

# Richland County

HHS & Veterans Standing Committee

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May 9, 2022

## NOTICE OF MEETING

Please be advised that the Richland County Health and Human Services & Veterans Standing Committee will convene at 10:30 a.m., Thursday, **May 12, 2022** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

### WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m096ecd37828e1ecd72c1df0fa4fc3193>

Meeting number: 2555 759 7247, Password: Richland

**WebEx Teleconference:** WebEx teleconference phone number: 650-479-3208, Access code: 2555 759 7247

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email), or HHS & Veterans Standing Committee Chair Ingrid Glasbrenner at 608-604-5086 or [ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us) (email).

### Agenda:

1. Welcome & Introductions
2. Call to Order
3. Proof of Notification
4. Approve Agenda
5. Approve Veterans Service Office Previous Meeting Minutes
6. Approve HHS Previous Meeting Minutes
7. Public Comment
8. Annual Election of Officers
9. Sub-Committee Appointments
  - a. Appointment of Comprehensive Community Services Coordination Committee Representative
  - b. Appointment of Coordinated Services Team Coordinating Committee Representative
10. Discuss HHS & Veterans Standing Committee Restructuring Issues
11. Discuss Agenda Item Topics and Organization

## **VETERANS SERVICE OFFICE**

### Consent Items:

12. 2022 Veterans Budget Summary

### Administrative Report:

13. Veterans Services Office Director, Karen Knock

## **HEALTH & HUMAN SERVICES**

### Consent Items:

14. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000)
15. 2022 HHS Budget Summary & Richland County Placement Report
16. 2022 HHS Contract Monitoring Report

### Administrative Report:

17. HHS Director, Tracy Thorsen
18. Distribute HHS 2021 Annual Report

### Action Items:

19. Approve HHS Contracts, Agreements, and Amendments
20. Review Options and Make a Recommendation to the County Administrator regarding possible Recruitment and Retention Incentives

# Richland County

## HHS & Veterans Standing Committee

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- BOH
21. Approve Amendments to HHS Addendum - Increase On-call Compensatory Time Reimbursement Rate
  22. Approve the use of American Rescue Plan Act Funds set aside for Public Health to Hire a Consultant to Assist with the Development of the Community Health Needs Assessment/Community Health Improvement Plan

Personnel:

23. Recognition of Tracy Thorsen
24. HHS Personnel Updates

Closing:

25. Future HHS Department Orientation for County Board/Committee Members
26. Future agenda items
27. Adjournment

- BOH
- Board of Health Agenda Item: Per the Richland County Board Body Structure, the two citizen-veteran members are non-voting members for items specific to the Board of Health.*

~~\* Meeting materials for items marked with an asterisk may be found at <link>~~

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Committee.

CC:

- Committee Members
- WRCO Broadcasting
- Richland Observer
- Valley Sentinel
- Wisconsin Public Radio
- County Clerk
- County Administrator
- Courthouse Bulletin Board

- DHS Southern Regional Office –Larissa Tomczak & Kris Dejanovich
- DCF Southern Regional Office –Wendean Marsh
- DPH Southern Regional Office – Joseph Larson
- Greater WI Agency on Aging Resources, Inc.
- Dr. Neil Bard
- Department Heads
- County Board Supervisors

## VETERANS SERVICE OFFICE COMMISSION MINUTES

November 18th, 2021

The Veterans Service Committee met on November 18th 2021 at 9:30 a.m. in the Richland County Board Room on the third floor, located at 181 W. Seminary St. Richland Center, Wisconsin.

Committee members present included: Lee Van Landuyt, Sherry Hillesheim, and Don Seep (online). Enough members are present for a quorum. Van Nelson arrived at 9:51 a.m.

Others present included: CVSO Karen Knock, MIS John Couey, County Administrator Clinton Langreck, five citizens in person, and 2 online.

Committee Chair Van Landuyt called the meeting to order at 9:31 a.m.

Roll Call of Committee members: Committee members were present for a quorum.

The CVSO verified that the meeting was properly noticed. Copies of the agenda were emailed to all Veterans Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was also emailed to the County Clerk, the Richland Observer; and Fruit Broadcasting, LLC.

Hilleshiem motioned to approve the minutes as read. Nelson seconded. Motion passed.

Suggestion box/ survey questions - The County states that at this time a suggestion box will not be placed.

Aid policy – As a follow-up to last month's meeting the CVSO reached out to the Corps Counsel to re-review the current policy. The Corps Counsel sees no need to change the current policy as it reads.

Monthly visitors log – The log was shared. Seep questioned how calls and faxes were logged in the office.

VA forms log – The CVSO shared the log with the Committee. The Chair asked about trends for this time of year. CVSO stated that many residents are finishing up Harvest, hunting, and other outdoor activities prior to winter coming.

Budget report – Seep motioned for the CVSO to report on monthly expenditures. Nelson seconded. Discussion on how the monthly expenditures are already reflected in the existing budget report. Motion passed.

Public input – A citizen came forward to report how well the CVSO and staff had served her with benefits.

Review chapter and respond to Strategic Planning Committee – The Committee members agreed that there was nothing from their perspective that needed feedback.

Future agenda items – Administrators report and monthly expense reports.

Set date for next meeting - The next meeting date will be January 20<sup>th</sup> at 10:00 a.m.

Motion to adjourn - Hillesheim motioned to adjourn. Nelson seconded. Motion passed at 10:33  
a.m.

## VETERANS SERVICE OFFICE COMMISSION MINUTES

February 17<sup>th</sup>, 2022

The Veterans Service Committee met on February 17<sup>th</sup>, 2022 at 10:00 a.m. in the Richland County Board Room on the third floor, located at 181 W. Seminary St. Richland Center, Wisconsin.

Committee members present included: Lee Van Landuyt, Van Nelson, Sherry Hillesheim, and Don Seep (online). Enough members are present for a quorum.

Others present included: CVSO Karen Knock, MIS John Couey, County Administrator Clinton Langreck, three citizens in person, and 2 online.

Committee Chair Van Landuyt called the meeting to order at 10:03 a.m.

Roll Call of Committee members: Committee members were present for a quorum.

The CVSO verified that the meeting was properly noticed. Copies of the agenda were emailed to all Veterans Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was also emailed to the County Clerk, the Richland Observer; and Fruit Broadcasting, LLC.

Set date for next meeting County Administrator Langreck advised Committee to adjourn today's meeting. The next meeting will be a Closed Session meeting to be held on February 24<sup>th</sup> at 10a.m. The following regular monthly meeting will be held on March 17<sup>th</sup> at 10:00 a.m.

Motion to adjourn Seep motioned to adjourn, Hillesheim seconded. Motion passed at 10:15 a.m.

## VETERANS SERVICE OFFICE COMMISSION MINUTES

February 28<sup>th</sup>, 2022

The Veterans Service Committee met on February 28<sup>th</sup>, 2022 at 10:00 a.m. in the Richland County Board Room on the third floor, located at 181 W. Seminary St. Richland Center, Wisconsin.

Committee members present included: Lee Van Landuyt, Van Nelson, Sherry Hillesheim, and Don Seep. Enough members are present for a quorum.

Others present included: CVSO Karen Knock, County Administrator Clinton Langreck, and Corporation Counsel Windle.

Committee Chair Van Landuyt called the meeting to order at 10:20 a.m.

Roll Call of Committee members: Committee members were present for a quorum.

Chair Van Landuyt motioned to move into Closed Session pursuant 19.85 (1)(c) - “*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*” — regarding County Veterans Service Officer and Staff. Nelson seconded. Motion passed.

Returned to Open Session

Motion to adjourn Nelson motioned to adjourn. Sherry seconded. Motion passed at 11:02.

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**April 14, 2022**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:31 a.m. on April 14, 2022 by Kerry Severson virtually via Zoom.

Members Present: Kerry Severson, Tim Gottschall, Cindy Chicker, and Dr. Jerel Berres.

Members Absent: Van Nelson, Ingrid Glasbrenner.

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

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

Approve March 10, 2022 Health and Human Services Board Minutes: Motion by Cindy Chicker, seconded by Dr. Jerel Berres to approve March 10, 2022 Health and Human Services Board Minutes.

Directors Report: Tracy Thorsen discussed the notification Board members should have received announcing her resignation as Director, effective May 19, 2022. While it was always her intention to stay with Richland County until the time of her retirement, the long drive has become too difficult and as a result she will be returning to Monroe County to serve as the Human Services Director. The hiring process is being overseen by the County Administrator and the position is currently being advertised. An Interim Director will most likely be appointed until a new director is in place. Tracy Thorsen noted the excellent leadership team and dedicated staff that are in place and thanked them and the Board for all of their support.

The Child and Youth Services unit continues to function with a staffing shortage. A limited term Family Preservation Worker has been added to assist with tasks such as visitations and outreach to at risk families. Plans are also being put in place for small group session of the Youth Empowerment Services (YES) program this summer, facilitated by the Youth Aide Worker.

In the Behavioral Health Unit, individuals enrolled in the Comprehensive Community Services (CCS) program will be working with the UW-Extension Office to support the community gardens over the summer. Changes to the administrative rule that regulates substance abuse treatment, DHS 75, will be implemented by the Outpatient Substance Abuse Treatment staff, effective October 1, 2022. Service providers for the Birth to Three program will be participating in a “Child Find” event, at Ithaca Schools. Child Find is a process designed to identify and refer all young children with disabilities and their families who may be in need of an early intervention program or services.

The Economic Support Unit has not received an end date to the temporary COVID-19 policies for healthcare benefits, however healthcare renewals that are scheduled for May of 2022 have been postponed to August of 2022. The unit will have its first in-person staff meeting since the beginning of COVID-19 and approximately half of the unit’s staff began working remotely 100%.

The Aging and Disability Resource Center continues to work with the Richland County Care Coalition, and is working to create a job fair style event this summer to address the caregiver shortage in Richland County. The annual spring volunteer appreciation luncheon and training will be held on April 26, 2022 and it was highlighted that volunteers drove a combined 134,928 miles, providing 6,180 hours of service in 2021. A Dementia training will also be provided to local banks in the community by the Regional Dementia Care Specialist and Aging and Disability Resource Center Staff.

As stated last month, going forward the Public Health and Nutrition updated will resume being included in the Director's report and a separate Health Officer's report will be provided when necessary. A COVID-19 data sheet was included in the Board Materials for review and it was noted that the number of COVID case numbers for Richland County and the State continue to be low. Public Health Staff continue to focus on the administration of vaccines and assist at the community testing site. Staff are also working to provide the many other public health community-based services that needed to take a hiatus due to the pandemic. The Nutrition program continues to offer meals in person via "grab'n go" as well as through home delivery. A volunteer recognition event is being planned for May.

Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000): The Richland County Health and Human Services Expenditures Report for April 14, 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 #57 – Bindl Snowplowing & Salt: This was to pay for snowplowing and salting services.

Voucher #74 and #76 – Cardmember Services: This was to pay for a sign language translator service.

Voucher #6 – Cardmember Services: This was to pay for incentive items for Treatment Court.

Voucher #20 – Cardmember Services: This was to pay for compartment trays for the Nutrition program.

Voucher #70, #75, #65 – Cardmember Services: This was to pay for additional sign language translator services.

Voucher #21-22, #63-64, #67-69 – CDW Government Inc: This was to pay for various computer supplies.

Voucher #79 – Donahoe/Bradi: This was to reimburse a Child and Youth Services worker for the purchase of formula, bottles, blankets, and car seats to assist families.

Voucher #24-25 – GFC Leasing: This was to pay for the monthly charges for copier leasing.

Voucher #26 – Hynek Printing: This was to purchase Home Visit Summary forms needed for the Birth to 3 program.

Voucher #27 – Language Line Services: This was to pay for translation services.

Voucher #31 – Positive Promotions: This was to purchase thank you gifts for volunteer drivers.

Voucher #53 – Summit Fire Protection: This was to pay for inspection of fire extinguishers on buses and in the building.

Voucher #47 – HHS WATCP Conference: This was to pay for nine individuals who work with the Treatment Court program to attend a training and the cost will be covered by the grant.

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2022 Expense Reports	13	\$6,867.41
Richland County Health and Human Services – 2022 Admin Vouchers	32	\$18,876.76
Richland County Health and Human Services – 2022 Prepaid Vouchers	10	\$13,571.75
<b>TOTAL</b>	<b>55</b>	<b>\$36,894.17</b>



2022 Budget Summary & Richland County Placement Report: Tracy Thorsen reviewed the 2022 budget report as of April 4, 2022, noting that expense utilization should be at 25%. It was noted that while Public Health expenses ran higher than normal during the pandemic, currently expenses are on track. This is primarily due to some expenses still coming in from March and staff contact tracing activities have diminished considerably. Child and Youth Services has significantly underutilized the first three months of the year due to the large number of vacancies in the unit. Delays in contracted providers submitting service invoices is the primary reason Behavioral Health is also showing an underutilization of expenses, as well position vacancies.

When looking at both anticipated and received revenues as of April 4, 2022, Health and Human Services revenues totaled \$1,685,759. Actual and anticipated expenses totaled \$1,688,882 before the chargeback process, leaving a balance of –(\$3,123). After the chargeback process occurred for additional placement charges the revised balance becomes \$5,511.

Tracy Thorsen reviewed the Richland County Placement Report through February 2022. In February, one individual utilized crisis stabilization services for eighteen days in the month of February bringing year to date expenses to \$11,250. Adult Institutional and Inpatient Placement expenses totaled \$24,291 and a reimbursement of \$15,656 was received bringing total year to date expenses to \$46,181. There were eight individuals in Adult Community Residential Placements in February bringing year to date expenses to \$13,288, and total expenses in Fund 54 to \$70,718.

Expenses through February for Child Institutional Inpatient totaled \$48,302. There were no Detention placements in January or February of 2022. To date, Group Home and Treatment Foster Care expenses totaled \$77,192 and Regular Foster Care totaled \$7,205 after reimbursements. Total Expenses in Fund 44 through February totaled \$132,699.

While the other comparison charts were included, Tracy Thorsen noted that yearly projections are most likely not reliable with only two months of data available. Dr. Jerel Berres questioned the difference between institutional placements and crisis stabilization and it was explained that crisis intervention services are crisis stabilization services in a non-hospital setting where a person can go and get 24 hours monitoring for their safety and sometimes medication management.

2022 Contract Monitoring Report: Angie Rizner reviewed the 2022 Contract Monitoring Report for March and those contracts that currently exceed 17% utilization were reviewed; noting that invoicing should be through February. Angie Rizner explained that while Chileda Institute, Forward Home for Boys, Kareo, and Children's Hospital of Wisconsin Community Services, are reporting over 17% utilization, they have invoiced through the month of March. Cooperative Educational Services Agency (CESA) 3, Jessica Leinberger Counseling, Northwest Counseling & Guidance Clinic, and Shay Rehabilitation & Psychological Services, Inc. dba are also reporting over 17% utilization and will continue to be monitored.

Approve Contracts, Agreements, and Amendments:

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (3-10-2022)</b>		
<b>SATORI HOUSE</b>	To provide recovery coaching and peer support to individuals being served by the Behavioral Health Services Unit. (Baraboo)	For a total amount not to exceed <b>\$1,000.</b>

Motion by Tim Gottschall, seconded by Dr. Jerel Berres to approve the New 2022 agreement. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Alice Lawrence-Retrum, Psychiatric RN, effective April 4, 2022; Lisa Krachey, Adult Protective Services Worker, effective April 25, 2022; and Allicia Woodhouse, leased LTE Family Preservation Worker, effective April 19, 2022.

The successful completion of the probationary period was announced for Alison Barger, Mental Health Therapist, effective April 18, 2022. There were also three resignations reported including Theresa Richards, leased LTE Public Health Nurse, effective March 20, 2022; Diane Cox, leased LTE Adult Protective Services Worker, effective February 25, 2022; and Marjorie McGraw, Child & Youth Services Case Manager, effective April 29, 2022; and Tracy Thorsen, Director, effective May 19, 2022.

Advertising or interviewing is occurring for the 7 vacant positions including the Director, a Comprehensive Community Services Supervisor, Adult Protective Service/Crisis Professional, Mental Health Therapist, and three Child & Youth Services Case Managers.

Approve the Use of 2021 Health and Human Services Remaining Funds: As discussed the last meeting, Tracy Thorsen explained that the funds remaining from the 2021 Health and Human Services Budget come from sources intended to fund programs and services at Health and Human Services. As a result, it is being recommended that if no action is taken by the County Board in 2022 to establish a wage placement progression plan and address the high employee cost of health insurance, these funds be utilized to address the staffing crisis at Health and Human Services by providing both retention bonuses to existing staff and sign-on bonuses for the recruitment of vacant positions. Discussion was held regarding the on-going staffing crisis that has continued to impact Health and Human Services and the significant stress it places on remaining staff.

Approximately \$452,373 is expected to be remaining in the 2021 Core Budget after all expenses have been paid and an additional \$204,504 is put towards the deficit in the placement funds. A breakdown of the source of these remaining funds was reviewed.

Tim Gottschall clarified that the number of vacancies listed in the Agenda Item Summary should be 8 instead of 7. He also expressed that he would be in favor of all surplus funds coming back to Health and Human Services, however he recognized this may be a non-starter for the Finance and Personnel Committee. A strong case could be made however, for the Enhanced Medicaid Funds, Random Moment Survey Surplus Funds and the ARPA Rural Provider Relief Funds being returned and he proposed the sum of these funding sources, totally \$147,347, should be retained by Health and Human Services instead of returning them to the County's General Fund to provide existing staff with retention bonuses as well as sign on or incentive bonuses. Motion by Tim Gottschall, seconded by Cindy Chicker to recommend the remaining funds from the 2021 Health and Human Services Budget be utilized to address retention efforts in the department by providing both retention bonuses to existing staff as well as sign-on or incentive bonuses in order to recruit for vacant positions. Motion carried.

Motion by Tim Gottschall, seconded by Cindy Chicker to replace "remaining funds" with "\$147,347", and forward onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic: Tracy Thorsen explained that over the last two years, numerous Richland County staff were reassigned to participate in the response to the Public Health Emergency, requiring their daily work responsibilities to be put on hold or adjusted. Staff provided testing services, disease investigations, vaccine clinics and other support activities for the community, many of which required staff to don full personal protective equipment to protect against the risk of contracting the virus. Staff were also required to work in outdoor inclement weather conditions, extra hours on evenings and weekends, participate in Emergency Operation Center meetings, and regularly advised and provide information to community members.

It was determined that this would be an appropriate use of Division of Public Health COVID-19 funding to provide bonuses totally \$44,500 to the thirty-three individuals who have been identified that made significant contributions. It was noted that the American Rescue Plan Funds would not be needed to fund this initiative. Bonus amounts would be based on the level of involvement over a two-year period and a breakdown of the

individuals identified and the amounts was reviewed. Individuals would also formally be recognized by a County Board resolution and presented a plaque commending their contributions. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approved an expenditure of \$44,500 by utilizing Division of Public Health COVID-19 funding to provide bonuses and commendation plaques for the recognition of thirty-three personnel who made significant contributions to the Public Health emergency response to the community during the COVID-19 Pandemic, as well as formally recognize these individuals by a County Board resolution, and forward these recommendations onto the Finance & Personnel Committee and County Board for approval. Tim Gottschall clarified that this funding source is not included in the prior agenda item. Motion carried.

Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position: Myranda Culver explained that the Early Intervention Special Educator position has not been filled with a staff member with an Early Childhood Special Educator degree in over ten years. In order to accommodate the increase in Birth to 3 and Children's Long-Term Support caseload sizes, the replacement of this position with a Children's Long-Term Support & Birth to 3 Case Manager position is being recommended, and the county consider contracting options to meet the need for a Birth to 3 Educator position.

The newly created Children's Long-Term Support & Birth to 3 Educator position would be a 40 hour per week position and would be fully funded through CLTS Case Management/Waiver funding, Children's' Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive Community Services Service Facilitation funding. The current Early Intervention Special Educator position is non-billable and is only listed as a 35 hour per week position. Motion by Tim Gottschall, seconded by Cindy Chicker to approve the elimination of the Early Intervention Special Educator position, with the position to be replaced by a Children's Long-Term Support and Birth to 3 Case Manager position, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Tim asked if the current position is in the 2022 budget. Tracy Thorsen explained that while this position is not currently in the budget, billing will be able to cover the cost of the position. Motion carried.

Approve New Commission on Aging & Disability Board Members: The Commission on Aging and Disability Board has approved Lawrence Engle to fill a "Member over 60 years old" position on the board left vacant by Patrick Manning; and Angela Metz to fill a "Mental health & Substance Abuse Representative" position on the board left vacant by Cindy Riley. 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 Dr. Jerel Berres, seconded by Cindy Chicker to approve the appointment of Lawrence Engle and Angela Metz 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.

Recognition of Van Nelson: Tracy Thorsen recognized the services of Van Nelson to the Health and Human Services Board as well as the Commission on Aging and expressed our appreciation.

Health & Human Services Citizen Board Member Recommendation: Lee Van Landuyt has submitted a letter of interest to Clint Langreck in serving as a member on the Health and Human Services Board. It will be up to the County Administrator to appoint a member.

Update on Rules and Resolutions Committee Work on Committee Structure: Tracy Thorsen reviewed the changes to the county board rules, management policy and committee structure. A new Health and Human Services & Veterans Standing Committee will be created following an organizational meeting, along with eight other standing committees and two executive committees. The new Health and Human Services & Veterans Standing Committee will consist of a total of 11 members, six County Board supervisors and five citizen members. Of the five citizen members three will need to meet the requirements of Health and Human Services, including a physician, a nurse if possible and an individual who has received services or a family

member of an individual who has received services. The other two citizen members are assigned to be veterans. Each standing committee will choose their chair and vice chair, as well as who they would like to represent them on the two executive committees.

All current term limits will be reset and those that currently have staggered term limits will be preserved the way they are. The County Administrator has proposed a committee schedule to assist in streamlining how actions can move from standing committees through any required approval process, however it will be up to the committee when they will meet.

Adjourn: The next meeting is scheduled for May 5, 2022 or May 12 at 10:30 a.m. and will be held via Zoom. Motion by Cindy Chicker, seconded by Tim Gottschall to adjourn the meeting. Motion carried.

Respectfully Submitted,  
Meghan Rohn  
Confidential Administrative Secretary

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
VOUCHERS – May 12, 2022**

Unit	Number of Vouchers	Amount
Richland County Health and Human Services <b>2022</b> Expense Reports	15	\$5,115.63
Richland County Health and Human Services <b>2022</b> Admin Vouchers	17	\$22,929.83
Richland County Health and Human Services <b>2022</b> Prepaid Vouchers	7	\$9,301.58
<b>TOTAL</b>	<b>39</b>	<b>\$37,347.04</b>

Disbursement Edit Listing

GL302L-V

DATA-JE-ID....	LINE#	BANK	FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO	VENDOR	NAME.....	PAYM		
		CNTY	ALTER VENDOR	ALTER NAME.....			
D-05122022-005	1	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		176.09	
				006129 ANDERSON/KATHY ANN			
				006129 VENDOR TOTAL		176.09	
D-05122022-005	2	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		445.19	
				001059 BRENNUM/RUTH			
				001059 VENDOR TOTAL		445.19	
D-05122022-005	3	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		255.65	
				002688 FLICK/PAMELA H			
				002688 VENDOR TOTAL		255.65	
D-05122022-005	4	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		534.69	
				004324 GILBANK/PHILLIP			
				004324 VENDOR TOTAL		534.69	
D-05122022-005	5	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		66.69	
				006156 HENDRICKS/TOM			
				006156 VENDOR TOTAL		66.69	
D-05122022-005	6	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		779.22	
				004599 HILL/JANICE			
				004599 VENDOR TOTAL		779.22	
D-05122022-005	7	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		608.99	
				001038 JONES/SHARON			
				001038 VENDOR TOTAL		608.99	
D-05122022-005	8	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		335.79	
				004448 MALY/KATHY			
D-05122022-005	9	WF52	63.5563.0000.5335	MEALS			
				HHS APRIL MEALS		4.21	
				004448 MALY/KATHY			
				004448 VENDOR TOTAL		340.00	
D-05122022-005	10	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		280.22	
				004546 MCCARTHY/DONALD			
				004546 VENDOR TOTAL		280.22	

MILEAGE EXPENSE

ACS FINANCIAL SYSTEM  
5/09/2022 15:25:17

Disbursement Edit Listing

GL302L-V

DATA-JE-ID....	LINE#	BANK	FUND.& ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.					
F/P CLAIM..	P.O.#.	PROJECT.....	1099-INFO VENDOR	NAME.....	PAYM		
		CNTY	ALTER VENDOR	ALTER NAME.....			
D-05122022-005	11	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		203.58	
				004449 MCKITTRICK/SANDRA			
				004449 VENDOR TOTAL		203.58	
D-05122022-005	12	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		75.47	
				004161 MCWANE/HUBERT			
				004161 VENDOR TOTAL		75.47	
D-05122022-005	13	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		438.17	
				006110 MORAN/PAMELA			
				006110 VENDOR TOTAL		438.17	
D-05122022-005	14	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		656.96	
				001973 PRICE/SUSAN			
D-05122022-005	15	WF52	63.5563.0000.5335	MEALS			
				HHS APRIL MEALS		19.53	
				001973 PRICE/SUSAN			
				001973 VENDOR TOTAL		676.49	
D-05122022-005	16	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		185.45	
				002000 RICHTER/ARNOLD JOSEPH			
				002000 VENDOR TOTAL		185.45	
D-05122022-005	17	WF52	63.5563.0000.5339	MILEAGE			
				HHS APRIL MILEAGE		49.73	
				005178 TESTOLIN/TERRY			
				005178 VENDOR TOTAL		49.73	
				WF52 BANK TOTAL		5,115.63	

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Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.					
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO	VENDOR	NAME.....	PAYM		
	CNTY	ALTER	VENDOR	ALTER NAME.....			
D-05122022-992	1	WF52	59.5581.0000.5532	RENT			
MAY				HHS ROCKBRIDGE MEAL SITE		400.00	
				006091 BETHLEHEM LUTHERAN CHURC			
				006091 VENDOR TOTAL		400.00	
D-05122022-992	10	WF52	56.5408.0000.5157	TRAINING			
REF #0797				HHS #4798170280000323		90.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	11	WF52	56.5408.0000.5157	TRAINING			
REF #0839				HHS #4798170280000323		90.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	12	WF52	56.5408.0000.5157	TRAINING			
REF #0896				HHS #4798170280000323		90.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	13	WF52	56.5408.0000.5157	TRAINING			
REF #0904				HHS #4798170280000323		90.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	14	WF52	56.5408.0000.5157	TRAINING			
REF #0912				HHS #4798170280000323		90.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	15	WF52	56.5408.0000.5157	TRAINING			
REF #0953				HHS #4798170280000323		90.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	23	WF52	56.5484.0000.5992	FSP CLIENT SERVICES			
REF #4626				HHS #4798170280000323		294.91	
				001841 CARDMEMBER SERVICE			
D-05122022-992	26	WF52	56.5511.0000.5214	COMPUTER PROGRAM SUPPORT			
REF #4850				HHS #4798170280000323		30.00	
				001841 CARDMEMBER SERVICE			
D-05122022-992	21	WF52	56.5472.0000.5214	COMPUTER PROG SUPP-8 COUNTY			
REF #4977				HHS #4798170280000323		1,389.76	
				001841 CARDMEMBER SERVICE			
D-05122022-992	22	WF52	56.5477.0000.5214	COMPUTER PROGRAM CHANGES			
REF #4977				HHS #4798170280000323		347.44	
				001841 CARDMEMBER SERVICE			
D-05122022-992	38	WF52	56.5546.0553.5992	CLTS-PD FULLY FUNDED SVCS			
REF #5313				HHS 4798170280000323		949.30	
				001841 CARDMEMBER SERVICE			

VOUCHERS



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Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK FUND.& ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.				
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO VENDOR NAME.....	PAYM			
	CNTY	ALTER VENDOR	ALTER NAME.....			
D-05122022-992	19	WF52 56.5484.0000.5992	FSP CLIENT SERVICES			
REF #5817			HHS #4798170280000323		832.36	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	25	WF52 56.5520.0000.5334	REGISTRATION			
REF #6886			HHS #4798170280000323		200.00	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	24	WF52 56.5405.0000.5334	REGISTRATION			
REF #7086			HHS #4798170280000323		70.00	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	17	WF52 56.5511.0000.5214	COMPUTER PROGRAM SUPPORT			
REF #7433			HHS #4798170280000323		272.00	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	20	WF52 59.5588.0000.5319	OFFICE SUPPLIES			
REF #8244			HHS #4798170280000323		621.15	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	27	WF52 56.5511.1111.5360	MAINT & CLEANING SUPPLIES			
REF #8750			HHS #4798170280000323		184.20	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	16	WF52 56.5511.1111.5360	MAINT & CLEANING SUPPLIES			
REF #8986			HHS #4798170280000323		20.47	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	28	WF52 56.5546.0553.5992	CLTS-PD FULLY FUNDED SVCS			
REF #9154			HHS #4798170280000323		37.93	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	29	WF52 56.5484.0000.5992	FSP CLIENT SERVICES			
REF #9154			HHS #4798170280000323		520.30	
		-	001841 CARDMEMBER SERVICE			
D-05122022-992	18	WF52 53.5529.0000.5157	TRAINING			
REF #9964			HHS #4798170280000323		99.00	
		-	001841 CARDMEMBER SERVICE			
			001841 VENDOR TOTAL		6,408.82	
D-05122022-992	44	WF52 56.5511.0000.5315	COMPUTER SUPPLIES			
V725813			HHS CUST #5296901 4/11		90.06	
		-	001390 CDW GOVERNMENT INC			
D-05122022-992	39	WF52 56.5502.0000.5999	BILLS - NO LINE DETAIL			
V880288			HHS CUST #5296901 4/13		18.95	
		-	001390 CDW GOVERNMENT INC			

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Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&	ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARI
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.						
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO	VENDOR	NAME.....	PAYM			
		CNTY	ALTER	VENDOR	ALTER NAME.....			
D-05122022-992	43	WF52	56.5511.0000.5315	COMPUTER SUPPLIES				
W164372				HHS CUST #5296901 4/20		180.12		
				001390 CDW GOVERNMENT INC				
				001390 VENDOR TOTAL		289.13		
D-05122022-992	30	WF52	59.5588.0000.5532	RENT				
MAY				HHS RC MEAL SITE		275.00		
				000152 CITY OF RICHLAND CENTER				
				000152 VENDOR TOTAL		275.00		
D-05122022-992	3	WF52	56.5511.1111.5313	PHOTOCOPIES				
IN13706482				HHS CUST #10RC04 4/10		512.16		
				000601 GFC LEASING				
D-05122022-992	4	WF52	56.5511.1111.5313	PHOTOCOPIES				
I00730758				HHS CUST #390899 4/20		732.32		
				000601 GFC LEASING				
				000601 VENDOR TOTAL		1,244.48		
D-05122022-992	2	WF52	56.5401.0000.5970	CONTRACT SERVICES				
1ST QTR				HHS 4/14/22 INV		2,125.00		
				001103 GRANT CTY HEALTH DEPT				
				001103 VENDOR TOTAL		2,125.00		
D-05122022-992	41	WF52	59.5588.0000.5322	FOOD SUPPLIES				
APRIL				HHS ACCT #00207580 5/2		25.74		
				002274 KWIK TRIP STORES INC				
				002274 VENDOR TOTAL		25.74		
D-05122022-992	45	WF52	56.5532.0000.5999	BILLS - NO LINE DETAIL				
61650				HHS 4/30 INV		40.00		
				004268 MARIS LLC				
D-05122022-992	46	WF52	56.5502.0000.5999	BILLS - NO LINE DETAIL				
61650				HHS 4/30 INV		40.00		
				004268 MARIS LLC				
				004268 VENDOR TOTAL		80.00		
D-05122022-992	47	WF52	56.5511.1111.5297	REFUSE COLLECTION				
2731004				HHS ACCT #409700 4/30		154.69		
				001295 PELLITTERI WASTE SYSTEMS				
				001295 VENDOR TOTAL		154.69		
D-05122022-992	5	WF52	56.5511.1111.5360	MAINT & CLEANING SUPPLIES				
24114532				HHS ACCT #2771316 3/28		47.58		
				000577 QUILL CORPORATION				

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Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&	ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.						
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO	VENDOR	NAME.....	PAYM			
		CNTY	ALTER	VENDOR	ALTER NAME.....			
D-05122022-992	6	WF52	56.5511.1111.5319	OFFICE SUPPLIES				
24342039				HHS ACCT #2771316 4/7			33.30	
				000577 QUILL CORPORATION				
D-05122022-992	7	WF52	63.5563.0000.5319	OFFICE SUPPLIES				
24342039				HHS ACCT #2771316 4/7			65.62	
				000577 QUILL CORPORATION				
				000577 VENDOR TOTAL			146.50	
D-05122022-992	32	WF52	59.5588.0000.5322	FOOD SUPPLIES				
				HHS APR MEALS RC			7,846.85	
				004269 RICHLAND CTY FOOD SERVIC				
D-05122022-992	33	WF52	59.5581.0000.5322	FOOD SUPPLIES				
				HHS APR MEALS ROCKBRIDGE			729.75	
				004269 RICHLAND CTY FOOD SERVIC				
				004269 VENDOR TOTAL			8,576.60	
D-05122022-992	40	WF52	56.5511.1111.5326	ADVERTISING				
331769				HHS ADV #2071 4/30			216.50	
				000669 RICHLAND OBSERVER/THE				
D-05122022-992	31	WF52	56.5405.0000.5326	ADVERTISING				
331803				HHS ADV #5787 4/30			182.55	
				000669 RICHLAND OBSERVER/THE				
				000669 VENDOR TOTAL			399.05	
D-05122022-992	36	WF52	56.5472.0000.5999	BILLS - NO LINE DETAIL				
279133				HHS ADV #22262 4/30			654.00	
				000648 SHOPPING NEWS INC				
D-05122022-992	37	WF52	56.5502.0000.5999	BILLS - NO LINE DETAIL				
279135				HHS ADV #22262 4/30			604.00	
				000648 SHOPPING NEWS INC				
D-05122022-992	35	WF52	56.5511.1111.5326	ADVERTISING				
281232				HHS ADV #22262 4/30			604.00	
				000648 SHOPPING NEWS INC				
D-05122022-992	34	WF52	56.5486.0441.5999	BILLS - NO LINE DETAIL				
283565				HHS ADV #22262 4/30			315.00	
				000648 SHOPPING NEWS INC				
				000648 VENDOR TOTAL			2,177.00	
D-05122022-992	8	WF52	56.5511.0000.5319	OFFICE SUPPLIES				
INV6810567				HHS CUST #1111783214			239.75	
				005179 SOUTHEAST ID				
				005179 VENDOR TOTAL			239.75	

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Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARI
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.				
F/P CLAIM.. P.O.#. PROJECT.....	1099-INFO VENDOR	NAME.....	PAYM			
	CNTY ALTER VENDOR	ALTER NAME.....				
D-05122022-992	48	WF52 56.5511.1111.5297	REFUSE COLLECTION			
MAY			HHS ACCT #1012 5/1		245.58	
			004598 TOWN & COUNTRY SANITATIO			
			004598 VENDOR TOTAL		245.58	
D-05122022-992	9	WF52 56.5502.0000.5157	SERVICE SECTION - TRAINING			
4062022-335			HHS 4/6 INV MARCH		125.00	
			001802 UW MADISON			
			001802 VENDOR TOTAL		125.00	
D-05122022-992	49	WF52 56.5511.1111.5360	MAINT & CLEANING SUPPLIES			
APRIL			HHS ACCT #100526 4/30		17.49	
			000902 WALSHS ACE HARDWARE			
			000902 VENDOR TOTAL		17.49	
			WF52 BANK TOTAL		22,929.83	

2022 PREVIOUSLY PAID VOUCHERS						
	Check #	Date	Vendor Name	Description	Account #	Amount
1	23411	4/19/2022	KWIK Trip Inc. #2274	Acct #207580	59.5588.0000.5322	\$ 20.43
2	23412	4/19/2022	Premier Cooperative #2414	Acct #4675320	59.5588.0000.5351	\$ 104.18
				Acct #4672501	63.5563.5310.5351	\$ 388.79
3	23413	4/19/2022	Richland Center Utilities #650	Acct #080460001	56.5511.1111.5222	\$ 2,168.54
4	23514	4/28/2022	Capital One - Walmart #2005	#607399	56.5531.0000.5992	\$ 100.41
					56.5530.0000.5748	\$ 31.96
5	23515	4/28/2022	Tech Com, Inc #1657	Acct #581900	56.5511.1111.5225	\$ 603.73
				Acct #33500	59.5588.0000.5225	\$ 39.10
6	23516	4/28/2022	Phoenix Center LLC #756	4/26 Invoice	63.5563.0000.5157	\$ 181.34
					63.5563.5310.5157	\$ 181.34
7	23517	4/28/2022	Richland County Food Service #4269	March Meals	59.5588.0000.5322	\$ 8,235.40
				March Meals	59.5581.0000.5322	\$ 703.50
					TOTAL	\$ 9,301.58

# 2022 Health and Human Services Budget

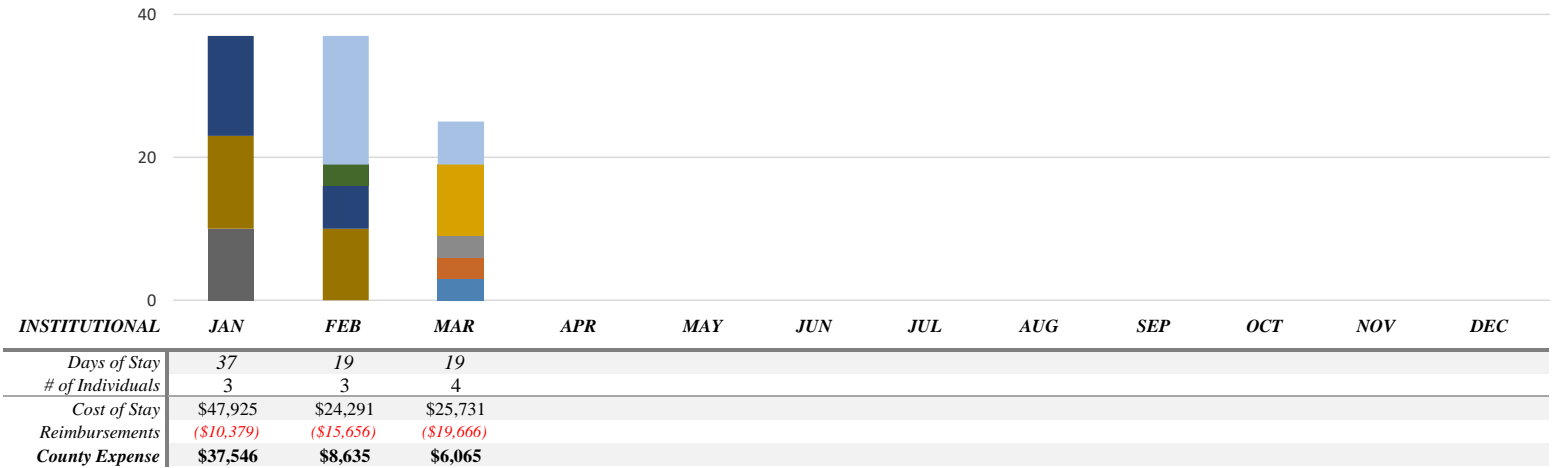
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RICHLAND COUNTY  
**2022 ADULT PLACEMENTS**  
*Fund 54*

**ADULT INSTITUTIONAL AND INPATIENT PLACEMENTS**

*Includes Mental Health Institutes, Trempealeau County Health Care, private inpatient hospitals, detox facilities, and crisis stabilization facilities*

*Cost Range: \$365 to \$1,448 per day*



<b>CRISIS STABILIZATION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	0	18	6									
<i># of Individuals</i>	0	1	1									
<i>Cost of Stay</i>	\$0	\$11,250	\$3,750									
<i>Reimbursements</i>	\$0	\$0	(\$3,128)									
<i>County Expense</i>	\$0	\$11,250	\$622									

**YTD ADULT CRISIS STABILIZATION**

<i>Days of Stay</i>	24
<i># of Individuals</i>	1
<i>Cost of Stay</i>	\$15,000
<i>Reimbursements</i>	(\$3,128)
<i>County Expense</i>	\$11,872

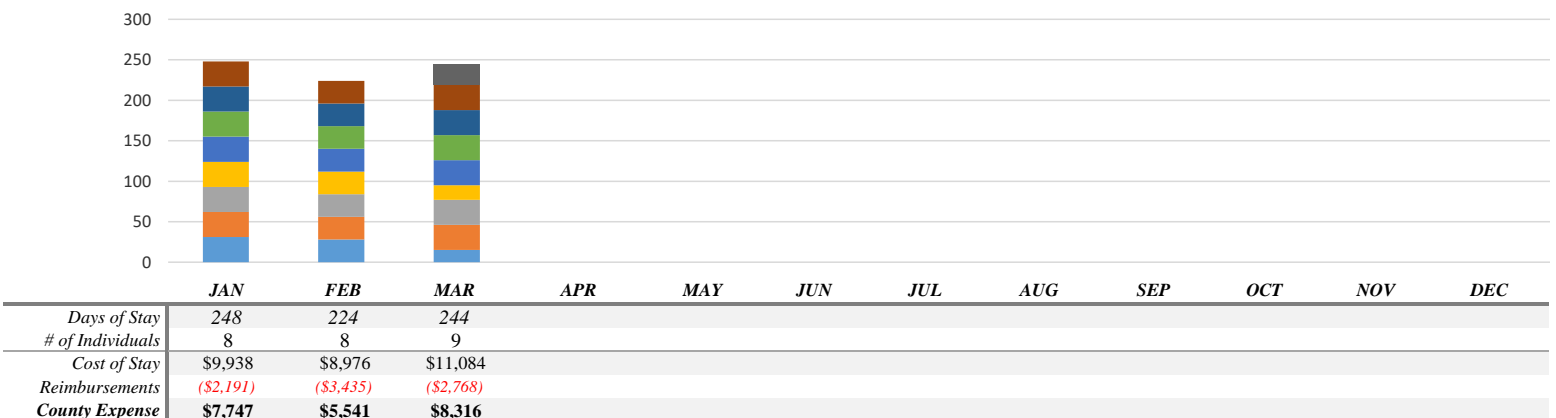
**YTD ADULT INSTITUTIONAL**

<i>Days of Stay</i>	75
<i># of Individuals</i>	8
<i>Cost of Stay</i>	\$97,947
<i>Reimbursements</i>	(\$45,701)
<i>County Expense</i>	\$52,246

**ADULT COMMUNITY RESIDENTIAL PLACEMENTS**

*Includes Community-Based Residential Facilities and Adult Family Homes*

*Cost Range: \$81 to \$1,600 per day*



**YTD ADULT RESIDENTIAL**

<i>Days of Stay</i>	716
<i># of Individuals</i>	9
<i>Cost of Stay</i>	\$29,998
<i>Reimbursements</i>	(\$8,394)
<i>County Expense</i>	\$21,604

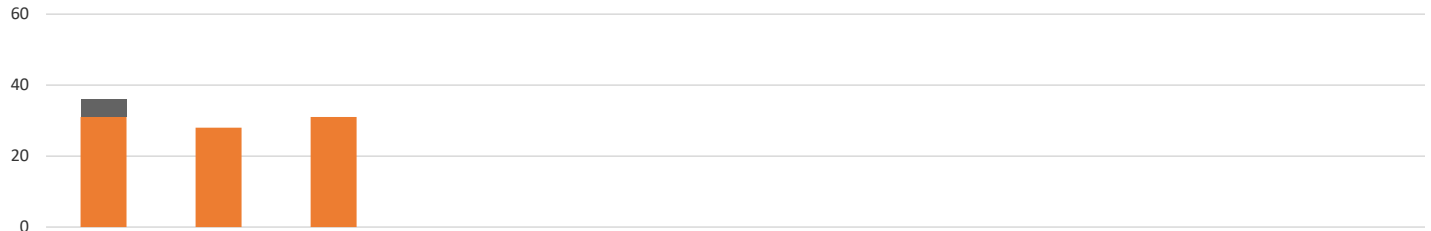
<i>FUND 54 BEGINNING BALANCE</i>	\$785,000	
<b>TOTAL EXPENSE IN FUND 54:</b>	<b>\$85,721</b>	<b>11% utilized</b>
<i>FUND 54 REMAINING BALANCE</i>	\$699,279	

**RICHLAND COUNTY**  
**2022 CHILD PLACEMENTS**  
*Fund 44*

**CHILD INSTITUTIONAL, INPATIENT, AND DETENTION PLACEMENTS**

*Includes mental health institutes, private inpatient hospitals, children's residential care centers, as well as secure and non-secure detention facilities*

*Cost Range: Institutional \$267 to \$1,475 per day; Secure/Non-Secure Detention \$130 to \$190 per day*



<b>INSTITUTIONAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	36	28	31									
<i># of Individuals</i>	2	1	1									
<i>Cost of Stay</i>	\$27,378	\$19,034	\$21,073									
<i>Reimbursements</i>	<i>\$945</i>	<i>\$945</i>	<i>(\$31,156)</i>									
<b>County Expense</b>	<b>\$28,323</b>	<b>\$19,979</b>	<b>(\$10,083)</b>									

<b>DETENTION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	0	0	0									
<i># of Individuals</i>	0	0	0									
<i>Cost of Stay</i>	\$0	\$0	\$0									
<i>Reimbursements</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>									
<b>County Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									

YTD CHILD INSTITUTIONAL			YTD DETENTION		
<i>Days of Stay</i>	95		<i>Days of Stay</i>	0	
<i># of Individuals</i>	2		<i># of Individuals</i>	0	
<i>Cost of Stay</i>	\$67,486		<i>Cost of Stay</i>	\$0	
<i>Reimbursements</i>	<i>(\$29,267)</i>		<i>Reimbursements</i>	<i>\$0</i>	
<b>County Expense</b>	<b>\$38,219</b>		<b>County Expense</b>	<b>\$0</b>	

**CHILD FOSTERCARE AND TREATMENT FOSTERCARE PLACEMENTS**

*Includes regularly licensed fostercare homes, licensed treatment fostercare homes, and youth group homes*

*Cost Range: Group Hm \$170 to \$253; Tx FC \$74 to \$140 per day; Regular FC \$13 to \$67 per day*



<b>GROUP &amp; TX FC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	341	308	341									
<i># of Individuals</i>	11	11	11									
<i>Cost of Stay</i>	\$42,043	\$38,848	\$42,319									
<i>Reimbursements</i>	<i>(\$1,850)</i>	<i>(\$1,850)</i>	<i>(\$2,547)</i>									
<b>County Expense</b>	<b>\$40,193</b>	<b>\$36,999</b>	<b>\$39,772</b>									

<b>REGULAR FC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	217	196	217									
<i># of Individuals</i>	7	7	7									
<i>Cost of Stay</i>	\$4,032	\$4,160	\$3,932									
<i>Reimbursements</i>	<i>(\$598)</i>	<i>(\$388)</i>	<i>(\$303)</i>									
<b>County Expense</b>	<b>\$3,433</b>	<b>\$3,772</b>	<b>\$3,630</b>									

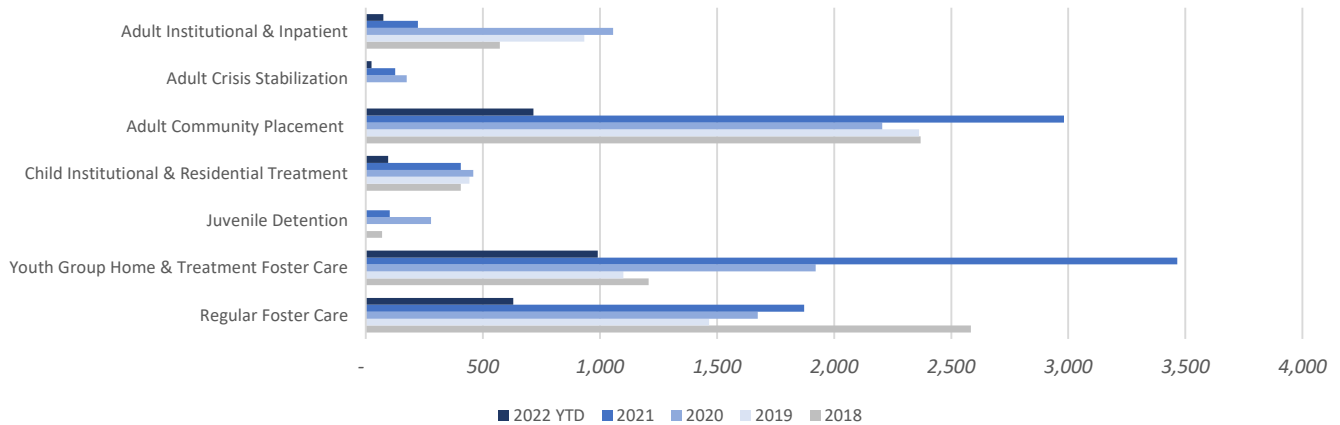
YTD GROUP HOME & TREATMENT FOSTERCARE			YTD REGULAR FOSTERCARE		
<i>Days of Stay</i>	990		<i>Days of Stay</i>	630	
<i># of Individuals</i>	11		<i># of Individuals</i>	7	
<i>Cost of Stay</i>	\$123,210		<i>Cost of Stay</i>	\$12,124	
<i>Reimbursements</i>	<i>(\$6,247)</i>		<i>Reimbursements</i>	<i>(\$1,289)</i>	
<b>County Expense</b>	<b>\$116,964</b>		<b>County Expense</b>	<b>\$10,835</b>	

<i>FUND 44 BEGINNING BALANCE</i>	\$700,000	
<b>TOTAL EXPENSE IN FUND 44:</b>	<b>\$166,018</b>	<b>24% utilized</b>
<i>FUND 44 REMAINING BALANCE</i>	<i>\$533,982</i>	



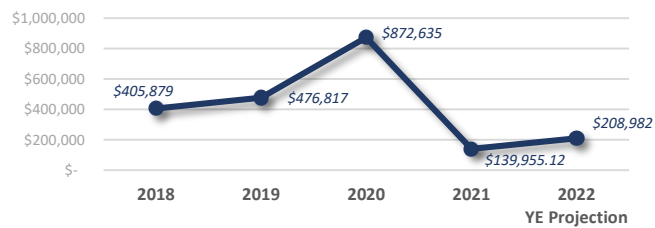
# HISTORY OF PLACEMENT TYPES

## Annual Days of Stay by Placement Type

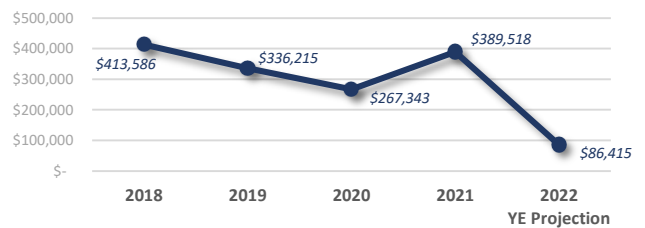


## Expense History by Placement Type

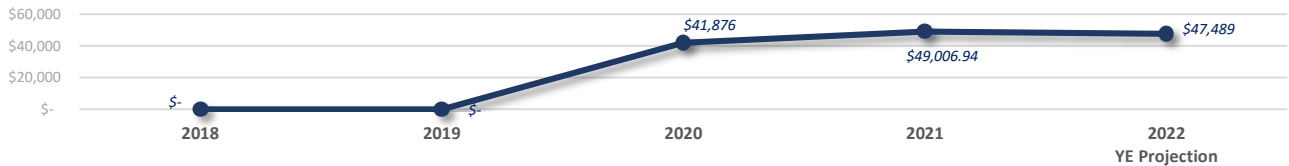
### Adult Institutional & Inpatient



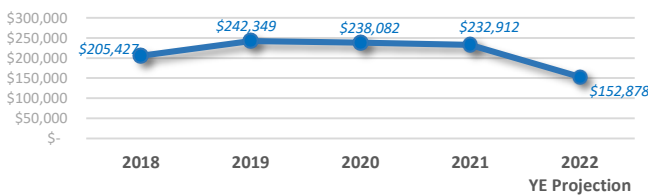
### Adult Community Placement



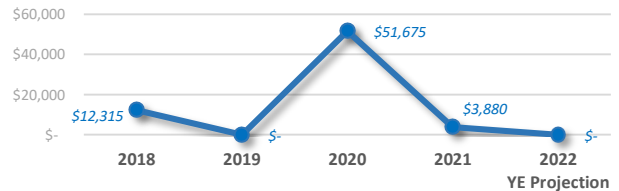
### Adult Crisis Stabilization



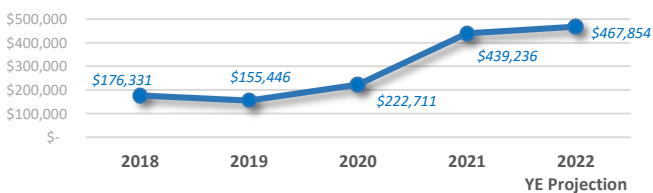
### Child Institutional & Residential Treatment



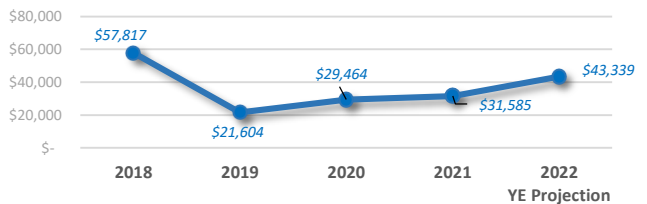
### Juvenile Detention



### Youth Group Home & Treatment Foster Care

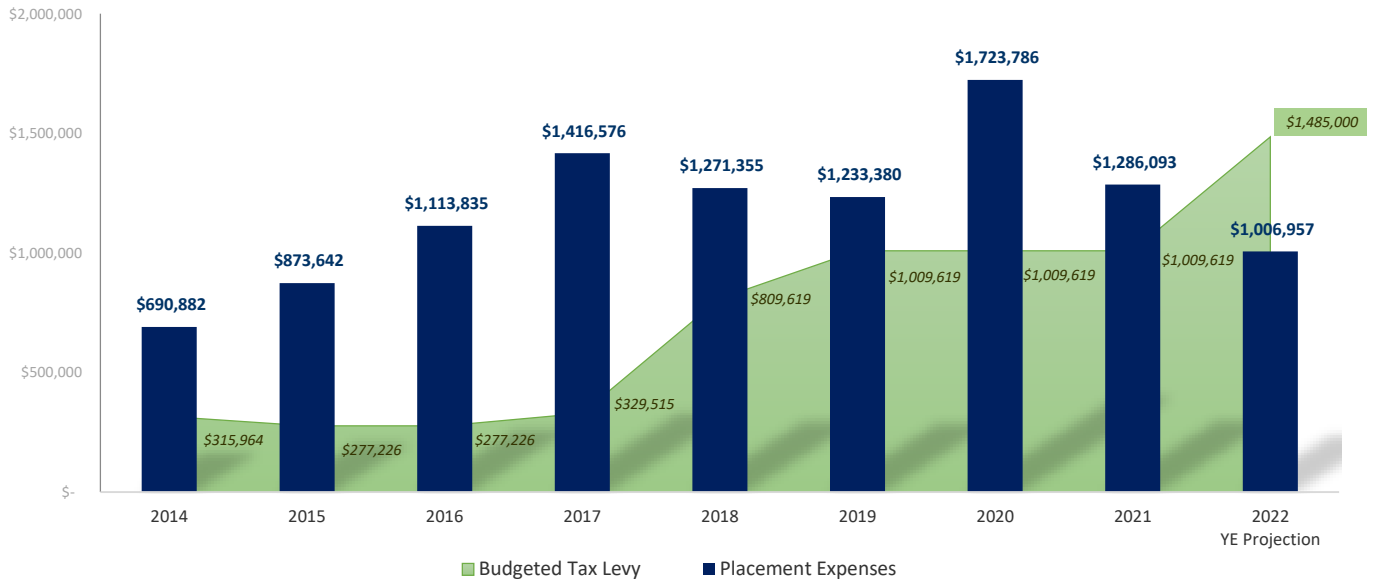


### Regular Foster Care

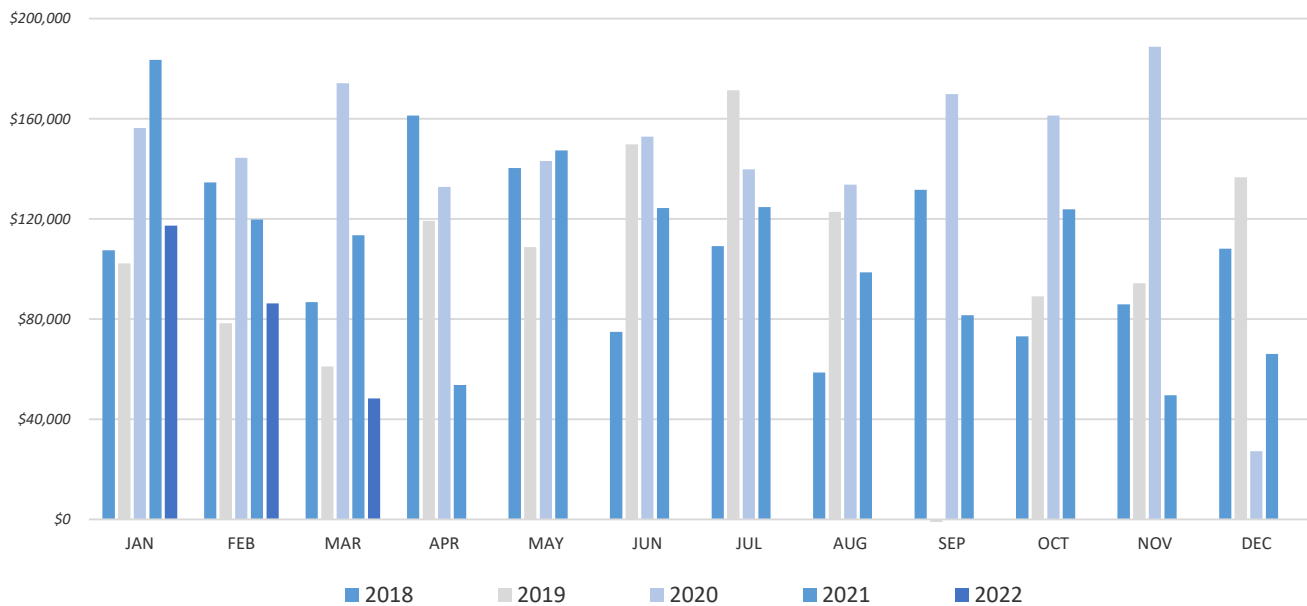


# PLACEMENT EXPENSE COMPARISONS

## Comparison of Annual Placement Expense & Budgeted Tax Levy



## Monthly Placement Expenses



# Contract Monitoring Report

2022

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Southwest Wisconsin Workforce Development Board	Angie Rizner	\$525,000.00	\$105,689.00	March	\$105,689.00	\$419,311.00	20.13%
Children's Hospital of Wisconsin Community Services-Children's	Jessica Tisdale	\$250,000.00	\$59,101.00	April	\$59,101.00	\$190,899.00	23.64%
Chileda Institute	Jessica Tisdale	\$255,000.00	\$81,575.00	April	\$81,575.00	\$173,425.00	31.99%
Community Care Resources	Jessica Tisdale	\$175,000.00	\$29,259.00	April	\$29,259.00	\$145,741.00	16.72%
Fond Du Lac County Department of Social Services	Jessica Tisdale	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
Forward Home for Boys	Jessica Tisdale	\$100,000.00	\$31,910.00	April	\$31,910.00	\$68,090.00	31.91%
Lutheran Social Services of WI & Upper Michigan, Inc.	Jessica Tisdale	\$10,500.00	\$0.00	March	\$0.00	\$10,500.00	0.00%
A & J Vans, Inc. dba A & J Mobility	Laurie Couey	\$25,000.00	\$0.00	March	\$0.00	\$25,000.00	0.00%
Anytime Fitness	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Artisans' Shop LLC	Laurie Couey	\$25,000.00	\$0.00	March	\$0.00	\$25,000.00	0.00%
Autism Society of Greater Wisconsin	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Children's Hospital of Wisconsin Community Services-Children's	Laurie Couey	\$11,000.00	\$0.00	April	\$0.00	\$11,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Christian Servants Home Care, LLC	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Community Care Resources	Laurie Couey	\$11,000.00	\$0.00	April	\$0.00	\$11,000.00	0.00%
Cooperative Educational Service Agency (CESA) 3	Laurie Couey	\$11,000.00	\$4,823.00	March	\$4,823.00	\$6,177.00	43.85%
CR Therapy	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Easter Seals of Wisconsin, Inc.	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Elevation Dance Academy	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
GAP Fit-N-Fun	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
J & B Medical Supply	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
M Squared NC, LLC dba Action Fence	Laurie Couey	\$25,000.00	\$0.00	March	\$0.00	\$25,000.00	0.00%
Memorial Hospital of Boscobel, Inc.	Laurie Couey	\$75,000.00	\$3,842.00	March	\$3,842.00	\$71,158.00	5.12%
National Seating and Mobility	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Premier Financial Management Services	Laurie Couey	\$210,000.00	\$7,307.00	March	\$7,307.00	\$202,693.00	3.48%
Rural Wisconsin Health Cooperative	Laurie Couey	\$75,000.00	\$11,447.00	March	\$11,447.00	\$63,553.00	15.26%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
RV Lexington Fitness LLC	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
St. Joseph's Health Services, Inc.	Laurie Couey	\$75,000.00	\$13,218.00	March	\$13,218.00	\$61,782.00	17.62%
VARC, Inc.	Laurie Couey	\$25,000.00	\$0.00	March	\$0.00	\$25,000.00	0.00%
Wisconsin Badger Camp	Laurie Couey	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%
Annika Mersmann	Myranda Culver	\$49,500.00	\$3,172.00	March	\$3,172.00	\$46,328.00	6.41%
Carley Adult Family Home	Myranda Culver	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
Community Service Associates dba Pauquette Center for Psychological	Myranda Culver	\$30,000.00	\$0.00	March	\$0.00	\$30,000.00	0.00%
Cornerstone Foundation dba Lucky Star 3 Corporation	Myranda Culver	\$250,000.00	\$30,882.00	March	\$30,882.00	\$219,118.00	12.35%
Coulee Region Psychiatric Services, S.C.	Myranda Culver	\$35,000.00	\$8,600.00	April	\$8,600.00	\$26,400.00	24.57%
Diane's Adult Family Home	Myranda Culver	\$125,000.00	\$22,948.00	March	\$22,948.00	\$102,052.00	18.36%
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Myranda Culver	\$900,000.00	\$177,525.00	March	\$177,525.00	\$722,475.00	19.73%
Evergreen Manor III	Myranda Culver	\$75,000.00	\$0.00	March	\$0.00	\$75,000.00	0.00%
Evergreen Manor, Inc.	Myranda Culver	\$75,000.00	\$12,470.00	March	\$12,470.00	\$62,530.00	16.63%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Fitness Choices	Myranda Culver	\$49,500.00	\$7,977.00	March	\$7,977.00	\$41,523.00	16.12%
Gundersen Lutheran Administrative Services, Inc.	Myranda Culver	\$49,500.00	\$193.00	March	\$193.00	\$49,307.00	0.39%
Harmony Place Assisted Living DBA Harmony Acres	Myranda Culver	\$49,500.00	\$0.00	March	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living DBA Harmony Hills	Myranda Culver	\$49,500.00	\$0.00	March	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living, LLC	Myranda Culver	\$49,500.00	\$0.00	March	\$0.00	\$49,500.00	0.00%
Independent Living Resources	Myranda Culver	\$15,000.00	\$0.00	March	\$0.00	\$15,000.00	0.00%
Jackie Nitschke Center	Myranda Culver	\$13,500.00	\$0.00	December	\$0.00	\$13,500.00	0.00%
Jean Warrior, Ph.D.	Myranda Culver	\$30,000.00	\$5,798.00	April	\$5,798.00	\$24,202.00	19.33%
Jessica Leinberger Counseling, LLC	Myranda Culver	\$25,000.00	\$11,593.00	March	\$11,593.00	\$13,407.00	46.37%
Kareo	Myranda Culver	\$22,000.00	\$6,946.00	April	\$6,946.00	\$15,054.00	31.57%
KNH, LLC	Myranda Culver	\$260,000.00	\$25,891.00	March	\$25,891.00	\$234,109.00	9.96%
Lutheran Social Services of WI & Upper Michigan, Inc.	Myranda Culver	\$49,500.00	\$2,744.00	March	\$2,744.00	\$46,756.00	5.54%
Mayo Clinic Health System - Franciscan Medical Center, Inc.	Myranda Culver	\$11,000.00	\$0.00	March	\$0.00	\$11,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Midwest Monitoring and Surveillance	Myranda Culver	\$15,000.00	\$101.00	March	\$101.00	\$14,899.00	0.67%
Miramont Behavioral Health	Myranda Culver	\$49,500.00	\$0.00	March	\$0.00	\$49,500.00	0.00%
New Day Counseling, LLC	Myranda Culver	\$49,500.00	\$614.00	March	\$614.00	\$48,886.00	1.24%
Northwest Counseling & Guidance Clinic	Myranda Culver	\$80,000.00	\$21,487.00	March	\$21,487.00	\$58,513.00	26.86%
Options Lab, Inc.	Myranda Culver	\$15,000.00	\$668.00	March	\$668.00	\$14,332.00	4.45%
Orion Family Services	Myranda Culver	\$49,500.00	\$745.00	February	\$745.00	\$48,755.00	1.51%
RTP (WI), S.C. dba Array Behavioral Care	Myranda Culver	\$130,000.00	\$23,935.00	March	\$23,935.00	\$106,065.00	18.41%
Sacred Heart Hospital of the Hospital Sister of the Third Order	Myranda Culver	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
Schmidt Consulting, LLC	Myranda Culver	\$30,000.00	\$3,624.00	March	\$3,624.00	\$26,376.00	12.08%
Seasons Counseling, LLC	Myranda Culver	\$25,000.00	\$0.00	March	\$0.00	\$25,000.00	0.00%
Shay Rehabilitation & Psychological Services, INC dba	Myranda Culver	\$100,000.00	\$39,512.00	March	\$39,512.00	\$60,488.00	39.51%
Southwestern WI Community Action Program, Inc	Myranda Culver	\$24,300.00	\$0.00	March	\$0.00	\$24,300.00	0.00%
St. Joseph's Hospital of the Hospital Sister of the Third Order	Myranda Culver	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%

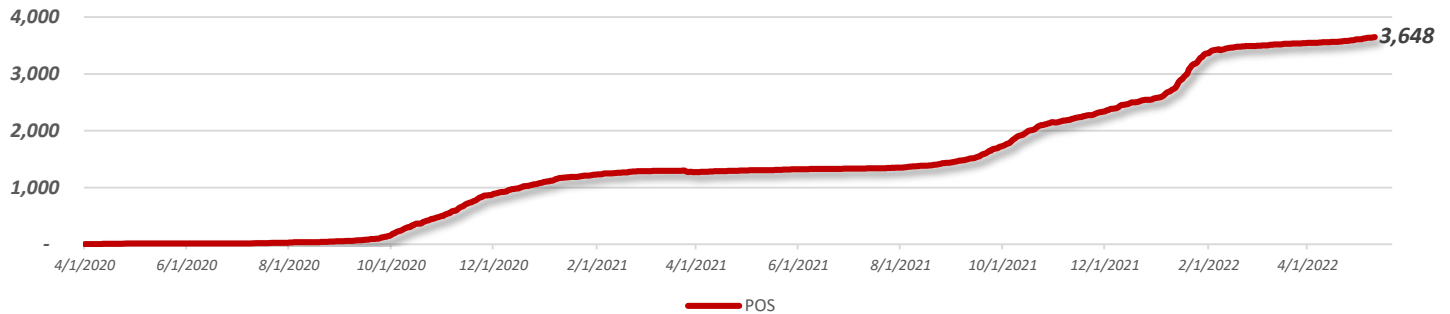
Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Tellurian, Inc.	Myranda Culver	\$115,000.00	\$15,000.00	March	\$15,000.00	\$100,000.00	13.04%
Therapy Without Walls, LLC	Myranda Culver	\$49,500.00	\$0.00	March	\$0.00	\$49,500.00	0.00%
TLC Senior Home Care, LLC	Myranda Culver	\$85,000.00	\$17,842.00	March	\$17,842.00	\$67,158.00	20.99%
Trempealeau County Health Care Center	Myranda Culver	\$270,000.00	\$0.00	March	\$0.00	\$270,000.00	0.00%
VARC, Inc.	Myranda Culver	\$49,500.00	\$3,148.00	March	\$3,148.00	\$46,352.00	6.36%
Viroqua Nutrition Counseling, LLC	Myranda Culver	\$15,000.00	\$0.00	March	\$0.00	\$15,000.00	0.00%
Vista Care Wisconsin	Myranda Culver	\$840,000.00	\$161,651.00	March	\$161,651.00	\$678,349.00	19.24%
Wisconsin Family Ties	Myranda Culver	\$36,000.00	\$0.00	March	\$0.00	\$36,000.00	0.00%
Winnebago Mental Health Institute	Tracy Thorsen	\$500,000.00	\$97,223.00	March	\$97,223.00	\$402,777.00	19.44%



# Richland County COVID-19 Data

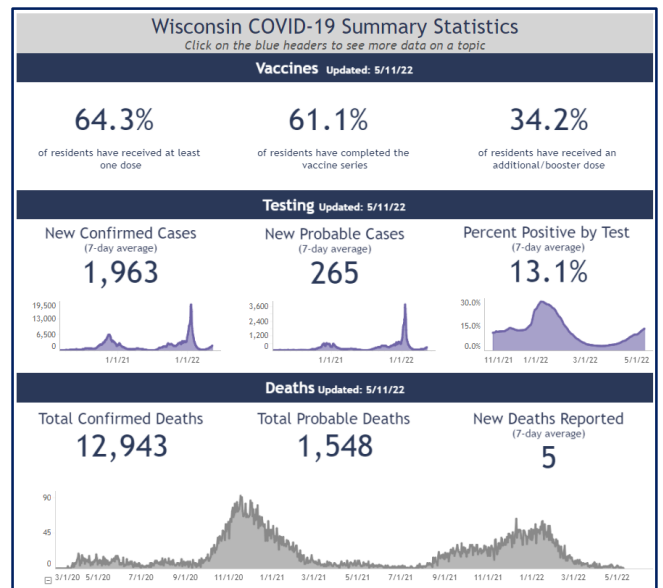
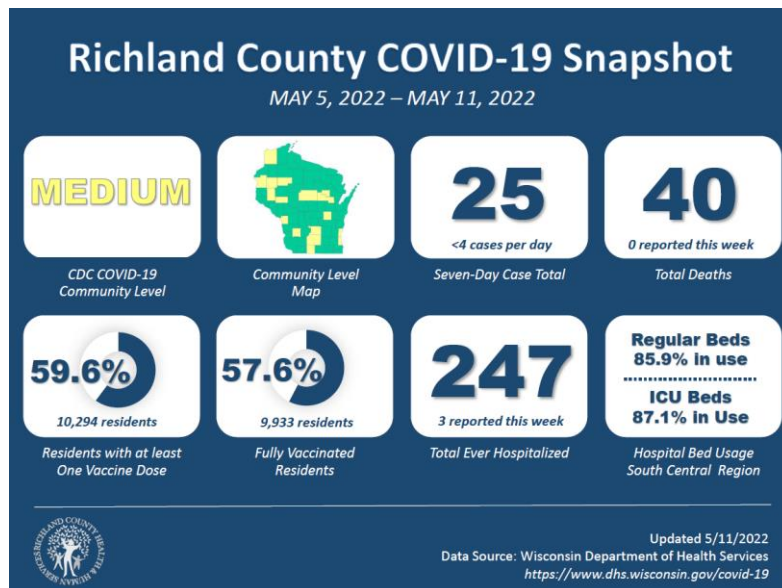
The charts and graphics represent COVID-19-related data for Richland County residents reported as of May 11, 2022.

## RICHLAND CUMULATIVE POSITIVE CASES



## RICHLAND COUNTY AND STATE WIDE SUMMARY

From the DHS website that can be found at: <https://www.dhs.wisconsin.gov/covid-19/data.htm>



## CDC COVID-19 COMMUNITY LEVEL FOR RICHLAND COUNTY IS MEDIUM

From the CDC COVID Data Tracker website that can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

### Richland County, Wisconsin

[State Health Department](#)

#### COVID-19 Community Level

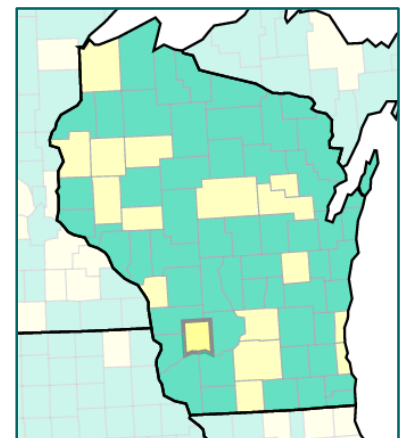
Medium

#### Recommended actions based on current level

Stay [up to date](#) with COVID-19 vaccines. [Get tested](#) if you have symptoms. Wear a mask if you have symptoms, a positive test, or exposure to someone with COVID-19. Wear a mask on [public transportation](#). You may choose to wear a mask at any time as an additional precaution to protect yourself and others. If you are at [high risk for severe illness](#), consider wearing a mask indoors in public and taking [additional precautions](#).

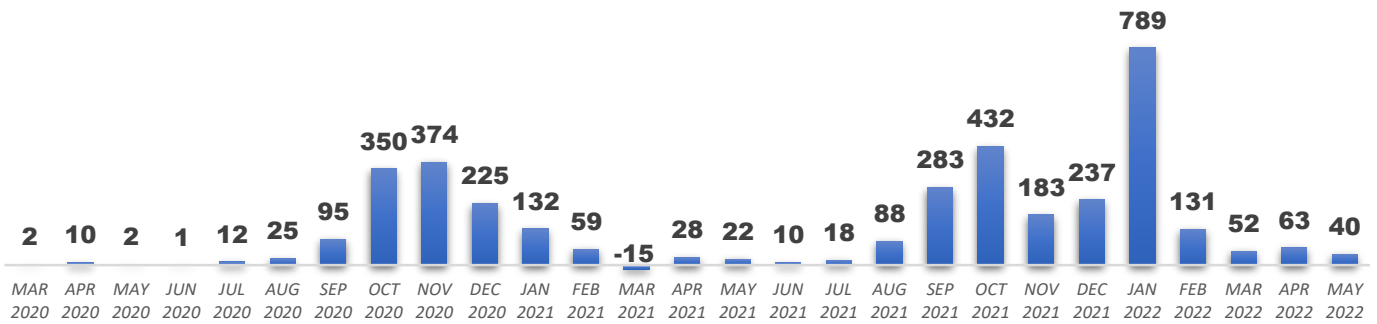
#### Weekly Metrics Used to Determine the COVID-19 Community Level

Case Rate per 100,000 population	255.04
New COVID-19 admissions per 100,000 population	5.9
% Staffed inpatient beds in use by patients with confirmed COVID-19	1.9%



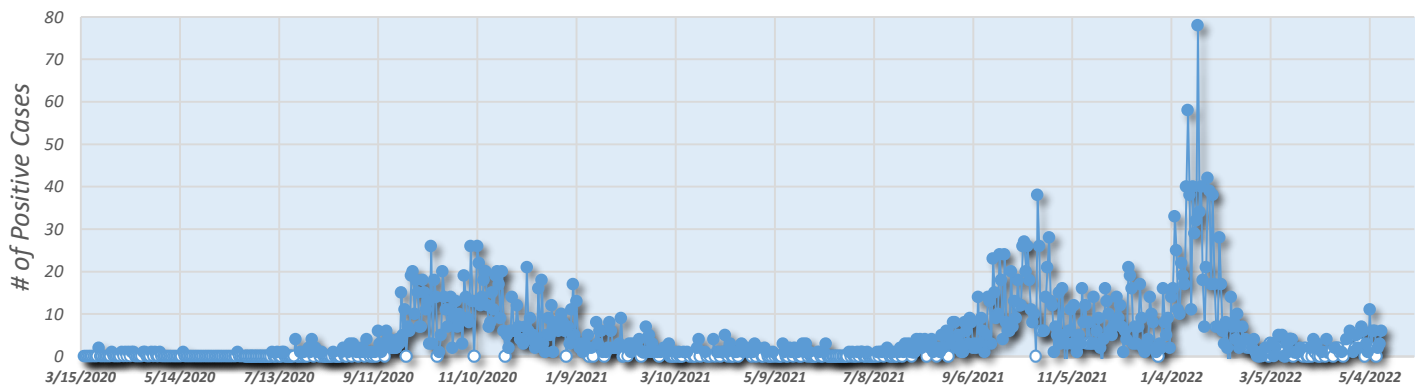
Time Period: COVID-19 Community Levels were calculated on Thu May 05 2022. New COVID-19 cases per 100,000 population (7-day total) are calculated using data from Thu Apr 28 2022 - Wed May 04 2022. New COVID-19 admissions per 100,000 population (7-day total) and Percent of inpatient beds occupied by COVID-19 patients (7-day average) are calculated using data from Wed Apr 27 2022 - Tue May 03 2022.

## POSITIVE CONFIRMED CASES BY MONTH\*\*

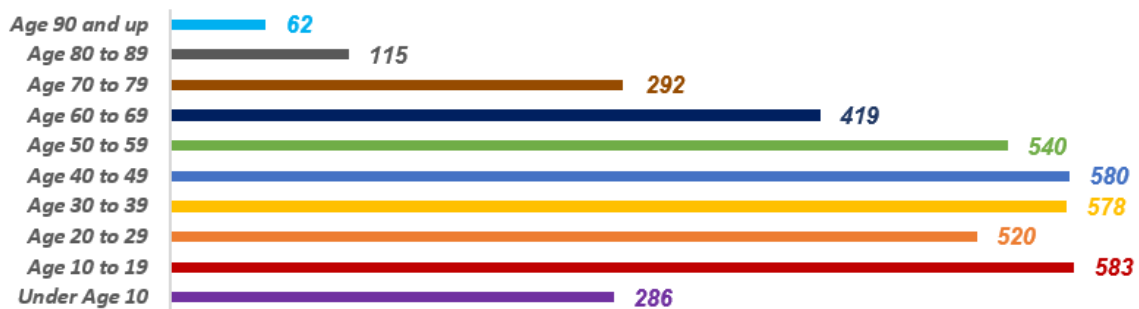


\*\* DHS also made adjustments to the positive case counts for Richland County which caused a negative total positive cases for the month of March 2021. There were actually 19 positive cases in the month of March 2021, but DHS adjusted Richland County's positive case count down by -34 leaving a total of -15 for the month.

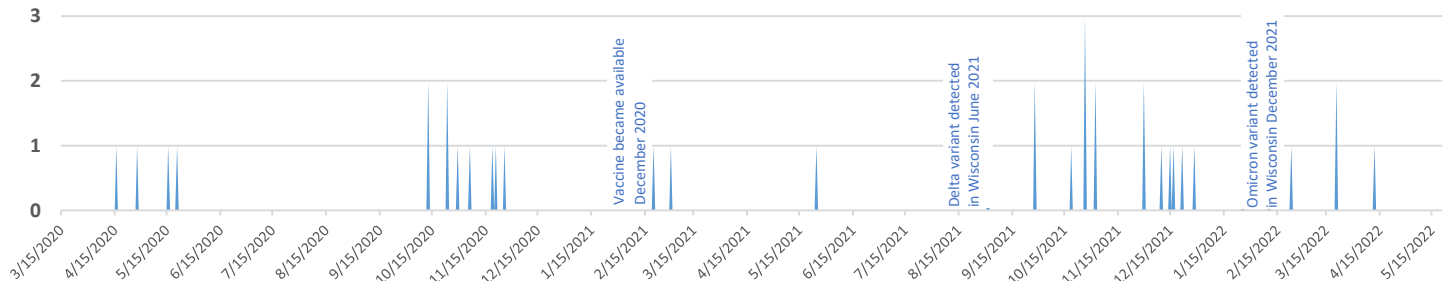
## DAILY POSITIVE CASES



## Positive Confirmed & Probable Cases by Age Group

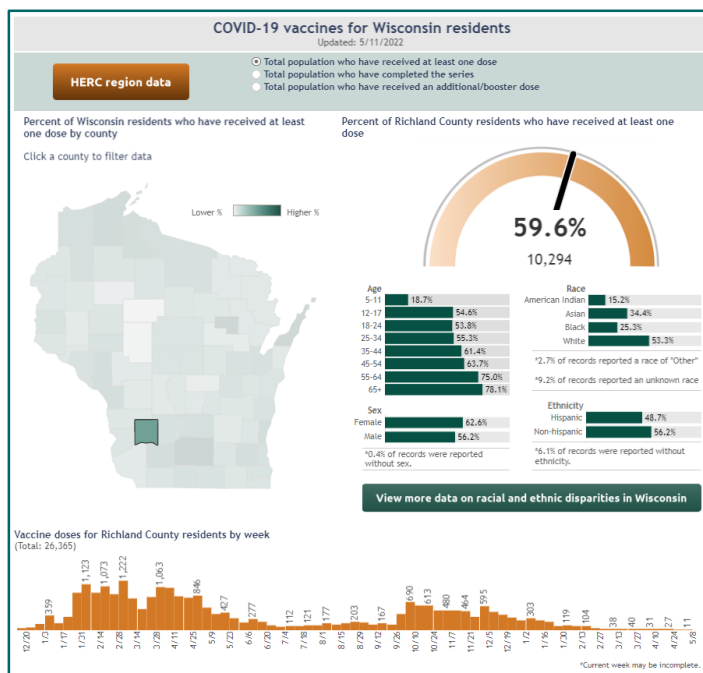


## COVID-Related Deaths

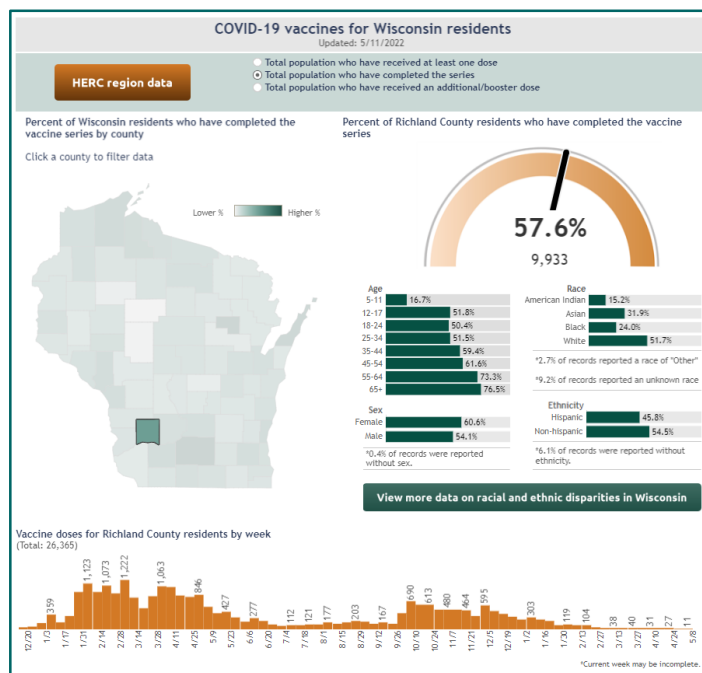


## RICHLAND VACCINE ACTIVITY

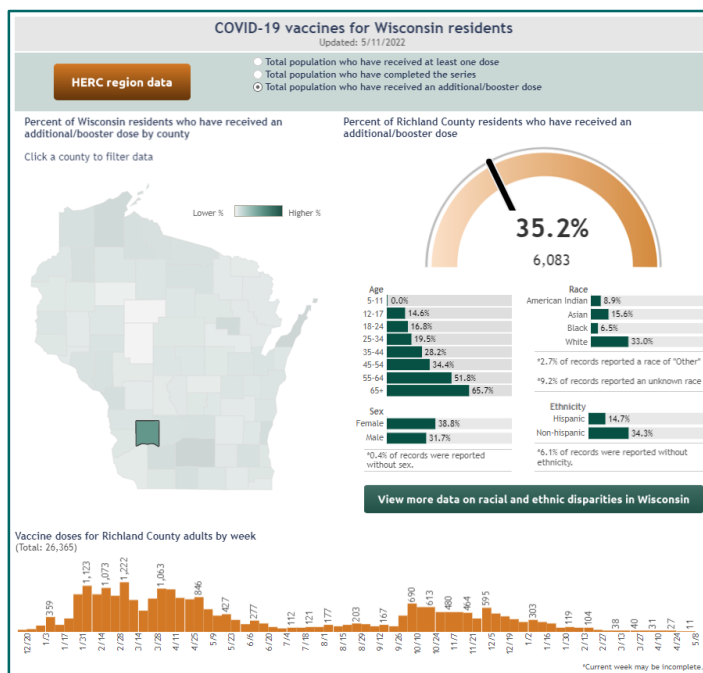
### Total Who Have Received at Least 1 Dose



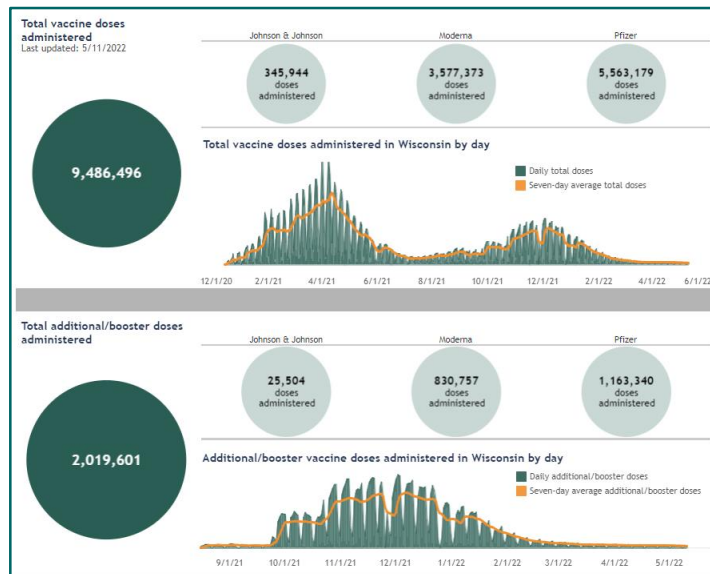
### Total Who Have Completed the Series



### Total Who Have an Additional/Booster Dose



### Statewide Vaccine and Booster Data



**Richland disease activity infographics that illustrate COVID case activity, percent positive, COVID-like symptom activity, and influenza-like illness activity are no longer provided by DHS as of April 20, 2022.**

## Important updates regarding our data

The Wisconsin Department of Health (DHS) supports the Centers for Disease Control and Prevention's (CDC) use of updated indicators to monitor the impact of COVID-19 on communities. In response, DHS has adjusted multiple COVID-19 data pages to align with the latest scientific recommendations from the CDC. Along with adding the CDC's COVID-19 Community Levels to the DHS website, COVID-19 data visualizations were removed from the following pages: Cases, County-Level, Deaths, Facility-Wide Investigations, Vaccines, and Wisconsin Summary.

From Department of Health Services Disease Activity dashboard which can be found at: <https://www.dhs.wisconsin.gov/covid-19/data.htm>

### Number of reported confirmed and probable COVID-19 cases by date of symptom onset or diagnosis: Richland County

Updated: 5/11/2022 (Total: 3,976)

The most recent two weeks are preliminary and subject to change as more data are submitted (from 4/26/2022 to 5/10/2022)

Select County:

Richland County

Move the slider to select a date range:

1/22/2020

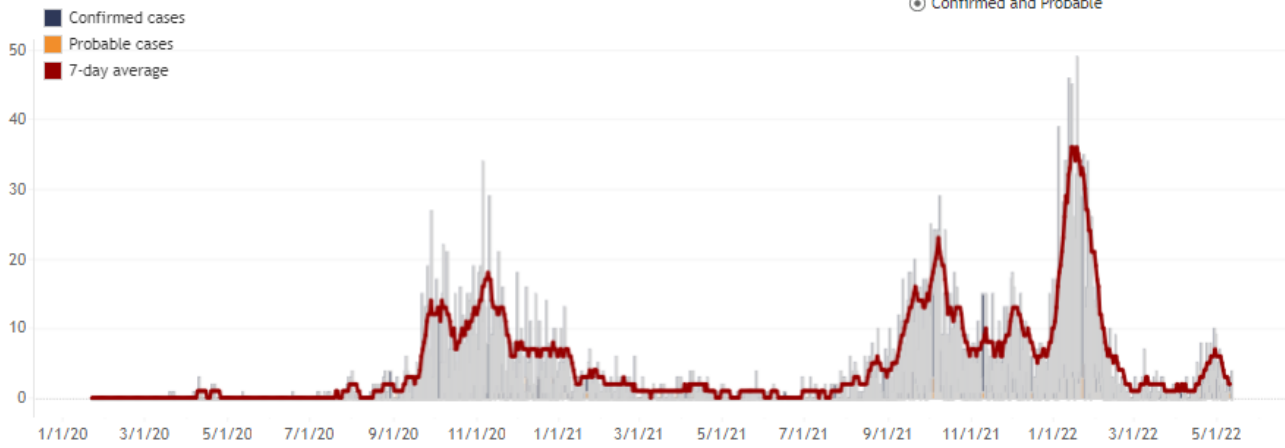
5/10/2022

Select Case Status:

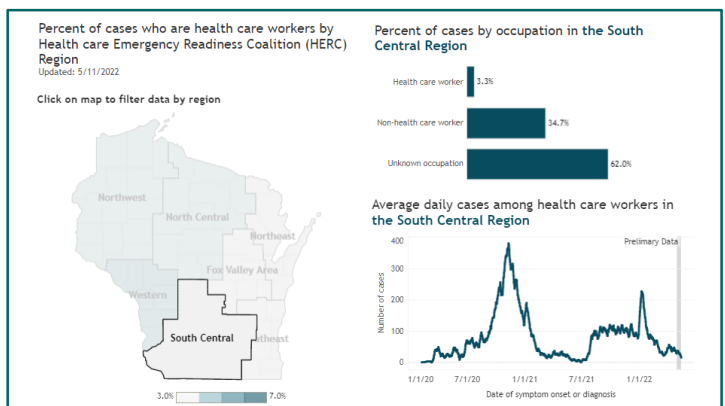
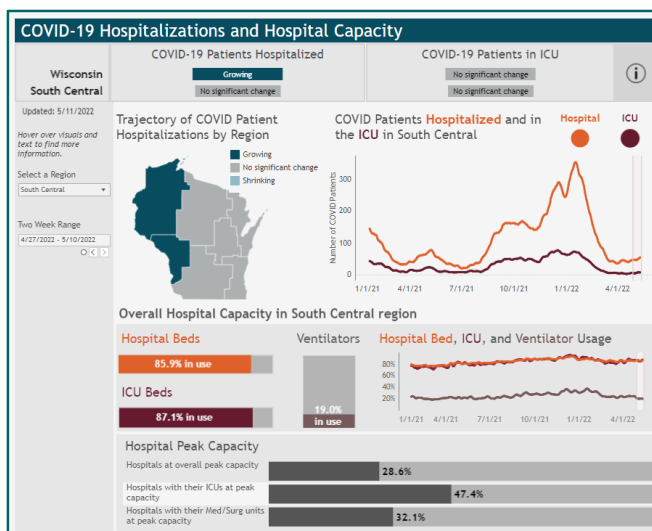
☐ Confirmed

☐ Probable

☒ Confirmed and Probable



## SOUTH CENTRAL REGION HOSPITAL CAPACITY



# AMENDED CONTRACTS/AGREEMENTS/MOUS

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES</b> <b>2022 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-12-2022)</b>		
<b>JESSICA LEINBERGER COUNSELING, LLC</b>	Request Board approval to amend the contract with <u>Jessica Leinberger Counseling, LLC</u> due to an increased need for counseling services to CCS consumers being served by the Behavioral Health Unit. (Viroqua)	<i>Original Contract Amount: \$25,000</i>  Requesting Board approval to amend the current contract with <u>Jessica Leinberger Counseling, LLC</u> to a total amount not to exceed <b>\$49,500.</b>
<b>SHAY REHABILITATION &amp; PSYCHOLOGICAL SERVICES, INC.</b>	Request Board approval to amend the contract with <u>Shay Rehabilitation &amp; Psychological Services, Inc.</u> due to an increased need for counseling services to CCS consumers being served by the Behavioral Health Unit. (Westby)  <i>This will require County Board approval.</i>	<i>Original Contract Amount: \$100,000</i>  Requesting Board approval to amend the current contract with <u>Shay Rehabilitation &amp; Psychological Services, Inc.</u> to a total amount not to exceed <b>\$300,000.</b>

# Richland County Health and Human Services & Veterans Standing Committee

## AGENDA ITEM SUMMARY

**Agenda Item Name:** Review Options and Make a Recommendation to the County Administrator regarding possible Recruitment and Retention Incentives

<b>Unit:</b>	HHS Administration	<b>Presented By:</b>	Tracy Thorsen
<b>Date of Meeting:</b>	May 12, 2022	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	May 9, 2022	<b>Referred by:</b>	<i>Finance &amp; Personnel Committee</i>

**Recommendation and/or action language:** Motion... forward recommendations [*identified from list or others*] onto the County Administrator for his consideration in developing a county-wide recruitment and retention incentive program.

**Background:** On May 3, 2022 the Finance and Personnel Committee approved a motion instructing the County Administrator to evaluate county-wide how to address recruitment and retention in 2022. The following incentive options would target improving recruitment and retention of staff and may be considered for recommendations to the County Administrator. Highlighted items indicate Health and Human Services Director's recommendations for 2022 implementation.

### WAGE INCREASE OPTIONS

- (a) Implement a mid-year consumer price index (CPI) increase of 3% in 2022 to the county wage scale and approve a policy to automatically include an annual CPI adjustment to the wage scale.
- (b) Reclassify certain positions that have historically been difficult to recruit or retain to a higher grade on the wage scale including: Child & Youth Case Manager to grade I, Adult Protective Services to grade I, APS/Crisis Professional to grade I, and Masters Degree Clinician/Mental Health Therapist to grade L (*there may be other county positions that have been difficult to fill or retain that should also be considered*).
- (c) Offer a higher starting wage step placement (start at Step 4 probationary; then Step 5 after probation) for positions that have historically been difficult to recruit or retain including: Child & Youth Case Manager, Adult Protective Services, APS/Crisis Professional, and Masters Degree Clinician/Mental Health Therapist (*there may be other county positions that have been difficult to fill or retain that should also be considered*).
- (d) Implement step advancement policy for the wage scale that addresses rewarding employees for longevity. Current employees would be placed on the step on the wage scale based on their years of continuous employment in their current position (*or another option would be to use continuous county employment to determine step placement*). **This option may be too involved to implement in 2022. Recommended for 2023.**

Example:

Longevity Step Advancement							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
NOT USED	NEW HIRE	After PROBATION	After TWO YRS	After FOUR YRS	After SIX YRS	After EIGHT YRS	After TEN YRS
<ul style="list-style-type: none"><li>• Step Advancement at Probation, Two, Four, Six, Eight, and Ten Years</li><li>• Plan Includes Policy for Annual Cost of Living Adjustments to the Entire Wage Scale – MUST BE EVERY YEAR</li><li>• Plan Allow Department Head to place up to Step 5; Allow County Administrator to approve higher placements</li></ul>							

### BONUS OPTIONS

- (e) Provide a Hiring or Sign-On Bonus (\$500 or \$1,000) to new employees once they have stayed in their position for one year. This could be targeted only to those positions that are difficult to recruit.
- (f) Provide a Referral Bonus (\$500 or \$1,000) to current employees who refer a successful candidate who is hired and remains in their position for one year.
- (g) Provide a one-time Retention Bonus to all employees either one amount (\$1,000) to every employee or a graduated amount coinciding with years of service (*e.g. 1 to 3 yrs - \$750; 4 to 10 yrs - \$1,000; 10+ yrs - \$2,000*).



# Richland County Health and Human Services & Veterans Standing Committee

## AGENDA ITEM SUMMARY

### HEALTH INSURANCE IMPROVEMENT OPTIONS

- (a) Increase the Health Reimbursement Account (HRA) amount that is contributed to the employee to \$2,000 single / \$3,000 family (current amount is \$1,000 single / \$2,000 family)
- (b) Allow the HRA to pay toward the employee deductible at the front end covering the first \$1,000 single / \$2,000 family of deductible expenses rather than at the back end only kicking in once the employee has paid \$2,000 single / \$4,000 family of their deductible expenses.
- (c) Allow the HRA to reimburse employees directly by submitting appropriate receipts through Employee Benefits Corporation rather than only allowing payment directly to a provider. There are frequent errors with the way the current system operates frequently taking a long time for the payments to go through to providers. Often times medical providers are sending out final notice warnings to employees because the payment has not been made in a timely manner.
- (d) Switch to a WRS State Plan Option. ***This option is not possible to implement in 2022.***

### OTHER BENEFIT IMPROVEMENT OPTIONS

- (h) Provide a Tuition Reimbursement Program to current employees for any educational tuition or training fee that is related to their current position or would allow them to advance to another position in the county as long as the employee commits to remaining with the county for two years beyond the most recent tuition grant. ***This option may be too involved to implement in 2022. Recommended for 2023.***
- (e) Provide an additional floating holiday to county employees
- (f) Implement improved vacation/time off benefit (*County Administrator has been working on the plan below*)

(Current) Service	(Current) Award	(Proposed) Service	(Proposed) Award	Supporting policy Language
6 mo of service	1 week vacation	Date of hire	1 week vacation	...but there is no vacation payout during probation period – 6 months
1 yr of service	1 week vacation	6 mths of service	1 week vacation	Additional 1 week
2 yrs of service	2 weeks vacation	1 yrs of service	2 weeks vacation	
6 yrs of service	3 weeks vacation	5 yrs of service	3 weeks vacation	
12 yrs of service	4 weeks vacation	10 yrs of service	4 weeks vacation	
23 yrs of service	5 weeks vacation	15 yrs of service	5 weeks vacation	Will receive payout of up to 1 week of banked (unused) vacation balance at payroll of anniversary (not optional and will be up to 1 week of available banked vacation)

### Attachments and References:

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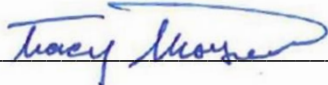
**Financial Review:** Health and Human Services is projecting that there will be approximately \$656,877 remaining from the 2021 Core Budget. After the deficit in Placement Funds 44 & 54 are covered by these remaining funds, an estimated \$452,373 will return to the General Fund. With approval from the County Administrator and the Finance and Personnel Committee, these funds may be used to address retention and recruitment issues county-wide.

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

**Approval:**

**Review:**



\_\_\_\_\_

Department Head

Administrator, or Elected Office (if applicable)

## Richland County Health and Human Services & Veterans Standing Committee

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve Amendments to HHS Addendum - Increase On-call Compensatory Time Reimbursement Rate

<b>Unit:</b>	Child & Youth Services	<b>Presented By:</b>	Jessica Tisdale
<b>Date of Meeting:</b>	May 12, 2022	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	May 9, 2022	<b>Referred by:</b>	

**Recommendation and/or action language:** Motion to ... Approve amendments to the Health and Human Services Addendum to the Employee Handbook in order to increase the hourly on-call pay to \$2.00 per hour for on-call duty and \$2.50 per hour for on-call holiday duty, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

The HHS Addendum would be amended as follows on page 6 under section 9. Compensatory Time.

- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
- On-call pay of ~~\$1.25~~ \$2.00 per hour will be earned for on-call duty;
  - On-call holiday pay of ~~\$1.50~~ \$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;

**Background:** Child and Youth Services (CYS) has a mandatory requirement to provide a mechanism to receive reports of child abuse and neglect 24 hours a day, 7 days a week. Richland County's mechanism to receive and screen these reports of Abuse and Neglect timely is to provide an Access/Intake worker during normal works hours as part of the duties assigned to CYS staff. During the overnight, weekend and holiday hours CYS generate an on-call calendar for a Case Manager and Supervisor to be on-call during those hours that the agency is closed.

Although on-call responsibilities are an expected part of the employment as a Child and Youth Services Case Manager the stipend that is currently approved does not compensate for the hours that these staff sacrifice with their families to provide this service, nor has there been an increase in the pay for this services in an excess of 10 years.

This increase allows for a recruitment and retention effort within the CYS Unit specifically due to this being a required portion of the position. The unit does see CYS staff take other positions with the county and outside of the county to remove their responsibilities in being on-call as part of their job duties.

#### Attachments and References:

<i>Health and Human Services Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules</i>	<i>Richland County Board Committee Structure; Handbook of Personnel Policies and Work Rules of Richland County</i>
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## Richland County Health and Human Services & Veterans Standing Committee

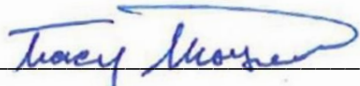
### AGENDA ITEM SUMMARY

**Financial Review:** The cost of the increase to cover this increase in this pay would not exceed \$11,500. Child and Youth Allocations as well as Youth Aid Allocations that are currently received by Richland County Health and Human Services would be able to cover the cost of the increase in this request immediately as well as ongoing. In review of the allocations with Business and Financial Services Manager over recent years, to include those years where CYS has been fully staffed, the allocations are sufficient to cover this requested increase.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Utilizing existing DCF Children & Families Allocation
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

**Approval:**

  
\_\_\_\_\_  
Department Head

**Review:**

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Richland County Health and Human Services

## Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

January 2012 (Adopted)  
January 2013 (Amended)  
January 2014 (Amended)  
March 2015 (Amended)  
January 2016 (Amended)  
June 2016 (Amended)  
August 2020 (Amended)  
February 2021 (Amended)  
August 2021 (Amended)  
May 2022 (Amended)

This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

**Definitions** – refer to Employee Handbook

**Introduction to Your Employee Handbook and Work Rules** – refer to Employee Handbook

**Extent of Handbook**

1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to County employees, except those which are delegated to the Health and Human Services Board as listed in this Addendum.

**Management Rights** – refer to Employee Handbook

**Equal Opportunity** – refer to Employee Handbook

**Terms and Condition of Employment**

1. Office Hours – refer to Employee Handbook
- d. The Director's right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be eight (8) hours. The normal work week shall be forty (40) hours, Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without Health and Human Services Board and Finance and Personnel Committee approval. Refer to the County Clerk's Office regarding the impact of benefit accrual on reduced hours.

2. Outside Employment – refer to Employee Handbook
3. Pay Period – refer to Employee Handbook
4. Time Paid – refer to Employee Handbook
5. Accidents and Injuries – refer to Employee Handbook
6. Health Examinations – refer to Employee Handbook
7. Breaks – refer to Employee Handbook
8. Leave of Absence – refer to Employee Handbook
  - a. Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the Health and Human Services Board, the Finance and Personnel Committee Chairperson, and the County Clerk's Office. Refer to the County Clerk's Office regarding benefit accrual.
9. Flexible Work Schedule – refer to Employee Handbook
10. Seniority or Length of Hire – refer to Employee Handbook
11. Performance Evaluations – refer to Employee Handbook

- a. Annual performance evaluations are conducted on each employee and should be completed annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to the Discipline, Suspension or Dismissal of an Employee section of the Health & Human Services Addendum for further action if needed.
12. Personnel Files – refer to Employee Handbook
13. Time Cards (Timekeeping) – refer to Employee Handbook

### **Compensation and Fringe Benefits**

Salaries – refer to Richland County Salary Grades

1. Health Insurance and Dental Insurance – refer to Employee Handbook
2. Loss of Time Insurance – refer to Employee Handbook
3. Retirement Plan – refer to Employee Handbook
4. Life Insurance – refer to Employee Handbook
5. Section 125 Flex – refer to Employee Handbook
6. Paid Holidays – refer to Employee Handbook
7. Bereavement Leave – refer to Employee Handbook
8. Compensatory Time – refer to Employee Handbook
  - a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
  - b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of forty (40) hours and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Clerk's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
  - c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
    - i. On-call pay of \$2.00 per hour will be earned for on-call duty;
    - ii. On-call holiday pay of \$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
    - iii. Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
    - iv. Payment for on-call duty will be made with each payroll.
    - v. In addition, an on-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and does not have to be taken prior to the end of the calendar year in which it was generated. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
    - vi. On-call compensatory time earned and used will be reported to the County Clerk's Office for each payroll period.

- vii. Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
- viii. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- d. Health and Human Services staff who have a specialized bilingual fluency and are assigned to participate on the Economic Support bi-lingual call center queue or provide interpreter services in the course of their duties shall be eligible for a wage modifier of \$0.75 per hour.
- 9. Overtime – refer to Employee Handbook
- 10. Sick Leave – refer to Employee Handbook
- 11. Voluntary Sick Leave Donation – refer to Employee Handbook
- 12. Vacation – refer to Employee Handbook
- 13. Family and Medical Leave – refer to Employee Handbook
  - a. All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.
- 14. Symons Employee Membership – refer to Employee Handbook
- 15. Military Leave – refer to Employee Handbook

### **Rules of Conduct**

- 1. Department Heads' Responsibility – refer to Employee Handbook
- 2. Grounds for Termination or Suspension – refer to Employee Handbook
- 3. Harassment – refer to Employee Handbook
- 4. Violence in the Workplace – refer to Employee Handbook

### **Hiring and Employment Considerations**

- 1. Hiring for Long-Term Vacancies (90 days or longer):
  - a. The Director shall notify the County Administrator of vacant County positions;
  - b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
  - c. The Director and the appropriate supervisor and/or designee shall screen all applications. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of the appointment of all County employees. Prior to offering a position, references checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
  - d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

- e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.
  - f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
  - g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.
- 2. Hiring for Temporary Vacancies (Less than 90 days) – refer to Employee Handbook
    - a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.
  - 3. Probation Period:
    - a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:

- i. If the employee is to continue in the position in regular status, or
  - ii. If the employee's employment in the position is to be terminated. No interference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.
- c. The Director shall make a recommendation to the County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County Clerk's Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator. The County Clerk will then notify the Finance and Personnel Committee.
- d. All decisions concerning whether employees at the end of their probation period shall be:
  - i. Terminated from County employment or
  - ii. Continue their employment in regular employment status with the County or
  - iii. Have their probation period extended,
 will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.
- 4. Reclassification – refer to Employee Handbook
- 5. Discipline, Suspension or Dismissal of an Employee:
  - a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee's supervisor shall discuss all problems relating to the employee's job performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee's personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.
  - b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator of the decision.
  - c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or County Administrator.
  - d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to

- the termination, the Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. Refer to Appendix B of the Handbook of Personnel Policies.
  - f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- 6. Non-Disciplinary Termination/Layoff
    - a. Elimination of Position – refer to Employee Handbook
    - b. Layoff – refer to Employee Handbook
    - c. Recall: Recall with be at the discretion of the Director unless the County Board initiated the layoff.
  - 7. Resignation/Retirement - refer to Employee Handbook
  - 8. Concerns – refer to Employee Handbook
  - 9. Policy on Nepotism - refer to Employee Handbook

### **Reimbursements**

- 1. Lodging – refer to Employee Handbook
- 2. Meals – refer to Employee Handbook
- 3. Mileage – refer to Employee Handbook
- 4. Other Expenses – refer to Employee Handbook
  - a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the Health & Human Services Board. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.
- 5. Registration Fees – refer to Employee Handbook
- 6. Expense Vouchers – refer to Employee Handbook

### **Miscellaneous Personnel Provisions**

- 1. Change of Address or Status – refer to Employee Handbook
  - a. It is each employee's responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the Office Supervisor immediately.
- 2. Official County Bulletin Board – refer to Employee Handbook
- 3. Employee Bulletin Board – refer to Employee Handbook
- 4. Equipment – refer to Employee Handbook
- 5. Telephone Policies – refer to Employee Handbook
  - a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.
- 6. Notification of Absence – refer to Employee Handbook
- 7. Weather Conditions – refer to Employee Handbook
- 8. Jury Duty – refer to Employee Handbook
- 9. Ambulance or Fire Department Volunteers – refer to Employee Handbook
- 10. Break Room – refer to Employee Handbook
- 11. Credit Union - refer to Employee Handbook
- 12. Deferred Compensation – refer to Employee Handbook
- 13. Use of Computers, Software & Internet – refer to Employee Handbook



14. Picture Identification Badge – All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.
15. Training Opportunities – refer to Employee Handbook
16. Gifts or Gratuities – refer to Employee Handbook
17. County Workspaces and Personal Property – refer to Employee Handbook

*Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.*

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

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Date

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Position Title

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Print Name

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Sign Name

## Richland County Health and Human Services & Veterans Standing Committee

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve the use of American Rescue Plan Act Funds set aside for Public Health to Hire a Consultant to Assist with the Development of the Community Health Needs Assessment /Community Health Improvement Plan

<b>Unit:</b>	Public Health	<b>Presented By:</b>	Rose Kohout
<b>Date of Meeting:</b>	May 12, 2022	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	County Board Rule #14
<b>Date submitted:</b>	May 9, 2022	<b>Referred by:</b>	Rose Kohout, Health Officer Tracy Thorsen, HHS Director

**Recommendation and/or action language:** Motion to... Approve the use of up to \$41,000 of the American Rescue Plan Act (ARPA) funds that have been set aside for Public Health to cover the cost of a consultant to assist with development of the Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP), and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

**Background:** Local health departments are required by Wisconsin Administrative Code DHS 140.04(1)(g)3. (CHNA) and s. 251.05(3)(c) Wis. Stats. (CHIP) to regularly and systematically collect, assemble, analyze, and make available information on the health of the community; including statistics on health status, community health needs, and epidemiological and other studies of health problems; develop public health policies and procedures for the community; involve key policymakers and the general public in determining and developing a community health improvement plan. This cycle occurs every five years and Richland County's most recent CHNA/CHIP expired at the end of 2021.

The services of a consultant are necessary because Public Health staff are not able to complete the required assessment and plan as their time continues to be needed for COVID-19 pandemic response and recovery workload. With few exceptions, staff nurses are managing all facets of our current COVID response, are working to re-establish services that were paused during the height of the pandemic, and are pivoting their focus toward initiating new projects.

Public Health proposes to establish a contract with Wisconsin Community Health Alliance, LLC to spearhead the required CHNA/CHIP project. Wisconsin Community Health Alliance is an organization committed to supporting coalitions, organizations and individuals to improve the health of their communities and the environments in which they live. President Dorothy Chaney is a trainer and consultant who would conduct the work and comes highly-recommended. She has more than twenty years of experience in community organizing, adult education, and substance abuse prevention work. Ms. Chaney has a wealth of experience in community health improvement planning. Ms. Chaney submitted a detailed work plan outlining the objectives she plans to be achieved and the time line for completion. The cost of the proposal is \$40,020.

#### Attachments and References:

DHS 140.04(1)(g)3. (CHNA) s. 251.05(3)(c) Wis. Stats. (CHIP)	
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**Financial Review:** The Finance and Personnel Committee has previously approved \$335,099.90 of Richland County's American Rescue Plan Act funds to be set aside for Public Health Response.

**Richland County Health and Human Services & Veterans Standing Committee**

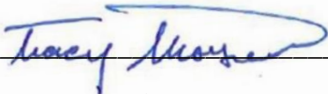
**AGENDA ITEM SUMMARY**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
x	Apportionment needed	Requested Fund Number	Fund 93 - ARPA Funds
<input type="checkbox"/>	No financial impact		

**Approval:**

**Review:**

  
\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

# Memo

Date: May 12, 2022  
To: Tracy Thorsen, Director  
From: Angie Rizner, Administration & Building Operations Manager  
RE: Personnel Announcements for HHS Board meeting

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## **APPROVED BY HHS DIRECTOR & CO ADMINISTRATOR; NOTICE TO HHS BOARD**

### New Hires (per HHS Addendum; page 7-8):

Bradi Donahoe, Child & Youth Services Case Manager (internal transfer)	Effective: 5/11/2022
Hannah Udelhoven, Child & Youth Services Case Manager	Effective: 6/1/2022

### Probationary Period (per HHS Addendum; page 8-9):

Amanda Oman, Economic Support Specialist	Effective: 5/29/2022
Darien Ostrowski, Economic Support Specialist	Effective: 5/29/2022
Emily Phelps, Child & Youth Services Case Manager	Effective: 5/29/2022

### Discipline/Suspension/Dismissal (per HHS Addendum; page 10):

None.

### Termination/Layoff (per Richland Co Handbook):

None.

## **APPROVED BY HHS DIRECTOR; NOTICE TO CO ADMINISTRATOR & HHS BOARD**

### Resignations/Retirements (per Richland Co Handbook):

Bradi Donahoe, Child & Youth Services Supervisor (internal transfer)	Resigned: 5/10/2022
Julie Bollinger-Jones, Mental Health Therapist	Resigned: 5/26/2022
Tricia Morzenti, Mental Health Therapist	Resigned: 5/26/2022

### SWWDB Leased Staff (per County Board approved annual contract):

Allicia Woodhouse, LTE Family Preservation Worker	New Hire Date: 4/25/2022
Diane Cox, LTE Adult Protective Services Worker	Revoked Resignation

### Leave of Absence Without Pay for up to 30 days (per HHS Addendum; page 5):

None.

### Medical Leave of Absence Without Pay-Negative Sick Leave Balance (per Resolution #21-12):

None.

### Vacant County Positions:

Co Administration – HHS Director – currently interviewing  
Behavioral Health Services – CCS Supervisor – currently interviewing  
Behavioral Health Services – APS/Crisis Professional – on hold  
Behavioral Health Services – Mental Health Therapist (3) – currently advertising  
Child & Youth Services Case Manager (1) – currently interviewing  
Child & Youth Services Supervisor – currently advertising  
Administration – Clerical Assistant II – on hold  
Behavioral Health Services – Quality Coordinator – on hold  
Behavioral Health Services – Early Intervention Special Educator – on hold  
Behavioral Health Services – Occupational Therapist (28 hours per week) – on hold  
Behavioral Health Services – Speech and Language Pathologist (28 hours per week) – on hold  
Public Health – RN (1) – on hold  
Public Health – Health & Wellness Coordinator – on hold  
Public Health - T/C Nutrition Site Worker (Germantown) (2) – on hold