

Richland County

HHS & Veterans Standing Committee

April 13, 2023

The Richland County Health and Human Services & Veterans Committee convened on Thursday, April 13, 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, Lee Van Landuyt, Ingrid Glasbrenner, and Kerry Severson. 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, Briana Turk, Tanya Van Risseghem-Webster, Stephanie Ronnfeldt, Dominic Anderson, Stephanie Dary, Stacy Kleist, Molly Bohn, and Clinton Langreck. Jessica Tisdale, Cheryl Dull, Brandie Anderson, Sharon Pasold, Barb Scott, and David Scribbins logged in by WebEx. Josh Craker was present from MIS running the teleconferencing.

Not Present: Danielle Rudersdorf, Cindy Chicker, Dr. Jerel Berres

Agenda:

1. **Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 9:30 a.m.
2. **Pledge of Allegiance:** 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 Ken Rynes, seconded by Lee Van Landuyt to approve the agenda and proper posting. Motion Carried.
5. **Approve Previous Meeting Minutes:** Motion by Francis Braithwaite, seconded by Ken Rynes to approve the March 9, 2023 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
6. **Public Comment:** No comments were offered.
7. **Molly Bohn, Field Representative for Congressman Derrick Van Orden:** Molly Bohn, Field Representative for Congressman Derrick Van Orden, attended the meeting and provided information and updates pertaining to issues the Congressman is currently working on.

Veterans Service Office

Consent Items:

8. **2023 VSO Budget Summary:** The VSO Budget was made available and was reviewed by Karen Knock. The only non-routine expense was the purchase of a new printer. Karen Knock also noted flags will be ordered soon in preparation for Memorial Day.

Administrative Report:

9. **Veterans Services Officer, Karen Knock:** Karen Knock provided highlights and program updates including various outreach events that are taking place. It was also noted that that quarterly reports were available for review in the committee folder.
10. **Discuss Options for Utilization of \$14,000 of Tax Levy from the Veterans Services Office:** Clinton Langreck explained how these funds may be utilized and it will most likely not be possible to put these funds towards the expense of the new Human Resources Director. Karen Knock discussed several ideas she has for utilizing the funds including paying for special trips for veterans, holding various community events, and the

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refurbishment of the VSO office. Karen Knock noted she will be reaching out to other counties to obtain more ideas as well.

- 11. Review Trends Observed from Previously Conducted Employee Surveys:** The comments portion of the 2021 staff survey was reviewed and Tim Gottschall noted the central theme of the comments pertained to lack of pay and/or compensation. This item was discussed in conjunction with Agenda item #12 “Discuss Possible Recommendations to the Finance & Personnel Standing Committee Regarding Staff Compensation”, and Agenda item #13 “Approve Discretionary Use of Department Budget Surplus for Employee Recognition & Retention.”
- 12. Discuss Possible Recommendations to the Finance & Personnel Standing Committee Regarding Staff Compensation:** This item was discussed in conjunction with Agenda item #11 “Review Trends Observed from Previously Conducted Employee Surveys”, and Agenda item #13 “Approve Discretionary Use of Department Budget Surplus for Employee Recognition & Retention”.
- 13. Approve Discretionary Use of Department Budget Surplus for Employee Recognition & Retention:** This item was discussed in conjunction with Agenda item #11 “Review Trends Observed from Previously Conducted Employee Surveys”, and Agenda item #12 “Discuss Possible Recommendations to the Finance & Personnel Standing Committee Regarding Staff Compensation.”

Tim Gottschall explained that he is looking for support to forward a recommendation to the Finance and Personnel Committee allowing individual departments to utilize up to 20% of any department budget surplus at the end of the year to provide employee bonuses. When departments that are made up of primarily payroll expenses experience a surplus at the end of the year, it is most often due to being understaffed for a portion of the year. This is most noticeable in largely service based departments, and creates a stressful working environment for the remaining staff. The terms under which these funds would be dispersed would be determined by the departments appropriate standing committee.

Discussion was held regarding when this could potentially take effect, and the possibility of tying any compensation to performance. Tim Gottschall noted he felt it would be possible to begin with any surplus occurring in 2022. This would not require a revision of the budget since this would be utilizing surplus funds only. Tim Gottschall stated that he agreed that performance should be considered when looking at on-going salary increases, however a one-time payment tied performance may be a bit difficult. Ken Rynes agreed that tying performance to compensation is beneficial. Ken Rynes also voiced concern regarding doing this type of compensation on a department by department basis.

Clinton Langreck added that Health and Human Services has been very understaffed for an extended period of time. In addition, this department has also been impacted very hard with the 5-year strategic plan. Stacy Kleist voiced concern regarding utilizing surplus funds for staff compensation, discussed the difference between public and private sector, and concerns regarding the impacts to the tax payers. Motion by Kerry Severson, seconded by Ken Rynes to Approve Discretionary Use of Department Budget Surplus for Employee Recognition & Retention. Ken Rynes, Francis Braithwaite, Cindy Chicker, Lee Van Landuyt, Ingrid Glasbrenner, Kerry Severson, Dr. Jerel Berres, and Tim Gottschall all voted for the motion. Donald Seep voted against the motion. Motion carried.

Tim Gottschall left the meeting at 9:43am and returned to the meeting at 10:03am.

Health & Human Services

Consent Items

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- 14. 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.
- 15. 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 and Stephanie Ronnfeldt reviewed some highlights from the reports.
- 16. 2022 HHS Contract Monitoring Report:** The Health and Human Services Contract Monitoring Report was made available in the committee folder for review and Jaymie Bruckner reviewed some highlights from the report.

Action Items:

17. Approve HHS contracts, Agreements, and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2023 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-13-2023)		
NORTHWEST COUNSELING & GUIDANCE CLINIC	Due to an increased need for clinical supervision for Behavioral Health Services Unit Staff. (Menomoneie)	<i>Original Contract Amount:</i> \$80,000 To a total amount not to exceed \$90,000.

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

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2023 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-13-2023)		
MARATHON CO. JUVENILE DETENTION CENTER	To provide secure detention services for youth being served by the Child & Youth Services Unit. (Wausau)	To a total amount not to exceed \$160,000.

Motion by Kerry Severson, seconded by Lee Van Landuyt to approve the new 2023 contract and forward onto the County Board for approval. Motion carried.

- 18. Approve Request for Proposals for the Provision of Meals for the Senior Nutrition Program:** Tricia Clements explained that due to potential changes occurring at the campus, along with the ongoing need to analyze our budget and the services being provided, the decision was made to put out RFPs for the Senior Nutrition Program. Two bids were received including one from the Richland County Food Service and another from Mazo Catering. The Richland County Food Services at the campus has been providing meals for the Senior Nutrition Program since 2013.

The Commission on Aging and Disability met with the Nutrition Advisory Board and made the recommendation to select Mazo Catering to continue providing this service. This decision was based on the analyzation of both bids by Tanya Webster, Senior Nutrition Program Coordinator; Roxanne Klubertanz-Gerber, Aging and Disability Resource Center Manager; and Tricia Clements. Key factors in the decision were discussed and included concerns regarding the stability of the campus and their ability to continue to provide the services through the end of 2024.

Tricia Clements explained that Mazo Catering will cost an additional \$.15 per meal, however there are several factors which will offset this cost. Each month an additional \$150 to \$190 that is paid to the campus for supply

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costs would no longer be necessary. Mazo Catering is able to deliver meals to the Richland Center Meal site, and menus will be developed and reviewed for dietary content by Sauk County, all resulting in more time for the Senior Nutrition Coordinator. The program currently has a part-time, 8hr. per week position to assist the Senior Nutrition Coordinator, and eventually this position would no longer be needed.

Kerry Severson agreed with the recommendation given the current situation, however he also made note of the three Richland County Departments that have a need for the provision of meals and in the future would like to see efforts made to find a way to provide this service locally or more efficiently. Discussion was held as to why this is not currently an option and there was agreement that this needs to be explored more in the future. Lee Van Landuyt noted that the reasoning behind the recommendation is valid and agreed that the additional \$.15 per meal would be offset. Lee Van Landuyt also stated that in order to continue to serve our current needs considering the likelihood that the state may shut down the campus, Mazo Catering would be the most stable option.

Clinton Langreck expressed appreciation for the amount of thought and research that went into this process. To ensure all committee members were clear on what was being purposed and voted on, he reiterated that a large portion of the UW Campus Cafeteria revenue is based on the Senior Nutrition Program. Services would continue to be provided by the Richland County Food Services for the next 60 days at which time the transfer to Mazo Catering would occur. Motion by Lee Van Landuyt, seconded by Kerry Severson to approve Mazo Catering as the vendor for the Senior Nutrition Program as was recommended by the Commission on Aging and Disability Board and the Nutrition Advisory Committee on Wednesday, April 12, 2023. Motion carried.

- 19. Approve Behavioral Health Services Manager Position Reclassification:** Tricia Clements explained the structure of the Behavioral Health Services unit and the need to reclassify the Behavioral Health Services Manager position. Responsibilities of the position were reviewed including overseeing the units 9 programs and 20 employees to ensure compliance with all programs/grants/funding sources, and maintain all licensing, certifications, and credentialing with the State. The position is also required by State Statute to provide clinical supervision of the staff for various programs.

The reclassification proposed would remove all clinical supervision responsibilities from this position and these duties would be contracted out. Since some of these supervision duties are assigned to the CCS Supervision position that has gone unfilled for over a year, that position would not be filled and the budgeted funds would be utilized to cover these contracted services. Motion by Don Seep, seconded by Lee Van Landuyt to approve the reclassification of the Behavioral Health Services Manager position from a Grade N to a Grade M and forward the recommendation on to the Finance & Personnel Committee and the County Board for consideration and approval. Motion carried.

- 20. Approve New Coordinated Services Team (CST) Coordinating Committee Member:** The new membership list for the Coordinated Services Team (CST) Coordinating Committee was provided for reviewed and should be forwarded on to the County Administrator for review and submission to the County Board for approval. Motion by Don Seep, seconded by Lee Van Landuyt to approve the new membership list of the Coordinated Services Team (CST) Coordinating Committee and forward onto the County Administrator for review and the County Board for approval. Motion Carried.

Administrative Report:

- 21. Unwinding of Temporary Medicaid Policies:** Tricia Clements reviewed a power point presentation outlining the Medicaid Unwinding process. Information included what unwinding is, implications for our community, FoodShare unwinding plans, Medicaid unwinding plans, and how Health & Humans Services and the Economic Support Unit are preparing.

- 22. 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.

Closing:

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23. Future Agenda Items:

24. **Adjournment:** The next meeting is scheduled for May 11, 2023 at 9:30 a.m. in the Richland County Board room and via WebEx. Motion by Ken Rynes, seconded by Lee Van Landuyt to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary