recreation Complex	Behavioral Health Services Unit provider of swimming services to Comprehensive Community Services consumers and children with disabilities, and ADRC provider of Stepping On, Tai Chi, & Strong Bones Programs.	Richland Center	\$15,000	\$1,903	Partially	\$20,000
Total 2022 MOUs:			\$145,000	\$63,721		\$150,000

Motion by Kerry Severson, seconded by Cindy Chicker to approve the 2023 Health and Human Services Memorandums of Understanding. Motion carried.

14. Approve 2023 Vehicle Lease Agreement and Memorandum of Understanding: Roxanne Klubertanz-Gerber explained that annual vehicle lease agreements and an inter-department MOU for the use of vehicles

Richland County

HHS & Veterans Standing Committee

used by Schmitt Woodland Hills, and Pine Valley Community Village need to be renewed by the committee. Motion by Kerry Severson, seconded by Cindy Chicker to approve the 2023 vehicle lease agreements with Schmitt Woodland Hills, and a Memorandum of Understanding (MOU) with Pine Valley Community Village. Motion carried.

15. Approve Dissolution of Resolution #21-63 Recommending Masks in County Owned Buildings: Tricia Clements explained that after reviewing the COVID-19 response plan over the last several weeks, it has been determined that the recommendations put forth in the resolution are no longer advised. As a result, it is being requested that the resolution be dissolved. It was noted that only the committee members that serve as the Board of Health are able to vote on the dissolution of this resolution. Motion by Donald Seep, seconded by Kerry Severson to approve the dissolution of Resolution #21-63 recommending masks in county owned buildings. Motion carried.

16. Approve Mental Health Therapist Reclassification: Tricia Clements explained that due to the difficulty Health and Human Services has experienced filling the two vacant Mental Health Therapist licensed positions, a market review was conducted by Carlson Dettmann. After the conclusion of the review, a recommendation was given to increase the Licensed Mental Health Therapist position to Grade L.

Tim Gottschall left the meeting.

Motion by Cindy Chicker, seconded by Donald Seep to approve the reclassification of the Mental Health Therapist from Grade K to Grade L effective January 1, 2023, and forward the request onto the Finance and Personnel Standing Committee and the County Board for approval. Motion carried.

17. Approve Updates to the Community Services Building Signage: Due to the newly announced Richland County branding initiative and the new logo for the Aging and Disability Resource Center, there are a number of signage updates that need to be made at the Community Services Building. It was noted that the Public Health Immunization Clinics have COVID funding available for the promotion of clinic announcements to the public. Motion by Lee Van Landuyt, seconded by Kerry Severson to approve updates to the Community Services Building exterior and interior signage from Greenly Signs and Graphics, LLC totally \$TBD, and forward the request onto the County Administrator for approval since the project is projected to remain under \$10,000. Motion carried.

Administrative Report:

18. 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

Personnel:

HHS Personnel Updates: Tricia Clements reported the hiring of Brandi Christianson, Treatment Court Coordinator, effective November 7, 2022; Sydney Meeker, Economic Support Specialist, effective September 19, 2022; Caylie Wolf, Economic Support Specialist, effective September 19, 2022; Teresa Nundahl, Behavioral Health Services Manager, effective October 3, 2022; Heidi Pendleton, Comprehensive Community Services Supervisor, effective October 17, 2022; Alicia Woodhouse, Coordinated Services Team Coordinator, and Tiffany Olson, Leased Treatment Court Consultant, effective September 17, 2022.

The successful completion of the probationary period was announced for Hannah Udelhoven, Child & Youth Services Case Manager, effective December 1, 2022; Alice Lawrence-Retrum, Psychiatric RN, effective October 4, 2022; and Emily Phelps, CLTS/BTT Case Manager, effective October 5, 2022. The termination of Heidi Pendleton, Comprehensive Community Services Supervisor was also announced, effective October 20, 2022; as well as the resignation of Tiffany Olson, Treatment Court Coordinator, effective October 14, 2022.

Advertising or interviewing is occurring for the 7 vacant positions including an Adult Protective Services Worker, Substance Abuse Counselor, (2) Mental Health Therapists, and (3) Mental Health Case Managers.

Richland County

HHS & Veterans Standing Committee

Closing:

19. Future Agenda Items:

20. Adjournment: The next meeting is scheduled for December 8, 2022 at 9:30 a.m. in the Richland County Board room and via WebEx. Motion by Ingrid Glasbrenner, seconded by Cindy Chicker to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary

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