

Richland County

HHS & Veterans Standing Committee

September 6, 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, **September 8, 2022** in the Richland County Board Room of the Courthouse at 181 W. Seminary Street, Richland Center, WI and via videoconference and teleconference using the following information:

WebEx access and meeting documents can be found at:

<https://administrator.co.richland.wi.us/minutes/hhs-and-veterans/>

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 (email), or HHS & Veterans Standing Committee Chair Ingrid Glasbrenner at 608-604-5086 or ingrid.glasbrenner@co.richland.wi.us (email).

Agenda:

1. Call to Order
2. Proof of Notification
3. Approve Agenda
4. Approve Previous Meeting Minutes
5. Public Comment
6. Review & Discuss 2024-2027 Budget Levy Reductions per Resolution 22-96
 - a. 2024-2027 Clerical Assistance for VSO
 - b. 2024-2027 HHS Levy Reduction
7. Review & Discuss Statutory Role of VSO Board/Committee – *Attorney Michael Windle*
8. Review & Discuss Richland County Handbook Policy on Hiring – *Clinton Langreck*

VETERANS SERVICE OFFICE

Action Items:

9. 2022 VSO Budget Summary
10. Approve Resolution Supporting Operation Green Light for Veterans

Administrative Report:

11. Veterans Services Officer, Karen Knock

HEALTH & HUMAN SERVICES

Consent Items:

12. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000)
13. 2022 HHS Budget Summary & Richland County Placement Report
14. 2022 HHS Contract Monitoring Report

Action Items:

15. Approve HHS Contracts, Agreements, and Amendments
16. Approve Behavioral Health Services Unit Restructuring Plan
17. Approve the Application and Acceptance of an Employer-Sponsored Blood Drives Grant

Administrative Report:

18. Director, Tricia Clements

Personnel:

19. HHS Personnel Updates
20. Quarterly Review of HHS Organizational Chart

Closing:

21. Future agenda items

Richland County

HHS & Veterans Standing Committee

22. 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.

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	DHS Southern Regional Office –Larissa Tomczak & Kris Dejanovich
	WRCO Broadcasting	DCF Southern Regional Office –Wendean Marsh
	Richland Observer	DPH Southern Regional Office – Joseph Larson
	Valley Sentinel	Greater WI Agency on Aging Resources, Inc.
	Wisconsin Public Radio	Dr. Neil Bard
	County Clerk	Department Heads
	County Administrator	County Board Supervisors
	Courthouse Bulletin Board	

Richland County

HHS & Veterans Standing Committee

August 11, 2022

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

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

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

Not Present: Danielle Rudersdorf.

Agenda:

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

VETERANS SERVICE OFFICE

Consent Items:

9. **2022 Veterans Budget Summary:** Karen Knock explained that the Veterans Budget Summary Report has been posted in the Health & Human Services and Veterans Standing Committee folder for members to review. The only expense of note for the month was a computer software antivirus payment.

Richland County

HHS & Veterans Standing Committee

Administrative Report:

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

Karen Knock left the meeting

HEALTH & HUMAN SERVICES

Consent Items:

- 12. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** Tricia Clements explained that the purpose of the report is to outline the agency's monthly bills that are paid as well as prepaid vouchers, which are bills paid out of cycle to avoid late fees. Examples of some reoccurring and common expenses were reviewed. Usual expenses were also highlighted and explained.
- 13. 2022 HHS Budget Summary & Richland County Placement Report:** The budget summary document was reviewed, outlining utilization, expenses, revenues, and placements. It was noted that while utilization should be approximately 58%, it is currently only 47%, primarily due to position vacancies. Ken Rynes asked how understaffed the agency is in terms of percentage. While an exact number was not able to provide on the spot it was noted that there are approximately 55 full time County staff within the agency and there are currently 10 vacancies. This equates to about 18%. Angie Rizner reviewed the various efforts that are made when recruiting for the vacant positions.

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

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

- 14. 2022 HHS Contract Monitoring Report:** Angie Rizner gave an overview of the Contract Monitoring Report, and how it is determined when a contract needs to be amended. For the current report, those contracts exceeding 50% were reviewed, with the assumption that most providers will have billed through the month of June. While some providers exceeded the expected utilization, it was explained that they also submitted bills through the month of July and therefore did not require further review. Other providers reporting over the expected 50% will continue to be monitored to determine if an amendment is needed in the future.

Administrative Report:

Richland County

HHS & Veterans Standing Committee

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

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

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

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

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

Action Items:

17. Approve HHS Contracts, Agreements and Amendments:

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

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

Richland County

HHS & Veterans Standing Committee

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

Personnel:

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

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

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

Closing:

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

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary

WHEREAS, Bethlehem Lutheran Church has approached the county, through the Richland Economic Development Board with a petition for the County to participate as a grant applicant/administrator for an Idle Sites Redevelopment Program Grant; and

WHEREAS, Bethlehem Lutheran is anticipating roughly \$120,000 to \$130,000 in eligible development through the grant, for completion of renovations to the Rockbridge School; and

WHEREAS, Idle Sites grants may be made to cities, villages, towns, counties, tribal entities or governmental entities for idle industrial sites exceeding five acres in size, for idle institutional parcels exceeding five acres in size, or for idle commercial sites exceeding 10 acres in size, where redevelopment is impeded due to existing site conditions; and

WHEREAS, this project is anticipated to incur an estimated amount not to exceed \$2,750 of in-kind expenses in grant application, grant management, grant closing and auditing requirements.

NOW THEREFORE BE IT RESOLVED, authorizes participation in the Wisconsin Economic Development Corporation's Idle Sites Redevelopment Program in partnership with Bethlehem Lutheran Church, and

BE IT FURTHER RESOLVED, the Richland County Board authorizes the County Administrator and Economic Development Director to complete all necessary documents and agreements associated with this project, and

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION
AYES _____ NOES _____

RESOLUTION OFFERED BY THE FINANCE
AND PERSONNEL STANDING COMMITTEE
(10 AUGUST 2022)

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: AUGUST 16, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK		
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON		
MARC COUEY		
GARY MANNING	X	

Vice-Chair Murphy-Lopez requested agenda item #22 be moved forward for discussion and possible action before agenda item #16. Chair Brewer agreed and agenda item #22 moved forward for discussion and possible action before agenda item #16.

Resolution No. 22 – 96 directing the various Richland County Standing Committees to consider services, develop options, and propose a recommendation on future operations was reviewed by County Administrator Langreck. Motion by Couey, second by Glasbrenner that Resolution No. 22 - 96 be adopted. Discussion continued. Motion by Murphy-Lopez, second by Couey to amend the resolution as follows:

Strike the following language in the Health & Human Services and Veterans Services section:

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$350,000 entering into 2024. These adjustments in levy expenditures must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Replace stricken language in the Health & Human Services and Veterans Services section with the following:

1. “Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan”

Strike the following language in the Sheriff’s Office, Clerk of Courts Office, Corner’s Office, District Attorney’s Office, Register in Probates Office and Emergency Management section:

3. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
4. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$350,000 entering into 2024. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Replace stricken language in the Sheriff’s Office, Clerk of Courts Office, Corner’s Office, District Attorney’s Office, Register in Probates Office and Emergency Management section with the following:

2. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$531,000 in 2024, \$1,058,000 in 2025, \$1,301,000 in 2026, and \$1,668,000 in 2027, including but not limited to lines 3.01 through 5.91, 8.01 through 8.90, 10.01 through 11.91, and 24.01 through 25.91 in the 5-year financial plan.

Strike the following language in Highway Department, Courthouse Maintenance Management, and Management Information Services section:

5. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.

6. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$350,000 entering into 2024. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Replace stricken language in the Highway Department, Courthouse Maintenance Management, and Management Information Services section with the following:

3. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$278,000 in 2024, \$554,000 in 2025, \$681,000 in 2026, and \$873,000 in 2027, including but not limited to lines 2.01 through 2.91 and 18.01 through 20.91 in the 5-year financial plan.

Strike the following language in the County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets section:

7. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
8. Levy Expenditure Reduction— Develop a course of action, if possible, where departments and budgets under supervision have a total projected, levy operational expense reduction of \$200,000 entering into 2024. These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

Replace stricken language in the County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets section with the following:

4. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan.

Voice vote taken and motion to accept proposed amendments carried. Voice vote taken to accept amended Resolution No. 22 – 96. The motion carried and the amended resolution declared adopted.

RESOLUTION NO. 22 – 96

A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the various Departments and Services listed below have been identified for service consideration and possible future funding reductions, and

BE IT FURTHER RESOLVED, the various Standing Committees listed below are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the various Departments and Services listed below; and

BE IT FURTHER RESOLVED, that the Health and Human Services and Veterans Standing Committee is specifically tasked with the following:

Regarding Services Provided through Health and Human Services and Veterans Services

1. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Public Safety Standing Committee is specifically tasked with the following:

Regarding Services Provided through Sheriff's Office, Clerk of Courts Office, Corner's Office, District Attorney's Office, Register in Probates Office and Emergency Management

2. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$531,000 in 2024, \$1,058,000 in 2025, \$1,301,000 in 2026, and \$1,668,000 in 2027, including but not limited to lines 3.01 through 5.91, 8.01 through 8.90, 10.01 through 11.91, and 24.01 through 25.91 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Public Works Standing Committee is specifically tasked with the following:

Regarding Services Provided through Highway Department, Courthouse Maintenance and Management Information Systems

3. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$278,000 in 2024, \$554,000 in 2025, \$681,000 in 2026, and \$873,000 in 2027, including but not limited to lines 2.01 through 2.91 and 18.01 through 20.91 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Finance and Personnel Standing Committee is specifically tasked with the following:

Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

4. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the various Standing Committee Chairs, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the October 31st, 2022 Finance and Personnel Standing Committee Meeting; and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION
AYES _____ NOES _____

RESOLUTION OFFERED BY THE FINANCE
AND PERSONNEL STANDING COMMITTEE
(10 AUGUST 2022)

RESOLUTION ADOPTED

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		X
STEVE CARROW	X	
MELISSA LUCK		
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON		
MARC COUEY		
GARY MANNING	X	

DEREK S. KALISH
COUNTY CLERK

DATED: AUGUST 16, 2022

Resolution Amended On Board Floor August 16, 2022

Resolution No. 22 – 90 directing the Joint Ambulance Committee to consider services, develop options and propose a recommendation on future operations was reviewed by County Administrator Langreck. Motion by Couey, second by Williamson that Resolution No. 22 - 90 be adopted. The motion carried and resolution declared adopted.

RESOLUTION NO. 22 - 90

A Resolution Directing The Joint Ambulance Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

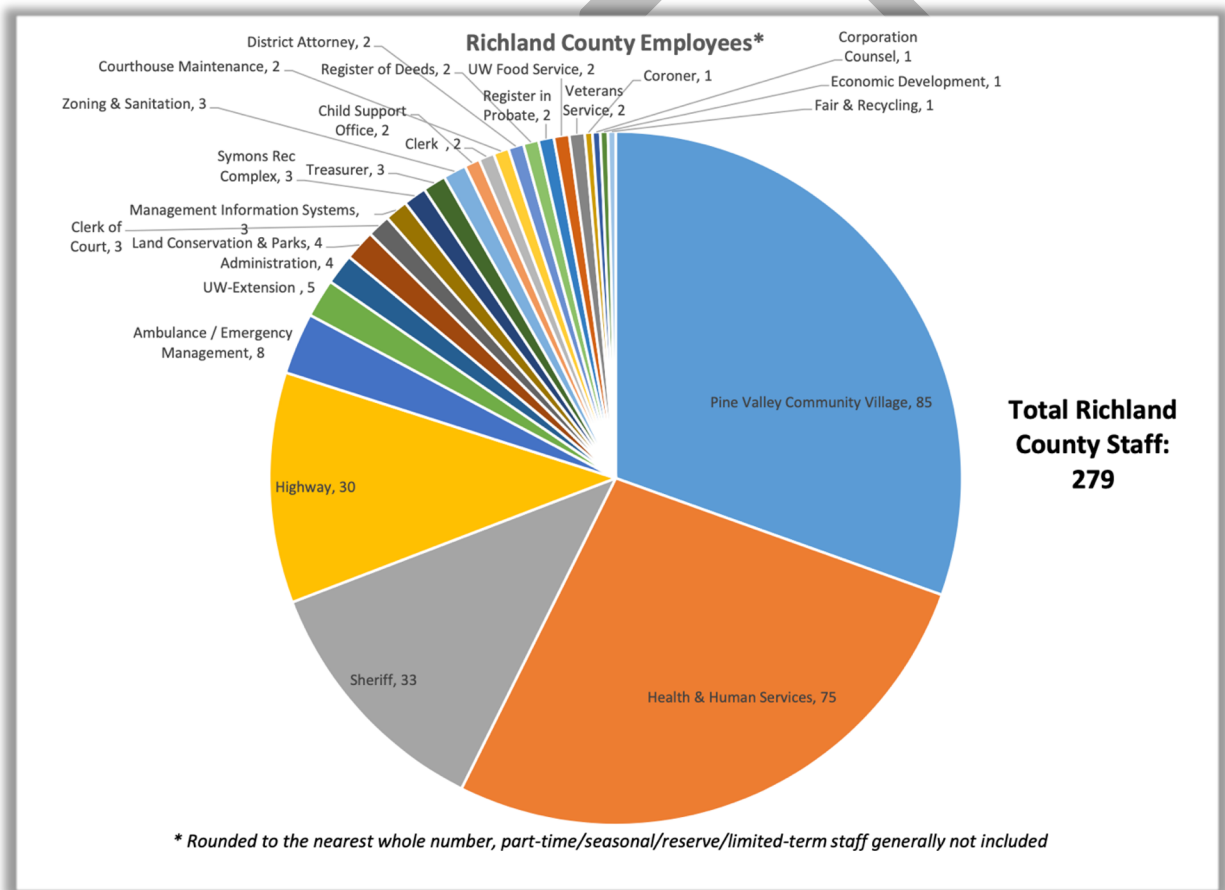
DRAFT: Educational Information for Use by the Referendum Ad Hoc Committee

The following information provides educational context for the work of the Richland County Referendum Ad Hoc Committee, and has the following primary purposes:

1. To serve as the basis for educational materials to be developed by the Committee so the public can better understand our mission
2. To be used as a tool for communication with County departments/committees

Introduction

The Richland County Referendum Ad Hoc Committee is *considering the idea of a referendum* so the voters can decide if the County's operating levy should be increased to maintain current staffing levels and services. **Staffing levels currently look like this:**



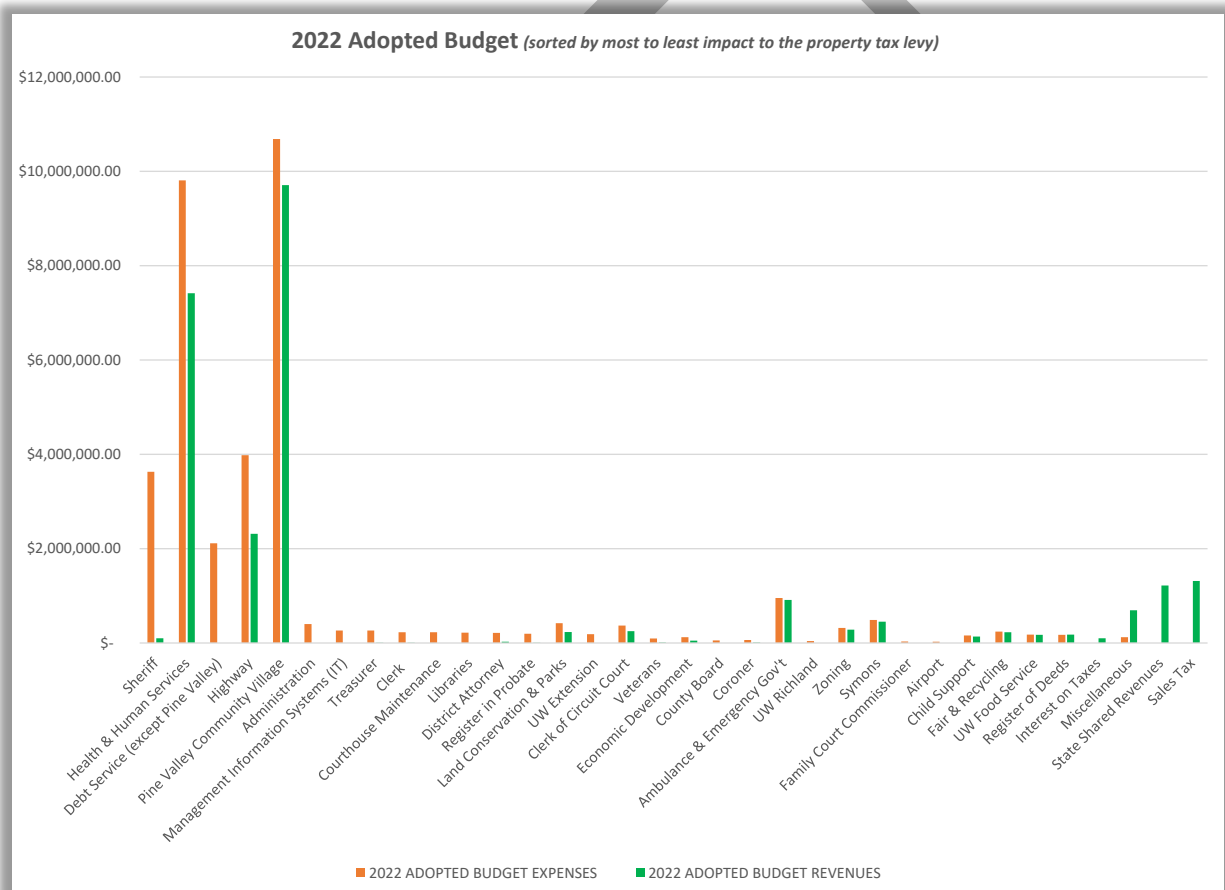
The County has a total budget of \$36 million in the current 2022 calendar year. **The budget is balanced, meaning \$36 million in expenses matches \$36 million in revenues.**

Revenues vs. Expenses

Most County budget revenues come from other governments, typically at the federal and state levels. Some departments bring in significant amounts of revenue to offset County expenses. For example,

- The **federal government** pays for patient care at **Pine Valley Community Village**
- The **federal and state governments** pay for programming in the **Health & Human Services Department** (i.e., mental health, economic support, aging and disability resources, child protection, public health)
- The **state government** pays the **Highway Department** to maintain state-owned highways (e.g., US Highway 14, Wisconsin Highway 60)

Other departments don't have the ability to bring in very much revenue. **The expenses and revenues of all departments currently look like this:**



The Property Tax

How does the County make up the difference in revenues and expenses for each department? **We levy a property tax**, as shown here:

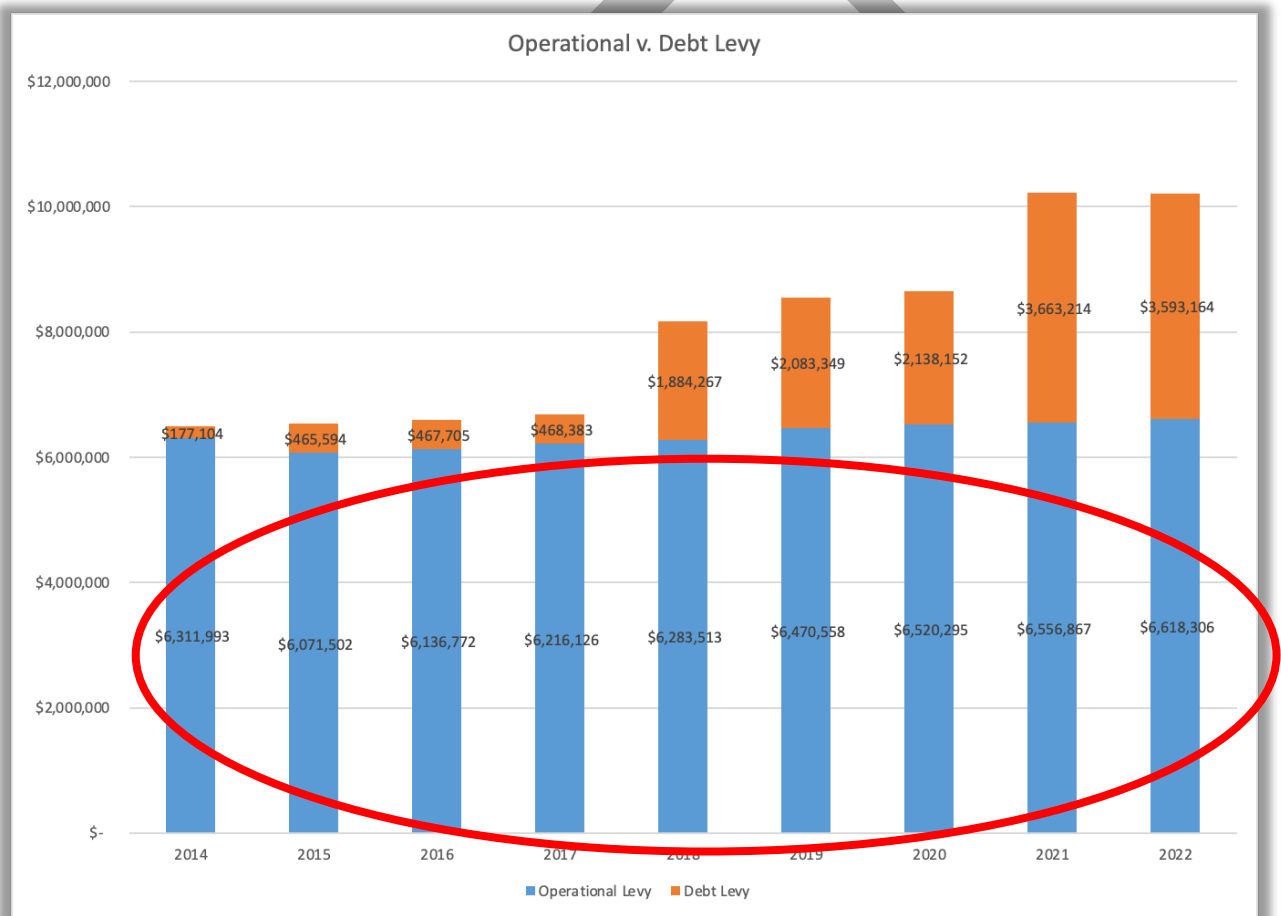


The property tax levy is divided into 2 parts: **operating and debt**. We do this because the State of Wisconsin has different laws about how the County can levy property taxes for each part:

1. The first law says the County **cannot raise the operating levy at a rate faster than net new construction**.¹
2. The second law says the County **can raise the debt levy at the rate it chooses**, as long as the total outstanding debt stays below 5% of the value of all property in the County.

Over the past 8 years, **the operating levy has stayed relatively flat, while the debt levy has risen at a faster pace** to pay for the new building at Pine Valley Community Village (between 2017 and 2018) and highway/building maintenance needs (between 2020 and 2021).

The County's Referendum Ad Hoc Committee is looking at the possibility of asking the voters to approve a more substantial increase to the operating levy (circled in red below):

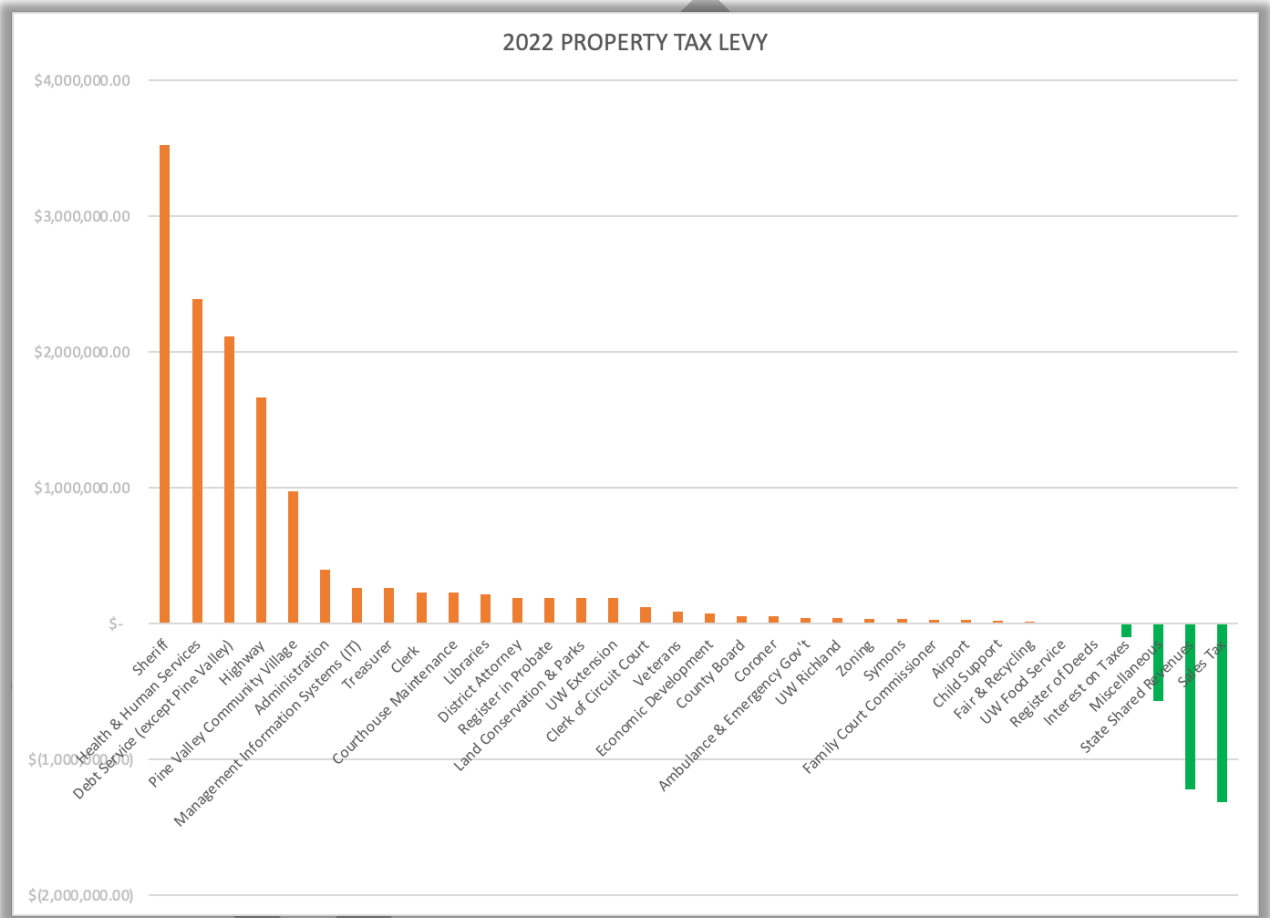


¹ <https://docs.legis.wisconsin.gov/statutes/statutes/66/vi/0602>

Departments Relying on the Property Tax

Which departments benefit most from property taxes? If federal and state revenues, as well as fees for services (such as those collected by the Ambulance, Clerk of Court, Register of Deeds, Symons, UW Food Service, and Zoning Department) are set aside, the **following 4 departments use the most property tax**:

1. Sheriff
2. Health & Human Services
3. Highway
4. Pine Valley Community Village

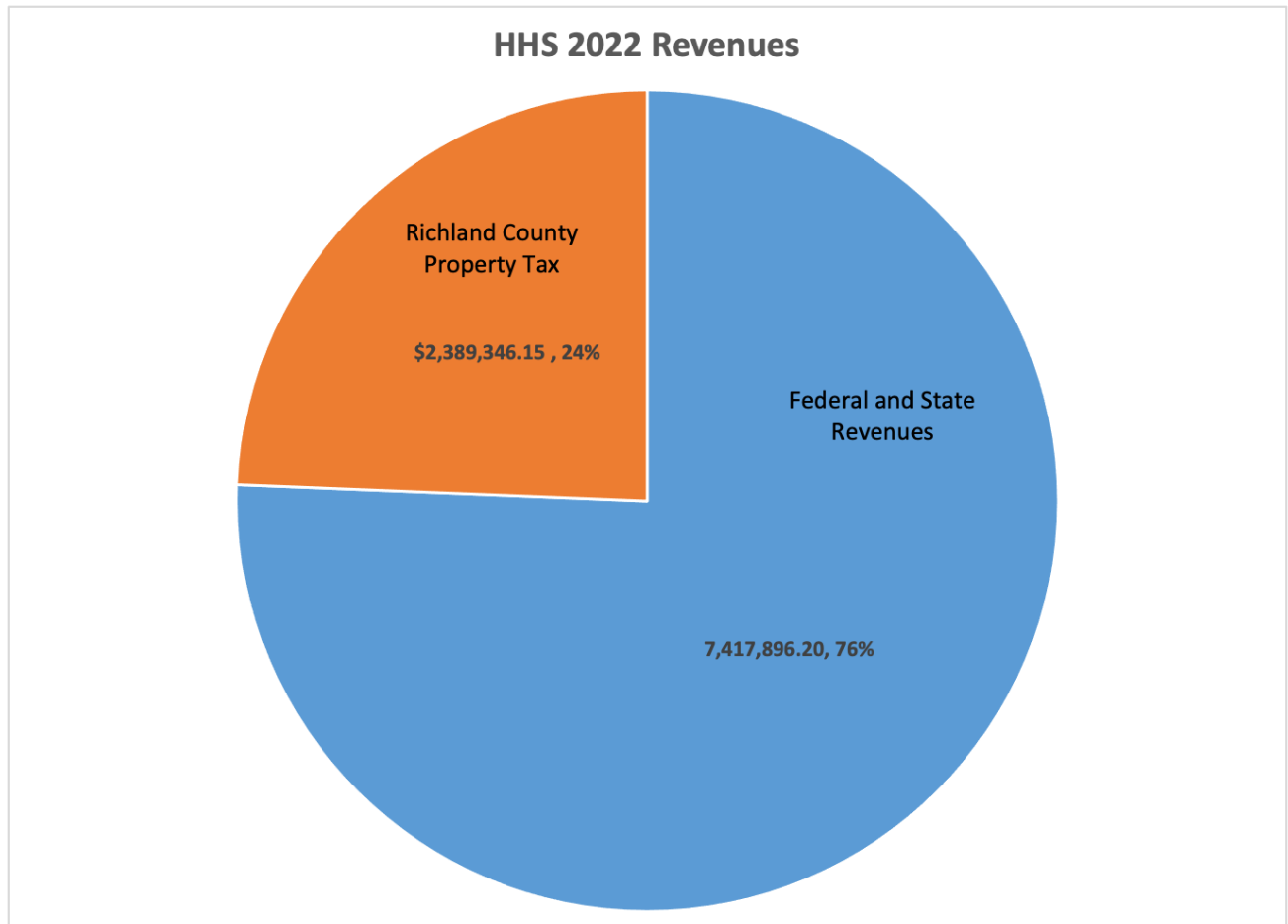


Next, we'll look at three categories that often have associated misconceptions: 1) Health & Human Services, 2) Pine Valley Community Village, and 3) State Shared Revenue.

Category #1: Health & Human Services

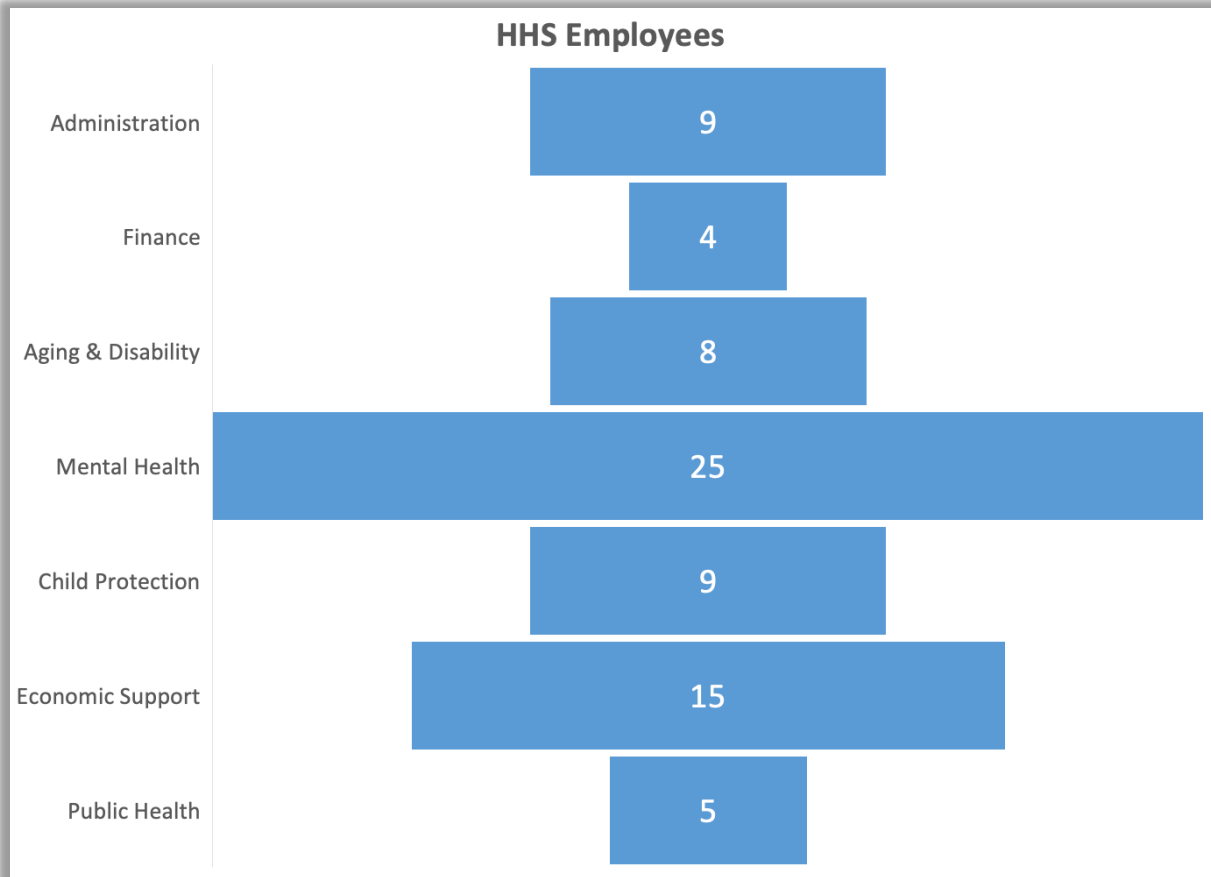
As shown in previous charts, the Health & Human Services (HHS) Department has the 2nd highest number of employees out of any department at the County. At the same time, this department uses less property tax revenue than the Sheriff's Department (\$2.4 million for HHS vs. \$3.5 million for Sheriff). Why is this?

It's because **HHS brings in a lot of revenue from the federal and state governments.**



If the County reduced its property tax revenue contribution to HHS, some of these federal and state revenues would be lost.

People also often think HHS is primarily a welfare agency. **While economic support is important, it's one of only 5 main areas of service to residents.** More employees are dedicated to mental health services than economic support, as shown in this chart:



Note: Over the coming months, the Referendum Ad Hoc Committee will be working with the Health & Human Services and Veterans Standing Committee to better understand how federal and state funding is tied to employee positions.

Category #2: Pine Valley Community Village

It is often said that Pine Valley Community Village:

1. Makes a profit for the County
2. Doesn't pay its debt

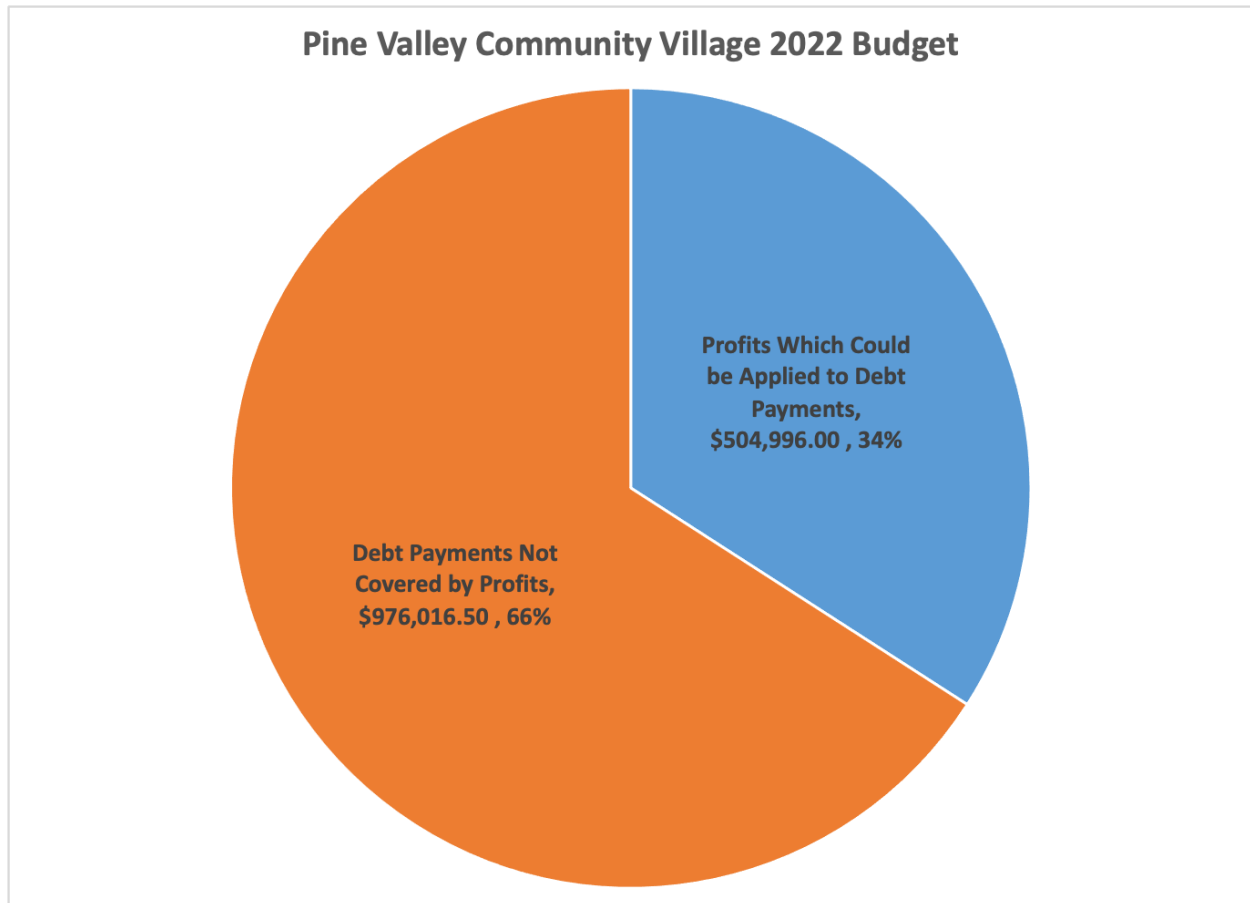
Which is true?

There is some truth to both statements, but neither is totally accurate. Because of the state laws referred to earlier, the County keeps track of Pine Valley's budget in two categories – operating and debt:



Statement #1 would be more accurate if it said, **“Pine Valley makes an operating profit for the County.”**

In recent years, the operating profit from Pine Valley has been applied to offset the operating expenses of other departments at the County. **If that operating profit was instead applied to debt payments, it would cover one-third of annual debt payments**, as shown in the following chart:



So, statement #2 would be more accurate if it said, **“Pine Valley’s operating profits could cover one-third of its debt payments, if those profits were not used to offset the operating expenses of other County departments.”**

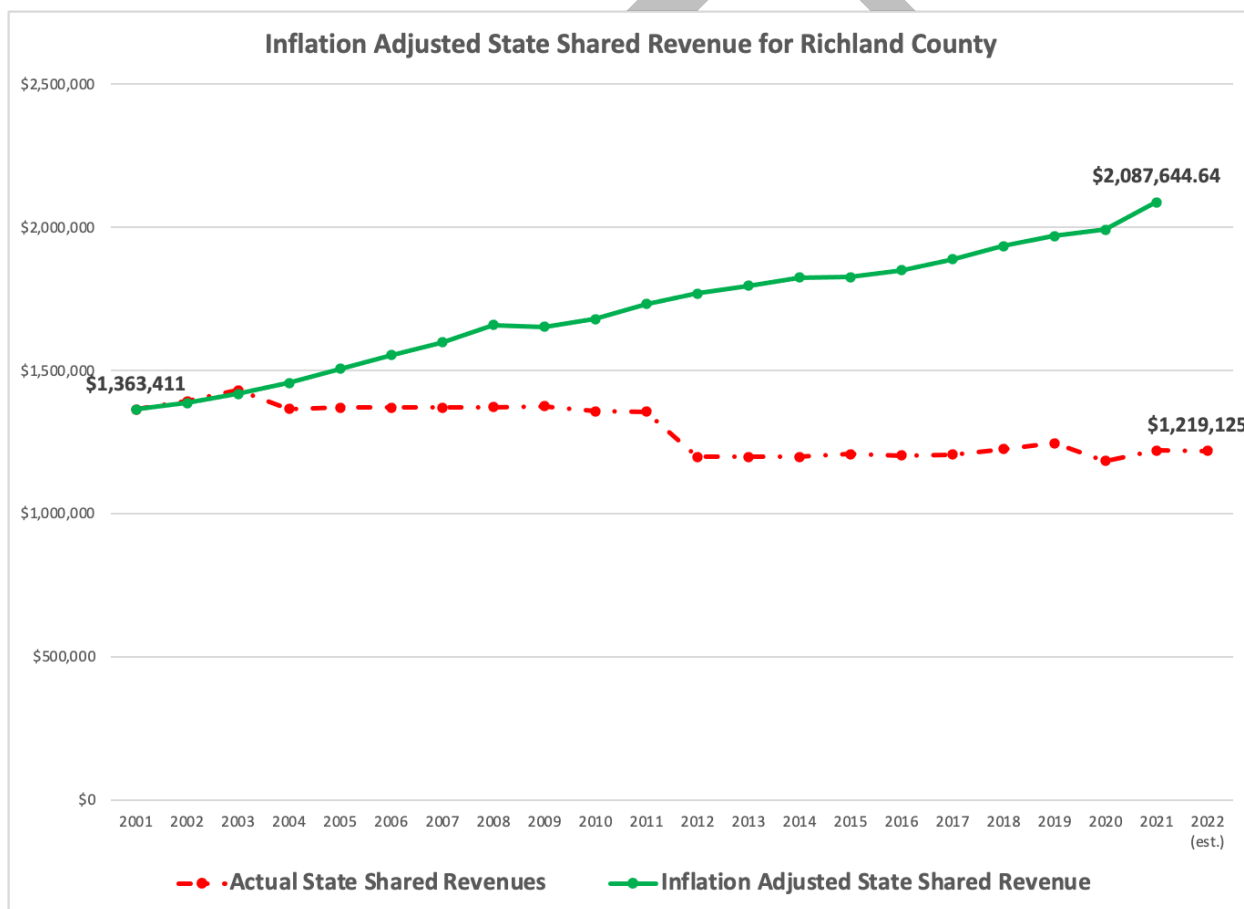
Note: Over the coming months, the Referendum Ad Hoc Committee will be working with the Pine Valley & Child Support Standing Committee to better understand if operating profits can be increased to cover 50% of its debt payments.

Category #3: State Shared Revenue

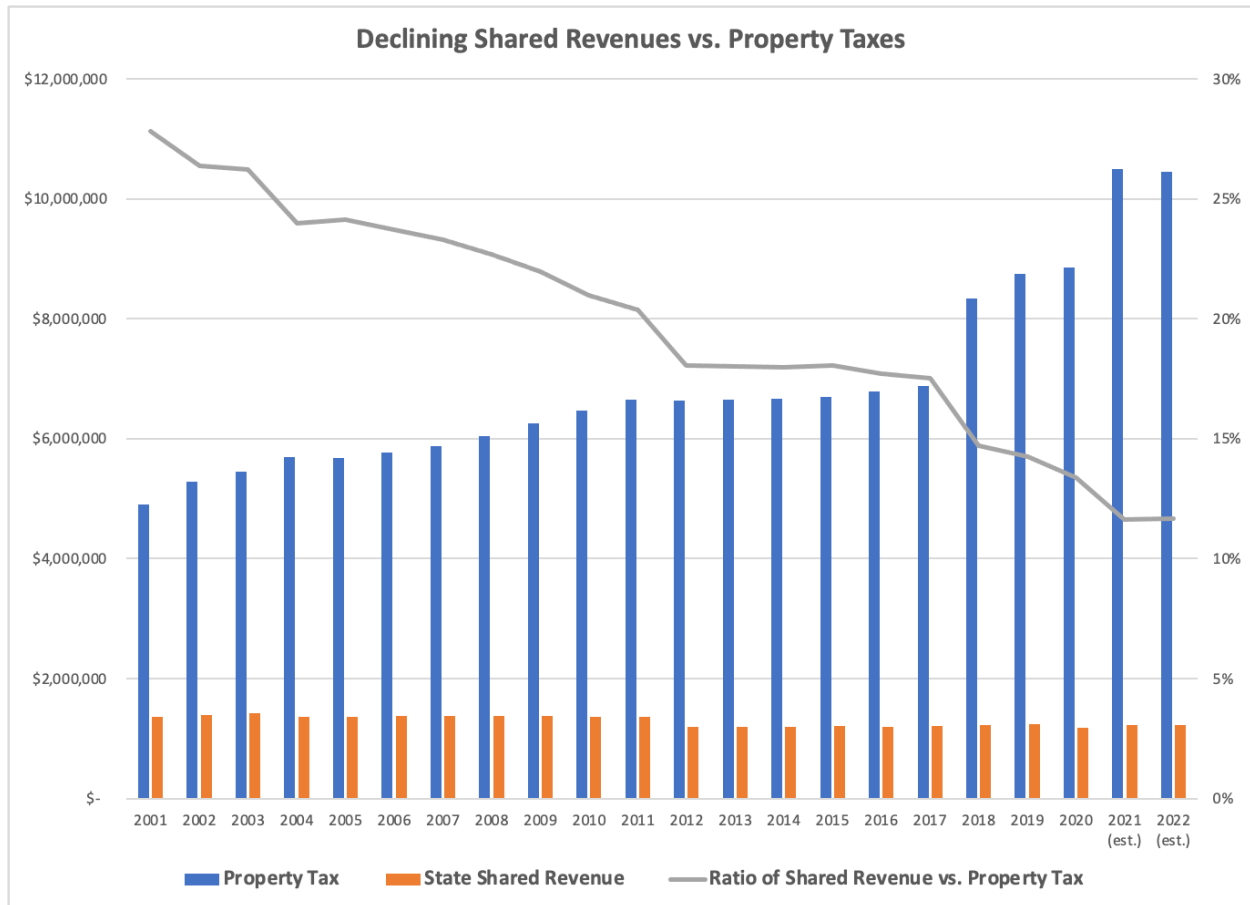
State shared revenue comes from the State of Wisconsin. **Every local government agency in Wisconsin receives this revenue.**

Shared revenue was originally put in place in the early 1900's to share state income tax revenue with local governments in exchange for a reduction in property that could be taxed². In the 1970's, shared revenues were begun to be used to level the playing field between communities with lower income tax revenues and wealthier parts of the state.³

In 2001, Richland County received \$1.36 million that could be spent on general government activities such as public safety, human services, and highways. **In 2021, the State shared \$1.22 million, a drop of 12%.** If the amount received in 2001 was adjusted for inflation⁴, the amount would be \$2.09 million.



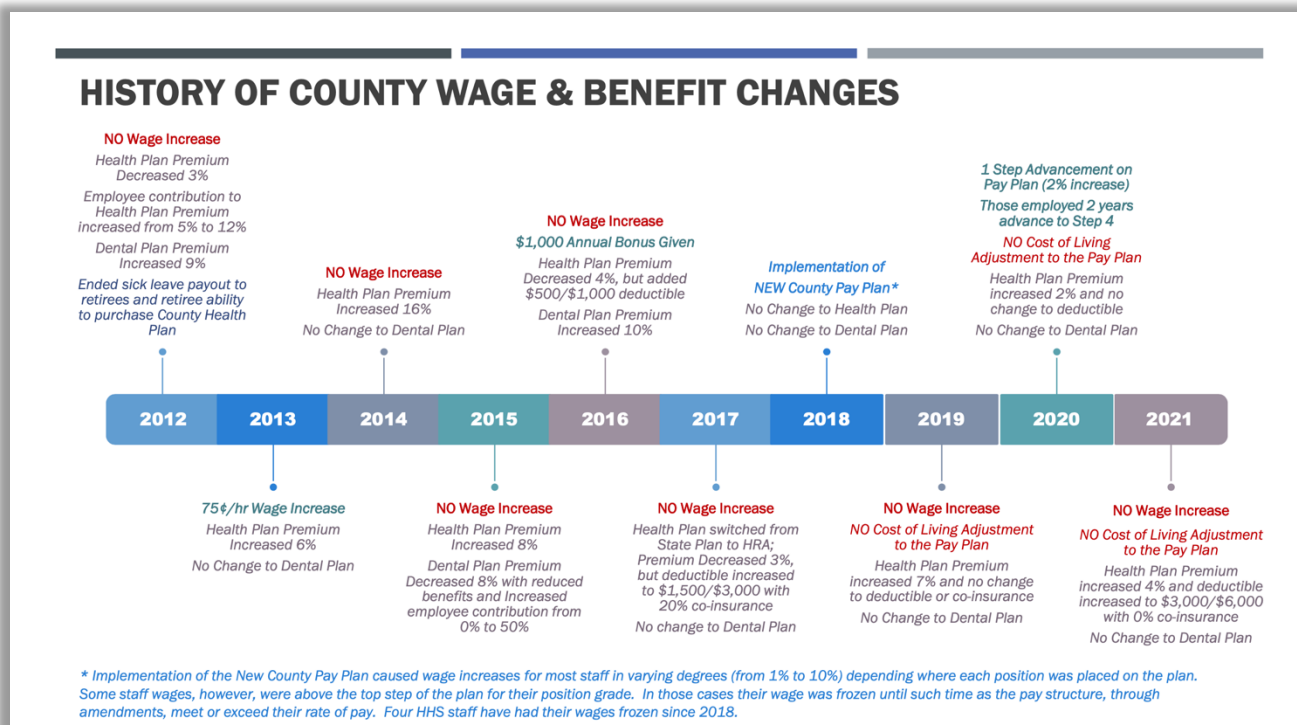
Since shared revenues from the State of Wisconsin are declining, this means **Richland County has had to rely more on property taxes to finance departments that need additional revenues**, as shown in the following chart:



Note: Over the coming months, the Referendum Ad Hoc Committee will be working with the Finance & Personnel Standing Committee to better understand the development of the State of Wisconsin budget, as it relates to state shared revenues.

Where Do We Go from Here?

Over the past decade, Richland County has been responding to the State of Wisconsin's policies by **skipping annual pay increases and reducing health insurance benefits**, as shown in the following graphic.

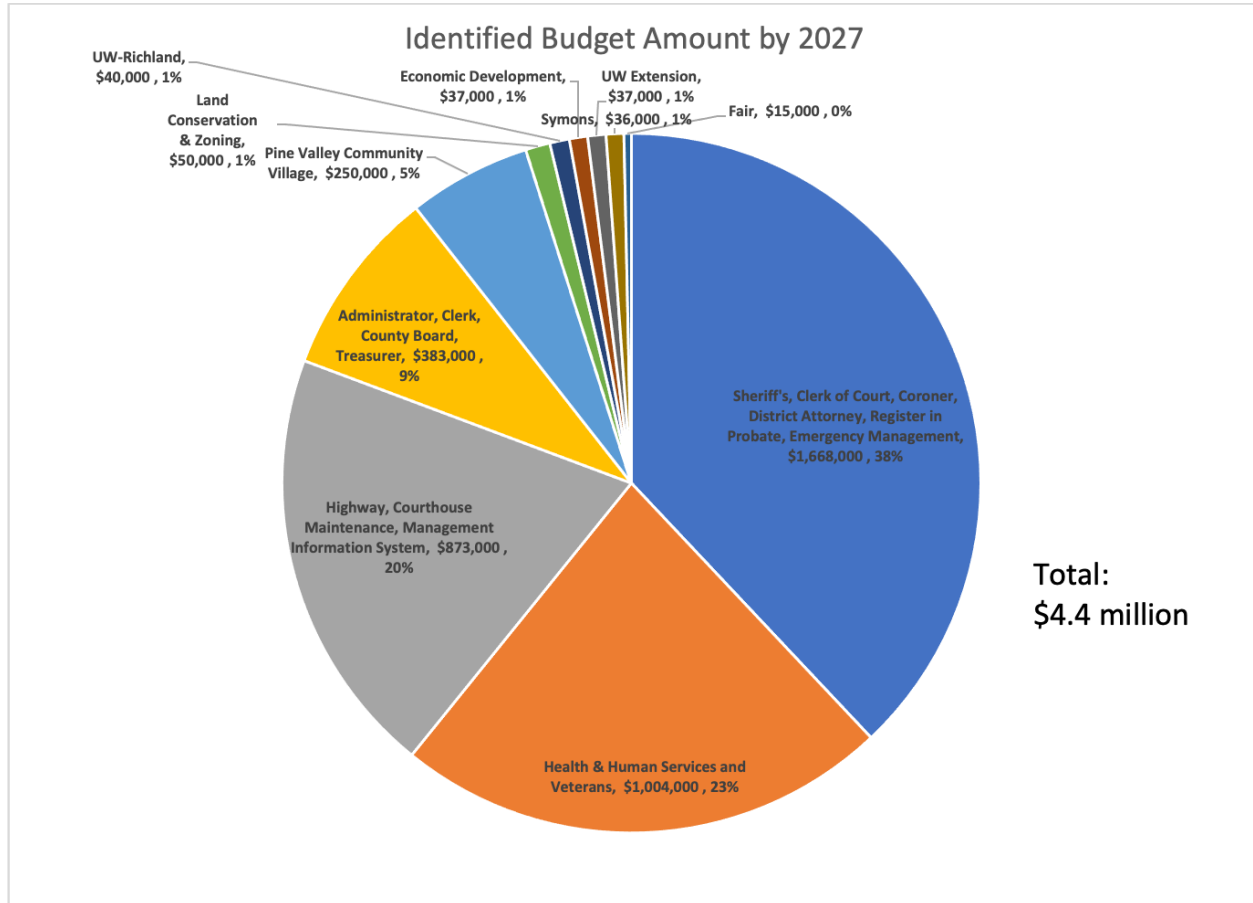


Earlier this year, Richland County adopted a Strategic Plan⁵ that determined that path is no longer sustainable, with a **commitment to annual pay increases for employees**.

The County Administrator has also created a 5-year (2023 – 2027) financial plan that **estimates the additional revenues that will be needed** to deliver those pay increases and fund other County priorities, such as finance, human resources, and maintenance positions.

⁵ <https://administrator.co.richland.wi.us/wp-content/uploads/2022/03/Richland-County-Strategic-Plan-Chapter-2-Operations.pdf>

The County Board also recently adopted a set of resolutions guiding committees and departments as to how to decrease their impact on the property tax levy. **Some of these decreases may be permanent, but some may be identified for a potential property tax operating levy referendum in 2023, to take effect in 2024** as shown in the following chart:



Next Steps

The Referendum Ad Hoc Committee has identified the following next steps:

1. Communicate directly with committees and departments heads affected by a potential referendum, so that expectations are clear
2. Research other operating levy referendums
3. Educate the public about the work of the committee
 - Radio
 - Newspaper
 - Video
4. Recommend action on the referendum, including:
 - Whether or not to develop a referendum question
 - The date, amount, and purpose of a potential operating levy referendum
 - Public education content and format for a potential operating levy referendum
 - The consequences/outcome of a failed operating levy referendum
5. Draft a report for submittal to the committee we report to (Finance & Personnel Standing Committee)

A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

Be it further resolved, that the Health and Human Services and Veterans Standing Committee is specifically tasked with the following:

Regarding Services Provided through Health and Human Services and Beterans Services

“Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan.”

	Column2	2024	2025	2026	2027
Directive:		\$ 320,000.00	\$ 637,000.00	\$ 783,000.00	\$ 1,004,000.00
		\$ 320,000.00	\$ 317,000.00	\$ 146,000.00	\$ 221,000.00
Funds	2022 Levy Amount				
34	\$ -	\$ -	\$ -	\$ -	\$ -
44	\$ 700,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
53	\$ -	\$ -	\$ -	\$ -	\$ -
54	\$ 785,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
56	\$ 835,755.89	\$ 133,880.00	\$ 233,880.00	\$ 143,880.00	\$ 143,880.00
59	\$ 36,982.89	\$ 5,050.00	\$ 5,050.00	\$ 5,050.00	\$ 5,050.00
63	\$ 31,607.37	\$ 9,604.00	\$ 9,604.00	\$ 9,604.00	\$ 9,604.00
Total		\$ 348,534.00	\$ 448,534.00	\$ 358,534.00	\$ 358,534.00
Overage		\$ 28,534.00	\$ (188,466.00)	\$ (424,466.00)	\$ (645,466.00)

2024 Reductions Explained:

Fund 44

\$ 120,000.00	Includes the 2023 Budget Directive to reduce our Placement fund as well as a child that is aging out.
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Fund 54

\$ 80,000.00	Includes the 2023 Budget Directive to reduce our Placement fund.
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Fund 56

\$15,000	Increase in ADRC AMSO allocated to Agency Administration due to region restructure reduces Tax Levy.
\$6,000	Reduction in cost of leased Maintenance position by filling a county Custodian position.
\$5,000	Reduction of cleaning staff expenses in anticipation of sharing of services with courthouse custodial staff.
\$15,000	Reduction in technology expenses (amount may need to be re-evaluated annually based on MIS recommendations).

\$10,000	Increase CCS Expenses to allocate to Agency Administration to reduce Tax Levy.
\$20,000	Reduction in Public Health Tax Levy needs due to utilization of SOR Grant funding and Opioid Settlement Funding.
\$9,650	Reduction in Tax Levy that was needed to make the WHEAP program whole due to reduced allocation by the state.
\$25,780	Reduction due to elimination of APS/Crisis position (created in 2019 and never filled).
\$9,250	Implement operational changes in CYS resulting in a reduction in regular comp payout.
\$13,000	Implement operational changes in CYS resulting in a reduction in on-call premium pay.
\$5,200	Strike 5-year Financial Plan request to reclassify Youth Aide Worker position.

Fund 59

\$ 5,050.00	Restructure of the administration of the Nutrition program could potentially result in a reduction.
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Fund 63

\$ 9,604.00	Potential reduction in the match requirements as set by the state for the Transportation program.
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2025-2027 Potential Reductions still to be researched:

Estimates:

\$ 100,000.00	Removed request to purchase a new EHR in 2025. As well as 2026/2027 maintenance of \$10,000 per year.
\$ 205,000.00	Reduction in Fund 44 due to completion of TPRs.
\$ 150,000.00	Reduction in Fund 44 and/or Fund 54 as rollover due to under-utilization allows.
To be determined.	Wherever possible, maximize revenue in order to free up Base County Allocations that can be used to offset AMSO.
To be determined.	Through attrition, primarily due to retirements, evaluate the need to fill the position.
\$ 76,000.00	Request a reduction in the MOE currently required of the Capital Consortium.
To be determined.	Request an increase in additional funding made available through the Capital Consortium.
\$ 51,470.00	Similar to Administrations suggestion, utilize short-term borrowing to cover Workman's Comp, etc.

The reductions above do not include possible Veterans Department reductions. The amounts are yet to be determined and communicated for inclusion.

Richland County Committee

Agenda Item Cover

Agenda Item Name: 8 Review & Discuss Richland County Handbook Policy on Hiring

Department	Administration	Presented By:	Administrator
Date of Meeting:	08 September 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure D(b)
Date submitted:	07 September 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

(pending discussion) Motion to... recommend amendments of Richland County Handbook and Administrative Manual Language as discussed, and forward to Finance and Personnel for consideration.

Background: *(preferred one page or less with focus on options and decision points)*

Questions were asked on the procedure for filling the vacant veterans' benefits specialist position. The County Administrator will be reviewing policy language with the committee. The committee has the ability to take action to recommend amendments to the Finance and Personnel Committee for consideration.

Attachments and References:

Excerpts from Handbook and Administrative	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Excerpt from Richland County – Employee Handbook (page19-20)

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

1. Hiring for Long-Term Vacancies (90 days or longer): Upon written or verbal notice of a vacancy, then:

a. The Department Head shall immediately notify the County Administrator, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Administrator shall perform the hiring steps which the Department Head would otherwise do.

b. The County Administrator or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.

c. The Department Head or designee and the County Administrator or designee, may interview those applicants who appear from their written applications to be qualified for the job;

d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from the County Administrator to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.

e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.

f. The County Administrator, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;

g. The County Administrator shall not pay wages to any County employee whose hiring has not been accomplished in accordance with the Administrative Manual Policy this paragraph or appropriate addendum.

Richland County Committee

Agenda Item Cover

Excerpt from Richland County – Administrative Manual (page 3)

HIRING PROCESS TO FILL VACANCIES

Note: Hiring procedures for certain county positions may be governed by statute or County ordinance, such as hiring procedures for deputy sheriffs. In addition, hiring decisions for certain positions may be vested in certain officials such as circuit court judges in the case of judicial assistants. This policy applies to the extent that it does not conflict state or federal law, County ordinance or approved department policies such as department addendums to the Handbook of Personnel Policies and Work Rules.

A. Vacancies Longer than 90 Days. Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer, the following procedure shall be followed:

1. The Department Head must immediately notify the Administrator or their designee. In case of a vacancy in a Department Head position, the Administrator or their designee shall perform the hiring steps which the Department Head would otherwise perform.

2. The Administrator or Department Head shall place an advertisement in the Richland Observer to run for at least two weeks. The Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum, briefly describe the job position, necessary qualifications, the salary range and where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to this Manual unless the department has its own approved application form.

3. The Department Head or designee and the Administrator or their designee may interview those applicants who appear from their written applications to be qualified for the job.

4. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from Administrator or their designee to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.

5. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate

Operation Green Light to shine light on veterans' needs

By [Mary Ann Barton](#) Jul. 23, 2022

Carbon County, Pa. Commissioner Chris Lukasevich talks to the NACo Board Saturday, July 23 about the plight of veterans and how Operation Green Light can connect them with much-needed services. Photo by Denny Henry

[NACo is getting behind Operation Green Light, an initiative to shine a light on the plight of veterans in counties across the country who are having a hard time connecting with benefits after serving their country.](#)

A new program dubbed Operation Green Light for Veterans hopes to shine a light on the plight of veterans in counties across the country who are having a hard time connecting with benefits after serving their country.

The new program endorsed by the NACo Board at its meeting July 23 in Adams County, Colo., is being promoted by Carbon County, Pa. Commissioner Chris Lukasevich.

“We’re seeking formal recognition of Operation Green Light to connect veterans with benefits they have earned,” said Lukasevich, who is retired from the U.S. Army and serves as the chair of NACo’s Veterans and Military Services Committee. He noted that the veteran population in his county in Pennsylvania is among the top five highest in the state and has the highest suicide rate.

Other statistics about veterans show:

- As of 2019, 11.7 million veterans are over the age of 65, which is about 61 percent of all veterans.
- Veterans make up roughly 11 percent of adults experiencing homelessness.
- Some 70 percent of veterans experiencing homelessness also experience substance abuse, and 50 percent live with mental illnesses like post-traumatic stress disorder (PTSD).

“We have a problem in this country, it’s extremely difficult to transition from military to civilian life,” Lukasevich told NACo Board members.

One problem, he noted, is that counties don’t know when veterans have moved to their community, which makes it difficult to connect them to benefits.

With Operation Green Light launching nationwide, counties will literally shine green lights from their county buildings from Nov. 7-13 (Veterans Day is Nov. 11) to “send a clear message to inspire veterans to reach out to their county veteran service officers,” Lukasevich said. He noted that he was inspired to [make Operation Green Light a national cause after it first got underway in New York.](#)

RESOLUTION NO. 22 - XX

A Resolution Supporting Operation Green Light for Veterans.

WHEREAS, the residents of Richland County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Richland County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Richland County appreciates the sacrifices of our United States Military Personnel and believes specific recognition should be granted; therefore,

NOW THEREFORE BE IT RESOLVED, with designation as a Green Light for Veterans County, Richland County hereby declares from November 7th-13th 2022 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; therefore,

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Richland County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY COUNTY
BOARD
MEMBERS OF THE HEALTH & HUMAN
SERVICES & VETERANS STANDING
COMMITTEE

AYES _____ NOES _____

08SEPT2022

Health & Human Services & Veterans Standing Committee

RESOLUTION _____
AGAINST

FOR

DEREK S. KALISH

INGRID GLASBRENNER

COUNTY CLERK

KERRY SEVERSON

DATED: _____, 2022

DANIELLE RUDERSDORF
TIMOTHY GOTTSCHALL
KEN RYNES
DONALD SEEP

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES
VOUCHERS – September 8, 2022**

Unit	Number of Vouchers	Amount
Richland County Health and Human Services 2022 Expense Reports	14	\$8,441.97
Richland County Health and Human Services 2022 Admin Vouchers	26	\$23,399.61
Richland County Health and Human Services 2022 Prepaid Vouchers	8	\$23,813.86
TOTAL	48	\$55,655.44

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Disbursement Edit Listing

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				004628 GIESEKE/VIRGINIA			
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				HHS AUGUST MILEAGE		1,074.38	
				001038 JONES/SHARON			
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				HHS AUGUST MILEAGE		339.38	
				004448 MALY/KATHY			
D-09082022-413	9	WF52	63.5563.0000.5335	MEALS			
				HHS AUGUST MEALS		5.28	
				004448 MALY/KATHY			
				004448 VENDOR TOTAL		344.66	
D-09082022-413	10	WF52	63.5563.0000.5339	MILEAGE			
				HHS AUGUST MILEAGE		828.13	
				004546 MCCARTHY/DONALD			
				004546 VENDOR TOTAL		828.13	

MILEAGE EXPENSE

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				HHS AUGUST MILEAGE		768.75	
				001973 PRICE/SUSAN			
D-09082022-413	17	WF52	63.5563.0000.5335	MEALS			
				HHS AUGUST MEALS		36.76	
				001973 PRICE/SUSAN			
				001973 VENDOR TOTAL		805.51	
D-09082022-413	18	WF52	63.5563.0000.5339	MILEAGE			
				HHS AUGUST MILEAGE		892.50	
				002000 RICHTER/ARNOLD JOSEPH			
				002000 VENDOR TOTAL		892.50	
D-09082022-413	19	WF52	63.5563.0000.5339	MILEAGE			
				HHS AUGUST MILEAGE		513.75	
				001035 SCHMITT/CHRISTINE			
				001035 VENDOR TOTAL		513.75	
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DATA-JE-ID....	LINE#	BANK FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WA
TRAN-DATE. INVOICE.....		FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO	VENDOR NAME.....	PAYM		
		CNTY	ALTER VENDOR	ALTER NAME.....		
D-09082022-397	43	WF52 56.5408.0000.5157	TRAINING			
			HHS RENTAL 9/8-9/2022		150.00	
			006229 AD GERMAN WAREHOUSE CONS			
			006229 VENDOR TOTAL		150.00	
D-09082022-397	1	WF52 53.5507.0000.5325	CONFERENCES AND REGISTRATION			
			HHS AIRS RECERTIFICATION		52.00	
			001624 AIRS			
			001624 VENDOR TOTAL		52.00	
D-09082022-397	2	WF52 59.5581.0000.5532	RENT			
SEPTEMBER			HHS ROCKBRIDGE MEAL SITE		400.00	
			006091 BETHLEHEM LUTHERAN CHURC			
			006091 VENDOR TOTAL		400.00	
D-09082022-397	3	WF52 56.5530.0000.5748	FAMILY SUPPORT EDUCATION			
7/20 TRANS			HHS #607399 8/19		57.07	
			002005 CAPITAL ONE - WALMART			
D-09082022-397	4	WF52 56.5405.0000.5335	MEALS			
7/25 TRANS			HHS #607399 8/19		35.06	
			002005 CAPITAL ONE - WALMART			
D-09082022-397	5	WF52 56.5531.0000.5992	ALZHEIMER'S CLIENT SERVICES			
7/25 TRANS			HHS #607399 8/19		167.14	
			002005 CAPITAL ONE - WALMART			
D-09082022-397	6	WF52 56.5531.0000.5992	ALZHEIMER'S CLIENT SERVICES			
7/25 TRANS			HHS #607399 8/19		1.98 CR	
			002005 CAPITAL ONE - WALMART			
D-09082022-397	7	WF52 56.5405.0000.5999	BILLS - NO LINE DETAIL			
7/27 TRANS			HHS #607399 8/19		100.00	
			002005 CAPITAL ONE - WALMART			
D-09082022-397	8	WF52 56.5405.0000.5999	BILLS - NO LINE DETAIL			
8/9 TRANS			HHS #607399 8/19		100.00	
			002005 CAPITAL ONE - WALMART			
D-09082022-397	9	WF52 56.5520.0000.5999	BILLS-NO-LINE DETAIL			
8/9 TRANS			HHS #607399 8/19		30.00	
			002005 CAPITAL ONE - WALMART			
			002005 VENDOR TOTAL		487.29	
D-09082022-397	44	WF52 56.5503.0000.5315	COMPUTER SUPPLIES			
CB66390			HHS CUST #5296901 8/11		571.54	
			001390 CDW GOVERNMENT INC			
			001390 VENDOR TOTAL		571.54	

VOUCHERS

ACS FINANCIAL SYSTEM
9/06/2022 10:19:50

Disbursement Edit Listing

GL302I

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WA
TRAN-DATE. INVOICE.....	FORMULA.....			TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#. PROJECT.....	1099-INFO	VENDOR	NAME.....	PAYM			
	CNTY	ALTER	VENDOR	ALTER NAME.....			
D-09082022-397	10	WF52	59.5588.0000.5532	RENT			
SEPTEMBER				HHS RC MEAL SITE		275.00	
				000152 CITY OF RICHLAND CENTER			
				000152 VENDOR TOTAL		275.00	
D-09082022-397	11	WF52	59.5588.0000.5356	TRUCK REPAIR & MAINTENANCE			
294736				HHS CUST #6495966 8/9		851.58	
				002413 FILLBACK FORD CHRYSLER			
				002413 VENDOR TOTAL		851.58	
D-09082022-397	13	WF52	56.5511.1111.5313	PHOTOCOPIES			
IN13849745				HHS CUST #10RC04 8/20		359.68	
				000601 GFC LEASING-WI			
D-09082022-397	12	WF52	56.5511.1111.5313	PHOTOCOPIES			
I00757793				HHS CUST #390899 8/21		732.32	
				000601 GFC LEASING-WI			
				000601 VENDOR TOTAL		1,092.00	
D-09082022-397	57	WF52	56.5511.1111.5312	BOOKS AND FORMS AND SUBSCRIP			
00071103				HHS 8/24 INV		907.00	
				000354 HYNEK PRINTING LLC			
				000354 VENDOR TOTAL		907.00	
D-09082022-397	15	WF52	56.5511.1111.5356	JANITORIAL			
23060890				HHS CONT #965182 8/1		210.00	
	N 01			002182 JOHNSON CONTROLS FIRE			
D-09082022-397	14	WF52	56.5511.1111.5356	JANITORIAL			
23060907				HHS CONT #969629 8/1		1,647.78	
	N 01			002182 JOHNSON CONTROLS FIRE			
				002182 VENDOR TOTAL		1,857.78	
D-09082022-397	16	WF52	56.5401.0000.5999	BILLS-NO-LINE DETAIL			
10597191				HHS ACCT#9020531051 7/31		66.88	
	N 01			001640 LANGUAGE LINE SERVICES,			
D-09082022-397	17	WF52	56.5519.0000.5999	BILLS-NO-LINE DETAIL			
10597191				HHS ACCT#9020531051 7/31		66.88	
	N 01			001640 LANGUAGE LINE SERVICES,			
D-09082022-397	18	WF52	56.5503.0000.5999	BILLS - NO LINE DETAIL			
10597191				HHS ACCT#9020531051 7/31		85.01	
	N 01			001640 LANGUAGE LINE SERVICES,			
D-09082022-397	19	WF52	53.5507.0000.5970	CONTRACT SERVICES			
10597191				HHS ACCT#9020531051 7/31		283.16	
	N 01			001640 LANGUAGE LINE SERVICES,			

ACS FINANCIAL SYSTEM
9/06/2022 10:19:50

Disbursement Edit Listing

GL302I

DATA-JE-ID.....	LINE#	BANK	FUND.&	ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WA
TRAN-DATE. INVOICE.....				FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....			1099-INFO VENDOR NAME.....	PAYM			
				CNTY ALTER VENDOR ALTER NAME.....				
D-09082022-397	20	WF52	56.5511.1111.5312		BOOKS AND FORMS AND SUBSCRIP			
10597191					HHS ACCT#9020531051 7/31		14.69	
			N 01	001640	LANGUAGE LINE SERVICES,			
					001640 VENDOR TOTAL		516.62	
D-09082022-397	52	WF52	56.5502.0000.5999		BILLS - NO LINE DETAIL			
63372					HHS 8/31 INV		200.00	
				004268	MARIS LLC			
					004268 VENDOR TOTAL		200.00	
D-09082022-397	21	WF52	56.5408.0000.5970		CONTRACT SERVICES			
0722549					HHS 7/31 INV JULY CAM		173.60	
				005160	MIDWEST MONITORING &			
					005160 VENDOR TOTAL		173.60	
D-09082022-397	45	WF52	56.5530.0000.5748		FAMILY SUPPORT EDUCATION			
					HHS MEAL REIMBURSEMENT		22.02	
				006232	MILLER/SHELBY			
					006232 VENDOR TOTAL		22.02	
D-09082022-397	22	WF52	56.5408.0000.5970		CONTRACT SERVICES			
503152					HHS 7/31 INV JULY		322.50	
				001037	OPTIONS LAB INC			
					001037 VENDOR TOTAL		322.50	
D-09082022-397	32	WF52	56.5511.1111.5319		OFFICE SUPPLIES			
26591409					HHS ACCT #2771316 7/26		45.16	
				000577	QUILL CORPORATION			
D-09082022-397	33	WF52	56.5511.1111.5319		OFFICE SUPPLIES			
26663144					HHS ACCT #2771316 7/28		3.18	
				000577	QUILL CORPORATION			
D-09082022-397	34	WF52	56.5477.0000.5319		OFFICE SUPPLIES			
26766843					HHS ACCT #2771316 8/3		47.49	
				000577	QUILL CORPORATION			
D-09082022-397	23	WF52	59.5581.0000.5319		SUPPLIES			
26887340					HHS ACCT #2771316 8/8		18.99	
				000577	QUILL CORPORATION			
D-09082022-397	24	WF52	59.5583.0000.5319		SUPPLIES			
26887340					HHS ACCT #2771316 8/8		18.99	
				000577	QUILL CORPORATION			
D-09082022-397	25	WF52	59.5588.0000.5319		OFFICE SUPPLIES			
26887340					HHS ACCT #2771316 8/8		18.99	
				000577	QUILL CORPORATION			

ACS FINANCIAL SYSTEM
9/06/2022 10:19:50

Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND W
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.					
F/P CLAIM.. P.O.#. PROJECT.....	1099-INFO	VENDOR NAME.....	PAYM				
	CNTY	ALTER VENDOR	ALTER NAME.....				
D-09082022-397	26	WF52	56.5519.0000.5999	BILLS-NO-LINE DETAIL			
26887340				HHS ACCT #2771316 8/8		64.99	
				000577 QUILL CORPORATION			
D-09082022-397	27	WF52	56.5511.1111.5319	OFFICE SUPPLIES			
26887340				HHS ACCT #2771316 8/8		43.02	
				000577 QUILL CORPORATION			
D-09082022-397	28	WF52	56.5546.0000.5999	BILLS - NO LINE DETAIL			
26939189				HHS ACCT #2771316 8/10		382.48	
				000577 QUILL CORPORATION			
D-09082022-397	29	WF52	56.5546.0000.5999	BILLS - NO LINE DETAIL			
26950986				HHS ACCT #2771316 8/10		109.28	
				000577 QUILL CORPORATION			
D-09082022-397	30	WF52	56.5546.0000.5999	BILLS - NO LINE DETAIL			
26953093				HHS ACCT #2771316 8/10		218.56	
				000577 QUILL CORPORATION			
D-09082022-397	31	WF52	56.5546.0000.5999	BILLS - NO LINE DETAIL			
26958598				HHS ACCT #2771316 8/10		109.28	
				000577 QUILL CORPORATION			
				000577 VENDOR TOTAL		1,080.41	
D-09082022-397	36	WF52	63.5563.5310.5352	VAN REPAIRS & MAINTENANCE			
500035015				HHS 8/25 INV		253.63	
				002120 RC TRUCK & AUTO INC			
				002120 VENDOR TOTAL		253.63	
D-09082022-397	35	WF52	56.5511.1111.5999	BILLS - NO LINE DETAIL			
				HHS PETTY CASH		20.28	
				001113 RICHLAND CTY HHS			
				001113 VENDOR TOTAL		20.28	
D-09082022-397	37	WF52	56.5531.0000.5992	ALZHEIMER'S CLIENT SERVICES			
349378				HHS ADV #5787 7/29		192.38	
				000669 RICHLAND OBSERVER/THE			
D-09082022-397	38	WF52	63.5563.5310.5326	ADVERTISING			
349379				HHS ADV #5787 7/29		81.88	
				000669 RICHLAND OBSERVER/THE			
D-09082022-397	39	WF52	63.5566.0000.5326	ADVERTISING			
349380				HHS ADV #5787 7/29		210.00	
				000669 RICHLAND OBSERVER/THE			

ACS FINANCIAL SYSTEM
9/06/2022 10:19:50

Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND W/
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....		1099-INFO	VENDOR NAME.....	PAYM		
			CNTY	ALTER VENDOR	ALTER NAME.....		
D-09082022-397	40	WF52	56.5401.0000.5326	ADVERTISING			
349454				HHS ADV #2071 7/29		162.90	
				000669 RICHLAND OBSERVER/THE			
				000669 VENDOR TOTAL		647.16	
D-09082022-397	46	WF52	56.5401.0000.5304	VACCINES			
919067515				HHS CUST #70038359 8/25		9,046.46	
				000179 SANOFI PASTEUR INC			
				000179 VENDOR TOTAL		9,046.46	
D-09082022-397	55	WF52	56.5405.0000.5326	ADVERTISING			
301956				HHS 8/31 ADV #59333		323.75	
				000648 SHOPPING NEWS INC			
				000648 VENDOR TOTAL		323.75	
D-09082022-397	53	WF52	59.5583.0000.5970	CONTRACT SERVICES			
JAN-AUGUST				HHS RENT CAZENOVIA		2,800.00	
				000751 ST ANTHONYS SCHOOL			
D-09082022-397	54	WF52	59.5583.0000.5970	CONTRACT SERVICES			
SEPTEMBER				HHS RENT CAZENOVIA		350.00	
				000751 ST ANTHONYS SCHOOL			
				000751 VENDOR TOTAL		3,150.00	
D-09082022-397	41	WF52	56.5408.0000.5157	TRAINING			
				HHS WATCP CONF		120.00	
				002040 WATCP			
				002040 VENDOR TOTAL		120.00	
D-09082022-397	56	WF52	56.5477.0000.5214	COMPUTER PROGRAM CHANGES			
300352923				HHS ACCT #73467 8/10		30.97	
				002815 WAYSTAR, INC			
				002815 VENDOR TOTAL		30.97	
D-09082022-397	42	WF52	56.5511.1111.5249	MAINTENANCE / BUILDING			
50957				HHS 8/10 INV		628.02	
				000296 WERTZ PLUMBING & HEATING			
				000296 VENDOR TOTAL		628.02	
D-09082022-397	49	WF52	56.5502.0000.5999	BILLS - NO LINE DETAIL			
STMT 202207				HHS ACCT #G2091 JULY		10.00	
				004341 WI DEPT OF JUSTICE			
D-09082022-397	50	WF52	59.5580.0000.5999	BILLS - NO LINE DETAIL			
STMT 202207				HHS ACCT #G2091 JULY		10.00	
				004341 WI DEPT OF JUSTICE			

ACS FINANCIAL SYSTEM
9/06/2022 10:19:50

Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&	ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WA
TRAN-DATE. INVOICE.....	FORMULA.....				TRANSACTION DESCRIPTION.			
F/P CLAIM..	P.O.#.	PROJECT.....	1099-INFO	VENDOR	NAME.....	PAYM		
		CNTY	ALTER	VENDOR	ALTER NAME.....			
D-09082022-397	51	WF52	63.5563.0000.5999		BILLS - NO LINE DETAIL			
STMT 202207					HHS ACCT #G2091 JULY		10.00	
				004341	WI DEPT OF JUSTICE			
D-09082022-397	47	WF52	59.5580.0000.5999		BILLS - NO LINE DETAIL			
STMT 202208					HHS ACCT #G2091 AUG		180.00	
				004341	WI DEPT OF JUSTICE			
D-09082022-397	48	WF52	56.5502.0000.5999		BILLS - NO LINE DETAIL			
STMT 202208					HHS ACCT #G2091 AUG		10.00	
				004341	WI DEPT OF JUSTICE			
					004341 VENDOR TOTAL		220.00	
					WF52 BANK TOTAL		23,399.61	

2022 PREVIOUSLY PAID VOUCHERS						
	Check #	Date	Vendor Name	Description	Account #	Amount
1	25090	8/16/2022	US Bank National Association #6167	County Clerk Pays		\$ 7,965.50
2	25301	8/19/2022	KWIK Trip Inc. #2274	Acct #207580	59.5588.0000.5322	\$ 47.29
3	25302	8/19/2022	Phoenix Center LLC #756	8/8 Invoice	56.5531.0000.5999	\$ 1,476.14
4	25303	8/19/2022	Premier Cooperative #2414	Acct #4675320	59.5588.0000.5351	\$ 125.63
				Acct #4672501	63.5563.5310.5351	\$ 690.84
5	25304	8/19/2022	Richland Center Utilities #650	Acct #080460001	56.5511.1111.5222	\$ 3,214.92
6	25305	8/19/2022	Wisconsin Electric Power/WE Energies #975	Acct #0701008505-00001	56.5511.1111.5226	\$ 9.24
7	25372	9/1/2022	Tech Com Inc./Genuine Telecom #1657	Acct #581900	56.5511.1111.5225	\$ 715.94
				Acct #33500	59.5588.0000.5225	\$ 39.10
8	25373	9/1/2022	Richland County Food Service #4269	July Meals	59.5588.0000.5322	\$ 8,632.46
				July Meals	59.5581.0000.5322	\$ 896.80
					TOTAL	\$ 23,813.86

PREVIOUSLY PAID

2022 Health and Human Services Budget

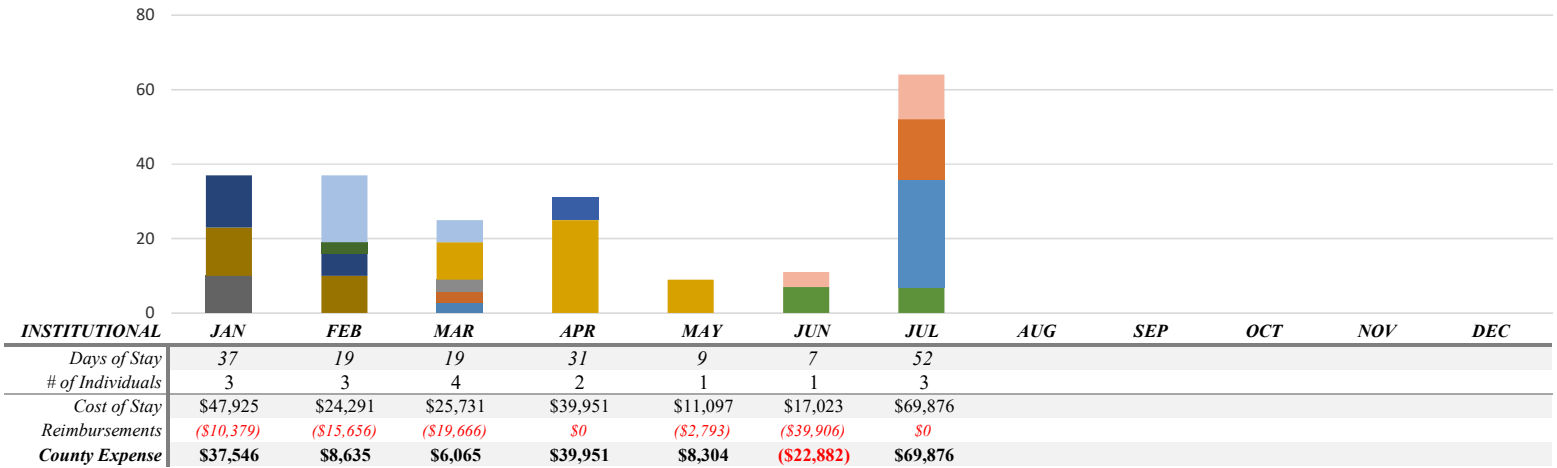
Expenses	9/1/2022		Current Month = 67%							
Program	Total	2022 Budget	Actual	% Utilized		Core Budget Balance (Through August)			<div>Placement Funds (Thru July)Funds 44/54</div>	
Administrative Services	1,091,921					Revenues (with Tax Levy)4,842,148			Budget for all Placements	1,485,000
Staff		709,006	395,960	55.8%		Anticipated Revenue1,038,382			Budget	1,485,000
Building & Operating Costs		382,915	221,071	57.7%		Received Revenue3,200,869			- All Placement Expenses	-758,778
Public Health & Nutrition	609,451								Fund 54/44 balance	726,222
Public Health		358,678	257,414	71.8%		Minus Expenses-4,858,761				
Nutrition		250,773	161,069	64.2%		Anticipated Expenses-354,705			Adult (Fund 54)	
Aging & Disability Resource Center	741,171					Actual Expenses-4,504,056			Budget	785,000
Elderly Services		343,000	181,803	53.0%					- Expenses in Fund 56*	0
Resource Center		398,171	251,187	63.1%		Equals Budget Balance-16,613			- Expenses	-339,804
Economic Support Unit	929,474					MH Institute Charges Through July121,699			Fund 54 balance	445,196
ESS Program		929,474	608,462	65.5%		Anticipated MH Institute Charges (August)27,300		**		
Child & Youth Services	785,317					MHI Charges To Date (Anticipated July)148,999			Children (Fund 44)	
Children & Youth Programs		702,700	303,833	43.2%					Budget	700,000
CPS Contractual Services		82,617	33,690	40.8%		Chargeback			- Expenses in Fund 56*	0
Behavioral Health	4,162,309					Budget Balance Prior to Chargeback-16,613			- Expenses	-418,974
MH Outpatient / Crisis Services		712,230	307,305	43.1%		Chargeback for MH Institute Thru June74,705			Fund 44 balance	281,026
AODA Outpatient		160,092	93,287	58.3%		New Core Year End Projection after Chargeback58,092		***		
CCS		2,759,669	1,369,420	49.6%						
Adult Protective Services		127,226	31,945	25.1%		Fund 34 Projected Year End Balance for Carryover0				
Treatment Court		158,772	73,667	46.4%		Fund 63 Projected Year End Balance91,556		****		
Birth to Three Program		150,106	121,897	81.2%		*MH Institute charges go to Fund 56 as reduction in revenue				
Children with Disabilities		94,214	92,046	97.7%		**MHI anticipated charges do not include any expected insurance reimbursements				
HHS Board Approved Budget	8,319,643	8,319,643	4,504,056	54%		***balance rolls to General Fund				
						****unused balance goes to Fund 18 for reinvestment in transportation program				

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



CRISIS STABILIZATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	0	18	6	0	0	4	12					
<i># of Individuals</i>	0	1	1	0	0	1	1					
<i>Cost of Stay</i>	\$0	\$11,250	\$3,750	\$0	\$0	\$2,500	\$7,500					
<i>Reimbursements</i>	\$0	\$0	(\$4,235)	(\$1,300)	\$0	\$0	\$1,152					
County Expense	\$0	\$11,250	(\$485)	(\$1,300)	\$0	\$2,500	\$8,652					

YTD ADULT CRISIS STABILIZATION

Days of Stay 40
of Individuals 2
Cost of Stay \$25,000
Reimbursements (\$4,382)
County Expense **\$20,618**

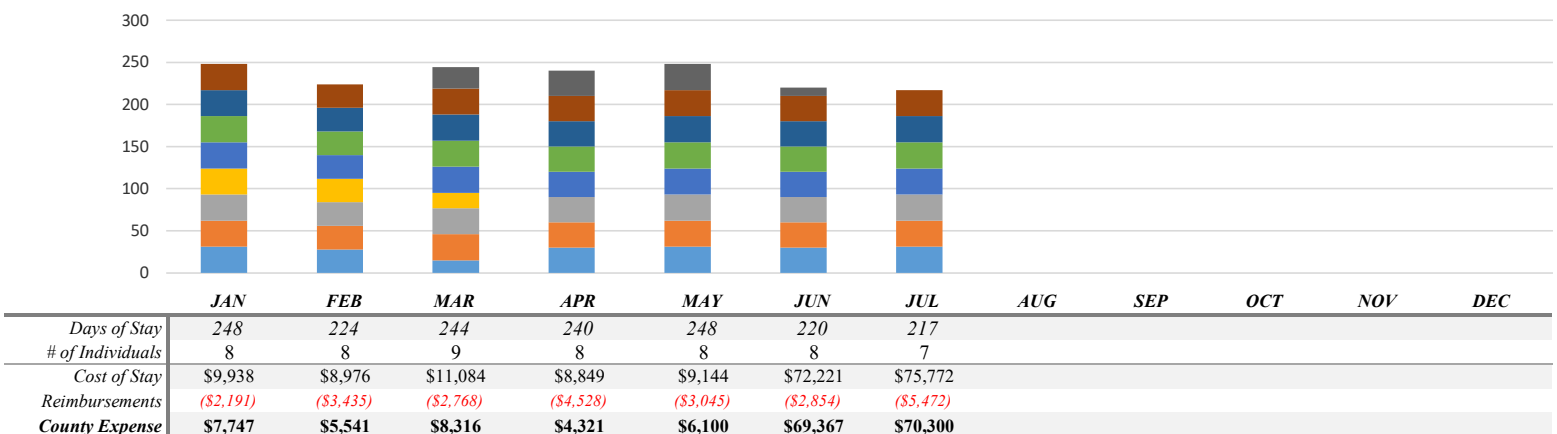
YTD ADULT INSTITUTIONAL

Days of Stay 174
of Individuals 12
Cost of Stay \$235,894
Reimbursements (\$88,400)
County Expense **\$147,495**

ADULT COMMUNITY RESIDENTIAL PLACEMENTS

Includes Community-Based Residential Facilities and Adult Family Homes

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



YTD ADULT RESIDENTIAL

Days of Stay 1641
of Individuals 9
Cost of Stay \$195,984
Reimbursements (\$24,293)
County Expense **\$171,691**

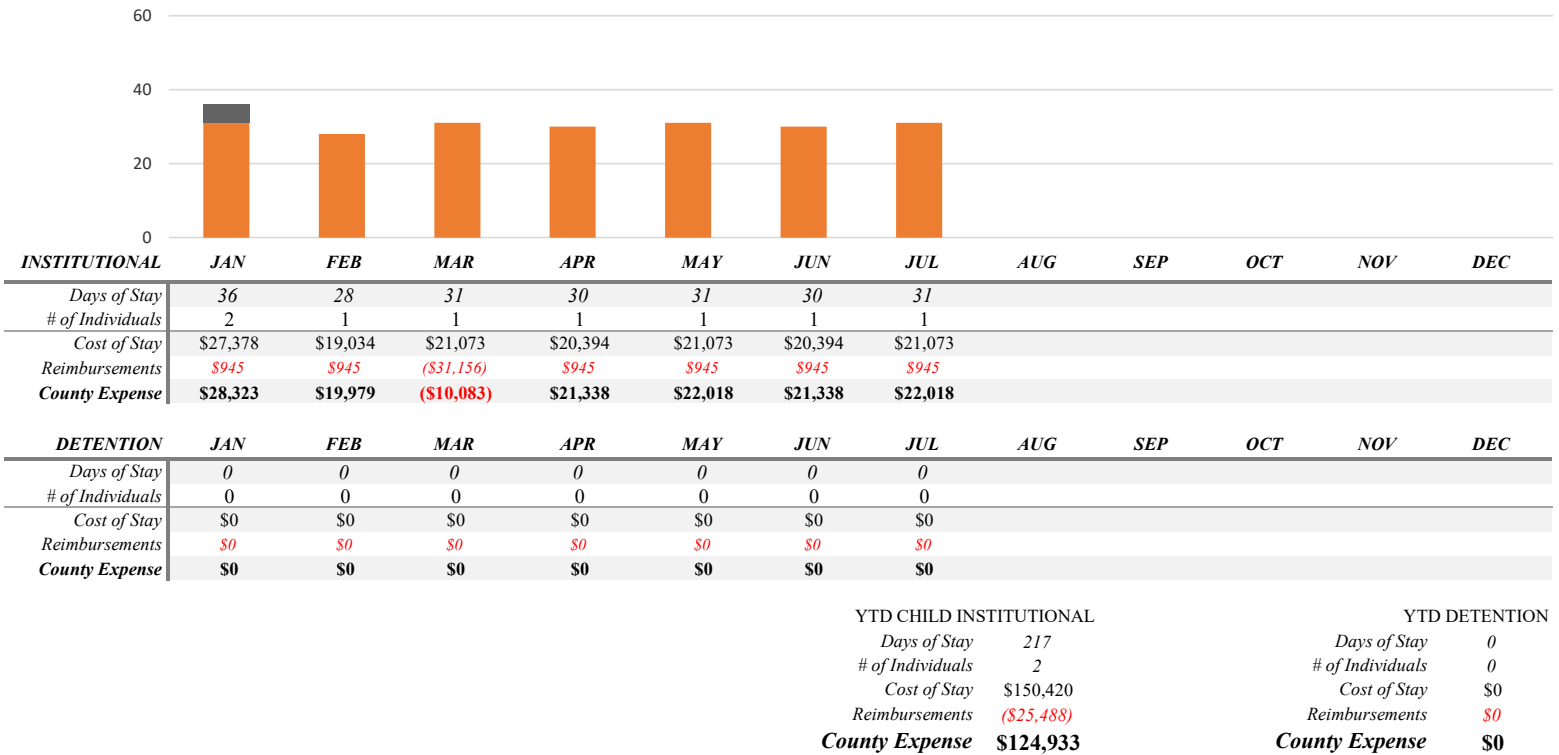
<i>FUND 54 BEGINNING BALANCE</i>	\$785,000	
TOTAL EXPENSE IN FUND 54:	\$339,804	43% utilized
<i>FUND 54 REMAINING BALANCE</i>	<i>\$445,196</i>	

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

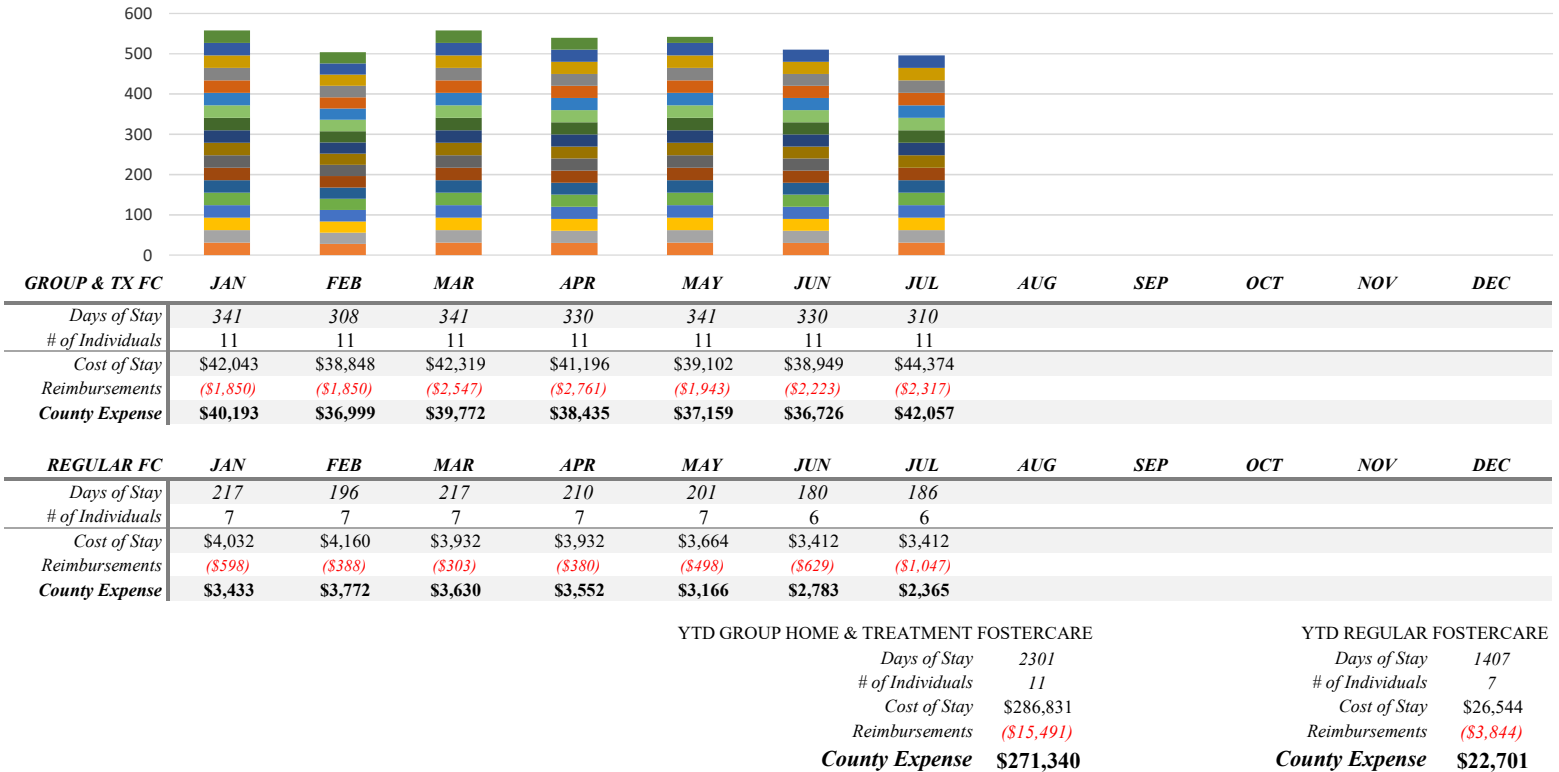
Cost Range: Institutional \$267 to \$1,475 per day; Secure/Non-Secure Detention \$130 to \$190 per day



CHILD FOSTERCARE AND TREATMENT FOSTERCARE PLACEMENTS

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

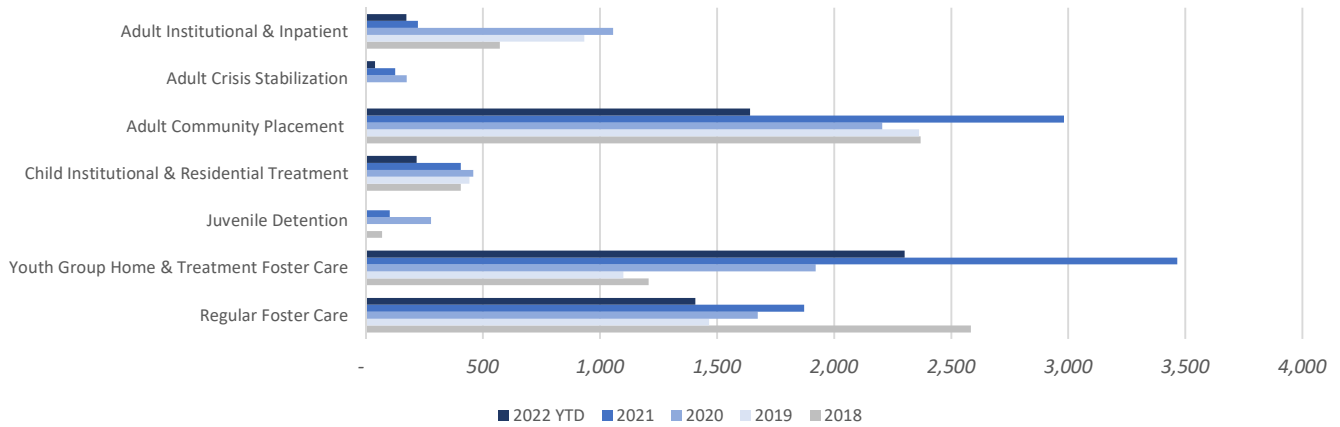
Cost Range: Group Hm \$170 to \$253; Tx FC \$74 to \$140 per day; Regular FC \$13 to \$67 per day



FUND 44 BEGINNING BALANCE	\$700,000	
TOTAL EXPENSE IN FUND 44:	\$418,974	60% utilized
FUND 44 REMAINING BALANCE	\$281,026	

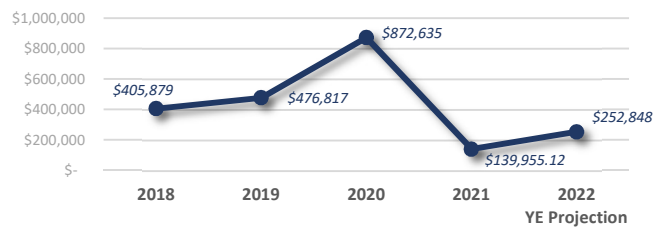
HISTORY OF PLACEMENT TYPES

Annual Days of Stay by Placement Type

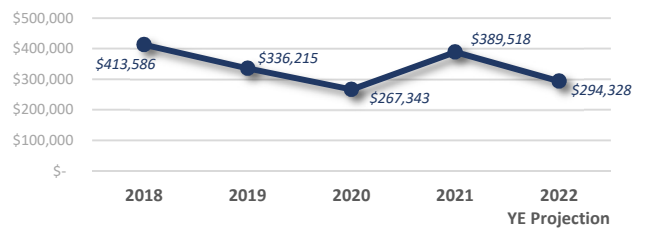


Expense History by Placement Type

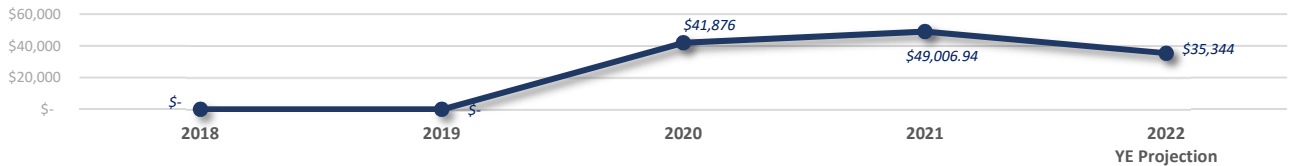
Adult Institutional & Inpatient



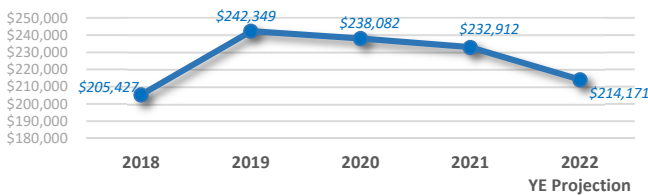
Adult Community Placement



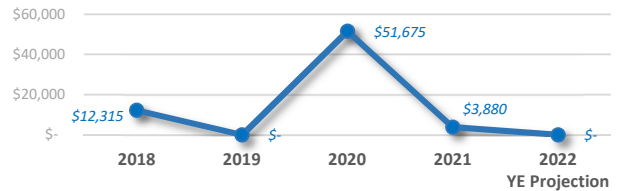
Adult Crisis Stabilization



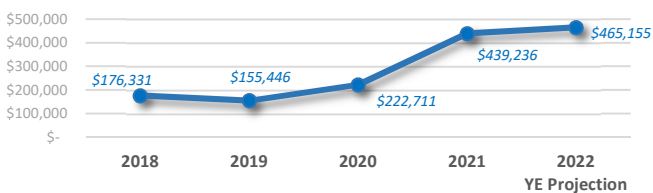
Child Institutional & Residential Treatment



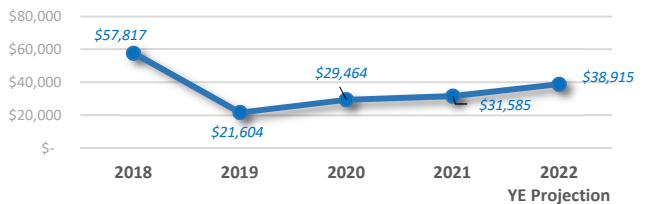
Juvenile Detention



Youth Group Home & Treatment Foster Care

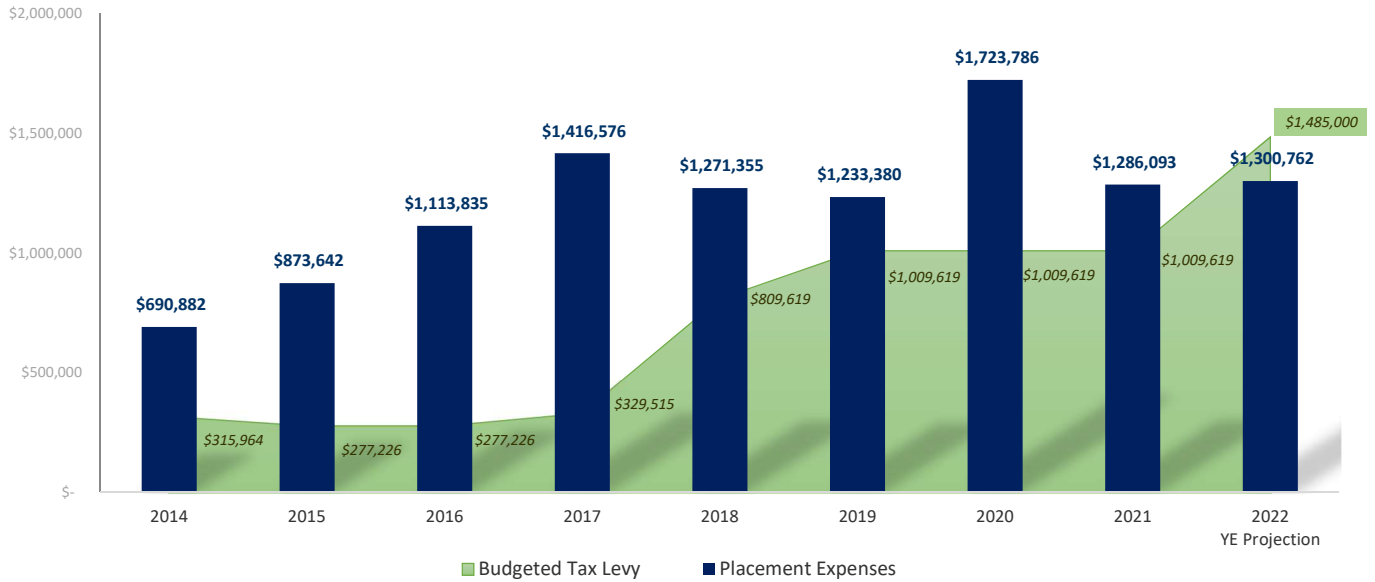


Regular Foster Care

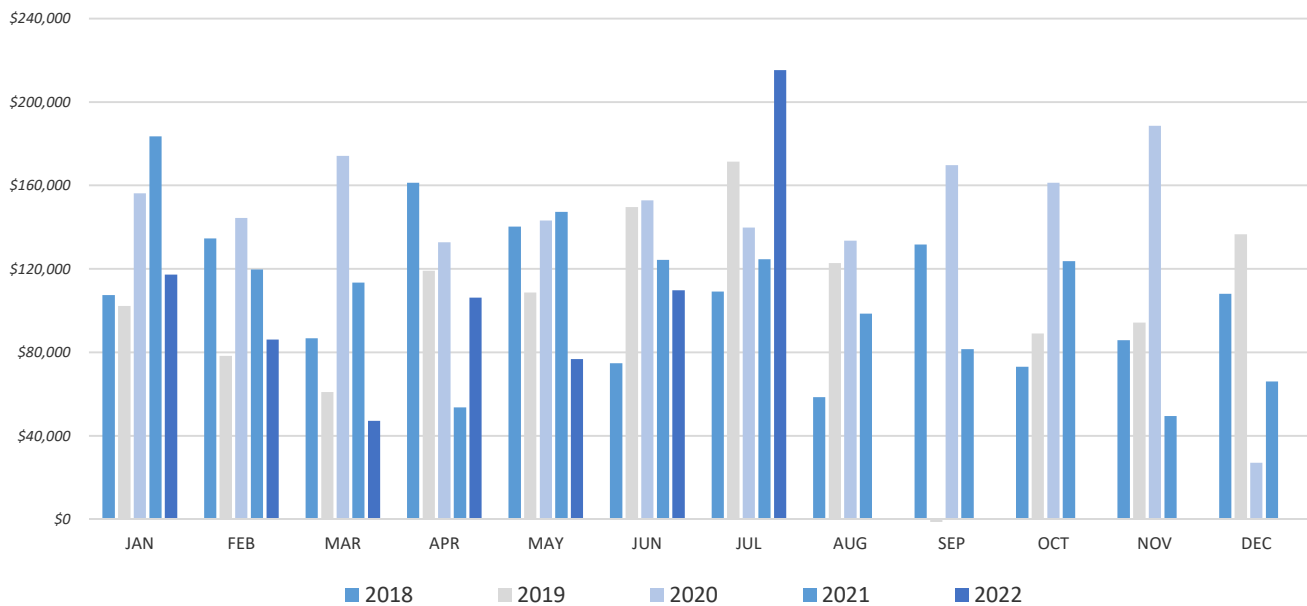


PLACEMENT EXPENSE COMPARISONS

Comparison of Annual Placement Expense & Budgeted Tax Levy



Monthly Placement Expenses



Through July 2022

Contract Monitoring Report

JULY 58% 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	\$220,084.00	June	\$220,084.00	\$304,916.00	41.92%
Children's Hospital of Wisconsin Community Services-Children's	Jessica Tisdale	\$250,000.00	\$112,047.00	July	\$112,047.00	\$137,953.00	44.82%
Chileda Institute	Jessica Tisdale	\$255,000.00	\$144,115.00	July	\$144,115.00	\$110,885.00	56.52%
Community Care Resources	Jessica Tisdale	\$175,000.00	\$59,421.00	July	\$59,421.00	\$115,579.00	33.95%
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	\$56,375.00	July	\$56,375.00	\$43,625.00	56.38%
Lutheran Social Services of WI & Upper Michigan, Inc.	Jessica Tisdale	\$10,500.00	\$0.00	July	\$0.00	\$10,500.00	0.00%
A & J Vans, Inc. dba A & J Mobility	Laurie Couey	\$25,000.00	\$22,475.00	December	\$22,475.00	\$2,525.00	89.90%
All Star Elevator, LLC	Laurie Couey	\$30,000.00	\$0.00	July	\$0.00	\$30,000.00	0.00%
Anytime Fitness	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Artisians' Shop LLC	Laurie Couey	\$25,000.00	\$0.00	July	\$0.00	\$25,000.00	0.00%
Autism Society of Greater Wisconsin	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Children's Hospital of Wisconsin Community Services-Children's	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Christian Servants Home Care, LLC	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Community Care Resources	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Cooperative Educational Service Agency (CESA) 3	Laurie Couey	\$20,000.00	\$4,823.00	June	\$4,823.00	\$15,177.00	24.12%
CR Therapy	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Easter Seals of Wisconsin, Inc.	Laurie Couey	\$11,000.00	\$980.00	July	\$980.00	\$10,020.00	8.91%
Elevation Dance Academy	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
GAP Fit-N-Fun	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
J & B Medical Supply	Laurie Couey	\$11,000.00	\$4,162.00	July	\$4,162.00	\$6,838.00	37.84%
Logan James Herr Foundation Inc. DBA Logan's Heart and Smiles	Laurie Couey	\$40,000.00	\$0.00	July	\$0.00	\$40,000.00	0.00%
M Squared NC, LLC dba Action Fence	Laurie Couey	\$35,000.00	\$14,391.00	July	\$14,391.00	\$20,609.00	41.12%
Memorial Hospital of Boscobel, Inc.	Laurie Couey	\$75,000.00	\$9,800.00	July	\$9,800.00	\$65,200.00	13.07%
National Seating and Mobility	Laurie Couey	\$11,000.00	\$4,647.00	July	\$4,647.00	\$6,353.00	42.25%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Paquette Therapy, LLC	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Premier Financial Management Services	Laurie Couey	\$210,000.00	\$28,353.00	July	\$28,353.00	\$181,647.00	13.50%
Rural Wisconsin Health Cooperative	Laurie Couey	\$75,000.00	\$23,365.00	July	\$23,365.00	\$51,635.00	31.15%
RV Lexington Fitness LLC	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Soaring Skills, LLC	Laurie Couey	\$25,000.00	\$0.00	July	\$0.00	\$25,000.00	0.00%
St. Joseph's Health Services, Inc.	Laurie Couey	\$75,000.00	\$36,985.00	July	\$36,985.00	\$38,015.00	49.31%
VARC, Inc.	Laurie Couey	\$25,000.00	\$0.00	June	\$0.00	\$25,000.00	0.00%
Wisconsin Badger Camp	Laurie Couey	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Annika Mersmann	Myranda Culver	\$49,500.00	\$6,536.00	July	\$6,536.00	\$42,964.00	13.20%
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	July	\$0.00	\$30,000.00	0.00%
Cornerstone Foundation dba Lucky Star 3 Corporation	Myranda Culver	\$250,000.00	\$62,754.00	June	\$62,754.00	\$187,246.00	25.10%
Coulee Region Psychiatric Services, S.C.	Myranda Culver	\$35,000.00	\$15,400.00	July	\$15,400.00	\$19,600.00	44.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Diane's Adult Family Home	Myranda Culver	\$125,000.00	\$40,158.00	June	\$40,158.00	\$84,842.00	32.13%
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Myranda Culver	\$900,000.00	\$373,292.00	June	\$373,292.00	\$526,708.00	41.48%
Evergreen Manor III	Myranda Culver	\$75,000.00	\$0.00	June	\$0.00	\$75,000.00	0.00%
Evergreen Manor, Inc.	Myranda Culver	\$75,000.00	\$31,222.00	June	\$31,222.00	\$43,778.00	41.63%
Fitness Choices	Myranda Culver	\$49,500.00	\$19,251.00	July	\$19,251.00	\$30,249.00	38.89%
Gundersen Lutheran Administrative Services, Inc.	Myranda Culver	\$49,500.00	\$523.00	July	\$523.00	\$48,977.00	1.06%
Harmony Place Assisted Living DBA Harmony Acres	Myranda Culver	\$49,500.00	\$0.00	July	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living DBA Harmony Hills	Myranda Culver	\$49,500.00	\$0.00	July	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living, LLC	Myranda Culver	\$49,500.00	\$0.00	July	\$0.00	\$49,500.00	0.00%
Independent Living Resources	Myranda Culver	\$15,000.00	\$0.00	July	\$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	\$8,736.00	July	\$8,736.00	\$21,264.00	29.12%
Jessica Leinberger Counseling, LLC	Myranda Culver	\$49,500.00	\$25,971.00	July	\$25,971.00	\$23,529.00	52.47%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Kareo	Myranda Culver	\$22,000.00	\$13,898.00	August	\$13,898.00	\$8,102.00	63.17%
KNH, LLC	Myranda Culver	\$260,000.00	\$44,257.00	June	\$44,257.00	\$215,743.00	17.02%
Lutheran Social Services of WI & Upper Michigan, Inc.	Myranda Culver	\$49,500.00	\$4,801.00	July	\$4,801.00	\$44,699.00	9.70%
Mayo Clinic Health System - Franciscan Medical Center, Inc.	Myranda Culver	\$11,000.00	\$0.00	July	\$0.00	\$11,000.00	0.00%
Midwest Monitoring and Surveillance	Myranda Culver	\$15,000.00	\$218.00	July	\$218.00	\$14,782.00	1.45%
Miramont Behavioral Health	Myranda Culver	\$49,500.00	\$0.00	July	\$0.00	\$49,500.00	0.00%
New Day Counseling, LLC	Myranda Culver	\$49,500.00	\$1,297.00	July	\$1,297.00	\$48,203.00	2.62%
Northwest Counseling & Guidance Clinic	Myranda Culver	\$80,000.00	\$49,338.00	July	\$49,338.00	\$30,662.00	61.67%
Options Lab, Inc.	Myranda Culver	\$15,000.00	\$728.00	July	\$728.00	\$14,272.00	4.85%
Orion Family Services	Myranda Culver	\$49,500.00	\$4,125.00	July	\$4,125.00	\$45,375.00	8.33%
RTP (WI), S.C. dba Array Behavioral Care	Myranda Culver	\$130,000.00	\$45,077.00	July	\$45,077.00	\$84,923.00	34.67%
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	July	\$3,624.00	\$26,376.00	12.08%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Seasons Counseling, LLC	Myranda Culver	\$25,000.00	\$0.00	July	\$0.00	\$25,000.00	0.00%
Shay Rehabilitation & Psychological Services, INC dba	Myranda Culver	\$300,000.00	\$93,001.00	June	\$93,001.00	\$206,999.00	31.00%
Southwestern WI Community Action Program, Inc	Myranda Culver	\$24,300.00	\$0.00	July	\$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	July	\$0.00	\$49,500.00	0.00%
Tellurian, Inc.	Myranda Culver	\$115,000.00	\$25,000.00	July	\$25,000.00	\$90,000.00	21.74%
Therapy Without Walls, LLC	Myranda Culver	\$49,500.00	\$0.00	July	\$0.00	\$49,500.00	0.00%
TLC Senior Home Care, LLC	Myranda Culver	\$85,000.00	\$35,917.00	June	\$35,917.00	\$49,083.00	42.26%
Trempealeau County Health Care Center	Myranda Culver	\$270,000.00	\$0.00	July	\$0.00	\$270,000.00	0.00%
VARC, Inc.	Myranda Culver	\$49,500.00	\$5,438.00	June	\$5,438.00	\$44,062.00	10.99%
Viroqua Nutrition Counseling, LLC	Myranda Culver	\$15,000.00	\$0.00	July	\$0.00	\$15,000.00	0.00%
Vista Care Wisconsin	Myranda Culver	\$840,000.00	\$376,548.00	June	\$376,548.00	\$463,452.00	44.83%
Wisconsin Family Ties	Myranda Culver	\$36,000.00	\$0.00	July	\$0.00	\$36,000.00	0.00%
Wisconsin Community Health Alliance, LLC	Rose Kohout	\$27,000.00	\$0.00	July	\$0.00	\$27,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Winnebago Mental Health Institute	Tricia Clements	\$500,000.00	\$228,794.00	July	\$228,794.00	\$271,206.00	45.76%

AMENDED CONTRACTS/AGREEMENTS/MOUS

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (9-8-2022)		
IMPACT COMMUNITY PLANNING GROUP, LLC	Name change from Wisconsin Community Health Alliance, LLC	
LORI KNAPP, INC.	Request Board approval to amend the contract with <u>Lori Knapp, Inc.</u> due to an increased need for respite and personal supports for children with disabilities being served by the Behavioral Health Unit. (Prairie du Chien)	<i>Original Agreement Amount: \$9,000</i> Requesting Board approval to amend the current contract with <u>Lori Knapp, Inc.</u> to a total amount not to exceed \$11,000.

NEW CONTRACTS/AGREEMENTS/MOUS

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (9-8-2022)		
THE RICHLAND HOSPITAL, INC.	Request Board approval to enter into an agreement with <u>The Richland Hospital, Inc.</u> to provide respite to ADRC consumers. (Richland Center)	Requesting Board approval to enter into an agreement with <u>The Richland Hospital, Inc.</u> for a total amount not to exceed \$3,000.

Richland County Health & Human Services and Veterans Standing Committee

Agenda Item Cover

Agenda Item Name: Approve Behavioral Health Services Unit Restructuring Plan

Unit	Behavioral Health Unit	Presented By:	Tricia Clements, Director
Date of Meeting:	September 8, 2022	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	Finance & Personnel Standing Committee
Date submitted:	September 1, 2022	Referred by:	Previous action by body

Recommendation and/or action language: Motion to approve a restructuring of the Behavioral Health Services Unit to include the elimination of three Mental Health Therapist positions, with the positions to be replaced by three Mental Health Case Manager positions, and forward the recommendation with the employee appointment noted below, onto the Finance & Personnel Committee and County Board for approval.

Appoint Corey Kanable into a Mental Health Case Manager position and place him at Pay Grade G, Step 2 (non-certified social worker). Additionally, it is being request that he be granted 2 weeks of vacation upon his appointment as a county employee. Mr. Kanable has been a leased employee since 11/12/2019 as a CCS Service Facilitator.

Background: The Mental Health Therapist (licensed) position is currently at Pay Grade K. We submitted a formal request to Carlson Dettmann to place the new Mental Health Case Manager position into the county wage scale. We have recommended Pay Grade H for Certified Social Workers and Pay Grade G for all other related degrees.

Comprehensive Community Services (CCS) is a program that is provided to individuals in the community by Richland County HHS, Behavioral Health Services Unit. CCS supports individuals of all ages to address their unique needs related to mental health and substance use. This program is fully funded by Medicaid and does not have any county levy in the program.

Our current structure has two mental health therapists (county employees) and three service facilitators (leased positions) in the program to provide service facilitation to the program. The service facilitators are responsible for the assessment and enrollment of consumers into the program, setting up the recovery plan and associated services, and monitoring of the services set in place. Currently two out of three of the leased positions are unfilled. The two Mental Health Therapist positions are also unfilled. Additionally, in this unit, there are three more vacant Mental Health Therapist positions. (Refer to organizational chart)

These positions are necessary to the agency operations and the staffing need is not expected to end. In the past, HHS has contracted with Southwest Wisconsin Workforce Development Board (SWWDB) for leased employees. This has been done to meet the staffing needs of the agency. Most positions have been part-time, seasonal, or grant funded, but some have been long-term, full time positions. These three leased positions will be permanent and adding them will not be at any additional cost to the county. Additionally, it will not add any positions to HHS, as we will be eliminating three other existing positions. It is hoped that with making them county positions, they may be more desirable and fill the vacancies. Currently SWWDB receives a 7% Administrative fee on top of an employee's salary and related costs.

Attachments and References:

<i>Mental Health Case Manager Position Description</i>	<i>Mental Health Therapist Position Description (licensed)</i>
<i>Updated Behavioral Health Services Unit Organizational Chart</i>	

Financial Review:

(please check one)

X	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	No financial impact		

Approval:**Review:**

Department Head

Administrator, or Elected Office (if applicable)

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

RICHLAND COUNTY POSITION DESCRIPTION

Replace 3 eliminated
MHT positions with 3 of
these new positions.

Position Title: Mental Health Case Manager

Department: Health and Human Services

Reports to: Behavioral Health Services Manager

Pay Grade: H (certified Social Worker) or
G (non-certified Social Worker)

Date: October 1, 2022

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide mental health case management and/or crisis services in a community mental health setting within the Behavioral Health Services Unit of Richland County Health & Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Maintain a client treatment caseload including: coordinating team meetings, case management activities, psychosocial rehabilitation services, treatment documentation, correspondence, scheduling, court reports, and coordination with other staff and client's families.
- Provide outreach, information and training to schools, local governments, service providers and community organizations.
- Coordinate services with other agency departments and community organizations.
- Provide emergency assessments and crisis intervention.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Participate in 24-hour emergency coverage rotation as directed.
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or human service related field required.
- State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date preferred.
- Current training in recovery concepts, mental illness and substance abuse disorders.
- Experience working with consumers with mental illness and substance use disorders.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

3 of these positions
will be eliminated.
2 of these positions
will remain.

Position Title: Mental Health Therapist
(Licensed)

Department: Health and Human Services

Reports to: Behavioral Health Services Manager **Pay Grade:** 26 & K

Date: September 1, 2019

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide clinical services in a community mental health setting within the Behavioral Health Services Unit of Richland County Health & Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Maintain a client treatment caseload including: clinical assessment, diagnosis, treatment planning, therapy sessions/contacts, case management/service facilitation activities, psychosocial rehabilitation services, treatment documentation, correspondence, scheduling, court reports, provide adult at risk services, adult protective services and coordination with other staff and client's families.
- Provide emergency assessments and crisis intervention services.
- Participate in 24-hour emergency coverage rotation as directed.
- Serve as designee Coordinator to assigned program(s) when directed.
- Provide clinical supervision/collaboration to agency staff members providing mental health services as assigned.
- Provide leadership and act as a resource to the community in the area of mental health education and prevention.
- Coordinate services with other agency departments and community organizations.
- Facilitate and coordinate program committee meetings as assigned.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Represents Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Masters degree in social work or related field with the required number of hours of supervised clinical experienced based upon degree type.
- Current State of Wisconsin License required: Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Counselor or other equivalent licensure in Wisconsin.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

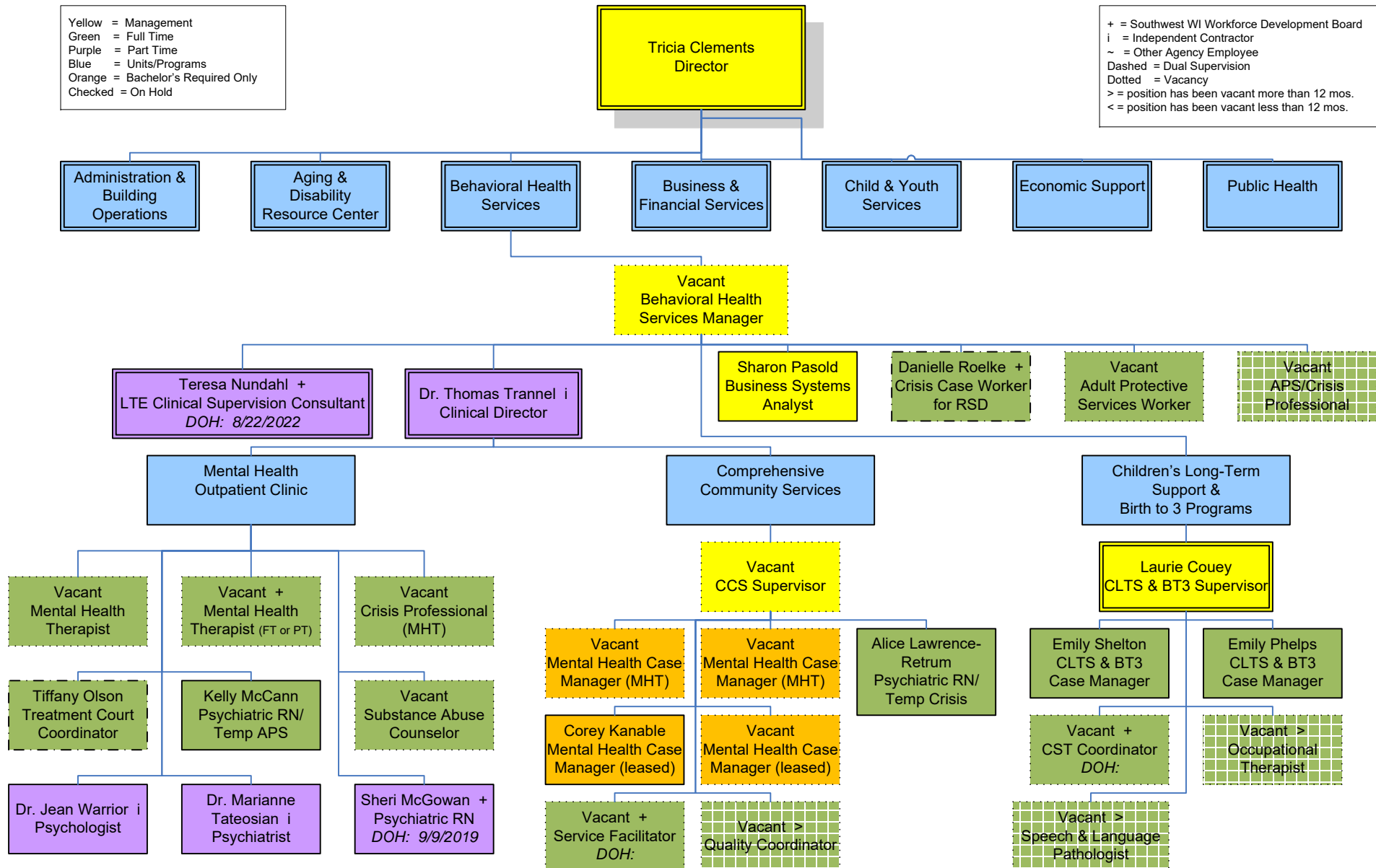
Date

RICHLAND COUNTY HEALTH & HUMAN SERVICES

BEHAVIORAL HEALTH SERVICES ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Blue = Units/Programs
 Orange = Bachelor's Required Only
 Checked = On Hold

+ = Southwest WI Workforce Development Board
 i = Independent Contractor
 ~ = Other Agency Employee
 Dashed = Dual Supervision
 Dotted = Vacancy
 > = position has been vacant more than 12 mos.
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Richland County Health & Human Services and Veterans Standing Committee

Agenda Item Cover

Agenda Item Name: Approve the Application and Acceptance of an Employer-Sponsored Blood Drives Grant

Unit	Public Health	Presented By:	Rose Kohout
Date of Meeting:	September 8, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Finance & Personnel Standing Committee
Date submitted:	August 30, 2022	Referred by:	

Recommendation and/or action language: Motion to approve the application and acceptance of an Employer-Sponsored Blood Drives Grant, allowing all Richland County employees to give blood through the Richland County sponsored blood drive on work time, and forward the recommendation onto the Finance & Personnel Committee for approval.

The grant does not require matching funds, in-kind match, or adding personnel, so it does not require County Board approval. It requires Finance & Personnel and County Board approval because it enables Richland County employee participation while on work time.

Background: The Wisconsin Department of Health Services Chronic Disease Prevention Program is awarding grants to employers who apply to DHS to organize blood drives. The blood drive is to be a function organized by a nonprofit blood bank organization and open to only the employees of Richland County. For each voluntary blood donation given, \$25 will be given to the Health & Human Services Department. This grant is being provided as Wisconsin has blood shortages at Wisconsin hospitals statewide. The goal is, with employer on-site donation opportunities, the amount of blood donations in Wisconsin will increase.

Attachments and References:

Richland County Board Rule #14	
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Financial Review: There is no direct cost or match for this grant. There would be costs associated with allowing Richland County employees to give blood on work time, but in exchange, Health & Human Services would receive \$25 per blood donation.

(please check one)

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

Approval:

Department Head

Review:

Administrator, or Elected Office (if applicable)

Memo

Date: September 8, 2022
To: Tricia Clements, Director
From: Angie Rizner, Administration & Building Operations Manager
RE: Personnel Announcements for HHS Board meeting

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

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

Sydney Meeker, Economic Support Specialist

Effective: 9/19/2022

Caylie Wolf, Economic Support Specialist

Effective: 9/19/2022

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

None.

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):

Toni Cabrera, Economic Support Specialist

Resigned: 9/7/2022

Kyla Luther, Substance Abuse Counselor

Resigned: 9/8/2022

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

Teresa Nundahl, LTE BHS Clinical Supervision Consultant

Hired: 8/22/2022

Laura Radesca, Service Facilitator

Resigned: 8/31/2022

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:

Behavioral Health Services – Manager – currently advertising

Behavioral Health Services – CCS Supervisor – currently advertising

Behavioral Health Services – Mental Health Therapist (5) – currently advertising

Behavioral Health Services – Substance Abuse Counselor – currently advertising

Behavioral Health Services – APS Worker – currently advertising

Child & Youth Services Case Manager – currently interviewing

Administration – Clerical Assistant II – on hold

Behavioral Health Services – APS/Crisis Professional – on hold

Behavioral Health Services – Quality Coordinator – 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 – on hold

Public Health – Health & Wellness Coordinator – on hold

Public Health - T/C Nutrition Site Worker (Germantown) (2) – on hold

RICHLAND COUNTY
HEALTH & HUMAN SERVICES

ORGANIZATIONAL CHARTS

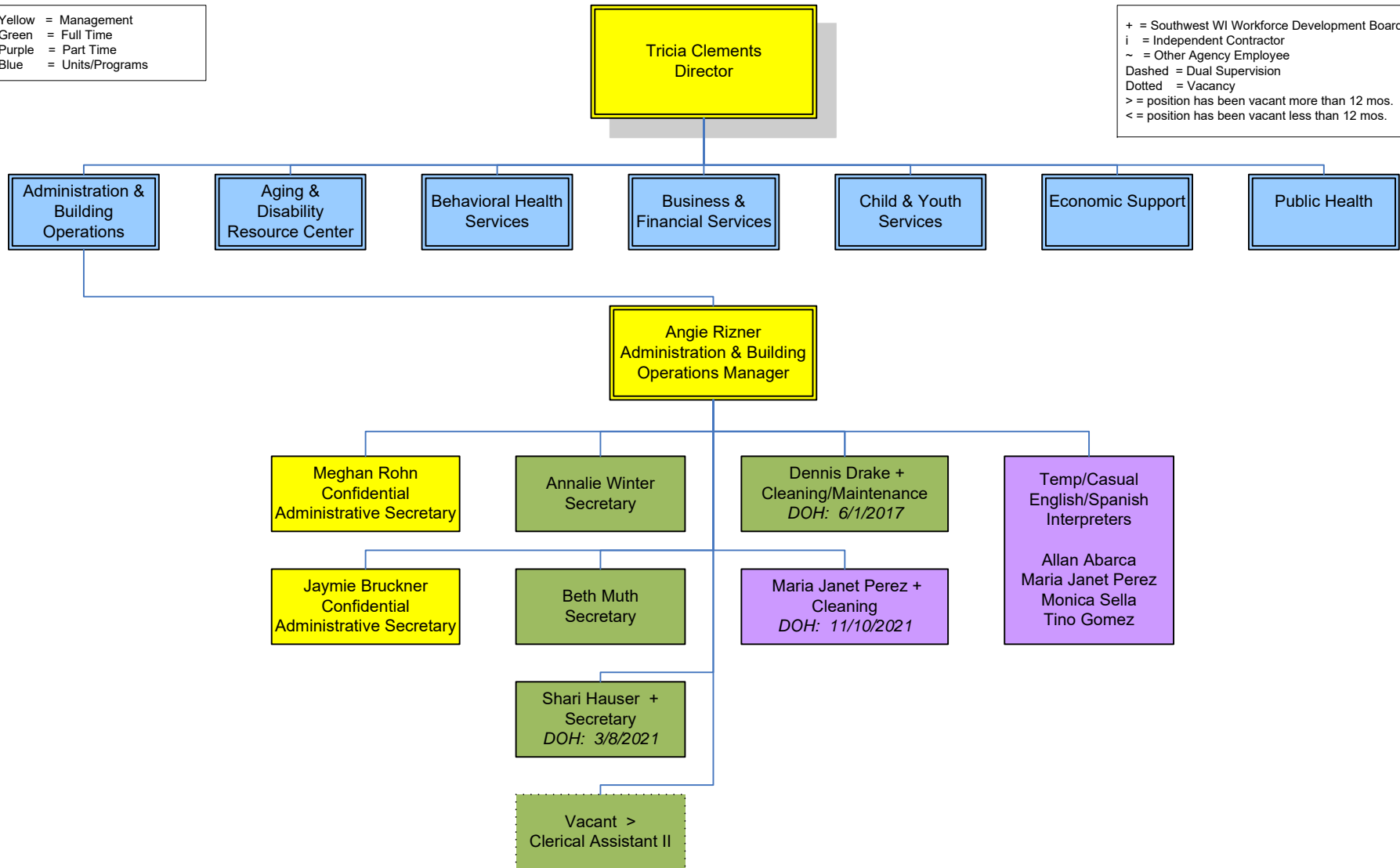
SEPTEMBER 8, 2022

RICHLAND COUNTY HEALTH & HUMAN SERVICES

ADMINISTRATION & BUILDING OPERATIONS ORGANIZATIONAL STRUCTURE

Yellow = Management
Green = Full Time
Purple = Part Time
Blue = Units/Programs

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Dotted = Vacancy
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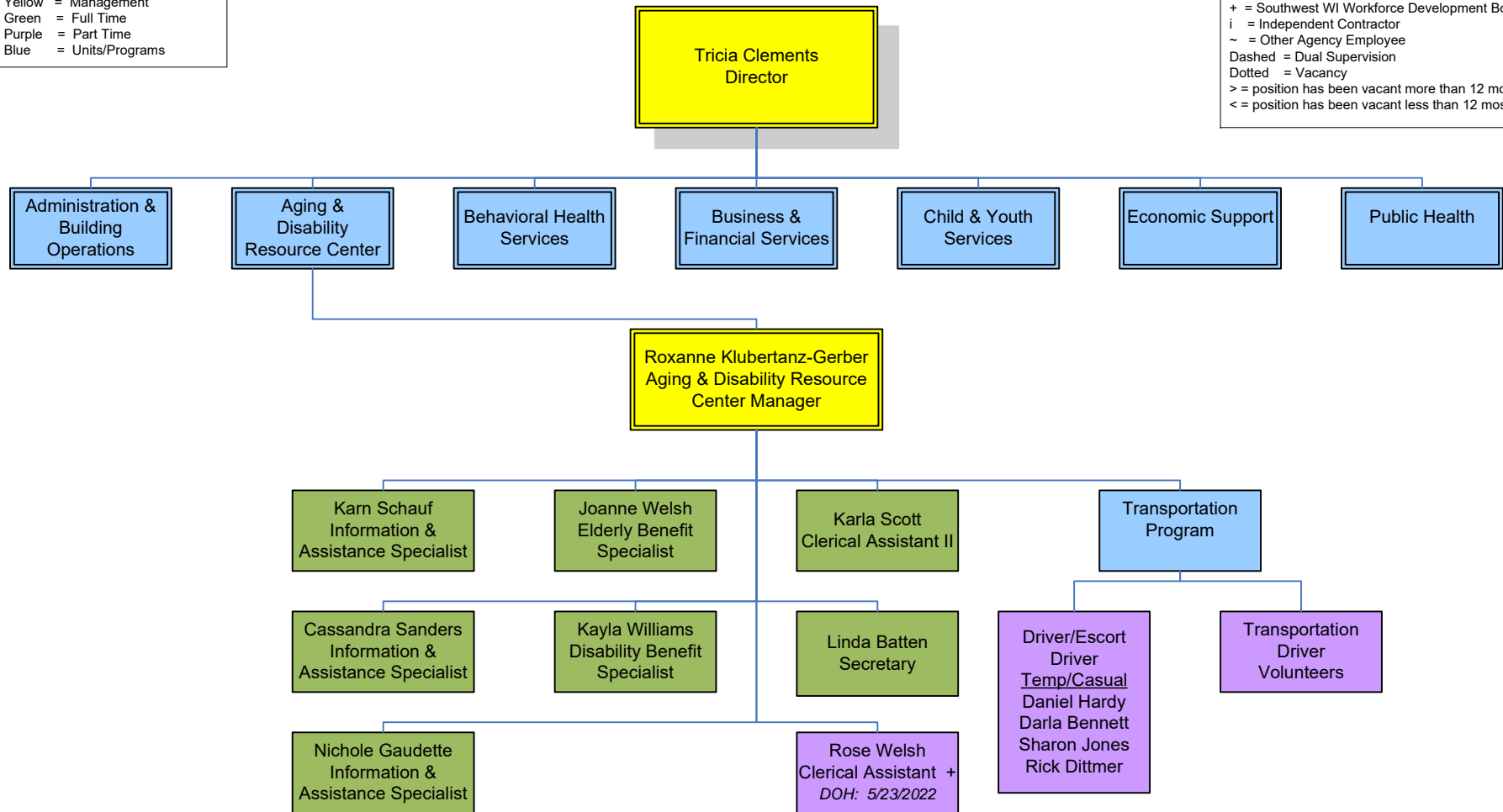


RICHLAND COUNTY HEALTH & HUMAN SERVICES

AGING & DISABILITY RESOURCE CENTER ORGANIZATIONAL STRUCTURE

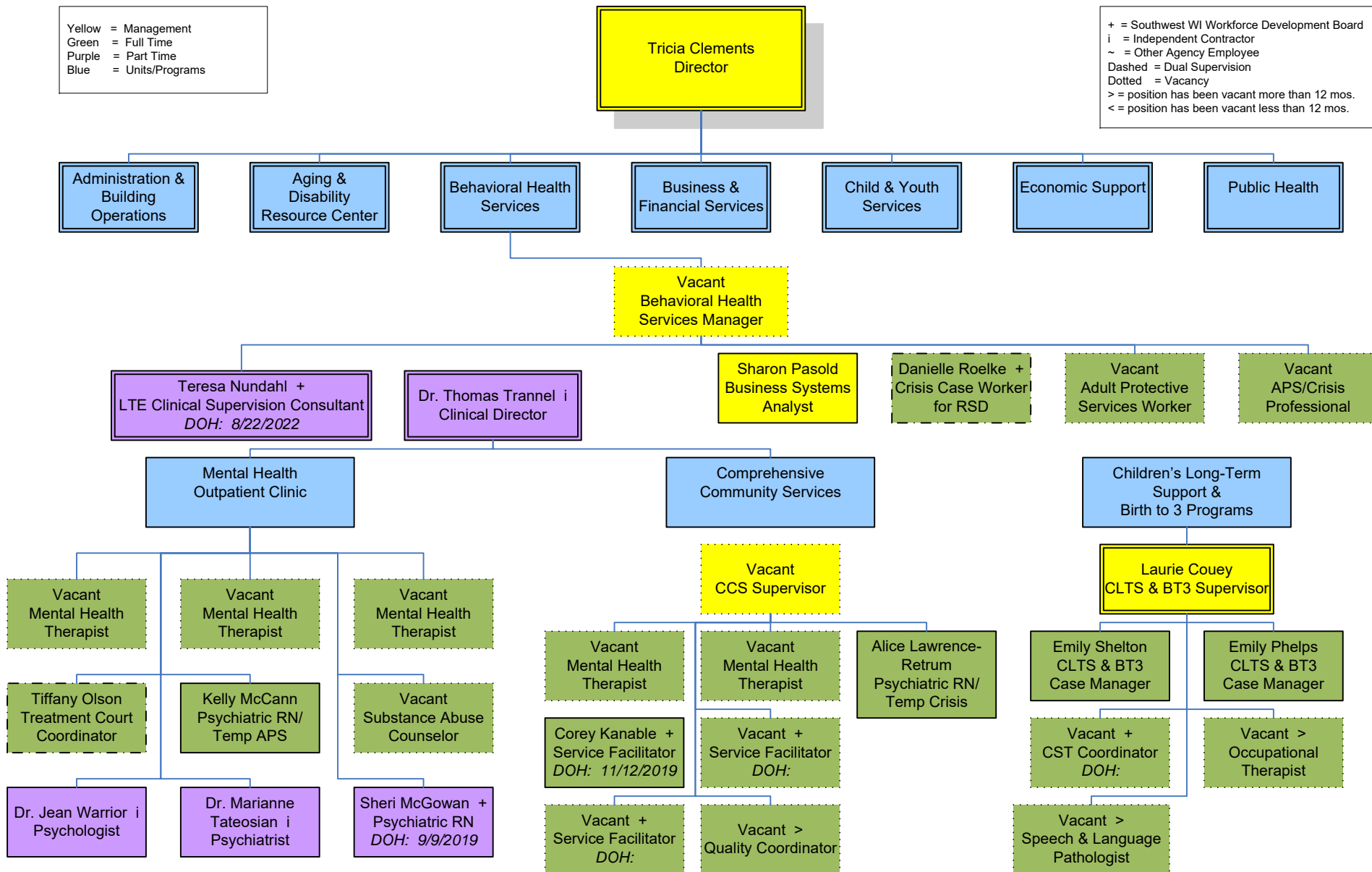
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RICHLAND COUNTY HEALTH & HUMAN SERVICES

BEHAVIORAL HEALTH SERVICES ORGANIZATIONAL STRUCTURE

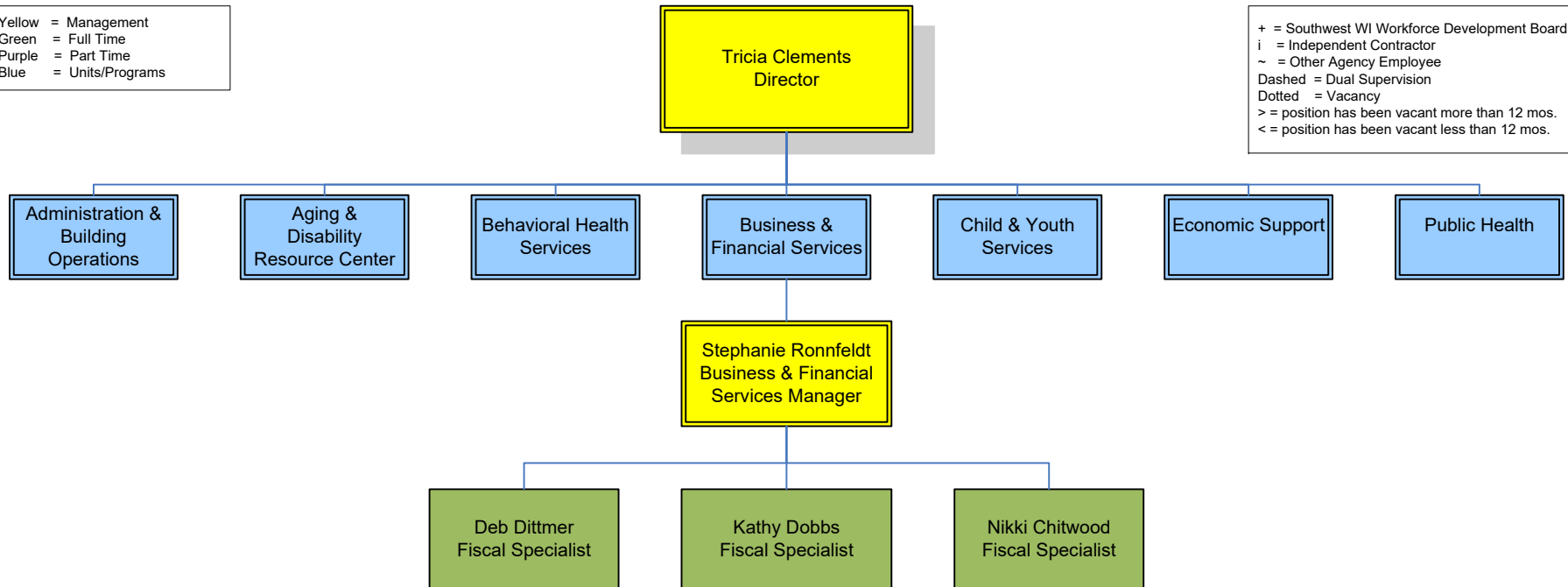


RICHLAND COUNTY HEALTH & HUMAN SERVICES

BUSINESS & FINANCIAL SERVICES ORGANIZATIONAL STRUCTURE

Yellow = Management
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Purple = Part Time
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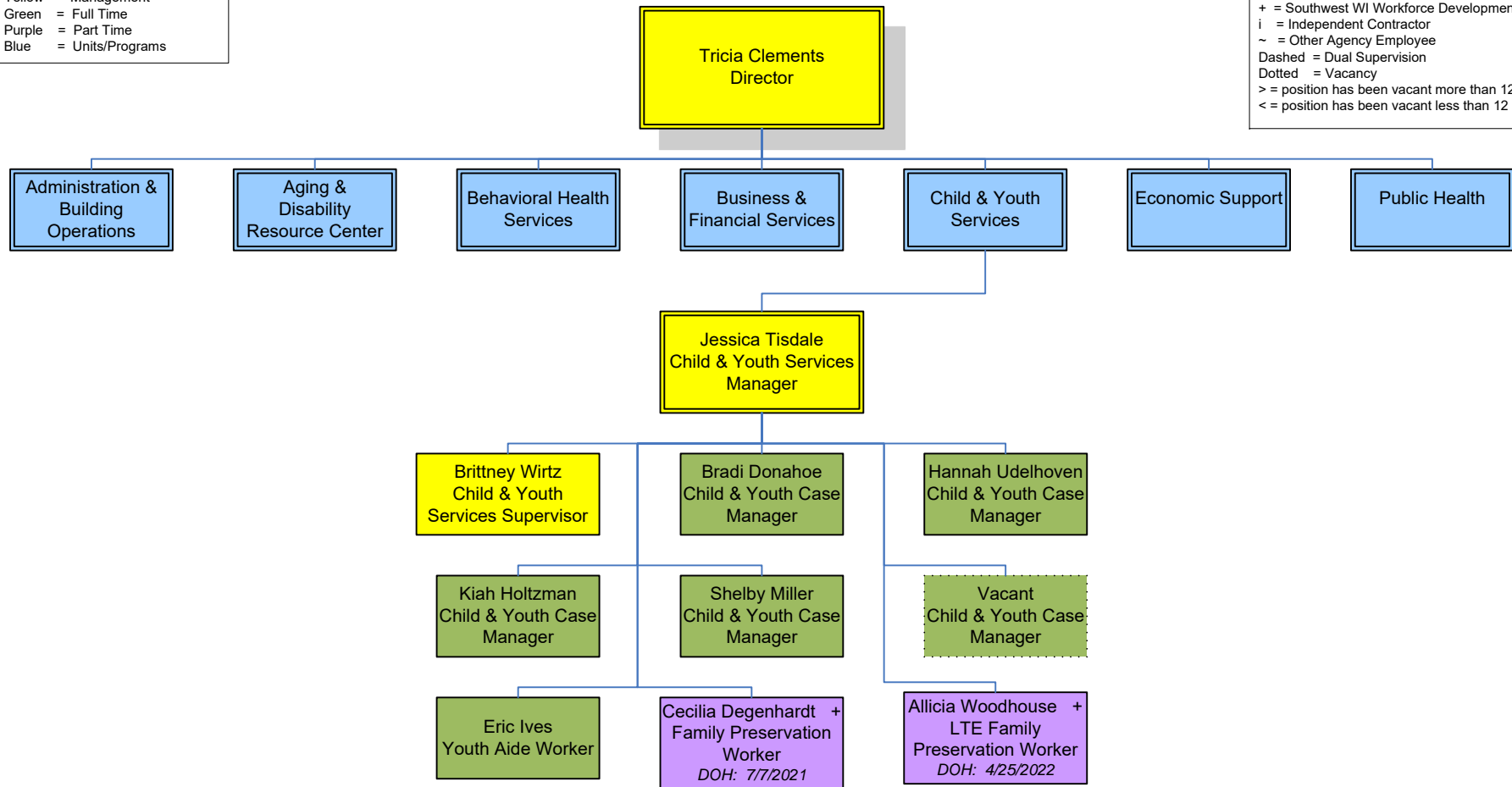


RICHLAND COUNTY HEALTH & HUMAN SERVICES

CHILD & YOUTH SERVICES ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Blue = Units/Programs

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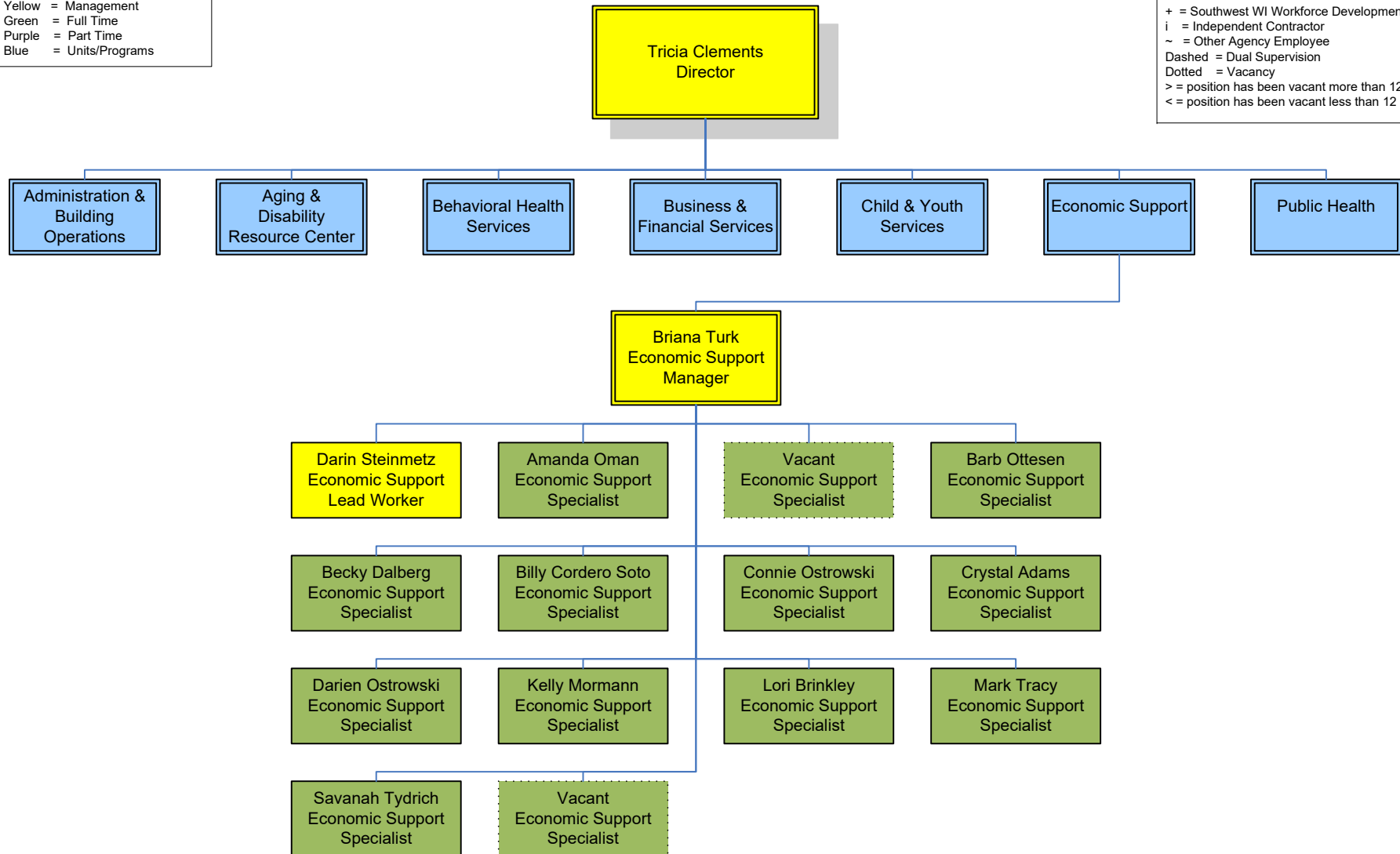


RICHLAND COUNTY HEALTH & HUMAN SERVICES

ECONOMIC SUPPORT ORGANIZATIONAL STRUCTURE

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Purple = Part Time
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RICHLAND COUNTY HEALTH & HUMAN SERVICES

PUBLIC HEALTH ORGANIZATIONAL STRUCTURE

Yellow = Management
Green = Full Time
Purple = Part Time
Blue = Units/Programs
Orange = FT Co Staff from other units

+ = Southwest WI Workforce Development Board
i = Independent Contractor
~ = Other Agency Employee
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