

Richland County

HHS & Veterans Standing Committee

May 11, 2023

The Richland County Health and Human Services & Veterans Committee convened on Thursday, May 11, 2023, in the County Board room at 181 W. Seminary Street, in person, via videoconference, and teleconference.

Committee members present included Lee Van Landuyt, Ingrid Glasbrenner, Dr. Jerel Berres, and Tim Gottschall. Kerry Severson, Donald Seep, and Sherry Hillesheim, attended by WebEx.

Department heads, staff, and public present were, Trisha Clements, Meghan Rohn, Jaymie Bruckner, Karen Knock, Jon Hochkommer, Kristy Thompson, Linda Gentes, Stephanie Dary, and Stephanie Ronnfeldt. Roxanne Klubertanz-Gerber, Brandie Anderson, Sharon Pasold, and Barb Scott, logged in by WebEx. Josh Craker was present from MIS running the teleconferencing.

Not Present: Ken Rynes, Danielle Rudersdorf, Cindy Chicker.

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 Kerry Severson, seconded by Tim Gottschall to approve the agenda and proper posting. Ingrid Glasbrenner noted that item number 7 would be stricken from the agenda as elections do not need to be held this year. Discussion was held regarding the absence of an agenda item pertaining to changes to the contract for the provision of meals for the Senior Nutrition Program, and it was explained this would appear on the next agenda due to the RFP process needing to be redone. **Motion Carried.**
5. **Approve Previous Meeting Minutes:** Motion by Tim Gottschall, seconded by Kerry Severson to approve the April 13, 2023, Health & Human Services & Veterans Standing Committee minutes. **Motion carried.**
6. **Public Comment:** Ingrid Glasbrenner explained that there was a procedural error that occurred during the RFP process resulting in the process needing to be redone and it has not yet been completed. Once completed, this item will be placed on the agenda next month. Kristy Thompson and Linda Gentes provided public comments regarding the contract for the provision of meals for the Senior Nutrition Program, and Ingrid Glasbrenner read a letter on behalf of John Poole in support of the Richland Food Service. Interim County Administrator, Jon Hochkammer, cautioned about sending letters to representatives as elected officials and noted if sending a letter to a representative it should be done as a private citizen. Further discussion was held regarding the original reason for sending out the RFP.
7. **Annual Election of Officers:** It was determined this agenda item was not required.

Veterans Service Office

Consent Items:

8. **2023 VSO Budget Summary:** The VSO Budget was made available and was reviewed by Karen Knock. Don Seep noted the budget reflected \$900 for per diems and \$300 mileage. It had been indicated these items would be removed. Karen Knock explained that the \$300 will remain in the budget incase an emergency commission meeting is needed. After discussing removing the \$900 with Derek Kalish, it was determined that in order to do this, the entire budget would need to be amended. Therefore, it was determined the item would be removed on the next budget.

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Administrative Report:

9. **Veterans Services Officer, Karen Knock:** Karen Knock provided highlights and program updates. The office is working on completing a review of the names of the veterans buried in the county and entering them into the state database, which is required by state statute.

Health & Human Services

Consent Items

10. **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.
11. **2023 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. Trisha Clements noted that placement costs have been up for the first quarter but is hopeful costs will level off as the year continues. Stephanie Ronnfeldt noted that additional charts were added for quarterly review. She also noted that we should be at 33% utilization and are currently only at 24 % utilization, primarily due to low staffing levels.
12. **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:

13. **Approve Amended HHS contracts, Agreements, and Amendments:**

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2023 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-11-2023)		
VILLAGE CAREGIVING	Due to an increased need for respite services, personal support, and adult day center needs for clients of the Aging and Disability Resource Center. (Madison)	<i>Original Contract Amount:</i> \$3,000 To a total amount not to exceed \$5,000.
CHRISTIAN SERVANTS HOME CARE, LLC	Due to an increased need for daily living skills training, respite services, and personal supports for children and families enrolled in the CLTS program. (Appleton)	<i>Original Contract Amount:</i> \$11,000 To a total amount not to exceed \$30,000.
PREMIER FINANCIAL MANAGEMENT SERVICES, LLC	Due to an increased need for financial management services for children and families enrolled in the CLTS program. (Milwaukee) <i>This will require County Board approval.</i>	<i>Original Contract Amount:</i> \$100,000 To a total amount not to exceed \$180,000.

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<p>IMPACT COMMUNITY PLANNING GROUP, LLC</p>	<p>To extend to the end of May 30, 2023, from the previous end date of April 30, 2023. The remaining funds from 2022/2023 will be carried over and used per the original contract. No additional funds are needed.</p>	<p><i>Original Contract</i> Amount in 2022: \$27,000 Utilized in 2022: \$25,275</p> <p>Amount in 2023: \$14,000 Utilized in 2023: \$13,380</p> <p>To utilize the remaining funds of \$2,345 to be paid for services provided in May 2023.</p>
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Motion by Lee Van Landuyt, seconded by Timothy Gottschall to approve the amended 2023 contracts and forward those necessary to the County Board for approval. Motion carried.

14. Approve New HHS contracts:

<p align="center">RICHLAND COUNTY HEALTH AND HUMAN SERVICES</p> <p align="center">2023 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-11-2023)</p>		
<p>THE CHANGE GROUP, LLC</p>	<p>To provide daily living skills training, family/unpaid caregiver support services, and mentoring of children and families enrolled in the CLTS program. (Berlin)</p>	<p>For a total amount not to exceed \$25,000.</p>
<p>DRIFTLESS AREA INK, LLC DBA TASK FAIRY</p>	<p>To provide in-home chores, errands, moving, and organizational services to clients of the Aging and Disability Resource Center. (Richland Center)</p>	<p>For a total amount not to exceed \$2,000.</p>

Motion by Timothy Gottschall, seconded by Dr. Jerel Berres to approve the new 2023 contract and forward to the County Board for approval. Motion carried.

15. Approve the Application and Acceptance of a United Givers Grant: Historically the Aging and Disability Resource Center and the Child and Youth Services Unit have applied for United Givers Grant funds annually. United Givers awards small grants intended to fund services to Richland County residents who may not otherwise meet eligibility requirements for certain services. It was explained that there is no cost or match for these grant funds. Motion by Dr. Jerel Berres, seconded by Lee Van Landuyt to approve the application and subsequent acceptance of United Givers Grants, and forward the recommendation to the County Administrator for approval.

16. Discuss Staffing Needs of the Public Health Unit: Tricia Clements discussed the structure of the Public Health unit and explained that while it is currently designed to be a unit of three staff members, at this point in time it is down to one staff member. Tricia Clements discussed the difficulty the agency has had recruiting and hiring nursing positions and the reasons applicants have given for not applying, withdrawing applications, or declining offers.

Various ideas and options were discussed that could potentially assist the staffing challenges currently facing the unit. Ideas included; providing greater flexibility in the job; converting one RN position to a Public Health Specialist Position; hiring a nurse through a contract agency; improving advertising for the job stressing all the benefits of the job; and increasing pay.

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The benefits of each of these options were discussed in greater detail and it was determined that Jon Hochkammer and Tricia Clements would put together a recommendation to bring back to the next meeting. Jon Hochkammer also noted that the number one issue he is hearing countywide is that the pay scale and the benefits are outdated and the county needs to realize that the number one asset it has is its employees.

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. An explanation was also provided regarding a procedural error pertaining to the RFP process for the Senior Nutrition Program leading to the process needing to be redone.

Kerry Severson asked if the staff at the UW Food Services are under the direct supervision of Jon Hochkammer, and if so, could he clarify if termination letters were distributed to these staff. Jon Hochkammer confirmed that these staff are under his direct supervision and they were not issued any notification that employment was being terminated. Clarification was provided that the notification that was sent was an indication to end the contract.

18. Distribute HHS 2022 Annual Report: The 2022 Health and Human Services Annual Report has been uploaded to the folder to be reviewed. The report will be reviewed at the June Health and Human Services meeting.

Closing:

19. Future Agenda Items: Community Health Needs Assessment, Review of HHS 2022 Annual Report, RFPs for Senior Nutrition Program.

20. Adjournment: The next meeting is scheduled for June 8, 2023, at 9:30 a.m. in the Richland County Boardroom and via WebEx. Motion by Lee Van Landuyt, seconded by Tim Gottschall to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary