

Richland County

HHS & Veterans Standing Committee

March 9, 2023

The Richland County Health and Human Services & Veterans Committee convened on Thursday, March 9, 2023, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

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

Department heads, staff, and public present were, Trisha Clements, Meghan Rohn, Jaymie Bruckner, Karen Knock, Roxanne Klubertanz-Gerber, Stephanie Ronnfeldt, and Clinton Langreck. Jessica Tisdale, Briana Turk, Cheryl Dull, Brandie Anderson, Barb Scott, and Michael Windle logged in by WebEx. Josh Craker was present from MIS running the teleconferencing.

Not Present: Danielle Rudersdorf

Agenda:

1. **Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 9:30 a.m.
2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Donald Seep.
3. **Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
4. **Approve Agenda:** Motion by Lee Van Landuyt, seconded by Ken Rynes to approve the agenda and proper posting. Motion Carried.
5. **Approve Previous Meeting Minutes:** Motion by Lee Van Landuyt, seconded by Ken Rynes to approve the February 9, 2023 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
6. **Public Comment:** No comments were offered.
7. **Review of Committee Purpose and Committee Structure Tasks:** Discussion continued from the last meeting regarding the purpose and role of the Health and Human Services & Veterans Standing Committee due to the amount of changes that were made to the committee structure last year. The discussion focused on the change affecting the veterans portion of the committee. The Rules and Strategic Planning Standing Committee would eventually like to create a survey to go out to all department heads and County Board members to determine what is going well or if there are some procedures that should be modified, however the conversation needs to begin at the committee level.

When the restructure took place, Attorney Mike Windle spoke to the committee regarding the statutory responsibilities of the Veterans Commission. The primary responsibility is to dispense aide to needy veterans, however it was also explained that board rules give the committee a broader role. Ingrid Glasbrenner reviewed the Richland County Board Committee Structure document and focused on the responsibility of the committee to act as the Veterans Service Commission.

Donald Seep expressed the need for there to be an integral relationship between Health and Human Services and the Veterans Services Office due to the large amount of mutual resources utilized by veterans. Mr. Seep also discussed the possibility of creating a sub-committee that would identify issues specific to veterans. These issues could then be brought to the Health and Human Services & Veterans Standing Committee, whose role should be to provide oversight and advice, and develop policies. Many committee members agreed with the concept of the Health and Human Services Department and the Veterans Services Office becoming more intertwined. Discussion was held regarding the false perception that veterans do not want to receive services

Richland County

HHS & Veterans Standing Committee

from Health and Human Services, and the creation of a sub-committee was not necessary or appropriate. Ken Rynes emphasized the staff in these departments are hired to do a job and the committee's role should be to provide oversight and advice. Karen Knock noted the restructure has been successful, however she also emphasized the need to maintain a distinct separation between the two departments.

Clinton Langreck provided clarification regarding what members are included or excluded when acting as the Veterans Services Commission. It was explained that that performing the functions of Chapter 45 acting the Veterans Services Commission does not preclude any member. Veteran citizens and appointees would however need to abstain when performing the duties set forth in Chapter 251 acting as the Board of Health. Discussion was held regarding the role the committee should have regarding the housing authority. It was determined this issue should return to the Rules and Strategic Planning Committee for further clarification.

Donald Seep expressed concern that the average time the committee has spent reviewing Veterans Service issues has been approximately 5 minutes per meeting. Ingrid Glasbrenner explained that issues directly impacting the Veterans Services Office may be researched outside of a formal meeting and the issue can then be brought forward to the committee to review.

Veterans Service Office

Consent Items:

- 8. 2023 VSO Budget Summary:** The VSO Budget was made available and was reviewed by Karen Knock. Donald Seep questioned why there is still \$900 in the Soldiers and Sailors Fund line item and \$422.28 in the Mileage Commission line item since it was determined these would be removed. Karen Knock noted she would follow up with Derek Kalish in the County Clerk's Office to make the necessary changes.

Administrative Report:

- 9. Veterans Services Officer, Karen Knock:** No additional report was given.
- 10. VSO Report on the Theodore "Teddy" R. Rue Fund:** Committee members were provided with the Utilization of Teddy Rue Policy at the last meeting for review. Discussion was held regarding how the Veterans Services Office becomes aware of a need for these funds and how the availability of these funds can be better advertised. It was determined information regarding these funds should be included on the county website, the Veterans Services Office Facebook page, Shopping News, and look into the possibility of doing a radio spot. Discussion was also held regarding the importance of advertising the need for veterans to ensure their DD214 is on file with the Veterans Services Office. Motion by Lee Van Landuyt, seconded by Ken Rynes to approve the Utilization of Teddy Rue Policy. Motion carried.
- 11. CVSO Supplemental Grant Updates:** Karen Knock explained the Veterans Services Office was awarded \$14,000 from the State of Wisconsin to be utilized for outreach efforts. Karen Knock explained these funds would be put towards the salary of the Veterans Benefit Specialist since one of the main roles of the position is to provide outreach. Donald Seep questioned why the outreach line item in the budget shows \$0. Karen Knock explained that this line item is no longer required by the state, however she was instructed by the County Clerk to leave the line item in the budget in case the state would begin requiring it again.

Health & Human Services

Consent Items

- 12. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** The Health and Human Services Expenditure Report was made available for review.

Richland County

HHS & Veterans Standing Committee

- 13. 2022 HHS Budget Summary & Richland County Placement Report:** The Health and Human Services Budget Summary and Richland County Placement Report were made available to the committee. Stephanie Ronnfeldt explained this could be considered the year-end report, however there could be a few minor changes still coming in. Utilization ended at approximately 87%, and the underutilization was primarily due to staffing shortages. There is expected to be approximately \$400,000 in unutilized funds when the books close.

It was determined that going forward the History of Placement Types report and the Placement Expense Comparison report would only be provided bi-annually. Tim Gottschall noted that the agency has met its goals and mission regarding the budget and placements two years in a row and, due to a turnover rate of approximately 30%, has consistently underspent. Mr. Gottschall would like to revisit options that could be presented to the Finance and Personnel Committee regarding staff compensation for departments that are meeting their mission, coming in under budget, and are experiencing a staffing crisis. Ken Rynes questioned if the department is conducting exit interviews and it was explained exit interviews are being conducted by the County Administrator's office, however only has a return rate of approximately 10%. Clint Langreck and Tricia Clements will bring trends from previously conducted surveys to the next meeting. Donald Seep noted that \$14,000 of extra levy will be available due receiving \$14,000 from the state to be put towards the Veterans Benefit Specialist position. Administrator Langreck will bring back possibilities for the utilization of this extra tax levy at the next meeting.

- 14. 2022 HHS Contract Monitoring Report:** The Health and Human Services Contract Monitoring Report was made available in the committee folder for review.

Action Items:

- 15. Approve HHS contracts, Agreements, and Amendments:** There were no new or amended contracts to report.

- 16. Approve Richland County Driver Escort Program Volunteer Driver Handbook:** The Transportation Coordinating Committee reviewed the Richland County Driver Escort Program Volunteer Handbook. Roxanne Klubertanz-Gerber highlighted some of the changes that were recommended by the Transportation Coordinating Committee. Motion by Tim Gottschall, seconded by Ken Rynes to approve the Richland County Transportation Volunteer Driver Escort Handbook update and if necessary, forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Administrative Report:

- 17. 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.

- 18. HHS Grants:** Tricia Clements noted the Medication Assistance Treatment Grant was applied for along with the Sheriff's Department. The agency was approved for a Narcan Direct Program with the state which allows the agency to have Narcan available to distribute to the community and a staff member will be trained on the administration of Narcan. The state Opioid Response Grant has also been completed and submitted, and there are other grants that will come up throughout the year. Cindy Chicker noted the importance of Health and Human Services collaborating with other law enforcement agencies and other organizations in regards to the Narcan Direct program to ensure there is not duplication of work.

- 19. Richland County Staff Authorization Table:** Tricia Clements explained that due to the inability to fill a crisis position, these duties have been being completed by a Psychiatric RN since the summer of 2022. Health and Human Services no longer has a need to two Psychiatric RN's and would benefit from having the APS Crisis Professional position filled. The Staff Authorization table contained in the Policy on Personnel Classification, Compensation, and Staff Authorization of Richland County currently lists two Psychiatric RN positions. Therefore, it is being recommended that 1 Psychiatric RN position be replaced with 1 APS Crisis Professional.

Richland County

HHS & Veterans Standing Committee

Ken Rynes questioned if there is concern regarding filling this position at a lower wage. Tricia Clements explained that with the qualifications of the APS/Crisis worker she is confident we will get an individual that will come in with the correct training to do the job.

Personnel:

20. HHS Personnel Updates: Tricia Clements announced that Sydney Meeker, Economic Support Specialist; and Caylie Wolf, Economic Support Specialist, successfully passed the probationary period and will be placed on regular status, effective March 19, 2023. Resignations were also reported for Teresa Nundahl, Behavioral Health Services Manager, effective March 1, 2023; Carlene Shaw, Public Health Clinic Nurse, effective March 3, 2023; and Angie Rizner, Administration and Building Operations Manager, effective March 7, 2023. It was determined that this report will be a consent item on future agendas.

Advertising or interviewing is occurring for a Behavioral Health Services Manager, Comprehensive Community Services Supervisor, two Mental Health Therapists and a Public Health Nurse. All other vacant positions are on hold at this time.

21. Quarterly Review of Organizational Chart: The most recent organization chart was made available for review and Tricia Clements will discuss changes in more detail at a later time.

Closing:

22. Future Agenda Items:

- Discuss possible options to send forward to the Finance and Personnel Standing Committee regarding staff compensation.
- Review trends observed from previously conducted employee surveys.
- Discuss options for utilization of \$14,000 of tax levy from the Veterans Services Office.

23. Adjournment: The next meeting is scheduled for April 13, 2023 at 9:30 a.m. in the Richland County Board room and via WebEx. Motion by Ken Rynes, seconded by Tim Gottschall to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary