

Richland County

HHS & Veterans Standing Committee

March 6, 2023

NOTICE OF MEETING

Please be advised that the Richland County Health and Human Services & Veterans Standing Committee will convene at **9:30 a.m., Thursday, March 9, 2023** 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. Pledge of Allegiance
3. Proof of Notification
4. Approve Agenda
5. Approve Previous Meeting Minutes
6. Public Comment
7. Review of Committee Purpose and Committee Structure Tasks

VETERANS SERVICE OFFICE

Consent Items:

8. 2023 VSO Budget Summary

Administrative Report:

9. Veterans Services Officer, Karen Knock
10. VSO Report on the Theodore "Teddy" R. Rue Fund
11. CVSO Supplemental Grant Update

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 Richland County Driver Escort Program Volunteer Driver Handbook

Administrative Report:

17. Director, Tricia Clements
18. HHS Grants
19. Richland County Staff Authorization Table

Personnel:

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

Closing:

22. Future agenda items
23. Adjournment

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

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

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HHS & Veterans Standing Committee

February 9, 2023

The Richland County Health and Human Services & Veterans Committee convened on Thursday, February 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, Lee Van Landuyt, and Ingrid Glasbrenner. Danielle Rudersdorf, Kerry Severson, Dr. Jerel Berres, Francis Braithwaite, Cindy Chicker, Tim Gottschall, Donald Seep and Sherry Hillesheim, attended by Web Ex.

Department heads, staff, and public present were, Trisha Clements, Angie Rizner, Meghan Rohn, Jaymie Bruckner, Karen Knock. Roxanne Klubertanz-Gerber, Jessica Tisdale, Stephanie Ronnfeldt, Teresa Nundahl, Sharon Pasold, Betsy Rosler, Misty Molzof, Brandie Anderson, and Briana Turk logged in by WebEx. John Couey was present from MIS running the teleconferencing.

Not Present:

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 Ken Rynes.
3. **Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
4. **Approve Agenda: item number 7 move** Motion by Ken Rynes, seconded by Francis Braithwaite 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 January 12, 2023 Health & Human Services & Veterans Standing Committee minutes. Motion carried.
6. **Public Comment:** No comments were offered.

Veterans Service Office

Consent Items:

7. **2023 VSO Budget Summary:** The VSO Budget was made available and was reviewed by Karen Knock. There was nothing unusual to report.

Administrative Report:

8. **Veterans Services Officer, Karen Knock:** Karen Knock provided highlights of recent and upcoming events and activities involving the department.
9. **VSO Report on the Theodore “Teddy” R. Rue Fund:** Karen Knock gave a brief history of the Theodore R. Rue fund. There was an initial donation in 1977 from the estate of Theodore Rue in the amount of \$2,583 to be utilized by the county to support veterans. Resolution 77-30 gave the Veterans Service Commission authority over the utilization of these funds. Karen Knock is requesting that funds be utilized by various Richland County Departments as needed to support veterans in need. The policy, procedure for accessing funds and supporting documents were placed in the committee folder for review, and approval.

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Discussion was held regarding how funds have been utilized in the past. While funds have been used sporadically over the years, additional funds were donated back from other sources. If additional donations are made to the office, they will be directed to the American Legion who has a needy veterans fund. Discussion was held regarding the dissolution of this account once funds have been utilized. This item will be brought back to the next meeting for further review and approval.

10. VSO Future Budget Response: No discussion held.

Health & Human Services

Consent Items

11. 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.

12. 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. There are still 2022 expenses that are being paid, as well as additional revenues coming in for December. The goal is to close books by the middle of March.

13. 2022 HHS Contract Monitoring Report: Angie Rizner explained that while most invoices have been submitted through December, there may be a few more coming in. The report was made available in the committee folder for review.

Action Items:

14. Approve HHS contracts, Agreements, and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES		
2022 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (2-9-2023)		
THE GYM-BOREE, LLC	To provide recreation/alternative activities and health & wellness to children with disabilities being served by the Behavioral Health Services Unit. (Richland Center)	For a total amount not to exceed \$11,000
UNITED SEATING AND MOBILITY, LLA DBA NUMOTION	To provide specialized medical and therapeutic supplies to children with disabilities being served by the Behavioral Health Services Unit. (Wauwatosa)	For a total amount not to exceed \$11,000.

Motion by Lee Van Landuty, seconded by Danielle Rudersdorf to approve the new 2023 contracts. Motion carried.

15. Approve the Application & Acceptance of Treatment Alternatives and Diversion (TAD) Grant: The Treatment Alternatives and Diversion Grant provides evidence based programming to individuals who have had three charges of Operating While Intoxicated or more. Health and Human Services has been providing these services in partnership with the court, law enforcement, and other community providers since 2017. In 2022 the Drug Court Program was added due to the significant increase in the number of drug related offenses in the last several years. The Treatment Alternatives and Diversion Grant would provide \$173,333 to fund both programs through the Wisconsin Department of Justice, Department of Corrections, and Department of Health Services, with a county match up to \$43,333. Up to \$16,230 of this match would be in-kind funding.

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Brandi Christenson, Treatment Court Coordinator, attended and provided some background on herself and the program. Ken Rynes asked if the \$27,103 of cash match is paid for by participants. Tricia Clements explained that this match is fulfilled through in-kind services.

Motion by Ken Rynes, seconded by Cindy Chicker to approve the application and acceptance of a Treatment Alternatives and Diversion (TAD) Grant totaling up to \$173,333 administered through the Wisconsin Department of Justice, Department of Corrections, and Department of Health Services with a county match up to \$43,333 to serve individuals in need of drug and alcohol treatment court services in Richland County, and forward the recommendation onto the County Board for approval. Motion carried.

Richland County Opioid Needs Assessment Presentation: As a result of the National Prescription Opiate Litigation, Richland County could be granted \$215,315.52 after litigation fees, if funds are partially securitized. Funds would be distributed over a 15-year period to address the opioid epidemic including prevention, treatment, and recovery. Misty Molzof presented the results of an Opioid Needs Assessment that was completed by the Southwest Wisconsin Regional Planning Commission, providing guidance on how these funds could be utilized. Three priorities were identified: support transportation opportunities, remove/reduce barriers to treatment, and improve coordination. Richland County Health and Human Services would like to have a team approach to determine how to utilize these funds and it was determined that a task force should be created

Motion by Lee Van Landuyt, seconded by Cindy Chicker to direct Tricia Clements to create a committee comprised of employees from Health and Human Services, Sheriff's Office, District Attorney's Office, Richland Center Police Department, and the Richland County Judge to take the recommendations of the Opioid Needs Assessment and create a proposal to the full County Board on how the funds should be best utilized to support the residents of Richland County. Motion carried.

- 16. Approve Resolution to Honor Rose Kohout, Public Health Manager/Local Health Officer:** As a result of Rose Kohout's employment history and work with the COVID-19 pandemic response, it is being recommended she be recognized by the County Board by resolution.

Motion by Ken Rynes, seconded by Francis Braithwaite to recommend a resolution to the County Board recognizing the retirement of Ms. Rose Kohout, Public Health Manager/Local Health Officer. 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 Future Budget Response:** No Discussion held.

Personnel:

- 19. HHS Personnel Updates:** Angie Rizner announced the hiring of Brandie Anderson, Interim Public Health Manager/Local Health Officer, effective January 23, 2023; and MacKenzie Fischer, Mental Health Case Manager, effective January 23, 2023. Kiah Holtzman, Child and Youth Services Case Manager, successfully passed the probationary period and was placed on regular status, effective February 15, 2023. Resignations were also reported for Kelly McCann, Psychiatric RN, effective February 16, 2023; and Cecilia Christenson, leased Family Preservation Worker; effective January 31, 2023.

Advertising or interviewing is occurring for a Comprehensive Community Services Supervisor and a Public Health Manager/Local Health Officer. All other vacant positions are on hold at this time.

- 20. Review of Committee Purpose and Committee Structure Tasks:** With changing over to the County Administrator form of government, discussion was held regarding the purposed, roles and structure of the

Richland County

HHS & Veterans Standing Committee

Health and Human Services and Veterans Standing Committee. Ingrid Glasbrenner reviewed the Section 7 of the Richland County Board Committee Structure, outlining the description of the committee.

Discussion was held regarding how best the committee can support the departments. Trish Clements identified prioritizing programs, providing advocacy in the community, and acting as a liaison to the full County board as the best ways the Health and Human Services and Veterans Standing Committee can support departments. Additional roles such as assistance with goal setting, the provision of guidance and oversight, and accountability to tax payers were also discussed by numerous committee members. Tricia Clements will be bringing forward department goals at a future meeting for committee input and guidance.

Closing:

21. Future Agenda Items:

- CVSO Supplemental Grant and proposed use.
- Theodore "Teddy" R. Rue Fund policy and procedure review and approval.
- VSO Future Budget Response.
- HHS Future Budget Response.

22. Adjournment: The next meeting is scheduled for March 9, 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

RICHLAND COUNTY BOARD COMMITTEE STRUCTURE

(Amended January 17, 2023)

ADRC OF EAGLE COUNTRY REGIONAL BOARD

(reports to HHS & Veterans Standing Committee)

- A. Outside board that oversees the regional ADRC, administered by Juneau County.
- B. One County Board supervisor from the HHS & Veterans Standing committee shall be recommended for appointment by the County Board Chair, with confirmation by the County Board.

(COMMISSION ON) AGING AND DISABILITY BOARD

(reports to HHS & Veterans Standing Committee)

- A. This committee shall consist of eleven members as follows:
 1. At least 51% of the members shall be at least 60 years old;
 2. At least 2 members representing adults with disabilities;
 3. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 4. At least 1 member representing disabled youth transitioning into adult services;
 5. At least 1 member representing service providers;
 6. At least 2 members shall be County Board Supervisors.
- B. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
- C. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- D. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human Services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County. Wisconsin State Statute 46.82(4) covers the requirements and comply with the federal aging funding that the County receives.
- E. The Powers and Duties of the Commission on Aging and Disability are:
 - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
 - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
 - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
 - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
 - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.

- f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
- g. Educate older people and adults with disabilities on issues of importance to them.
- h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
- i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
- j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
- k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
- l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
- m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
- n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
- o. Serve on committees as needed.
- p. Attend regular Commission on Aging and Disability meetings.

(JOINT) AMBULANCE COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor, two County Board Supervisors (appointed by recommendation of the County Board Chair);
- B. Provide oversight and advice provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County Ambulance Service.
- C. Monitor the actual vs. approved annual budget in funds managed by the Ambulance Department on a minimum quarterly basis.

AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE *(reports to Public Works Standing Committee)*

- A. 7 members composed as follows:
 - 1. the Vice Chair of the County Board;
 - 2. two Supervisors;
 - 3. one disabled individual;
 - 4. a representative from the business or non-profit community;

5. a representative from education;
 6. a representative from the medical/health profession.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
 - C. The committee shall hear appeals from action taken by the Americans with Disability Coordinator.
 - D. Members shall be paid mileage and per diems for their attendance.
 - E. Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
 - F. Administer and review the procedure for the filing of complaints under the Americans with Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans with Disabilities Act.
 - G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.

BRANDING COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee consists of 9 members being as follows:
 1. Two County Board members (one of whom will serve as chair)
 2. Two County Department heads
 3. Three community members
 - a. A high school student
 - b. A business sector representative
 - c. A representative of art
 4. Two village representatives
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. The committee will assist with the development of a County Branding Manual covering details of logos, motto, flag, branding elements for all road signage, vehicle signage, building signage, county department letterhead, business cards, and the website.
 1. Duties include:
 - a. To bring insight to the process from the people and profession they represent.
 - b. To help identify good process for public input.
 - c. To spread the news of this effort while speaking positively and supportively of the process.
 - d. Provide insights on design elements but they themselves do not create, design, or dictate what the brand will be or tell the design consultant what to do.

- e. Provide a recommendation of a final County Branding Manual for adoption and implementation by the County Board.

CHAPTER 980

(reports to State of Wisconsin)

When a court orders the county to prepare a report that identifies an appropriate residence option within the county for an individual committed as a sexually violent person who has been authorized for supervised release and is a Richland County Resident, the county shall create a temporary committee to prepare a report for the county. The committee shall consist of the following:

1. The county department under s. 51.42 (Health and Human Services);
2. A representative of the Department of Health Services;
3. A local probation or parole officer;
4. The county corporation counsel or his or her designee; and
5. A representative of the county that is responsible for land use planning or the department of the county that is responsible for land information.

Wisconsin State Statutes 980.08(4)(dm) covers the requirements of the Chapter 980 Committee and can be found at: [https://docs.legis.wisconsin.gov/document/statutes/980.08\(4\)\(dm\)](https://docs.legis.wisconsin.gov/document/statutes/980.08(4)(dm)) .

CITIZEN PARTICIPATION PLANNING COMMITTEE

(reports to the Finance & Personnel Standing Committee)

- A. This committee is a legal requirement for the use of Community Block Development Grant (CDBG) funds to complete approved CDBG projects at the Richland Center Auditorium and in the Village of Lone Rock. This committee must exist until the projects are complete, which is anticipated to be the Fall of 2020.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

CITY COUNTY COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee is a joint body of Richland County and the City of Richland Center that addresses issues of importance to both the County and City.
- B. Two members from the County Board consist of the County Board Chair and Vice Chair.

COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE

(reports to HHS & Veterans Standing Committee)

1. Nine members.
2. The Committee shall consist of the following members:
 - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
 - b. 1 service provider(s);
 - c. 1 community mental health and substance abuse advocate(s);
 - d. 4 consumers;

- e. 1 family members and interested citizens. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.

3. Members recommended by the Administrator for appointment and confirmed by the County Board.

4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights. Wisconsin Administrative Code DHS 36.09 covers the requirements for this advisory committee to the CCS program (a Medicaid behavioral health program) and can be found at <https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.09>.

5. The Committee shall meet at least quarterly.

6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.

7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

COORDINATED SERVICES TEAM (CST) COORDINATING COMMITTEE

(reports to HHS & Veterans Standing Committee)

- A. This committee covers two programs; the Coordinated Services Team (CST) Initiative and the Children's Community Options Program (CCOP). Wisconsin Statutes 46.56(3) covers the requirements for the CST Committee [\[https://docs.legis.wisconsin.gov/document/statutes/46.56\(3\)\]](https://docs.legis.wisconsin.gov/document/statutes/46.56(3)) and Wisconsin Statutes 46.272(4) which covers the Children's Community Options Program (CCOP) advisory committee [\[https://docs.legis.wisconsin.gov/document/statutes/46.272\(4\)\]](https://docs.legis.wisconsin.gov/document/statutes/46.272(4)).
- B. The Coordinated Services Team (CST) Coordinating Committee meets the requirements for CST and CCOP Programs.
- C. Members recommended by the Administrator for appointment and confirmed by the County Board, which shall include representatives from:
 - a. The county department responsible for child welfare and protection services or, for an initiative established by a tribe, the tribal agency responsible for child welfare and protection services.
 - b. The county department responsible for mental health and alcohol and drug abuse services for children and families or, for an initiative established by a tribe, the tribal agency responsible for these services.
 - c. The county department responsible for providing services for children who have developmental disability or, for an initiative established by a tribe, the tribal agency responsible for providing these services.
 - d. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under chs. 48 and 938 or, for an initiative established by a tribe, a representative of the tribal court.
 - e. The largest school district in the county and any cooperative educational service agency, if it provides special education in the county, or any county children with disabilities education board in the county, and any other school district in the county that is willing to participate in the initiative, at the discretion of the administering agency. For an initiative established by a tribe, the coordinating committee shall include a representative of the school district serving

the majority of pupils who reside on the reservation of the tribe or on trust lands held for the tribe and any cooperative educational service agency providing special education services to these pupils.

- f. The agency responsible for economic support programs.
- g. The local health department.
- h. Persons in the service area who provide social or educational services to children who have disabilities other than the providers above.
- i. At least 2 parents, or the number that equals 25 percent of the coordinating committee's membership, whichever is greater, of children who are involved in 2 or more systems of care including: parents of children with disabilities including, if possible, parents from families that participate in the children's community options program. To the maximum extent possible, the parents shall be representative of the various disability, racial, and ethnic groups in the service area. The members specified under this subdivision shall constitute a majority of the membership of the committee.

CRIMINAL JUSTICE COORDINATING COMMITTEE

(reports to Public Safety Standing Committee)

A. Thirteen members consisting of the following:

Circuit Court Judge

Director of the Department of Health and Human Services

District Attorney

Sheriff

Chief of Police of the City of Richland Center

One County Board Supervisor

Mayor of the City of Richland Center

Public Defender

Probation Agent

Director of Passages

Child Support Administrator

Clerk of Circuit Court

President of the Richland County Ministerial Association

B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system

issues.

C. All members except the County Board Supervisor member may designate an alternate to attend a

meeting or meetings of the Committee. The County Board Chair shall recommend the County Board Supervisor member for appointment, with confirmation by the County Board.

D. The term of all members shall be 6 years from January 1, 2017, and

E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;

Mayor of the City of Richland Center;

Director of Passages;

President of the Richland County Ministerial Association.

COURT SECURITY COMMITTEE

(reports to Public Safety Standing Committee)

A. Wisconsin Supreme Court Rule (SCR) 68.05 establishes the authority of a judge to operate a Security and Facilities Committee

B. The purpose of the committee is to ensure the court system is proactively preventing violent incidents related to the facilities of the court. 23 specific policies and activities are enumerated under SCR 68.05, outlining the scope of the work of the committee.

C. The committee shall meet quarterly.

D. The presiding judge shall appoint membership composed of the following:

a. One circuit judge serving as chairperson

b. The chairperson of the County Board (or their designee)

c. The County Administrator (or their designee)

d. The Clerk of Circuit Court (or their designee)

e. The Sheriff (or their designee)

f. The District Attorney (or their designee)

g. The Wisconsin State Public Defender (or their designee)

h. A circuit court commissioner

i. One lawyer designated by the president of the local bar association. If there is no association, the presiding judge shall appoint a lawyer residing in Richland County.

j. One representative of a victim-witness support organization

k. One representative of the facilities/maintenance department

l. Such other persons as the committee considers appropriate, such as a member of the public

ECONOMIC DEVELOPMENT

(reports to Rules & Strategic Planning Committee)

The 11-member Richland Economic Development Board consists of nine voting members, one of whom is the County Board Chair. Five voting members from the commerce sector, one member of the civic sector, and one citizen at large are appointed by the RED Board. The other voting member is the Mayor of Richland Center. Two non-voting members include the County Administrator and City Administrator. The duties of the Board are set forth in an agreement between the City and County.

EDUCATION STANDING COMMITTEE

- A. 8 County Board Supervisor members recommended for appointment by the County Board Chair and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Agriculture & UW-Extension, UW-Platteville Richland Maintenance, and UW-Platteville Richland Food Services Departments on a minimum quarterly basis.
- C. Functions as the Agriculture and Extension Education Committee in accordance with section 59.87, Wisconsin Statutes and as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
 2. To make available the necessary facilities and conduct programs in:
 - a. Professional and liberal education.
 - b. Human resources development.
 - c. Economic and environmental development.
 - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
 - e. Any other extension work authorized by local, State or Federal legislation.
- D. Functions as the UW-Platteville Richland Committee as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation and maintenance of the Food Service System.
 3. Promotes the campus as a higher education and cultural center for Richland County.

FAIR, RECYCLING, AND PARKS STANDING COMMITTEE

- A. Ten members, four of whom shall be Supervisors and six of whom shall be citizen members. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

- C. Working with the County Administrator and Finance & Personnel Standing Committee, recommend a staffing and volunteer plan for sustainable operation of the County Fair and Parks to be incorporated into the 2023 or 2024 budget.
- D. Monitors the actual vs. proposed annual budget in funds managed by the Fair & Recycling and Parks Departments on a minimum quarterly basis.
- E. Acts as the Fair & Recycling Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and use of the County Fairgrounds and buildings.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding and control the operation of the annual County Fair.
 - c. Approve all fees recommended by the Fair & Recycling Coordinator relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to the Fairgrounds.
 - e. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
 - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the solid waste disposal and recycling needs of the citizens of Richland County.
 - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Clean Sweep Programs to be carried out in Richland County.
- F. Acts as the Parks Commission as follows:
 - a. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reconfirmation by the County Board.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the County Parks in accordance with Wisconsin State Statutes 27.02 through 27.06.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development, operation and maintenance of the Lone Rock to Richland Center railroad corridor as a recreational trail.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to County Parks.

FINANCE & PERSONNEL STANDING COMMITTEE

- A. Nine members consisting of:
 - 1. The County Board Chair (who shall serve as Chair of the Finance & Personnel Standing Committee)
 - 2. The County Board Vice Chair (who shall serve as Vice Chair of the Finance & Personnel Standing Committee)

3. Education Standing Committee (Designee by committee vote)
 4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
 5. HHS & Veterans Standing Committee (Designee by committee vote)
 6. Land & Zoning Standing Committee (Designee by committee vote)
 7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
 8. Public Safety Standing Committee (Designee by committee vote)
 9. Public Works Standing Committee (Designee by committee vote)
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
 - C. Monitors the actual vs. proposed annual budget in funds managed by the Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.
 - D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the Administrator's recommendations for property, liability, and workers' compensation, liability and worker's compensation policies.
 - E. Annually recommend a budget for the County for submission to the County Board for its approval at the annual meeting.
 - F. This committee shall handle all matters relating to debt service issues.
 - G. This committee shall consider all claims made against Richland County and shall make a recommendation to the County Board as to how to dispose of each such claim.
 - H. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the Administrator, County Clerk, Property Lister, and Treasurer.
 - I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
 - J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
 - K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
 - L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits, deferred compensation program, family and medical leave, and leaves of absence shall be referred to the Committee only after consideration and recommendation by the concerned department head and committee. The Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
 - M. The committee shall from time to time provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding Job Analysis and Evaluations and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.
 - N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.

- O. The committee together with such professional assistance as may be provided by the Administrator, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) the amount of bonds of various county officers and employees.
- Q. This committee shall act as the Audit Committee providing oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) reports on all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

HEALTH AND HUMAN SERVICES AND VETERANS STANDING COMMITTEE

- A. 11 members, 6 of whom shall be County Board Supervisors and 5 of whom to be non-Supervisors. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Health & Human Services and Veterans Departments on a minimum quarterly basis.
- D. Acts as the Health & Human Services Board as follows:
 - a. Of 3 non-Supervisor members, 1 shall be a physician, 1 shall be a registered nurse and 1 shall be a consumer/family member receives or has received human services or shall be a family member of such an individual.
 - b. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
 - c. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board. Veterans Citizens appointees will not act on decisions brought to the Board of Health.
 - d. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
 - e. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
 - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the use and maintenance and security of the Richland County Community Services Building and parking lot.
 - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

- E. Acts as the Veterans Service Commission as follows:
 - a. 1 or 2 County Board Supervisor members shall be a veteran.
 - b. Of 2 non-Supervisor members, both shall be Richland County residents who are veterans.
 - c. Carry out the duties set for in Wisconsin Statute 45.81 regarding aid to needy veterans.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Veterans Service Department.
 - e. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term per Wisconsin Statutes, section 45.81 (1).

HOUSING AUTHORITY

(reports to HHS & Veterans Standing Committee)

- A. Five members with three citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) for staff who will receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.

LAND AND ZONING STANDING COMMITTEE

- A. 7 members, 6 of whom shall be County Board Supervisors and 1 of whom shall be the Farm Service Agency (FSA) Committee Chair or their FSA Committee member designee. The Chair shall be a County Board Supervisor. NOTE: Per 5 C.F.R. § 2635.702(b) a designee from FSA is prohibited.
- B. County Board Supervisor members are recommended by the County Board Chair for appointment and confirmed by the County Board. Two of the members shall be a member of the Education Standing Committee.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Register of Deeds, Land Conservation, and Zoning Departments on a minimum quarterly basis.
- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the office of the Register of Deeds.
- E. Acts as the Land Conservation Committee as follows:
 - 1. Perform the functions required by Chapter 92 of the Wisconsin Statutes.
 - 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the functions and activities of the Richland County Department of Land Conservation.
 - 3. The Richland County Land Conservation Committee shall submit its long-range plan and annual plan to the County Board for review and approval by the County Board.
 - 4. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (5) below.

5. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
6. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
7. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
8. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
9. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax Credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
10. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Ash Creek Community Forest.
11. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all land and buildings utilized by the Land Conservation Committee.

D. Acts as the Zoning Committee as follows:

1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - a. Richland County Zoning Ordinance
 - b. Richland County Land Division Ordinance
 - c. Shoreland/Wetland Ordinance
 - d. Floodplain Ordinance
 - e. Tri-County Airport Ordinance
 - f. County Addressing Ordinance
 - g. Richland County non-metallic Mining Ordinance
2. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
3. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
4. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.

5. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of County Surveyor.

LAND INFORMATION COUNCIL

(reports to Land & Zoning Standing Committee)

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Realtor and public safety representative recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor member recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

LIBRARY PLANNING COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. This committee is formed every 3 - 5 years for the purpose of writing Richland County's library plan, which is required by the state. Once the plan is written the committee is dissolved until the next time the plan needs to be updated.
- B. 5 members consist of a County Board Supervisor, Southwest Wisconsin Library System Board of Trustees member, a Brewer Public Library Librarian, a Lone Rock Community Library Librarian, and a Viola Public Library Librarian.
- C. The County Board Supervisor member shall be recommended for appointment by the County Board Chair, subject to County Board approval.

LOCAL EMERGENCY PLANNING COMMITTEE

(reports to Public Safety Standing Committee)

- A. The Local Emergency Planning Committee (LEPC) has responsibilities under Wisconsin Statute 59.54 (8)
- B. An undefined number of citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can make a request to be appointed.
- D. Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups: Group 1 - Elected state or local

official; Group 2 – Law enforcement, civil defense, firefighting, first aid, health service, hospital, local environmental organization, transportation; Group 3 – Broadcast or print media; Group 4 – Community groups; Group 5 – Owners and operators of facilities subject to the requirements of Sara Title III.

LONE ROCK LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

(reports to HHS & Veterans Standing Committee)

1. One member from Richland County who shall be a member of the HHS & Veterans Standing Committee. If the member is a County Board Supervisor they shall be recommended by the County Board Chair for appointment and confirmed by the County Board. If the member is a citizen they shall be recommended by the County Administrator for appointment and confirmed by the County Board.
2. Serve as the County's representative on the commission of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN

(reports to HHS & Veterans Standing Committee)

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

NUTRITION ADVISORY COUNCIL

(reports to Commission on Aging & Disability Board)

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.

- D. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- E. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- F. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

PINE VALLEY & CHILD SUPPORT STANDING COMMITTEE

- A. 7 members including 6 County Board supervisors and 1 citizen. The Chair shall be a County Board Supervisor.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Pine Valley and Child Support Departments on a minimum quarterly basis.
- C. Functions as the Pine Valley Community Village Board of Trustees in accordance with section Wisconsin Statute 46.18 and as follows:
 - 1. One member shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
 - 2. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
 - 3. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to provide oversight and advice regarding Richland County’s nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
 - 4. Provide oversight and advice regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
 - 5. Provide oversight and advice regarding security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.
- C. Functions as the Child Support Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

PUBLIC SAFETY AND JUDICIARY STANDING COMMITTEE

- A. 7 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Clerk of Circuit Court, Coroner, District Attorney, Emergency Management, Register in Probate, and Sheriff Departments on a minimum quarterly basis.

- C. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the needs, powers and duties of the Sheriff of Richland County, their deputies and employees, and the jail.
- D. To audit all bills for expenditures within the Sheriff's department.
- E. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding service and maintain all equipment relative to the Sheriff's department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) in matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Conduct an annual inspection of the jail.
- L. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operations of the Coroner's Office.
- M. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- N. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County's 911 emergency telephone response system.
- O. Act as the Emergency Management Committee in accordance with Wisconsin Statute 323.14, recommending an emergency management plan and program to the County board for adoption. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development of the emergency management plan and programs. Approves spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee. According to Wisconsin Statute 323.14 the County Board Chair shall designate the chair of the Public Safety Standing Committee when acting as the Emergency Management Committee.

PUBLIC WORKS STANDING COMMITTEE

- A. 8 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

- B. Monitors the actual vs. proposed annual budget in funds managed by the Courthouse Maintenance, Highway, and Management Information System Departments on a minimum quarterly basis.
- C. Acts as the County Highway Committee as follows:
 - a. As allowed under Wisconsin Statute 83.015 (1)(c), members are recommended for appointment by the County Board Chair and confirmed by the County Board.
 - b. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. The county highway committee shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under Wisconsin Statute 83.015 (2)(b).
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all buildings and grounds utilized by the County Highway Department.
- D. Acts as the oversight committee for Management Information Systems as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding technology needs of all County departments.
- E. Acts as the Property, Building, and Grounds Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a perpetual inventory of the real estate and buildings owned by the County.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the County with the exception of the highway buildings and land.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) an annual inspection of inventories and buildings so they can establish policies related thereto.
 - e. Effect the appraisal of real property to be sold by the County.
 - f. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
 - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding security matters relating to the Courthouse building and grounds and the Courthouse parking lot. An exception on this matter is outlined under the Court Security Committee, which is responsible for oversight on security matters related to circuit court facilities.

RICHLAND CENTER LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

RICHLAND CENTER PARK BOARD

(reports to Fair, Recycling, and Parks Standing Committee)

One Supervisor is, by tradition, appointed to this Board by the Chair of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the Fair, Recycling, and Parks Standing Committee.

RULES AND STRATEGIC PLANNING STANDING COMMITTEE

A. Nine members consisting of:

1. The County Board Vice Chair (who shall serve as Chair of the Rules and Strategic Planning Standing Committee)
2. The County Board Chair (who shall serve as Vice Chair of the Rules and Strategic Planning Standing Committee)
3. Education Standing Committee (Designee by committee vote)
4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
5. HHS & Veterans Standing Committee (Designee by committee vote)
6. Land & Zoning Standing Committee (Designee by committee vote)
7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
8. Public Safety Standing Committee (Designee by committee vote)
9. Public Works Standing Committee (Designee by committee vote)

B. Acts as the Rules & Resolutions Committee and Ethics Board as follows:

1. Review and recommend any changes regarding the Richland County Board Rules.
2. Review and introduce any Resolutions not sponsored by a County body for action by the County Board.
3. The committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served, and as such recommend changes regarding the Richland County Board Body Structure to the County Board.
4. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
5. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

- C. Acts as the Strategic Planning Committee as follows:
 - 1. Proposes changes to the Strategic Plan for County Board consideration.
 - 2. Monitors progress on the Strategic Plan.
 - 3. Recommends trainings and programs that educate County Board members.
- D. Provide oversight and advice (i.e. policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

(reports to HHS & Veterans Standing Committee)

One County Board Supervisor shall be recommended for appointment to serve on this Board by the County Board Chair, subject to County Board confirmation.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

(reports to Finance & Personnel Standing Committee)

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member. The citizen member shall be recommended by the Administrator for appointment and confirmed by the County Board, and the County Board Supervisor shall be recommended by the County Board Chair for appointment and confirmed by the County Board.

SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION

(reports to Rules & Strategic Planning Standing Committee)

- A. One member of this commission shall be recommended for appointment by the County Board Chair, with County Board confirmation.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

SYMONS NATATORIUM BOARD

(reports to Finance & Personnel Standing Committee)

- A. Two County Board Supervisors and the County Board Chair, or his or her designee, shall be appointed to this Board. The County Board Chair shall recommend the two County Board Supervisors to be appointed, subject to County Board confirmation.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section “Wisconsin Statutes, section 66.0301”.
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.
- E. Monitors the actual vs. proposed annual budget in funds managed by the Symons Department on a minimum quarterly basis.

TRAFFIC SAFETY COMMISSION

(reports to Public Works Standing Committee)

- A. Wisconsin Statute 83.013 requires this body to meet quarterly.
- B. The County Administrator may recommend appointing members with County Board confirmation, but this process is not required.
- C. Membership may come from education, medicine, law, enforcement, and highways may be part of the commission.

TRANSPORTATION CO-ORDINATING COMMITTEE

(reports to HHS & Veterans Standing Committee)

- A. Eleven members who must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers' public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates, and three County Board supervisors.
- B. Citizen members shall be recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Three-year terms with one-third of the first appointments to be for a one-year term with one-third of the first appointments to be for a two-year term and one-third of the first appointments to be for a three-year term.
- D. The Committee shall have at least the following duties:
 - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
 - 2. Review passenger transportation plans for service areas.
 - 3. Review and comment on county aid applications under section 85.21, Wisconsin Statutes.
 - 4. Review and comment on capital assistance applications under section 85.22, Wisconsin Statutes.
 - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
 - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
 - 7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
 - 8. Assists the establishment of goals, priorities and objectives for the
 - a. transportation planning process in Richland County.
 - 9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
 - 10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.

11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

TRI-COUNTY AIRPORT COMMISSION

(reports to Finance & Personnel Standing Committee)

- A. Seven members, two of whom shall be recommended for appointment by the County Board Chair, subject to approval of the County Board. Four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's members of the Tri-County Airport Commission must at all times be sitting County Board Supervisors and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.
- C. Make an annual report to the County Board regarding operations and projects.

VIOLA LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

ZONING BOARD OF ADJUSTMENT

(reports to Land & Zoning Standing Committee)

- A. Three citizen members recommended for appointment by the County Administrator with County Board confirmation.
- B. Carries out duties specified in Wisconsin Statute 59.694.

Disbursement History Report
.....

CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM PROJECT	INVOICE	PO#	SOURCE/JE/ID F 9 BX M BANK FUND & ACCOUNT	LINE	ACCOUNT NAME
28292	02/14/23	2593	CENTURYLINK COMMUNICATIO 02/01 628489425	0.16		628489425		D-021423-979 -	00053 WF52	TELEPHONE 10.5550.0000.5225
28537	02/28/23	1575	TECH COM, INC 02/20 597600	37.83		597600		D-022823-033 -	00025 WF52	TELEPHONE 10.5550.0000.5225

Disbursement History Report
.....

CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM INVOICE PROJECT	PO#	SOURCE/JE/ID	LINE	ACCOUNT NAME & ACCOUNT
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REPORT TOTALS: 37.99

RECORDS PRINTED - 000002

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH FEB 28, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5550 VETERAN SERVICE						
0000 PROJECT						
5111 SALARIES - REGULAR	42,485.95	0.00	1,695.06	1,695.06	40,790.89	3
5112 SALARIES - PART-TIME	19,186.57	0.00	895.03	895.03	18,291.54	4
5113 SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5150 SECTION 125 PLAN-CO SHARE	0.00	0.00	0.00	0.00	0.00	0
5151 FICA - COUNTY SHARE	4,816.85	0.00	198.14	198.14	4,618.71	4
5152 RETIREMENT - COUNTY SHARE	4,281.65	0.00	115.26	115.26	4,166.39	2
5153 DENTAL INSURANCE-CO SHARE	0.00	0.00	0.00	0.00	0.00	0
5154 HEALTH INSURANCE - COUNTY SH	0.00	0.00	0.00	0.00	0.00	0
5155 LIFE INSURANCE - COUNTY SHAR	6.86	0.00	0.00	0.00	6.86	0
5161 HEALTH INS REIMBURSEMENT DED	0.00	0.00	0.00	0.00	0.00	0
5212 VET SVC ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0
5214 COMPUTER SOFTWARE SUPPORT	500.00	0.00	0.00	0.00	500.00	0
5225 TELEPHONE	660.00	0.00	37.99	76.12	583.88	11 -
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5311 POSTAGE AND ENVELOPES	75.00	0.00	2.64	9.99	65.01	13 -
5319 OFFICE SUPPLIES	600.00	0.00	0.00	35.00	565.00	5
5324 DUES	400.00	0.00	0.00	0.00	400.00	0
5326 ADVERTISING	600.00	0.00	0.00	0.00	600.00	0
5334 REGISTRATION	625.00	0.00	0.00	0.00	625.00	0
5335 MEALS	300.00	0.00	0.00	0.00	300.00	0
5336 LODGING	800.00	0.00	0.00	0.00	800.00	0
5339 MILEAGE	300.00	0.00	0.00	0.00	300.00	0
5341 TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0
5819 NEW EQUIPMENT	250.00	0.00	0.00	0.00	250.00	0
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
5972 VETERANS OUTREACH	0.00	0.00	0.00	0.00	0.00	0
5999 BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	75,887.88	0.00	2,944.12	3,024.60	72,863.28	3
TOTAL: VETERAN SERVICE	75,887.88	0.00	2,944.12	3,024.60	72,863.28	3
TOTAL: GENERAL FUND	75,887.88	0.00	2,944.12	3,024.60	72,863.28	3

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH FEB 28, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5551 SOLDIERS AND SAILORS FUND						
0000 PROJECT						
5141 PER DIEM - COMMISSION	900.00	0.00	0.00	0.00	900.00	0
5151 FICA - COUNTY SHARE	69.00	0.00	0.00	0.00	69.00	0
5328 FLAGS	1,200.00	0.00	0.00	0.00	1,200.00	0
5331 FLAG HOLDERS	1,300.00	0.00	0.00	397.50	902.50	30 ---
5339 MILEAGE - COMMISSION	422.28	0.00	0.00	0.00	422.28	0
5719 AID	3,000.00	0.00	0.00	0.00	3,000.00	0
5999 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	6,891.28	0.00	0.00	397.50	6,493.78	5
TOTAL: SOLDIERS AND SAILORS FUND	6,891.28	0.00	0.00	397.50	6,493.78	5
TOTAL: GENERAL FUND	6,891.28	0.00	0.00	397.50	6,493.78	5

Policy of Richland County

Policy Cover	
Title: Utilization of Teddy Rue Policy	Effective Date: 21 Mar 2023
	Adoption/Revision Date: 21 Mar 2023
Custodian: County Veterans Service Officer	Approving Body: Health and Human Services and Veterans Standing Committee (acting as Veterans Commission authority under Statute 45.81)
	Sponsoring Committee, Board or Commission: Health and Human Services and Veterans Standing Committee (acting as Veterans Commission authority under Statute 45.81)

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18
- b. Origination Resolution 77-30 Accepting Estate of Theodore R. Rue (authority passed to the Veterans Service Commission)

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 23-__.

3. Purpose

- a. To establish policy criteria and procedure for the application, determination, dispersal and administration of funds provided for the benefit of needy veterans or their families residing in Richland County, as provided through the Teddy Rue Fund (#84)

4. Scope

- a. Applies to all Richland County departments assisting eligible persons with application for relief from the Teddy Rue Fund (#84)

5. Policy Overview

- a. This procedure is intended to address the following:
 - i. Eligibility criteria for consideration
 - ii. Process of application
 - iii. Awarding relief
 - iv. Releasing dispersals
 - v. Administration of funds

6. Policy Performance

- a. All Richland County Departments engaging with potential clientele should be aware of the policy and assist in making referrals.

Policy of Richland County

Policy Content

7. Eligibility Criteria for Consideration – for the purposes of this policy the following definitions will be used to:

- a. Veteran- A Veteran is defined as; a person who was discharged or released from active duty in the U.S. armed forces under conditions other than dishonorable and who served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces and who meets at least one of the conditions listed in State of Wisconsin statute s. 45.01 (12) (a) to (d)
- b. Needy – An applicant will be considered need if meeting:
 - i. Unable to pay costs for shelter, food, utilities, and transportation because his or her available funds are insufficient, and not qualifying for a Richland County, Wisconsin Veterans Relief Fund;
 - ii. Unable to pay fees i.e. vital records fees, tax payment, canteen items, certified copies, filing fees, medical co-pays, paper service;
 - iii. Unable to make court ordered payments including fines, child support payments, court expenses, etc.
- c. Family – spouses, surviving spouses, minor and dependent children of the Veterans, and the needy parents of Veterans entitled to aid under [45.84](#) or serving as VA recognized caregivers.
- d. Residing – Veterans, or families of veterans, must be/ have been residents of Richland County for at least (3) three months preceding the date of application for assistance.

8. Process of application:

- a. An application form must be completed by the veteran, family member, or supporting staff from any county department, and submitted to the Richland County Veterans Service Office. (see Attachment B)
- b. The application will be reviewed by the Richland County CVSO, or designee thereof, for verification of veteran, family and residency status. Verification of “need” shall be made by attestation of applicant and accepted unless there is cause for reasonable doubt.
- c. Documentation of existing obligations for payments must be submitted with the application. Requests for vouchers or credit to an organization must be specified with address and account number (if applicable).

Policy of Richland County

9. Awarding relief:

- a. On behalf of the Richland County Veterans Service Commission, the Richland county CVSO is authorized to make determination and authorization of granting relief up to \$500.00. The CVSO will report to the Veterans Commission of awards at the commission's next meeting.
- b. If the application does not appear to meet relief qualifications, as determined by the CVSO, the application will be presented to the Veterans Commission for review and final determination. The CVSO does not have authority to deny an application.
- c. All decisions made by the Veterans Commission are final.
- d. The CVSO may defer an application to the Commission at their discretion.
- e. Requests for relief of more than \$500.00 may only be granted by the Veterans Commission.
- f. Additional documentation may be requested of the applicant to verify eligibility, and consideration may be deferred, or denied, until the CVSO or Veterans Commission has obtained such documentation.
- g. Requests cannot be granted to an amount that would exceed existing fund balance.

10. Releasing Dispersal:

- a. Dispersals will not be made directly to the applicant, but will be made to the vendor, utility, government department etc., on the awardee's behalf, in which relief is needed.
- b. For the dispersal of awarded relief, the Richland County CVSO will work with the Richland County Finance office and staff to ensure necessary information is provided to establish a dispersal on behalf of the awardee and that all necessary paperwork to satisfy auditing purposes is provided.
- c. The assistance granted by the Teddy Rue Relief Fund is not a pension, wage replacement, or automatic entitlement. Its purpose is to provide temporary assistance to those who are making a conscientious effort to find a permanent solution to their financial need.
- d. The CVSO will report dispersals to the Veterans Service Commission of dispersals at the commission's next meeting.

11. Administration of funds:

Policy of Richland County

- a. The CVSO will monitor and report to the Veterans Commission on existing funds.
- b. All funds will remain in the non-lapsing FUND #84 for the exclusive purpose of benefiting needy veterans of their families residing in Richland County.
- c. This policy and fund #84 shall dissolve upon the depletion of all available funds.

DRAFT

Policy of Richland County

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
21 Mar 2023	Original	Resolution 23- ____

Formatted Table

DRAFT

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

Completed by County Administrator

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

Policy Attachments

Attachment B

Teddy Rue Needy Veteran Relief Request Form

Name: (applicant)	
Address:	
Telephone #:	
Email:	
Status:	(Veteran) of (Family Member)

Description / Narrative of Need:

Relief Request:

Amount \$:	
To Vendor / Utility / Department etc. and address	

I, _____ am requesting assistance from the Teddy Rue Veterans Relief Fund acknowledge:

___ I have fully read the Utilization of Teddy Rue Policy

___ I attest that I have exhausted every reasonable means available to resolve my hardship. I have tried to resolve the problem by making arrangements to pay part of the debt or resolve the problem on their own, but were unable to do so.

___ I will provide documents as requested to support my veterans' status and claim of hardship and need of relief as requested regarding veteran's status, family status, residency and hardship.

___ Failure by myself to fully complete the application, and/or provide the required documentation or verification may result in an unfavorable administrative determination.

Policy of Richland County

___ I certify my application/ request does not contain fraud, criminal intent, activity or abuse of the system and is completely true

___ I understand my name will only be known to the Richland County Veterans Service Officer and staff.

Signature of Applicant: _____ **Date:** _____

~This Space is below is for CVSO Staff:

Receipt of application:

Date received :		Referral (DEPT Name):	
Received by Staff (name):		POC (Staff Name and #)	

Review:

<u>Eligibility Criteria</u>	<u>Status:</u>	<u>Documentation (if needed):</u>
Veteran (Family)	Criteria Met / Unmet	
Need / Eligibility	Criteria Met / Unmet	
Residency	Criteria Met / Unmet	

Determination:

<u>Element:</u>	<u>Status:</u>	<u>Authority:</u>	<u>Date:</u>
Application Status.	Granted / Denied	CVSO / Commission	

Dispersal:

Approved Relief Amount \$:	
To Vendor / Utility / Department etc. and address (applicant's account number, if applicable)	

CVSO Review and Release: _____ **Date:** _____

(CVSO Signature)

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES
VOUCHERS – March 9, 2023**

Unit	Number of Vouchers	Amount
Richland County Health and Human Services 2023 Expense Reports	13	\$5,055.56
Richland County Health and Human Services 2023 Admin Vouchers	16	\$7,989.52
Richland County Health and Human Services 2023 Prepaid Vouchers	14	\$18,331.23
TOTAL	43	\$31,376.31

Disbursement Edit Listing

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-03092023-053	1	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		277.07	
				006129 ANDERSON/KATHY ANN			
				006129 VENDOR TOTAL		277.07	
D-03092023-053	2	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		617.01	
				001059 BRENNUM/RUTH			
				001059 VENDOR TOTAL		617.01	
D-03092023-053	3	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		93.67	
				004163 DREA/WILLIAM			
				004163 VENDOR TOTAL		93.67	
D-03092023-053	4	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		108.08	
				006156 HENDRICKS/TOM			
				006156 VENDOR TOTAL		108.08	
D-03092023-053	5	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		65.50	
				004599 HILL/JANICE			
				004599 VENDOR TOTAL		65.50	
D-03092023-053	6	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		953.68	
				001038 JONES/SHARON			
				001038 VENDOR TOTAL		953.68	
D-03092023-053	7	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		164.41	
				004448 MALY/KATHY			
				004448 VENDOR TOTAL		164.41	
D-03092023-053	8	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		519.42	
				004546 MCCARTHY/DONALD			
D-03092023-053	15	WF52	63.5563.0000.5335	MEALS			
				HHS FEB MEALS		5.28	
				004546 MCCARTHY/DONALD			
				004546 VENDOR TOTAL		524.70	
D-03092023-053	9	WF52	63.5563.0000.5339	MILEAGE			
				HHS FEB MILEAGE		519.42	
				004449 MCKITTRICK/SANDRA			
				004449 VENDOR TOTAL		519.42	

MILEAGE EXPENSE

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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-03092023-053	10	WF52	63.5563.0000.5339		MILEAGE			
					HHS FEB MILEAGE		110.04	
				004161	MCWANE/HUBERT			
					004161 VENDOR TOTAL		110.04	
D-03092023-053	11	WF52	63.5563.0000.5339		MILEAGE			
					HHS FEB MILEAGE		452.61	
				006110	MORAN/PAMELA			
					006110 VENDOR TOTAL		452.61	
D-03092023-053	12	WF52	63.5563.0000.5339		MILEAGE			
					HHS FEB MILEAGE		491.91	
				001973	PRICE/SUSAN			
D-03092023-053	14	WF52	63.5563.0000.5335		MEALS			
					HHS FEB MEALS		15.91	
				001973	PRICE/SUSAN			
					001973 VENDOR TOTAL		507.82	
D-03092023-053	13	WF52	63.5563.0000.5339		MILEAGE			
					HHS FEB MILEAGE		661.55	
				002000	RICHTER/ARNOLD JOSEPH			
					002000 VENDOR TOTAL		661.55	
					WF52 BANK TOTAL		5,055.56	

Disbursement Edit Listing

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....		1099-INFO VENDOR	NAME.....	PAYM		
			CNTY ALTER VENDOR	ALTER NAME.....			
D-03092023-047	29	WF52	56.5511.0000.5999	BILLS - NO LINE DETAIL HHS 1/27 PURCHASE		50.00	
				.31475 ANDERSON/BRANDIE			
				.31475 VENDOR TOTAL		50.00	
D-03092023-047	1	WF52	59.5581.0000.5532	RENT			
MARCH				006091 HHS ROCKBRIDGE MEAL SITE		400.00	
				006091 BETHLEHEM LUTHERAN CHURC			
				006091 VENDOR TOTAL		400.00	
D-03092023-047	28	WF52	56.5511.1111.5302	SNOW PLOWING			
2/1-28/2023				HHS 2/28 INV		1,157.00	
			N 01	005025 BINDL SNOWPLOWING & SALT			
				005025 VENDOR TOTAL		1,157.00	
D-03092023-047	3	WF52	56.5502.0000.5999	BILLS - NO LINE DETAIL			
GB58564				001390 HHS CUST #5296901 1/10		58.99	
				001390 CDW GOVERNMENT INC			
D-03092023-047	4	WF52	56.5477.0000.5999	BILLS - NO LINE DETAIL			
GB58564				001390 HHS CUST #5296901 1/10		38.34	
				001390 CDW GOVERNMENT INC			
D-03092023-047	5	WF52	56.5472.0000.5999	BILLS - NO LINE DETAIL			
GB58564				001390 HHS CUST #5296901 1/10		20.65	
				001390 CDW GOVERNMENT INC			
D-03092023-047	6	WF52	56.5472.0000.5999	BILLS - NO LINE DETAIL			
GF69101				001390 HHS CUST #5296901 1/18		455.44	
				001390 CDW GOVERNMENT INC			
D-03092023-047	7	WF52	56.5503.0000.5315	COMPUTER SUPPLIES			
GL10645				001390 HHS CUST #5296901 1/27		86.24	
				001390 CDW GOVERNMENT INC			
D-03092023-047	8	WF52	56.5472.0000.5999	BILLS - NO LINE DETAIL			
GR85698				001390 HHS CUST #5296901 2/10		19.14	
				001390 CDW GOVERNMENT INC			
				001390 VENDOR TOTAL		678.80	
D-03092023-047	2	WF52	59.5588.0000.5532	RENT			
MARCH				000152 HHS RC MEAL SITE		275.00	
				000152 CITY OF RICHLAND CENTER			
				000152 VENDOR TOTAL		275.00	
D-03092023-047	9	WF52	56.5511.1111.5313	PHOTOCOPIES			
IN14084050				000601 HHS CUST #10RC04 2/20		451.68	
				000601 GFC LEASING-WI			

VOUCHERS

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Disbursement Edit Listing

GL30

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....		1099-INFO VENDOR	NAME.....	PAYM		
			CNTY ALTER VENDOR	ALTER NAME.....			
D-03092023-047	10	WF52	56.5511.1111.5313	PHOTOCOPIES			
I00801062				HHS CUST #390899 2/18		732.32	
				000601 GFC LEASING-WI			
				000601 VENDOR TOTAL		1,184.00	
D-03092023-047	11	WF52	56.5511.1111.5356	JANITORIAL			
23362190				HHS CONTRACT #965182		210.00	
			N 01	002182 JOHNSON CONTROLS FIRE			
				002182 VENDOR TOTAL		210.00	
D-03092023-047	12	WF52	53.5507.0000.5970	CONTRACT SERVICES			
10735822				HHS ACCT #9020531051 JAN		53.90	
				001640 LANGUAGE LINE SERVICES,			
D-03092023-047	13	WF52	56.5503.0000.5999	BILLS - NO LINE DETAIL			
10735822				HHS ACCT #9020531051 JAN		348.80	
				001640 LANGUAGE LINE SERVICES,			
D-03092023-047	14	WF52	56.5401.0000.5999	BILLS-NO-LINE DETAIL			
10735822				HHS ACCT #9020531051 JAN		241.76	
				001640 LANGUAGE LINE SERVICES,			
				001640 VENDOR TOTAL		644.46	
D-03092023-047	15	WF52	56.5511.1111.5319	OFFICE SUPPLIES			
30547380				HHS ACCT #2771316 2/1		10.36	
				000577 QUILL CORPORATION			
D-03092023-047	16	WF52	56.5511.1111.5319	OFFICE SUPPLIES			
30548670				HHS ACCT #2771316 2/1		24.53	
				000577 QUILL CORPORATION			
D-03092023-047	17	WF52	56.5511.1111.5319	OFFICE SUPPLIES			
30555350				HHS ACCT #2771316 2/1		133.65	
				000577 QUILL CORPORATION			
D-03092023-047	18	WF52	56.5511.1111.5319	OFFICE SUPPLIES			
30838391				HHS ACCT #2771316 2/15		802.40	
				000577 QUILL CORPORATION			
				000577 VENDOR TOTAL		970.94	
D-03092023-047	19	WF52	63.5566.0000.5326	ADVERTISING			
377451				HHS ADV #5787 JAN		91.60	
				000669 RICHLAND OBSERVER/THE			
D-03092023-047	20	WF52	53.5507.0000.5326	ADVERTISING			
377452				HHS ADV #5787 JAN		83.20	
				000669 RICHLAND OBSERVER/THE			

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Disbursement Edit Listing

GL302

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	CNTY ALTER VENDOR	NAME.....	PAYM		
				ALTER NAME.....			
D-03092023-047	22	WF52	56.5472.0585.5999	BILLS - NO LINE DETAIL			
377519				HHS ADV #2071 JAN		183.20	
				000669 RICHLAND OBSERVER/THE			
D-03092023-047	21	WF52	56.5401.0000.5326	ADVERTISING			
377520				HHS ADV #2071 JAN		91.60	
				000669 RICHLAND OBSERVER/THE			
				000669 VENDOR TOTAL		449.60	
D-03092023-047	26	WF52	59.5583.0000.5970	CONTRACT SERVICES			
MARCH				HHS CAZENOVIA MEAL SITE		350.00	
				000751 ST ANTHONYS SCHOOL			
				000751 VENDOR TOTAL		350.00	
D-03092023-047	27	WF52	56.5511.1111.5297	REFUSE COLLECTION			
1/1-31/2023				HHS CUST #1012 1/1 INV		273.33	
				004598 TOWN & COUNTRY SANITATIO			
D-03092023-047	23	WF52	56.5511.1111.5297	REFUSE COLLECTION			
2/1-28/23				HHS ACCT #1012 2/1 INV		273.33	
				004598 TOWN & COUNTRY SANITATIO			
D-03092023-047	40	WF52	56.5511.1111.5297	REFUSE COLLECTION			
3/1-31/2023				HHS ACCT #1012 MARCH		273.33	
				004598 TOWN & COUNTRY SANITATIO			
				004598 VENDOR TOTAL		819.99	
D-03092023-047	24	WF52	56.5502.0000.5157	SERVICE SECTION - TRAINING			
02/15/2023-52				HHS JAN INV 2/15		50.00	
				001802 UW MADISON			
				001802 VENDOR TOTAL		50.00	
D-03092023-047	38	WF52	56.5511.1111.5360	MAINT & CLEANING SUPPLIES			
483135				HHS ACCT #100526 2/7		15.53	
				000902 WALSHS ACE HARDWARE			
				000902 VENDOR TOTAL		15.53	
D-03092023-047	25	WF52	56.5511.1111.5249	MAINTENANCE / BUILDING			
52110				HHS 2/5 INV		581.20	
				000296 WERTZ PLUMBING & HEATING			
				000296 VENDOR TOTAL		581.20	
D-03092023-047	34	WF52	59.5580.0000.5999	BILLS - NO LINE DETAIL			
202301 STMT				HHS ACCT #G3042 JAN		40.00	
				004341 WI DEPT OF JUSTICE			
D-03092023-047	35	WF52	56.5502.0000.5999	BILLS - NO LINE DETAIL			
202301 STMT				HHS ACCT #G3042 JAN		10.00	
				004341 WI DEPT OF JUSTICE			

ACS FINANCIAL SYSTEM
3/06/2023 15:15:43

Disbursement Edit Listing

GL30

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND
TRAN-DATE. INVOICE.....	FORMULA.....	TRANSACTION DESCRIPTION.					
F/P CLAIM.. P.O.#. PROJECT.....	1099-INFO	VENDOR NAME.....	PAYM				
	CNTY	ALTER VENDOR	ALTER NAME.....				
D-03092023-047	36	WF52	56.5527.0000.5316	KINSHIP ASSESSMENTS			
202301	STMT			HHS ACCT #G3042 JAN		50.00	
				004341 WI DEPT OF JUSTICE			
D-03092023-047	30	WF52	56.5511.1111.5999	BILLS - NO LINE DETAIL			
202302	STMT			HHS ACCT #G2091 FEB		23.00	
				004341 WI DEPT OF JUSTICE			
D-03092023-047	31	WF52	63.5563.0000.5999	BILLS - NO LINE DETAIL			
202302	STMT			HHS ACCT #G2091 FEB		10.00	
				004341 WI DEPT OF JUSTICE			
D-03092023-047	32	WF52	56.5527.0000.5316	KINSHIP ASSESSMENTS			
202302	STMT			HHS ACCT #G3042 FEB		10.00	
				004341 WI DEPT OF JUSTICE			
D-03092023-047	33	WF52	59.5580.0000.5999	BILLS - NO LINE DETAIL			
202302	STMT			HHS ACCT #G3042 FEB		10.00	
				004341 WI DEPT OF JUSTICE			
				004341 VENDOR TOTAL		153.00	
				WF52 BANK TOTAL		7,989.52	

MARCH PREVIOUSLY PAID VOUCHERS

	Check #	Date	Vendor Name	Description	Account #	Amount
1	28276	2/13/2023	US Bank National Association #6167	County Clerk Pays		\$ 6,067.08
2	28278	2/14/2023	DHS WPS CLTS Refunds	2022 Refund Overpmt	56.5546.0553.5992	\$ 28.18
3	28279	2/14/2023	Impact Community Planning Group LLC #6243	2022	93.5306.5401.5970	\$ 600.00
				2023	93.5306.5401.5970	\$ 480.00
4	28280	2/14/2023	Viking Village Inc #6132	Cust #153880	59.5583.0000.5322	\$ 720.57
5	28281	2/14/2023	Premier Cooperative #2414	Acct #4672501	63.5563.5310.5351	\$ 539.40
6	28282	2/14/2023	Symons Recreation Complex #850	ADRC	56.5407.0000.5970	\$ 841.92
7	28374	2/21/2023	KWIK Trip Inc. #2274	Acct #207580	59.5588.0000.5322	\$ 65.57
8	28375	2/21/2023	Premier Cooperative #2414	Acct #4675320	59.5588.0000.5351	\$ 95.51
9	28376	2/21/2023	Richland Center Utilities #650	Acct #080460001	56.5511.1111.5222	\$ 2,361.79
10	28377	2/21/2023	Security Health Plan	PH Flu Refund	56.4500.0021.4561	\$ 191.10
11	28378	2/21/2023	Wisconsin Electric Power/WE Energies #975	Acct #0701008505-00001	56.5511.1111.5226	\$ 692.25
12	28559	3/2/2023	Capital One - Walmart #2005	#607399	63.5566.0000.5999	\$ 4.12
					56.5531.0000.5992	\$ 107.44
13	28560	3/2/2023	Tech Com Inc./Genuine Telecom #1657	Acct #581900	56.5511.1111.5225	\$ 660.35
				Acct #33500	59.5588.0000.5225	\$ 39.10
14	28561	3/2/2023	Richland County Food Service #4269	Month Meals	59.5588.0000.5322	\$ 10,130.43
				Month Meals	59.5581.0000.5322	\$ 773.50
					TOTAL	\$ 18,331.23

PREVIOUSLY PAID

2/6/23 STATEMENT DATE - 1/09/22-2/06/22 CHARGES

US Bank National Association #6167 Acct #4866-9100-1450-2740

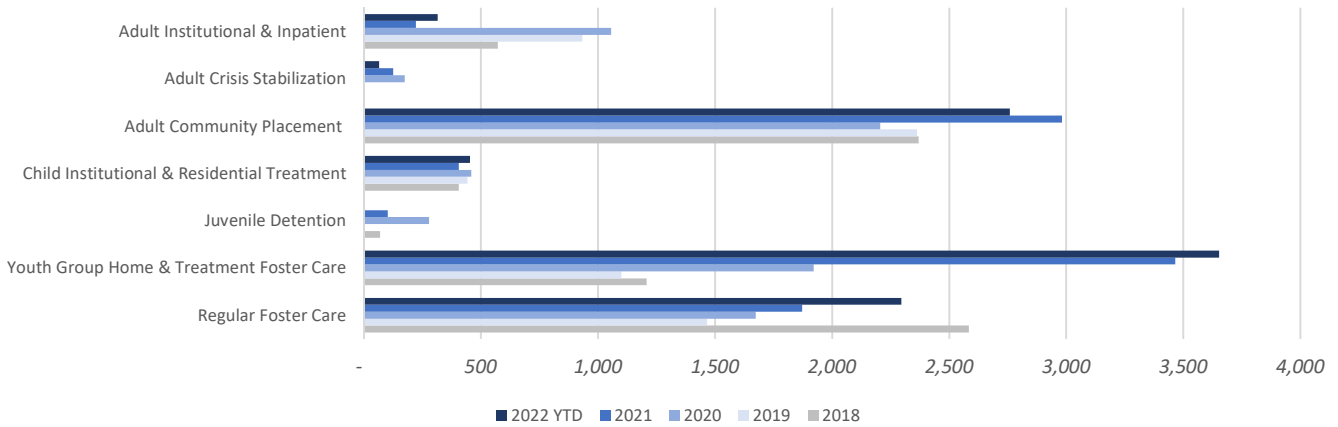
	Vendor Name	Description	Budget Year	Account #	Amount
1	Amazon	APS	2023	56.5532.0000.5319	\$ 85.80
2	Amazon	CLTS	2023	56.5546.0551.5992	\$ 28.99
3	Amazon	CLTS	2023	56.5546.0551.5992	\$ 25.98
4	Kareo 80% Tebra Technologies		2023	56.5472.0000.5214	\$ 1,261.76
		Kareo 20% Tebra Technologies	2023	56.5477.0000.5214	\$ 315.44
5	Clockify		2023	56.5511.0000.5214	\$ 3.74
6	Clockify		2023	56.5511.0000.5214	\$ 1,671.29
7	The Webstaurant Store Inc		2023	59.5588.0000.5319	\$ 806.05
8	Waystar Zirmed		2023	56.5477.0000.5214	\$ 30.97
9	Inreach Online CME		2023	53.5507.0000.5157	\$ 35.00
10	Amazon		2023	56.5405.0000.5970	\$ 50.97
11	Clockify		2023	56.5511.0000.5214	\$ 47.25
12	Amazon		2023	56.5532.0000.5999	\$ (159.99)
13	Amazon	CLTS	2023	56.5546.0551.5992	\$ 98.98
14	Amazon	CLTS	2023	56.5546.0551.5994	\$ 29.99
15	Amazon	CLTS	2023	56.5546.0551.5992	\$ 10.89
16	Amazon	CLTS	2023	56.5546.0551.5994	\$ 220.90
17	Amazon	CLTS	2023	56.5546.0551.5992	\$ 129.93
18	UWL Continuing Ed		2023	56.5520.0000.5334	\$ 299.00
19	Amazon		2023	56.5472.0000.5999	\$ 159.99
20	Mo State Hwy Patrol		2023	59.5588.0000.5999	\$ 30.85
21	UW Green Bay	Cassie	2023	53.5507.0000.5157	\$ 70.00
21	UW Green Bay	Briana/Darin	2023	56.5503.0000.5157	\$ 140.00
21	UW Green Bay	Allicia/Alice	2023	56.5481.0000.5175	\$ 140.00
21	UW Green Bay	Teresa/Corey	2023	56.5472.0000.5325	\$ 140.00
21	UW Green Bay	Tricia	2023	56.5501.0000.5334	\$ 70.00
22	TXDPS Crime Recs		2023	59.5588.0000.5999	\$ 3.32
23	Workplace		2023	56.5511.0000.5214	\$ 284.00
24	Amazon	CLTS	2023	56.5546.0551.5992	\$ 27.99
25	Amazon	CLTS	2023	56.5546.0551.5994	\$ 7.99
TOTAL					\$ 6,067.08

2022 Health and Human Services Budget

Expenses	2/2/2023	Current Month = 100%						
Program	Total	2022 Budget	Actual	% Utilized	Core Budget Balance (Through December (1st Report))		Placement Funds (Thru November) Funds 44/54	
Administrative Services	1,091,921				Revenues (with Tax Levy)	7,689,138	Budget for all Placements	1,485,000
Staff		709,006	612,044	86.3%	Anticipated Revenue	254,086	Budget	1,485,000
Building & Operating Costs		382,915	335,502	87.6%	Received Revenue	6,530,706	- All Placement Expenses	-1,332,531
Public Health & Nutrition	609,451						Fund 54/44 balance	152,469
Public Health		358,678	376,999	105.1%	Minus Expenses	-7,236,261		
Nutrition		250,773	285,105	113.7%	Anticipated Expenses	0	Adult (Fund 54)	
Aging & Disability Resource Center	741,171				Actual Expenses	-7,236,261	Budget	785,000
Elderly Services		343,000	299,495	87.3%			- Expenses in Fund 56*	0
Resource Center		398,171	388,186	97.5%	Equals Budget Balance	452,877	- Expenses	-723,105
Economic Support Unit	929,474				MH Institute Charges Through December	243,070	Fund 54 balance	61,895
ESS Program		929,474	935,897	100.7%	Anticipated MH Institute Charges			
Child & Youth Services	785,317				MHI Charges To Date	243,070	Children (Fund 44)	
Children & Youth Programs		702,700	512,830	73.0%			Budget	700,000
CPS Contractual Services		82,617	56,856	68.8%	Chargeback		- Expenses in Fund 56*	0
Behavioral Health	4,162,309				Budget Balance Prior to Chargeback	452,877	- Expenses	-609,426
MH Outpatient / Crisis Services		712,230	492,493	69.1%	Chargeback for MH Institute Thru December (that have not occurred)	0	Fund 44 balance	90,574
AODA Outpatient		160,092	108,660	67.9%	New Core Year End Projection after Chargeback	452,877		
CCS		2,759,669	2,337,329	84.7%				
Adult Protective Services		127,226	41,263	32.4%	Fund 34 Projected Year End Balance for Carryover	0		
Treatment Court		158,772	109,220	68.8%	Fund 63 Projected Year End Balance	72,478		
Birth to Three Program		150,106	194,261	129.4%	*MH Institute charges go to Fund 56 as reduction in revenue			
Children with Disabilities		94,214	150,121	159.3%	**MHI anticipated charges do not include any expected insurance reimbursements			
HHS Board Approved Budget	8,319,643	8,319,643	7,236,261	87%	***Balance rolls to General Fund after Placement Funds are made whole			
					****Unused balance goes to Fund 18 for reinvestment in transportation program			

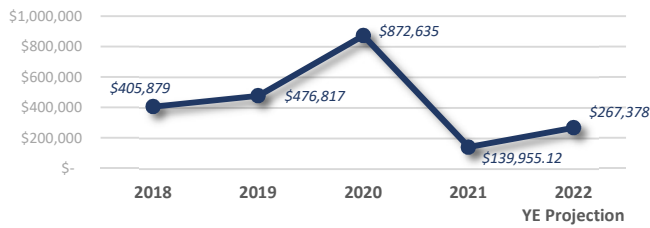
HISTORY OF PLACEMENT TYPES

Annual Days of Stay by Placement Type

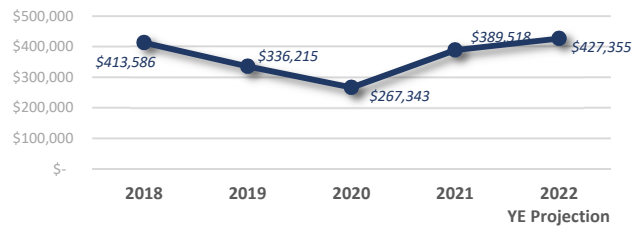


Expense History by Placement Type

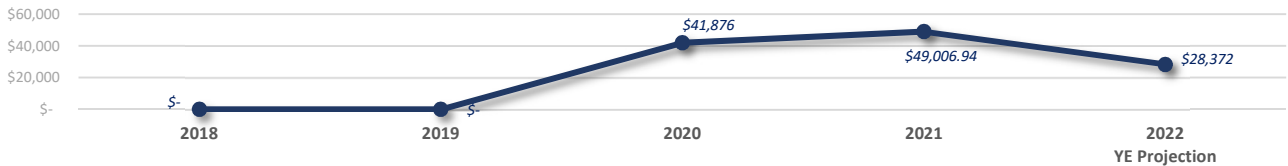
Adult Institutional & Inpatient



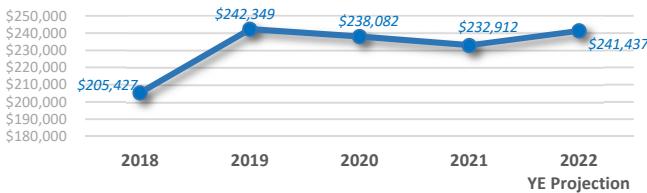
Adult Community Placement



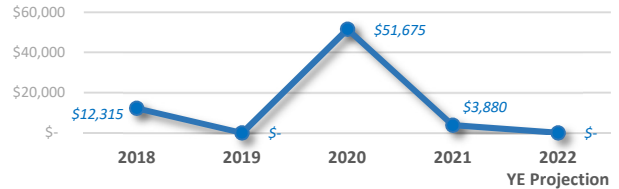
Adult Crisis Stabilization



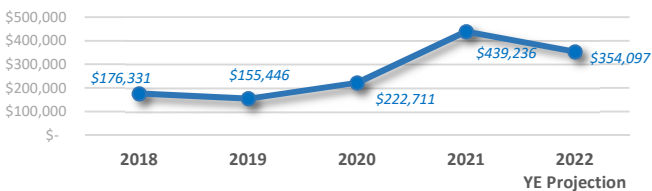
Child Institutional & Residential Treatment



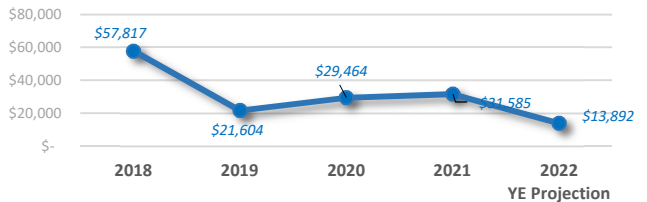
Juvenile Detention



Youth Group Home & Treatment Foster Care

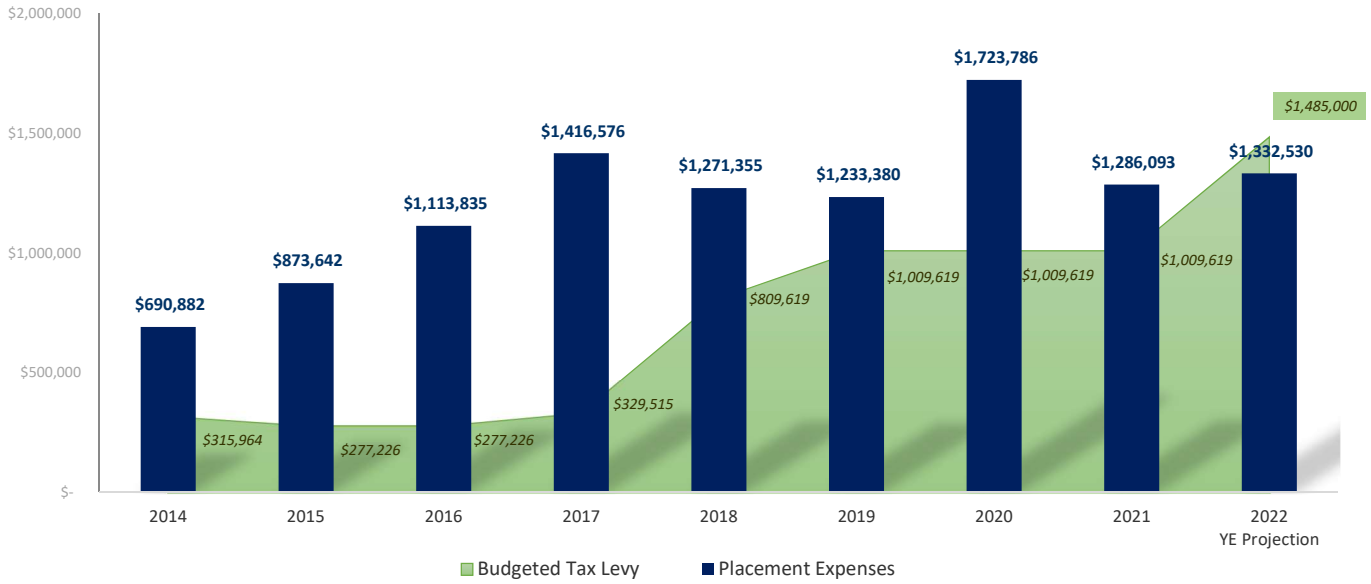


Regular Foster Care

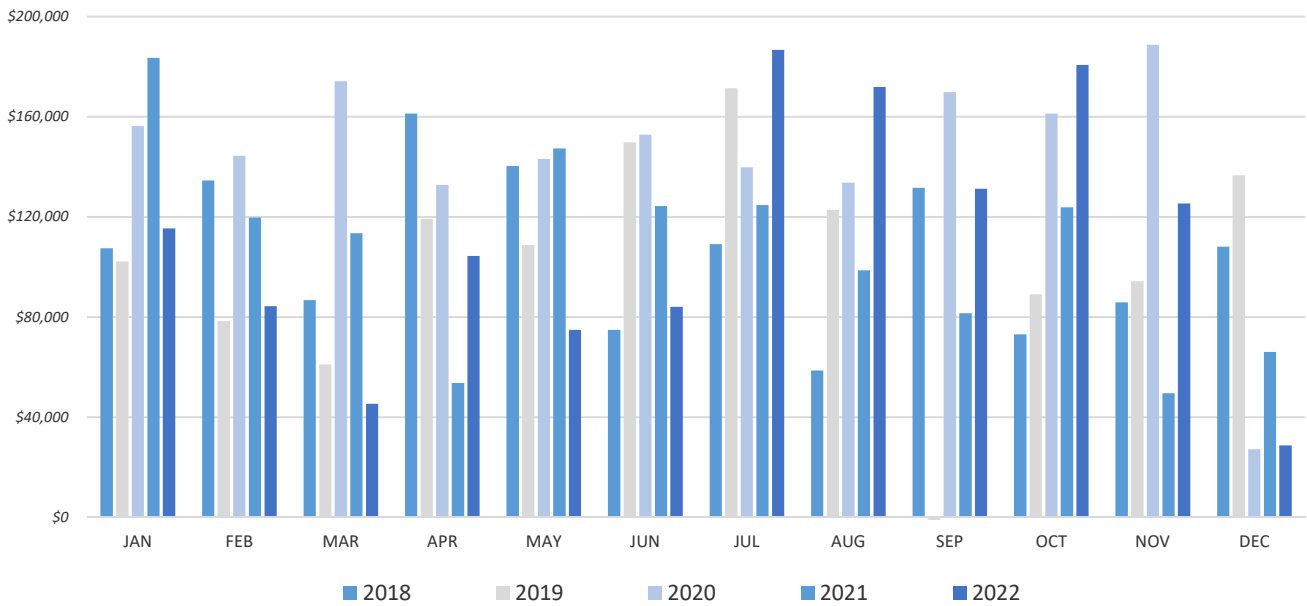


PLACEMENT EXPENSE COMPARISONS

Comparison of Annual Placement Expense & Budgeted Tax Levy



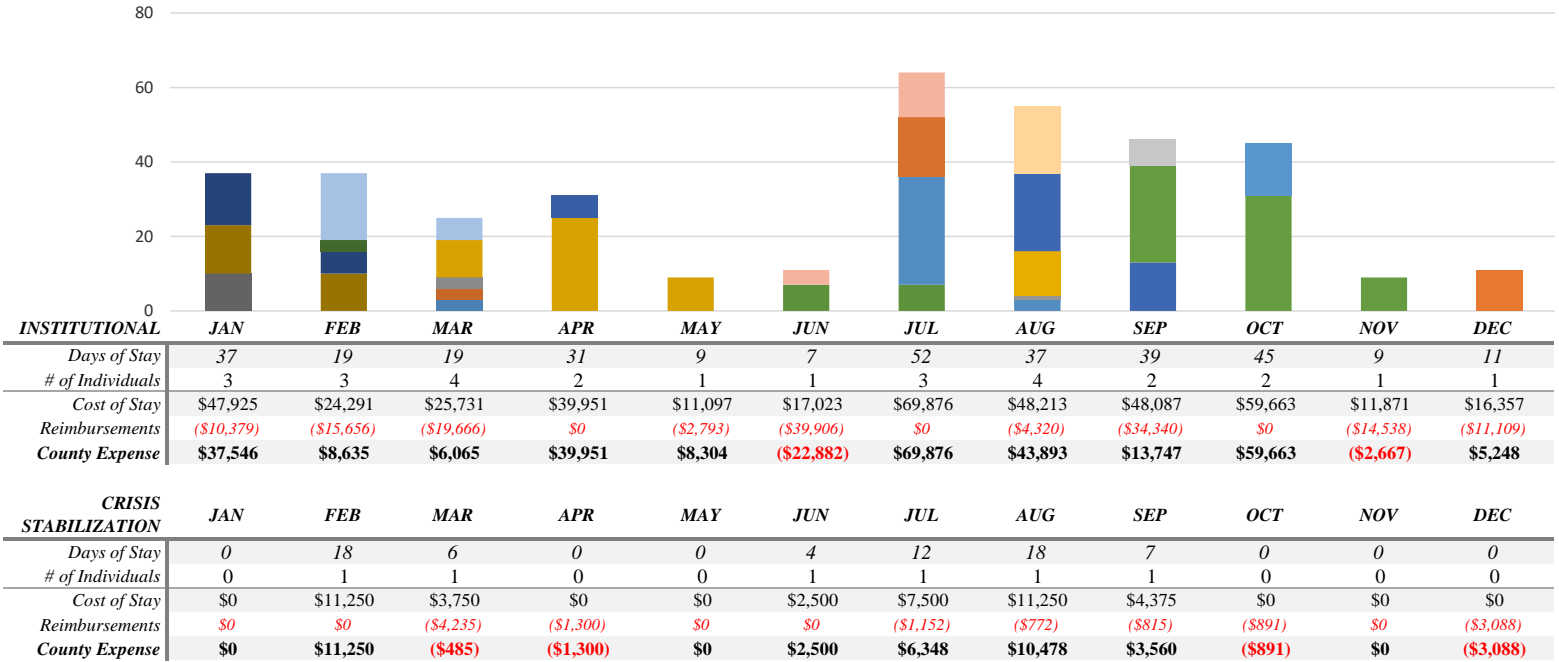
Monthly Placement Expenses



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



YTD ADULT CRISIS STABILIZATION

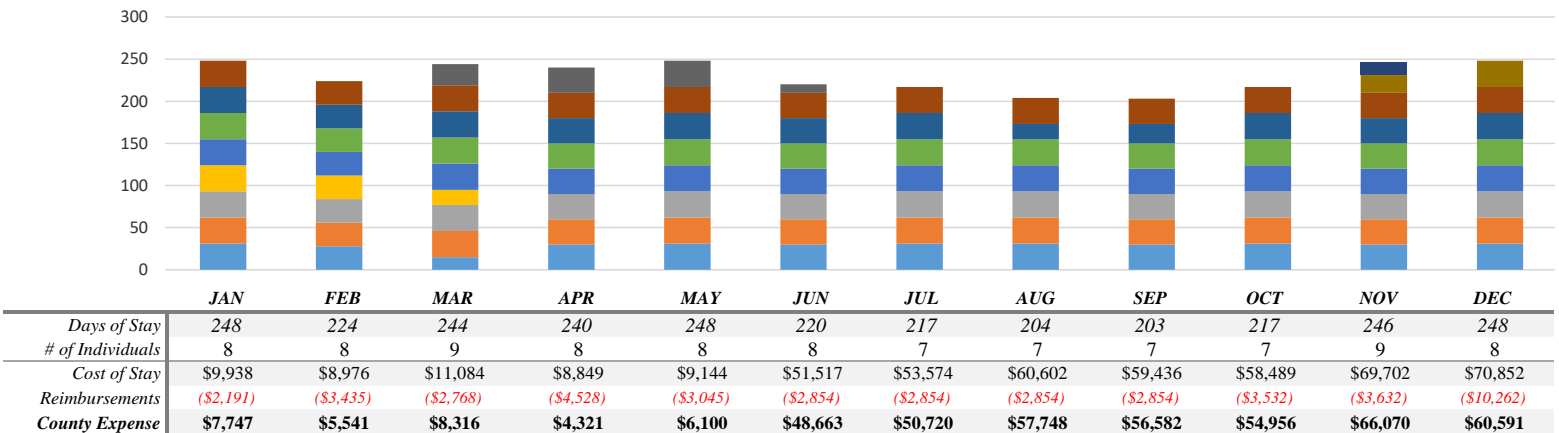
Days of Stay	65
# of Individuals	4
Cost of Stay	\$40,625
Reimbursements	(\$12,253)
County Expense	\$28,372

YTD ADULT INSTITUTIONAL

Days of Stay	315
# of Individuals	18
Cost of Stay	\$420,085
Reimbursements	(\$152,708)
County Expense	\$267,378

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	2759
# of Individuals	11
Cost of Stay	\$472,164
Reimbursements	(\$44,810)
County Expense	\$427,355

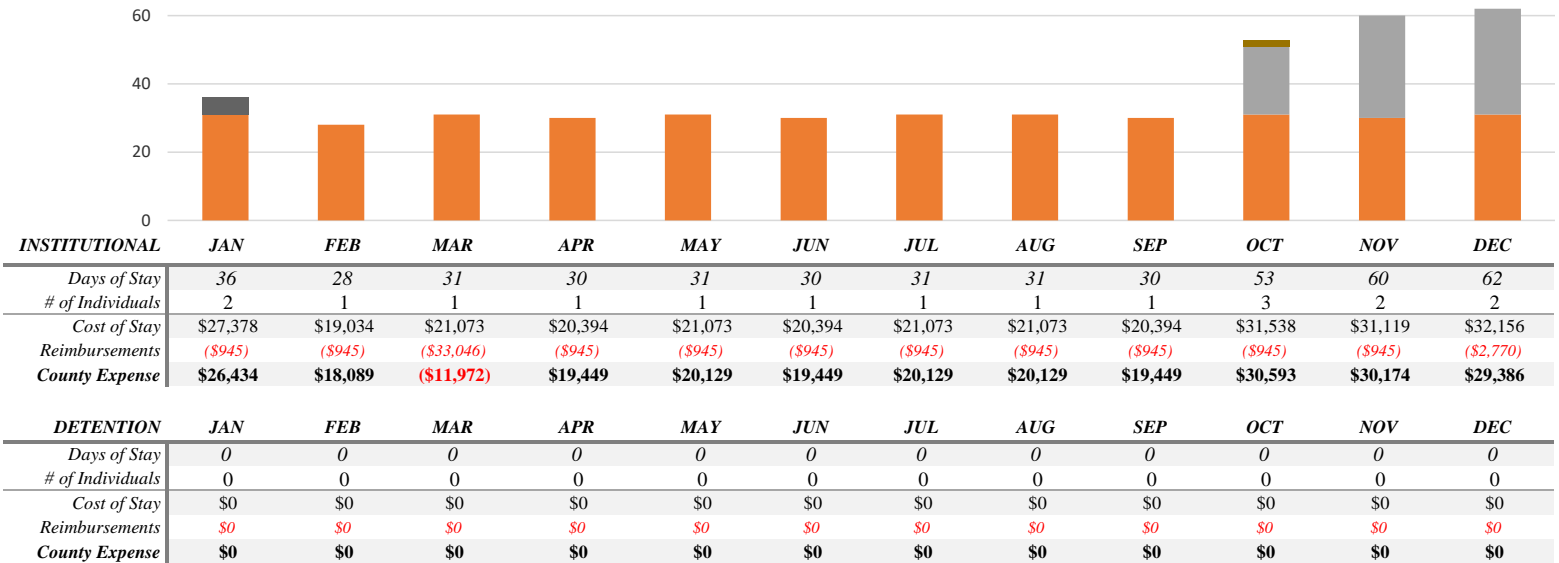
FUND 54 BEGINNING BALANCE	\$785,000	
TOTAL EXPENSE IN FUND 54:	\$723,105	92% utilized
FUND 54 REMAINING BALANCE	\$61,895	

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

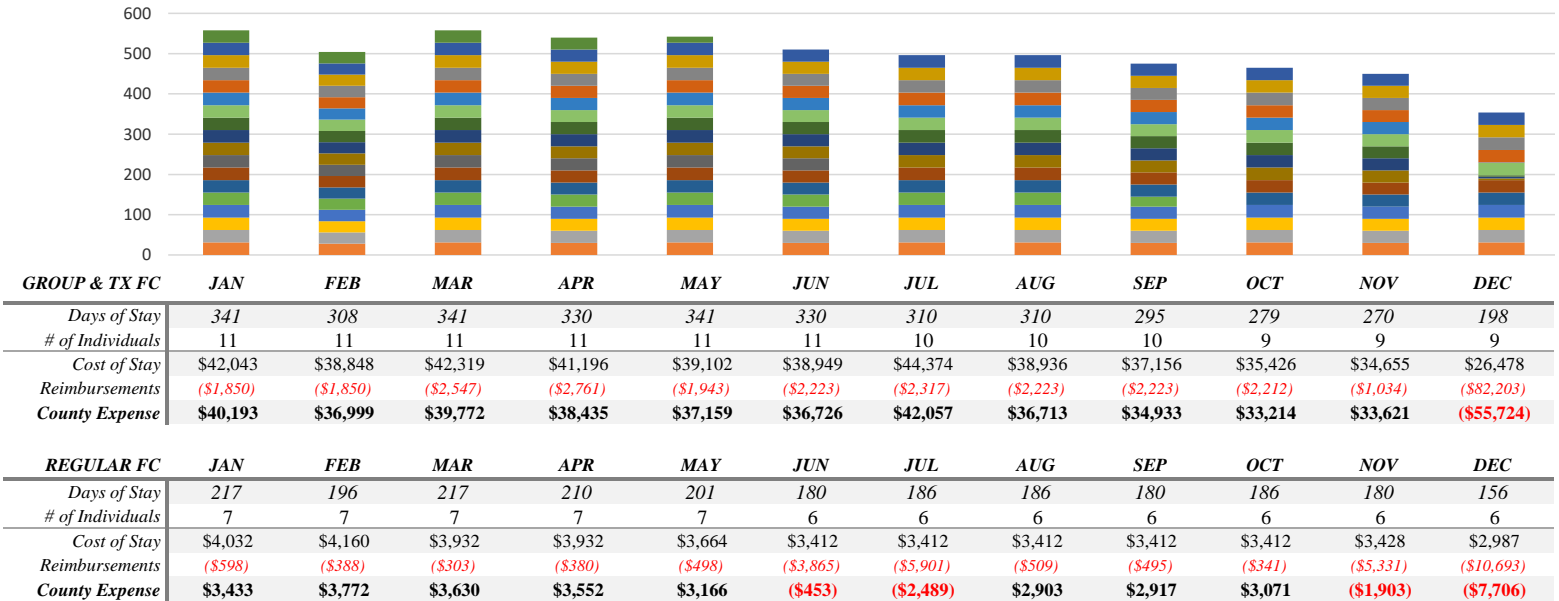


YTD CHILD INSTITUTIONAL		YTD DETENTION	
Days of Stay	453	Days of Stay	0
# of Individuals	4	# of Individuals	0
Cost of Stay	\$286,701	Cost of Stay	\$0
Reimbursements	(\$45,264)	Reimbursements	\$0
County Expense	\$241,437	County Expense	\$0

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



YTD GROUP HOME & TREATMENT FOSTERCARE		YTD REGULAR FOSTERCARE	
Days of Stay	3653	Days of Stay	2295
# of Individuals	11	# of Individuals	7
Cost of Stay	\$459,483	Cost of Stay	\$43,195
Reimbursements	(\$105,386)	Reimbursements	(\$29,303)
County Expense	\$354,097	County Expense	\$13,892

FUND 44 BEGINNING BALANCE	\$700,000	
TOTAL EXPENSE IN FUND 44:	\$609,426	87% utilized
FUND 44 REMAINING BALANCE	\$90,574	

Contract Monitoring Report

JANUARY 8% 2023

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Southwest Wisconsin Workforce Development Board	Angie Rizner	\$325,000.00	\$33,407.00	January	\$33,407.00	\$291,593.00	10.28%
Children's Hospital of Wisconsin Community Services-Children's	Jessica Tisdale	\$250,000.00	\$10,738.00	February	\$10,738.00	\$239,262.00	4.30%
Chileda Institute	Jessica Tisdale	\$255,000.00	\$45,209.00	February	\$45,209.00	\$209,791.00	17.73%
Community Care Resources	Jessica Tisdale	\$180,000.00	\$14,506.00	February	\$14,506.00	\$165,494.00	8.06%
Family Services of Northeast Wisconsin	Jessica Tisdale	\$160,000.00	\$16,593.00	February	\$16,593.00	\$143,407.00	10.37%
Forward Home for Boys	Jessica Tisdale	\$100,000.00	\$17,538.00	February	\$17,538.00	\$82,462.00	17.54%
A & J Vans, Inc. dba A & J Mobility	Laurie Couey	\$25,000.00	\$0.00	January	\$0.00	\$25,000.00	0.00%
Autism Society of Greater Wisconsin	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Children's Hospital of Wisconsin Community Services-Children's	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Christian Servants Home Care, LLC	Laurie Couey	\$11,000.00	\$1,820.00	January	\$1,820.00	\$9,180.00	16.55%
Community Care Resources	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Cooperative Educational Service Agency (CESA) 3	Laurie Couey	\$15,000.00	\$0.00	January	\$0.00	\$15,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
CR Therapy	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Dane County Fence and Deck Company Inc., DBA Fence World of	Laurie Couey	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Discovery Play School Inc.	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Easter Seals of Wisconsin, Inc.	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Elevation Dance Academy	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
J & B Medical Supply	Laurie Couey	\$20,000.00	\$564.00	January	\$564.00	\$19,436.00	2.82%
Logan James Herr Foundation Inc. DBA Logan's Heart and Smiles	Laurie Couey	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Lori Knapp, Inc.	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
M Squared NC, LLC dba Action Fence	Laurie Couey	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Memorial Hospital of Boscobel, Inc.	Laurie Couey	\$75,000.00	\$0.00	January	\$0.00	\$75,000.00	0.00%
National Seating and Mobility	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Paquette Therapy, LLC	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Premier Financial Management Services	Laurie Couey	\$100,000.00	\$0.00	January	\$0.00	\$100,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Rural Wisconsin Health Cooperative	Laurie Couey	\$75,000.00	\$5,028.00	February	\$5,028.00	\$69,972.00	6.70%
Soaring Skills, LLC	Laurie Couey	\$25,000.00	\$0.00	January	\$0.00	\$25,000.00	0.00%
St. Joseph's Health Services, Inc.	Laurie Couey	\$75,000.00	\$0.00	January	\$0.00	\$75,000.00	0.00%
The Gym-Boree LLC	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
United Seating and Mobility, LLC DBA Numotion	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Wisconsin Badger Camp	Laurie Couey	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Impact Community Planning Group, LLC	Rose Kohout	\$14,000.00	\$0.00	January	\$0.00	\$14,000.00	0.00%
A&J Family Homes and Services, LLC	Teresa Nundahl	\$285,000.00	\$0.00	January	\$0.00	\$285,000.00	0.00%
Annika Mersmann	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Community Service Associates dba Pauquette Center for Psychological	Teresa Nundahl	\$30,000.00	\$0.00	January	\$0.00	\$30,000.00	0.00%
Cornerstone Foundation dba Lucky Star 3 Corporation	Teresa Nundahl	\$250,000.00	\$0.00	January	\$0.00	\$250,000.00	0.00%
Coulee Region Psychiatric Services, S.C.	Teresa Nundahl	\$35,000.00	\$2,200.00	January	\$2,200.00	\$32,800.00	6.29%
Diane's Adult Family Home	Teresa Nundahl	\$100,000.00	\$6,887.00	January	\$6,887.00	\$93,113.00	6.89%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Teresa Nundahl	\$900,000.00	\$0.00	January	\$0.00	\$900,000.00	0.00%
Evergreen Manor III	Teresa Nundahl	\$75,000.00	\$0.00	January	\$0.00	\$75,000.00	0.00%
Evergreen Manor, Inc.	Teresa Nundahl	\$75,000.00	\$0.00	January	\$0.00	\$75,000.00	0.00%
Fitness Choices	Teresa Nundahl	\$49,500.00	\$2,249.00	January	\$2,249.00	\$47,251.00	4.54%
Gundersen Lutheran Administrative Services, Inc.	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Hailey Schneider	Teresa Nundahl	\$100,000.00	\$6,012.00	February	\$6,012.00	\$93,988.00	6.01%
Hansen Assessment and Educational Services	Teresa Nundahl	\$16,000.00	\$2,400.00	February	\$2,400.00	\$13,600.00	15.00%
Harmony Place Assisted Living DBA Harmony Acres	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living DBA Harmony Hills	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living, LLC	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Highland Spring Counseling, LLC	Teresa Nundahl	\$17,500.00	\$1,120.00	January	\$1,120.00	\$16,380.00	6.40%
Highland Springs Counseling, LLC	Teresa Nundahl	\$17,500.00	\$1,120.00	January	\$1,120.00	\$16,380.00	6.40%
Independent Living Resources	Teresa Nundahl	\$15,000.00	\$0.00	January	\$0.00	\$15,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Jean Warrior, Ph.D.	Teresa Nundahl	\$30,000.00	\$2,041.00	January	\$2,041.00	\$27,959.00	6.80%
Jessica Leinberger Counseling, LLC	Teresa Nundahl	\$49,500.00	\$1,728.00	January	\$1,728.00	\$47,772.00	3.49%
Kareo	Teresa Nundahl	\$22,000.00	\$0.00	January	\$0.00	\$22,000.00	0.00%
Lutheran Social Services of WI & Upper Michigan, Inc.	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Mayo Clinic Health System - Franciscan Medical Center, Inc.	Teresa Nundahl	\$11,000.00	\$0.00	January	\$0.00	\$11,000.00	0.00%
Midwest Monitoring and Surveillance	Teresa Nundahl	\$15,000.00	\$28.00	January	\$28.00	\$14,972.00	0.19%
Miramont Behavioral Health	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Northwest Counseling & Guidance Clinic	Teresa Nundahl	\$80,000.00	\$6,281.00	January	\$6,281.00	\$73,719.00	7.85%
Options Lab, Inc.	Teresa Nundahl	\$15,000.00	\$487.00	January	\$487.00	\$14,513.00	3.25%
Orion Family Services	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
Pleasant Ridge Homes, LLC	Teresa Nundahl	\$150,000.00	\$0.00	January	\$0.00	\$150,000.00	0.00%
RTP (WI), S.C. dba Array Behavioral Care	Teresa Nundahl	\$130,000.00	\$6,076.00	January	\$6,076.00	\$123,924.00	4.67%
Schmidt Consulting, LLC	Teresa Nundahl	\$30,000.00	\$0.00	February	\$0.00	\$30,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Seasons Counseling, LLC	Teresa Nundahl	\$25,000.00	\$0.00	January	\$0.00	\$25,000.00	0.00%
Shay Rehabilitation & Psychological Services, INC dba	Teresa Nundahl	\$300,000.00	\$14,812.00	January	\$14,812.00	\$285,188.00	4.94%
Tellurian, Inc.	Teresa Nundahl	\$115,000.00	\$17,500.00	January	\$17,500.00	\$97,500.00	15.22%
Therapy Without Walls, LLC	Teresa Nundahl	\$49,500.00	\$0.00	January	\$0.00	\$49,500.00	0.00%
TLC Senior Home Care, LLC	Teresa Nundahl	\$85,000.00	\$6,298.00	January	\$6,298.00	\$78,702.00	7.41%
Trempealeau County Health Care Center	Teresa Nundahl	\$270,000.00	\$0.00	January	\$0.00	\$270,000.00	0.00%
VARC, Inc.	Teresa Nundahl	\$49,500.00	\$1,368.00	January	\$1,368.00	\$48,132.00	2.76%
Viroqua Nutrition Counseling, LLC	Teresa Nundahl	\$15,000.00	\$0.00	January	\$0.00	\$15,000.00	0.00%
Vista Care Wisconsin	Teresa Nundahl	\$840,000.00	\$0.00	January	\$0.00	\$840,000.00	0.00%
Wisconsin Family Ties	Teresa Nundahl	\$36,000.00	\$0.00	January	\$0.00	\$36,000.00	0.00%
You Are Enough Counseling, LLC	Teresa Nundahl	\$49,500.00	\$3,924.36	January	\$3,924.36	\$45,575.64	7.93%

Richland County Health and Human Services & Veterans Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve Richland County Driver Escort Program Volunteer Driver Handbook

Unit:	ADRC	Presented By:	Roxanne Klubertanz-Gerber
Date of Meeting:	3/9/2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	3/1/2023	Referred by:	Transportation Coordinating Committee

Recommendation and/or action language: 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.

Background: The Richland County Transportation program has had a Volunteer Driver Handbook since 2007. This handbook includes program policies and procedures. The Transportation Coordinating Committee reviewed the handbook at its January meeting. The following recommended changes were made to the handbook including: addition of a masking section and updates to the reimbursement of meals.

Attachments and References:

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Financial Review: The following meal reimbursement rate changes were recommended:

- Breakfast: increase from \$3.50/meal plus tax and tip to \$5.00/meal plus tax and tip
- Lunch: increase from \$5.00/meal plus tax and tip to \$7.00/meal plus tax and tip
- Dinner: no change, dinner remains at \$10.00/meal plus tax and tip.

(please check one)

x	In adopted budget	Fund Number	63.5563
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

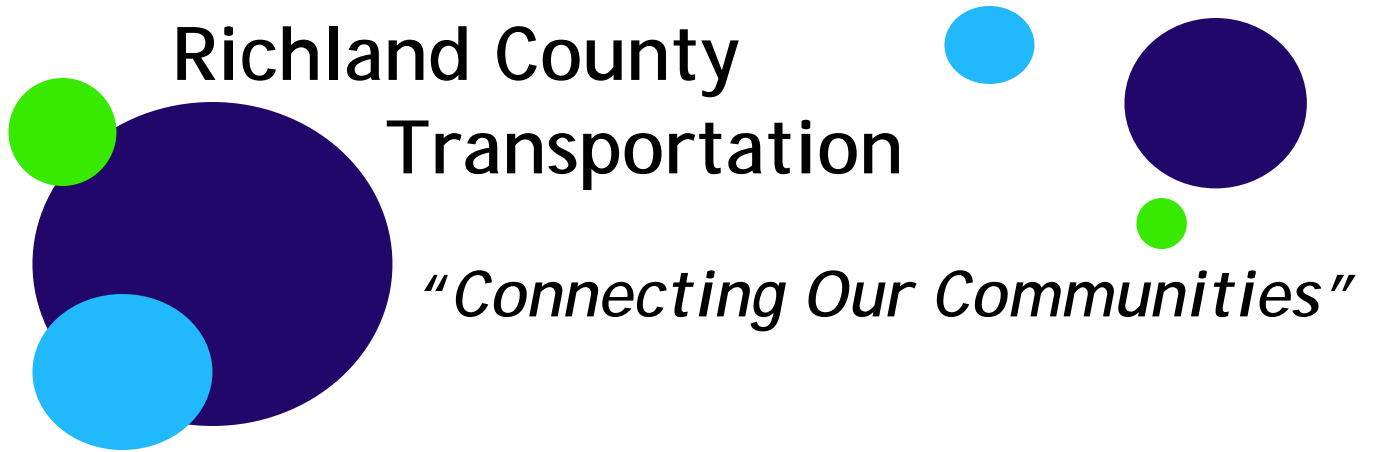
Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)



Richland County
Transportation

"Connecting Our Communities"

Richland County Driver Escort Program

Volunteer Driver Handbook

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Appendix A

Richland County Health & Human Services Complaint Policy
Richland County Health & Human Services Complaint Procedure
Richland County Health & Human Services Complaint Flow Chart
Richland County Health & Human Services Complaint Form

Appendix B

Driver Escort Program Driver Log Sample
Driver Escort Program Driver Trip Sheet Sample

Appendix C

Richland County Health & Human Services Non-County Employee
Accident/Injury Policy
Richland County Health & Human Services Non-County Employee
Accident/Injury Form
Aging and Disability Resource Center Accident Report Summary

Appendix D

Universal/Standard Precautions
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 Hand Rubbing Information Sheet
 Cover Your Cough Information Sheet
Disabled Parking Privileges Information Sheet
Facilities Contact Information
Wisconsin Automobile Insurance Carriers
Guiding a Person Who is Blind
Safe Driving and Medications

Welcome and THANK YOU.....

Thank you for volunteering for the Richland County Driver Escort Program (RCDEP). Please do not hesitate to call if you have questions or concerns. We value your ideas and suggestions.

We hope that you have a rewarding experience with us as a volunteer driver. Your willingness to help those in your community is greatly appreciated. The contribution that you make as a volunteer driver is vital to helping the elderly and disabled residents in our community maintain their independence and quality of life.

We hope that you share the importance of your volunteer driving and its benefits with others. We would appreciate any referrals that you could make for new drivers. Just call for an application, it's that easy!

Thank you again for your time and for making a difference in the lives of those in your community, we could not do this without you!

Volunteer Definition

A volunteer is a person recognized and authorized by Richland County or one of its officials, employees, or agents to perform services for Richland County without receipt of salary or compensation other than reimbursement for mileage expenses. An individual may not volunteer for Richland County when the volunteer hours involve the same type of service, which the individual is employed to perform for the same agency.

Business Ethics and Conduct

The successful business operation and reputation of the Richland County Driver Escort Program (RCDEP) is built upon the principles of fair dealing and ethical conduct of our employees and volunteers. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of RCDEP is dependent upon our passengers trust and we are dedicated to preserving that trust. Volunteers owe a duty to RCDEP and its passengers to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Transportation Secretary and, if necessary, with the Aging and Disability Resource Center Manager.

Volunteer Driver Policies

1. All drivers need an understanding of the working of the Richland County Volunteer Driver Escort program and have a desire to serve the elderly and the disabled of all types and ages of Richland County with transportation primarily to medical appointments within an 85-mile radius of Richland Center.
2. Drivers use their own vehicles to transport the elderly and disabled citizens of Richland County to and from appointments.
3. Drivers must possess good health, sight and hearing. The willingness to assess one's physical limitations and to quit driving for our program if necessary.

4. Drivers must follow the Richland County Health & Human Services Aging and Disability Resource Center Confidentiality Policy.
5. Drivers are required to have a valid Wisconsin driver's license and must follow the laws and rules of the road. Driver's license may be checked with the Division of Motor Vehicles, Office of Driver Record File. They may notify us of any incidents regarding a driver escort on an on-going basis.
6. Drivers must have personal auto insurance and provide proof of that insurance. See page 9, Automobile Liability Insurance
7. Passengers are required to be able to get into and out of the vehicle on their own – volunteer drivers are not personal attendants or escorts.
8. Smoking, drinking, eating, cursing or other inappropriate behavior is not allowed by the driver's or the passengers being transported.
9. Transportation is for scheduled/authorized trip destinations only and side trips are not allowed to be made. I.e. stopping at Wal-Mart on the way home since 'it is on the way' is prohibited.
10. Call passengers the night prior to the appointment to ensure nothing has changed and to confirm pickup time and location.
11. In order to receive reimbursement driver logs must be filled out for each trip and turned in by the 15th of the month and the 30th or after your final scheduled trip at the end of each month. There is a sample of the driver log and trip sheets in Appendix B at the end of this manual. It gives examples of how paperwork should be filled in.
 - a. Turn paperwork in as soon as you have completed your last trip of the month or as soon as you can after the last day of the month. Paperwork can be mailed or dropped off at our office at 221 West Seminary Street, Richland Center, WI 53581. Please note that billing is processed by the first Thursday of the month. If your paperwork is not received in time for processing it will be completed the next month.
12. Volunteer driver's set their own schedule. This program is designed to be flexible. Being a volunteer means you take only the trips you want to take and drive only the days you want to go. We do ask that you

complete the trips you agree to take. If a personal emergency arises contact the office immediately but other than that, it is important to take the trips you commit to taking.

13. Drivers may pick up authorized passengers only.
14. In case of unusual circumstances or a situation in which a driver is unsure, drivers should call the Transportation Secretary and/or ADRC Manager.
15. Drivers and passengers must wear seat belts.
16. Drivers may not possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Prescription drugs are permitted on the job only if it does not impair the volunteer's ability to perform the essential functions of the job effectively and in a safe manner.
17. Drivers need to follow Wisconsin law regarding the use of cell phones while operating a motor vehicle. We do ask drivers to pull over if they need to talk on their cell phones during a trip.
18. In an effort to ensure the well-being of our passengers and our drivers, please report any instances of concern to the office as soon as possible. These can be any issue such as body odor, carsickness, incontinence, passing out, diabetic problem, inability to get into or out of the vehicle, and inappropriate language or actions.
19. All incidences, such as a fall, injury, dissatisfaction, accident, etc. must be reported to the office immediately. These trips need to be safe and comfortable for the driver and the passengers.
20. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the volunteer driver's vehicles without proper authorization.

Passenger Payment Methods and Co-Pay's

The Richland County Driver Escort Program accepts payment for trips through Passenger Co-Pay's, Veteran's Services (travel pay) and Family Care. Private pay co-pays are required at the time of service. However, it is not the responsibility of the driver to enforce payment for a trip. Should a passenger not pay, please remind them to call the office. The Transportation Secretary will handle billing for all trips that have not been paid based on the

Volunteer Driver Logs. Co-pay's are vital in enabling the continuation of transportation services.

Volunteer Drivers are issued a receipt book. Each time a driver accepts a payment a receipt is to be given to the passenger. The yellow and pink receipt copies and money should be turned in immediately after a trip when possible to the front desk. Drivers may turn money in with the driver log twice per month. This however, is not best practice.

Drivers are prohibited from accepting money other than for program co-pays. Any money given to the driver above and beyond the co-pay amount is considered a program donation and must be turned into the Transportation Secretary. Volunteer drivers cannot accept compensation or gifts.

Passenger co-pay rates are calculated based on total mileage of the trip starting and ending at the drivers' home. Co-pay is charged for the passenger needing the appointment only; attendants ride free.

Passenger Co-Pay Rates:

Under 100 miles	\$20
101-140 miles	\$25
141-170 miles	\$30
171-200 miles	\$40

Mileage Reimbursement

Mileage is reimbursed from the driver's home back to the driver's home.

Mileage is reimbursed at the current federal reimbursement rate. This rate can fluctuate as the federal government changes its rate. The federal government sets the rate annually on January 1st. There have been instances, due to economic factors, where the federal government will make adjustments to the mileage reimbursement rate on July 1st. Rate change notifications will be sent to volunteer drivers in writing.

Meal Reimbursement

Meals are reimbursed for those volunteers and employees that are outside of Richland County on work related business over the breakfast, lunch or dinner times.

Meals can be reimbursed based on the following guidelines:

- Breakfast: leaving your home prior to 6:30 a.m.
- Lunch: traveling between 11:00 a.m. and 2:00 p.m.
- Dinner: traveling after 6:30 p.m.
- Receipts are required for all reimbursements.
- Receipts for establishments outside of Richland County only
- Alcoholic beverages are not a reimbursable expense.

Reimbursement rates for meals shall be as follows:

	Meal	Tax	Tip*	Total
Breakfast:	\$5.00	.25	.78	7.03
Lunch:	\$7.00	.35	1.08	8.43
Dinner:	\$10.00	.55	1.58	12.13

* Tip must be listed on the receipt to be reimbursed.

Other Reimbursement

Parking at medical facilities may be reimbursed only if pre-approved by the Transportation Secretary.

Drivers are responsible for payment of any fines or other expenses that are incurred while driving.

Wisconsin Disabled Parking Permit

The RCDEP has disabled parking permits available to assist the volunteer drivers with transportation. **These parking permits are for use while transporting RCDEP passengers only.** Any fines incurred by inappropriate use of the parking permit will be the sole responsibility of the volunteer driver. Rules for using the Wisconsin Disabled Parking Permit is in Appendix E at the end of this handbook.

Transportation of Children & Minors

The RCDEP will transport children with a disability but only with a parent or guardian in attendance. Parents or guardians are required to provide and install any necessary child seats or restraints. The Transportation Secretary will notify driver's if there will be child seats to allow the driver extra time for pick-up.

As a volunteer you may choose if you would like to transport children and minors. Please relay your preference to the Transportation Secretary.

Motor Vehicle Accident/Breakdown

In any situation it is important to ensure our passengers' safety as well as that of the driver. In case of a motor vehicle accident or medical emergency call 911 and wait for assistance. Report the accident to the Transportation Secretary or ADRC Manager as soon as possible. Follow the Richland County Health & Human Services Non-County Employee Accident/Injury Policy in Appendix C at the end of this handbook.

If your vehicle breaks down while transporting for the RCDEP call the Transportation Secretary or ADRC Manager as soon as possible. They will send another driver to complete the transportation of the passenger.

For any situation involving a passenger, outside of normal business hours, follow the After Hours Contact Information on page 7 of this handbook.

Incidents

Incident should be reported to the Transportation Secretary for all incidents including but not limited to:

- Passenger complaints, conflicts or difficult situations
- Injuries (passenger or driver)

Passenger No-Show

Definition: No-show – Any passenger who is unavailable for pick-up of a scheduled trip that has not notified Richland County Public Transportation to cancel that trip.

The driver will wait for passengers for 15 minutes beyond the scheduled pick-up time. Passengers who do not make themselves available within that window will be considered a no-show. The driver will make reasonable attempts to locate the passenger. If the passenger cannot be located within 15 minutes, the driver must contact the Transportation Secretary with the no-show information. The Transportation Secretary has the responsibility to determine if the driver is to continue without the passenger.

Delayed Passenger

Definition: Any passenger that, during transport or upon arrival at the appointment, discloses or discovers they will be longer than originally scheduled with the Transportation Secretary. Also, any passenger that finds they will need additional testing/appointments after their scheduled appointment.

Try to establish a time they are expected to be done and then call the office as soon as possible. It is possible we may have another driver in the vicinity later that could bring the passenger home. If it is not possible to arrange another driver, you will need to wait for the passenger.

Lost Passenger

Definition: Any passenger you cannot locate at the time and place agreed upon and after the driver has made a reasonable attempt to locate the passenger.

If you are unable to find a passenger where they are supposed to be picked up:

- Go to the last location they were supposed to be and ask the nurses when the appointment ended and if they needed to go anywhere else.
- Call the Transportation Secretary and/or ADRC Manager.
- Go to the information desk at the facility and ask security for assistance.

Weather Cancellations

In the case of inclement weather, drivers will be notified by phone as to the decision to operate. Any driver not wishing to transport due to inclement weather needs to contact the Transportation Secretary and/or ADRC Manager as soon as possible. No one is obligated to provide transportation in conditions they are uncomfortable driving in.

After Hours Contact Information

For any situation during office hours volunteers must first try contacting the Transportation Secretary or ADRC Manager at 608-647-4616.

After hours volunteers should contact individuals in the order listed below:

Linda Batten: 989-928-4105

Roxanne Klubertanz-Gerber: 608-449-0679

Liability Exposures and Protection

Richland County recognizes that people in the community can make great contributions as volunteers. Richland County also recognizes the potential liability exposure that is commensurate with engaging the services of volunteers. Proactive risk management efforts can control and minimize liability exposures to help ensure that the use of volunteers is a positive experience for both the volunteers and Richland County.

Confidentiality

Richland County is required by federal and state law to protect the privacy of its clients and their medical information. The Aging & Disability Resource Center, its staff and volunteers involved in carrying out its mission, will respect the rights of its clients and their medical needs.

While information on clients of the Aging & Disability Resource Center may not be considered protected health information, the Aging & Disability Resource Center will treat client records as confidential and its volunteers and staff will be provided only information that is “need to know” in order to provide services to clients of the Aging & Disability Resource Center. This information is confidential between the responsible party overseeing the services being provided and the provider of the services.

The provider of services shall report back to their responsible party overseeing the services any client situations that may present a threat to the health or safety of that client.

Medical information may be shared with a family member, personal representative, or other person responsible for the client’s care if it is necessary to notify such persons of their location, general condition, or death.

General Liability Insurance

The County’s general liability insurance policy provides that any expressly authorized volunteer of the County is covered by the policy, subject to its terms, conditions, and exclusions.

If a volunteer’s actions cause physical injury or property damage to another and the injured party files a claim against or sues the volunteer, the County

or its insurer will defend the volunteer and be responsible for any financial judgment incurred, provided that the volunteer was acting within the scope of his or her responsibilities, gives notice of claim to the County, and cooperates in the defense or litigation. If the injured party sues a County employee in addition to the volunteer, the County will defend its employee and be responsible for any financial judgment incurred.

Automobile Liability Insurance

The County's automobile liability insurance policy provides that anyone is an insured, subject to policy terms, conditions, and exclusions, while using a County owned vehicle with the County's permission. For automobiles owned by a volunteer, the County's automobile liability policy provides that any volunteer expressly authorized by the County is an insured under the policy provisions with respect to the use of an automobile owned by a volunteer to conduct County business. However, such insurance protection is secondary, or excess, over any other insurance available to the volunteer. Check with your insurance carrier to ensure coverage. (See Appendix D) **The County does not provide protection to the volunteer for damage to his or her own vehicle.**

Medical Expenses

The Richland County Driver Escort Program has a “**hands-off**” policy for all volunteer drivers. As a volunteer, you are able to choose if you want to assist a passenger. It is important to remember that medical expenses incurred by volunteers in performance of their duties are not covered by workers compensation. Similarly, the County does not provide any coverage for medical expenses incurred as a result of an injury sustained by a volunteer. The only exception is through a written request by the Transportation Secretary or ADRC Manager for a volunteer driver to physically assist a passenger.

Discrimination and Harassment

RCDEP is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Harassment is defined as unwanted advances, visual, verbal, or physical conduct in nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

If you experience or witness sexual or other unlawful harassment in the workplace, immediately report it to the ADRC Manager. If the ADRC Manager is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Richland County Health & Human Services Director. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

If the Transportation Secretary becomes aware of possible sexual or other unlawful harassment they must immediately advise the Aging and Disability Resource Center Manager so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including release from the Richland County Driver Escort Program.

Any volunteer who believes that the actions or words of the Transportation Secretary constitutes unwelcome harassment has a responsibility to report or complain as soon as possible to the Aging and Disability Resource Center Manager. If the complaint is against the Aging and Disability Resource Center Manager, then the volunteer may go to the Richland County Health & Human Services Director.

A formal complaint can be made using the Richland County Health & Human Services Complaint Procedure in Appendix A at the end of this manual.

Safe Work Environment

RCDEP is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, RCDEP has adopted the following guidelines to deal with intimidation,

harassment, or other threats of (or actual) violence that may occur during hours of operation.

All volunteers should be treated with courtesy and respect at all times. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the volunteer driver's vehicles without proper authorization.

Conduct that threatens, intimidates, or coerces another individual will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Transportation Secretary. This includes threats by volunteers, as well as threats by passengers or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

RCDEP will promptly and thoroughly investigate all reports of threats of (or actual) violence and or suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of volunteer driver duties.

Universal / Standard Precautions

Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. *These measures are to be used when transporting all individuals, whether or not they appear infectious or symptomatic. (See Appendix D)*

Reason this is important:

- As a Volunteer Driver, exposure to blood or body fluids is unlikely, it may happen on rare occasions.
- Everyone has some microorganisms on the skin.

- If you are healthy and have no breaks in your skin, these microbes probably do not cause you any problems.
- If a person is very ill, very young, has a surgical wound or other break in the skin, normally friendly microbes may cause problems.
- Microorganisms spread from person to person on the hands – washing hands prevents transmitting organisms to others or from others to yourself.

If you are exposed, wash the area immediately and notify the Transportation Secretary and/or the ADRC Manager. An incident report must be completed as soon as possible.

Procedures for Universal/Standard Precautions:

Drivers will follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

If it is wet and it comes from the human body—treat as infectious!

- A. Any mucous membrane (i.e. eyes, nose, mouth, open sore) exposed to blood or body fluid should be washed for at least 15 minutes.
- B. Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit should be cleaned up immediately.
 - Reduce contact with contaminated material by using gloves, hand brooms or other techniques to avoid touching the spill directly.
 - Be careful not to splash contaminated material in to eyes, nose and/or mouth.
 - Blood contaminated material shall be disposed of in a plastic bag with a secure tie.
 - Clean any visible fluid from surface with soap and water and rinse.
 - Wet (spray) entire surface with a bleach solution (¼ cup chlorine bleach to 2 ¼ cups of water, (1 to 9 solution) made fresh).
 - Let stand for 2 minutes. You may let air dry or you may wipe dry after 2 minutes.
 - **Remove gloves carefully and wash hands thoroughly.**
- C. Floors, rugs and carpeting that have been contaminated by body fluids shall be cleaned by blotting to remove the fluid as quickly as possible,

then sanitize by spot cleaning with soap and/or disinfectant or steam cleaned/shampooing the surface.

- D. Equipment used to clean up spills should be cleaned with soap and water and rinsed with a disinfectant solution and allowed to air dry completely.

Hand Hygiene

Hand hygiene refers to both washing with plain or anti-bacterial soap and water and to the use of alcohol gel to decontaminate hands. When hands are not visibly soiled, alcohol gel is the preferred method of hand hygiene. See Appendix D for proper hand hygiene procedures.

Hand hygiene should be performed:

- before and after contact with a passenger
- immediately after touching blood, body fluids, non-intact skin, mucous membranes, or contaminated items
- immediately after removing gloves after spill cleanup
- after touching objects which came into contact with infectious material
- before eating
- after using the restroom
- after coughing or sneezing into a tissue as part of respiratory hygiene

Masking

Masks can help protect drivers and passengers from COVID-19 and other airborne illnesses. Drivers are encouraged to wear masks and have passengers wear masks. Drivers reserve the right to require masks during trips.

Civil Rights and Title VI Compliance

All entities that receive federal financial assistance are required to be in compliance with all State and Federal Civil Rights laws and regulations. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Richland County is mandated to have a Civil Rights plan available to the public. A copy of this plan is on the Richland County website and is available at the Richland County Clerk's office, 181 W. Seminary Street, Richland Center, WI.

The Richland County Transportation Program is mandated to have a Title VI plan available to the public. A copy of this plan is on the Aging and Disability Resource Center website in the transportation section and is available at the Aging and Disability Resource Center of Eagle Country – Richland Center office, 221 W. Seminary Street, Richland Center, WI.

Complaint or Grievance Procedure

RCDEP is committed to providing the best possible working conditions for its volunteers. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from RCDEP supervisors and management.

RCDEP strives to ensure fair and honest treatment of all volunteers. Volunteers are expected to treat each other with mutual respect. Volunteers are encouraged to offer positive and constructive criticism.

If volunteers disagree with established rules of conduct, policies, or practices, they can express their concern informally through the Transportation Secretary and/or ADRC Manager or formally through the Richland County Health & Human Services Complaint Procedure in Appendix A at the end of this manual. No volunteer will be penalized, formally or informally, for voicing a complaint with RCDEP in a reasonable, business-like manner, or for using the complaint procedure.

If a situation occurs when volunteers believe that a condition of volunteer work or employment or a decision affecting them is unjust or inequitable, they are encouraged to contact the Transportation Secretary and/or ADRC Manager.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can volunteers and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's volunteer work and job security.

Passenger Policies/Eligibility Requirements

To ensure volunteers are able to effectively do their work it is important to understand the eligibility requirements of passengers.

1. To be eligible for the Richland County Driver Escort Program one must:
 - Be 60 years or older or be disabled
 - Be a resident of Richland County
 - Be able to get into and out of a vehicle on their own or have an attendant to assist with their needs (no charge for attendants)
2. Rides must be scheduled 48 hours in advance.
3. Scheduling hours are Monday through Friday 8:00 a.m.-4:30 p.m.; excluding holidays. Call 608-647-4616 during the above hours to schedule.
4. Passengers are required to give a 24-hour notice when possible for cancellation of service.
5. Passengers must be ambulatory, which may include the use of a cane or walker or have an attendant with them to assist with their needs. Passengers need to be able to transfer into a personal vehicle safely. Assistance to and from the vehicle is not offered through this program. Non-ambulatory passengers or individuals needing assistance should call the Richland County Transportation Secretary at 608-647-4616 for transportation options.
6. Passengers must wear a seat belt in accordance with the State of Wisconsin laws, or have a written medical excuse on file with the Richland County Transportation Secretary stating the medical reason a seat belt should not be used. Passengers not in compliance will not be transported.
7. Drivers may pick up authorized passengers only.
8. Passengers must treat volunteers and staff in a respectful and courteous manner.
9. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the volunteer driver's vehicles without proper authorization.
10. Smoking, drinking, eating, cursing or other inappropriate behavior is not allowed by the driver's or the passengers being transported.
11. Passengers and drivers may not possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

12. Transportation is for scheduled/authorized trip destinations only and side trips are not allowed to be made. I.e. stopping at Wal-Mart on the way home since 'it is on the way' is prohibited.
13. Passengers are asked to limit totes/bags to the amount they can reasonably handle. No more than 4 bags.

Richland County reserves the right to refuse service to any individuals not in compliance with the above policies and procedures.

Appendix A

- **Richland County Health & Human Services Complaint Policy**
- **Richland County Health & Human Services Complaint Procedure**
- **Richland County Health & Human Services Complaint Flow Chart**
- **Richland County Health & Human Services Complaint Form**

Appendix B

- **Driver Escort Program Driver Log Sample**
- **Driver Escort Program Trip Sheet Sample**

Appendix C

- **Richland County Health & Human Services Non-County Employee Accident/Injury Policy**
- **Richland County Health & Human Services Non-County Employee Accident/Injury Form**
- **Aging and Disability Resource Center Accident Report Summary**

Appendix D

- **Universal/Standard Precautions**
 - Hand Washing Information Sheet**
 - Hand Rubbing Information Sheet**
 - Cover Your Cough Information Sheet**
- **Disabled Parking Privileges Information Sheet**
- **Facilities Contact Information**
- **Wisconsin Automobile Insurance Carriers**
- **Guiding a Person Who is Blind**
- **Safe Driving and Medications**

Richland County Health & Human Services and Veterans Standing Committee

Agenda Item Cover

Agenda Item Name: *Richland County Staff Authorization Table*

Unit	HHS	Presented By:	Tricia Clements
Date of Meeting:	March 7, 2023	Action Needed:	Vote and Resolution
Disclosure:	Open Session	Authority:	Finance and Personnel Committee
Date submitted:	February 24, 2023	Referred by:	Tricia Clements, HHS

Recommendation and/or action language: Recommend a motion, "to present a resolution to the County Board for approval to update the Staff Authorization Table for HHS."

The Staff Authorization Table that is contained in the Policy on Personnel Classification, Compensation, and Staff Authorization of Richland County currently lists two Psychiatric RN positions. The request is to change the authorization from "2" to "1". In exchange for removing one of the psychiatric nurse positions, we would like to change the APS Crisis Professional to "1". The Psychiatric RN is a grade K. The APS/Crisis worker is a grade H. This exchange would result in savings to the HHS budget.

Background:

Since the summer of 2022, the crisis worker duties were completed by a Psychiatric RN as HHS was unable to fill a crisis position. HHS no longer has a need for two Psychiatric RNs and would like to eliminate one of the positions but have the authority to fill the Crisis/APS worker position. This position was originally added in 2021 and was never filled, changing the status of the position. Looking at the overall budget and the need for the agency, it would be a benefit to HHS to have this position filled.

The County is mandated to provide crisis response services. The crisis response workers' duties are to assess those in a crisis, create safety assessments and/or crisis response plans, and as a last resort assist in placements to ensure the safety of the individual. In addition, the worker then assists those returning to the community after they have had a hospital stay.

Attachments and References:

Policy on Personnel Classification, Compensation, and Staff Authorization of Richland County	APS/Crisis Worker Position Description
Psychiatric RN Position Description	

Financial Review:

(please check one)

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

There will not be an increase in the Department budget as the Crisis/APS worker is at a lower grade than the Psychiatric RN position.

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

Memo

Date: March 9, 2023
To: Tricia Clements, Director & Clint Langreck, County Administrator
From: Angie Rizner, Administration & Building Operations Manager
RE: Personnel Announcements for HHS & Veterans Standing Committee meeting

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

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

None.

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

Caylie Wolf, Economic Support Specialist	Effective: 3/19/2023
Sydney Meeker, Economic Support Specialist	Effective: 3/19/2023

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

Resignations/Retirements (per Richland Co Handbook):

Teresa Nundahl, Behavioral Health Services Manager	Effective: 3/1/2023
Carlene Shaw, Public Health Clinic Nurse	Effective: 3/3/2023
Angie Rizner, Administration & Building Operations Manager	Effective: 3/7/2023

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

Angie Rizner, LTE Administrative Consultant	Hired: 3/8/2023
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Vacant County Positions:

Behavioral Health Services – BHS Manager – currently advertising
Behavioral Health Services – CCS Supervisor – currently advertising
Behavioral Health Services – Mental Health Therapist (2nd) – on hold
Behavioral Health Services – Psychiatric RN (2nd); Replace with APS/Crisis Professional – on hold
Economic Support Specialist (13th) – on hold
Public Health – Manager/Local Health Officer – on hold
Public Health – PH Nurse – currently advertising
Administration – Secretary (2nd)
Administration – Clerical Assistant II – on hold
Behavioral Health Services – Psychiatric RN (2nd) – 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 (3rd) – on hold
Public Health – Health & Wellness Coordinator – on hold
Public Health - T/C Nutrition Site Worker (5) – on hold

Reduction of 5 HHS Positions (2023-2027) per Resolution #22-96

Behavioral Health Services – Psychiatric Nurse (3rd)
Behavioral Health Services – Crisis Case Worker (Richland School District)
Child & Youth Services – Case Manager (5th)
Administration – Administration & Building Operations Manager

**RICHLAND COUNTY
HEALTH & HUMAN SERVICES**

ORGANIZATIONAL CHARTS

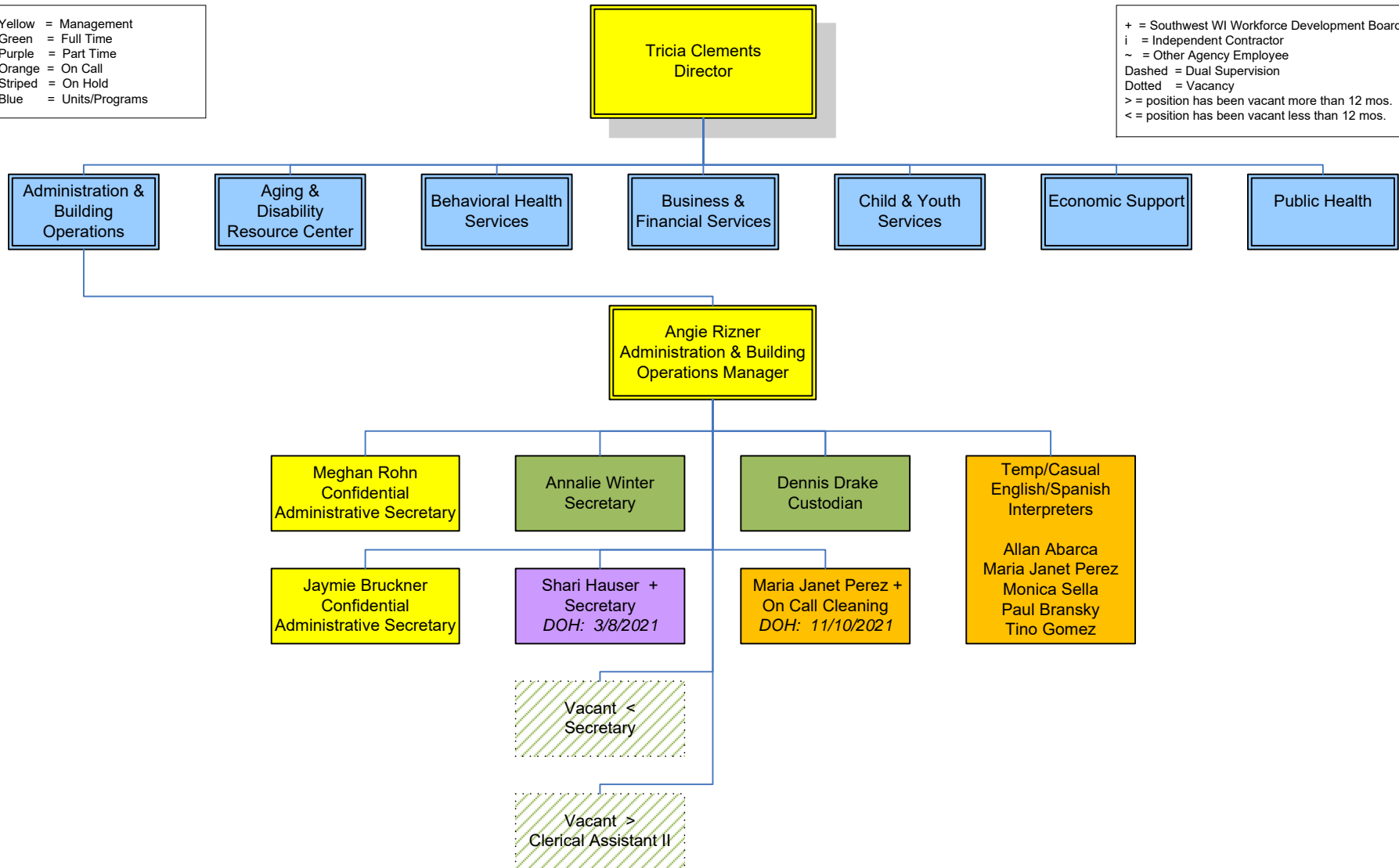
MARCH 1, 2023

RICHLAND COUNTY HEALTH & HUMAN SERVICES

ADMINISTRATION & BUILDING OPERATIONS ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Orange = On Call
 Striped = On Hold
 Blue = Units/Programs

+ = Southwest WI Workforce Development Board
 i = Independent Contractor
 ~ = Other Agency Employee
 Dashed = Dual Supervision
 Dotted = Vacancy
 > = position has been vacant more than 12 mos.
 < = position has been vacant less than 12 mos.

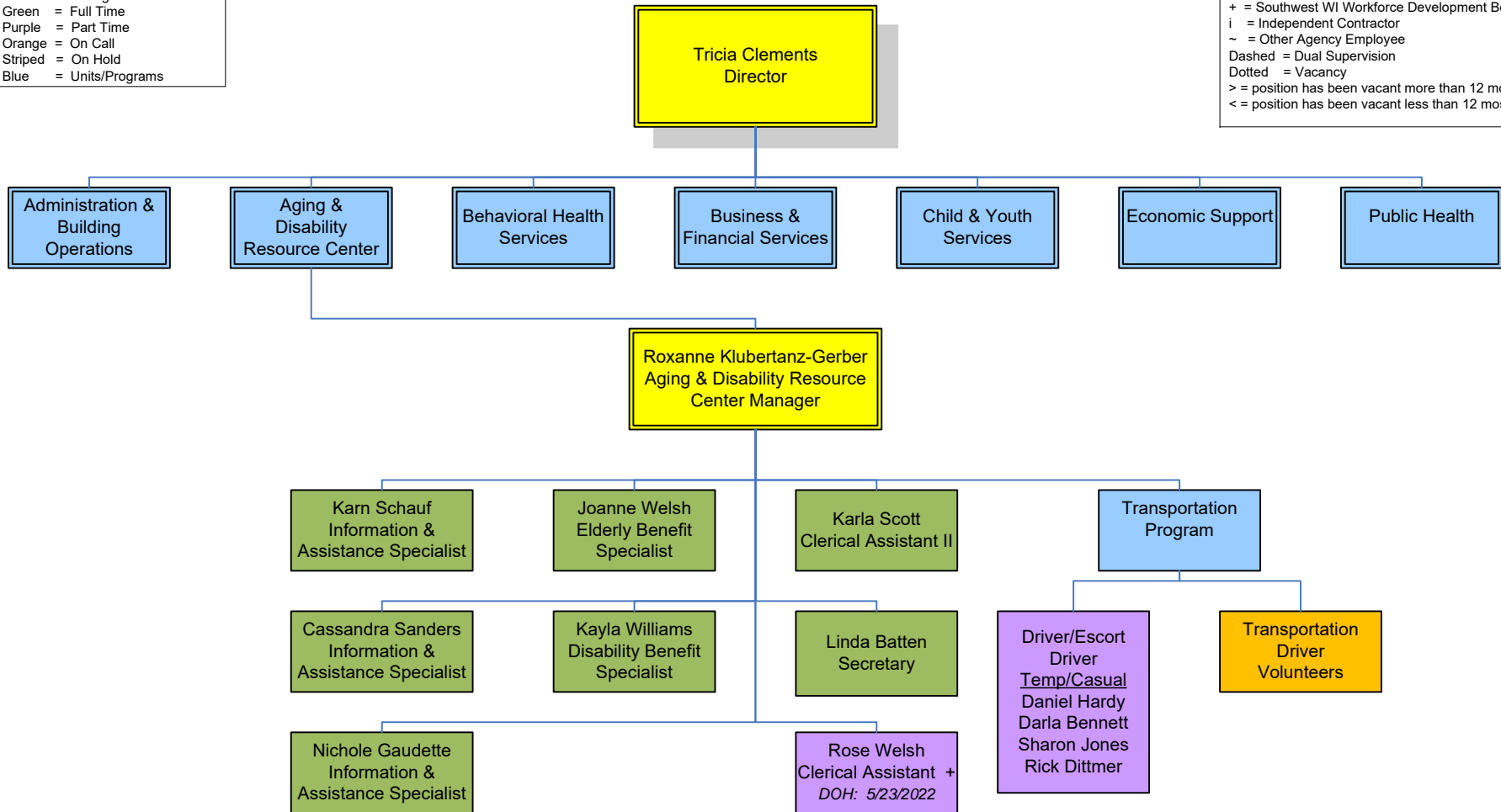


RICHLAND COUNTY HEALTH & HUMAN SERVICES

AGING & DISABILITY RESOURCE CENTER ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Orange = On Call
 Striped = On Hold
 Blue = Units/Programs

+ = Southwest WI Workforce Development Board
 i = Independent Contractor
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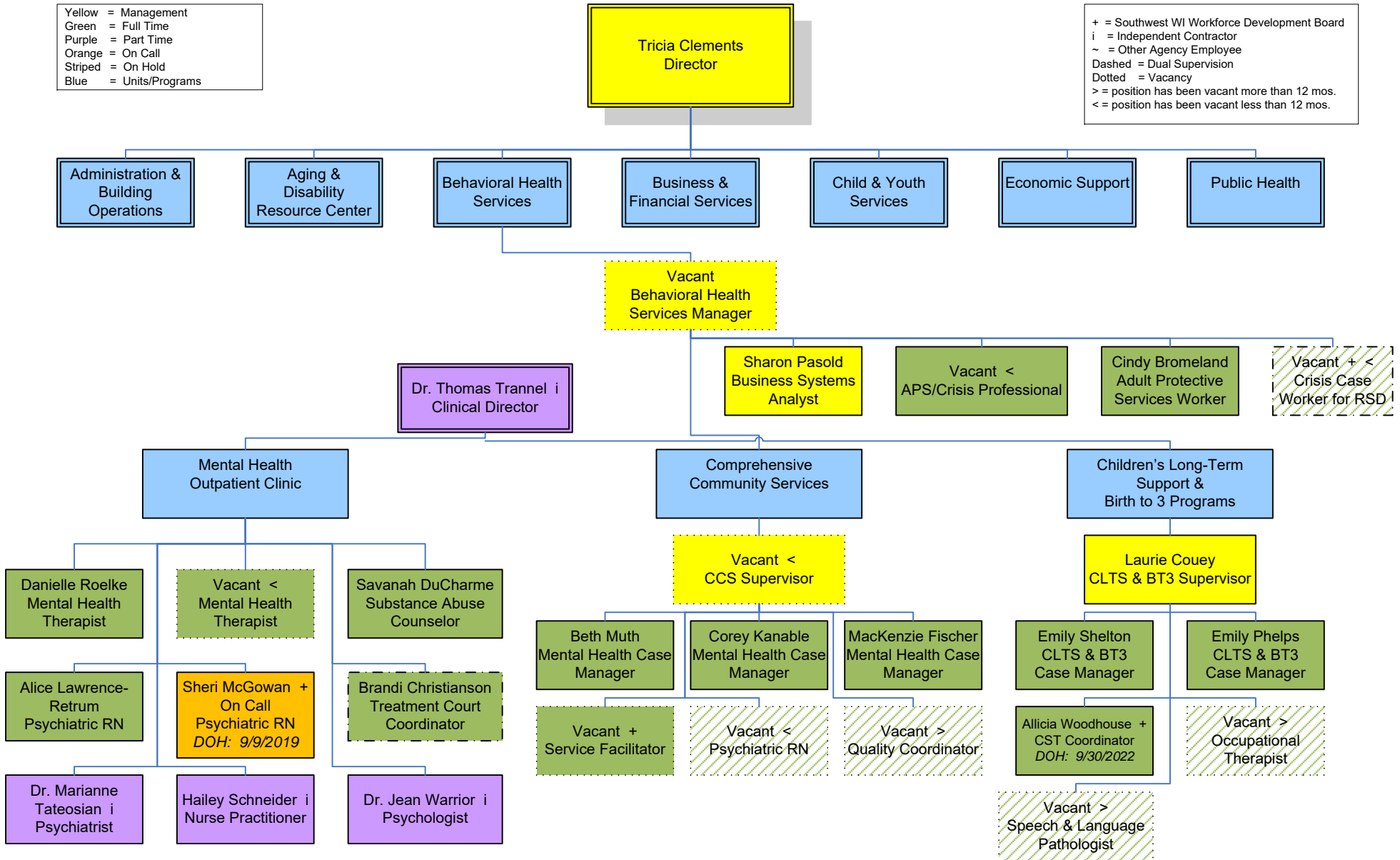


RICHLAND COUNTY HEALTH & HUMAN SERVICES

BEHAVIORAL HEALTH SERVICES ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Orange = On Call
 Striped = On Hold
 Blue = Units/Programs

+ = Southwest WI Workforce Development Board
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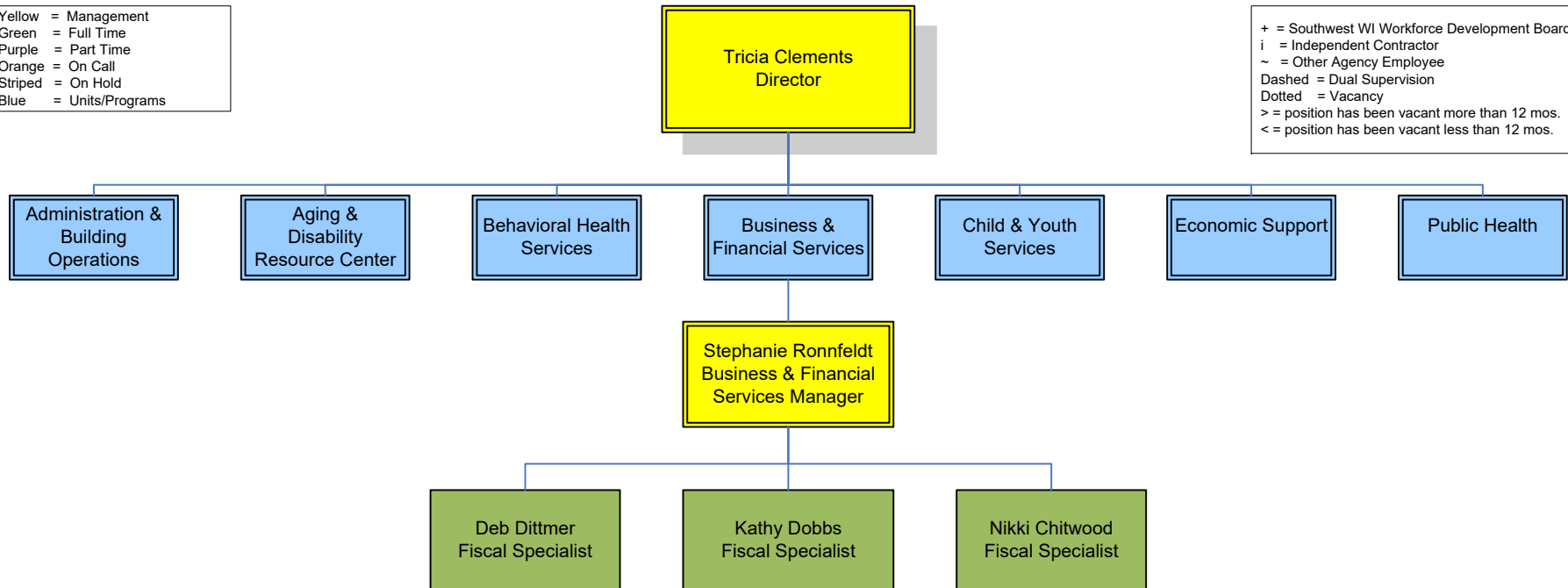


RICHLAND COUNTY HEALTH & HUMAN SERVICES

BUSINESS & FINANCIAL SERVICES ORGANIZATIONAL STRUCTURE

Yellow = Management
Green = Full Time
Purple = Part Time
Orange = On Call
Striped = On Hold
Blue = Units/Programs

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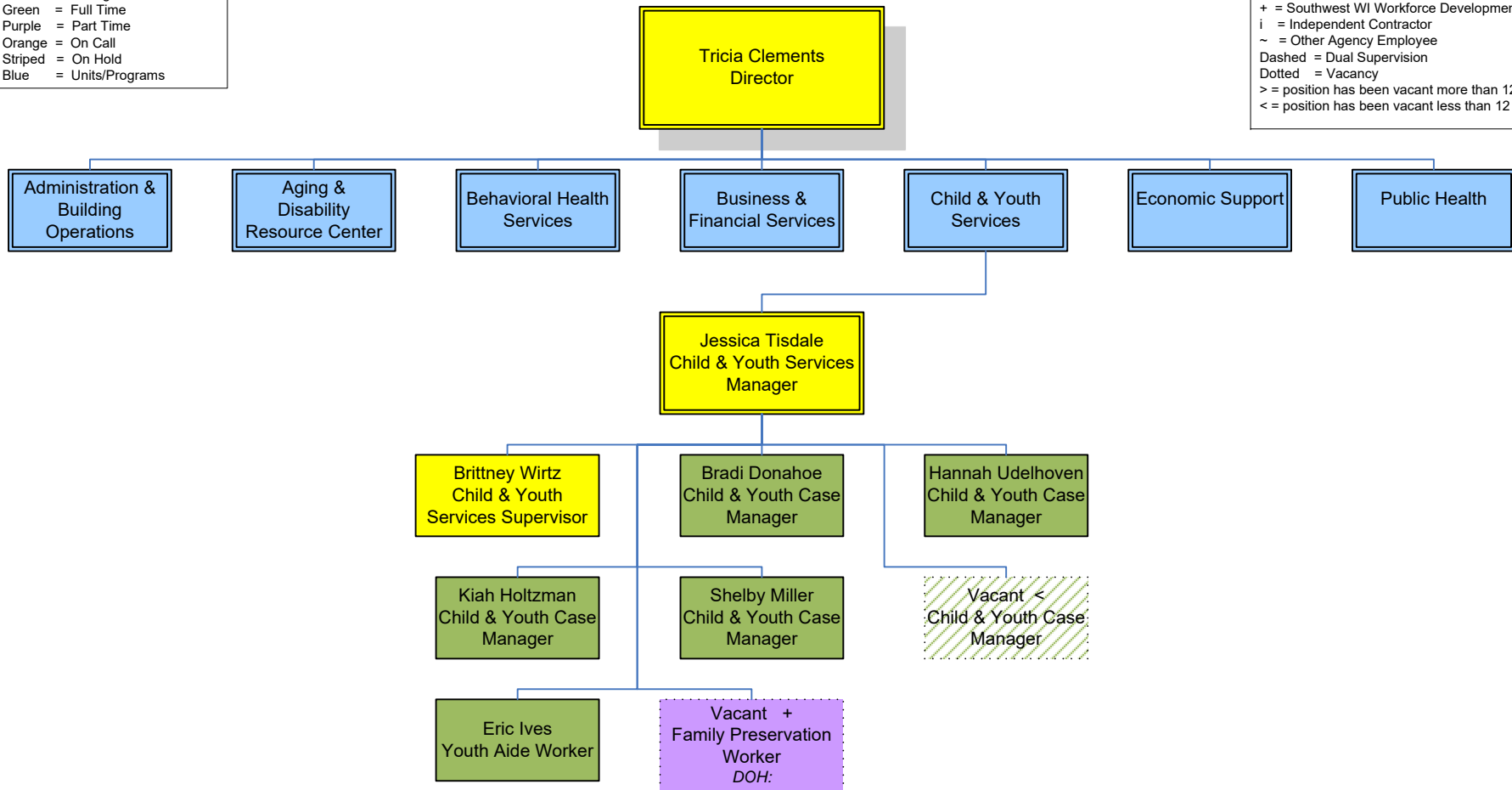


RICHLAND COUNTY HEALTH & HUMAN SERVICES

CHILD & YOUTH SERVICES ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Orange = On Call
 Striped = On Hold
 Blue = Units/Programs

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 i = Independent Contractor
 ~ = Other Agency Employee
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 Dotted = Vacancy
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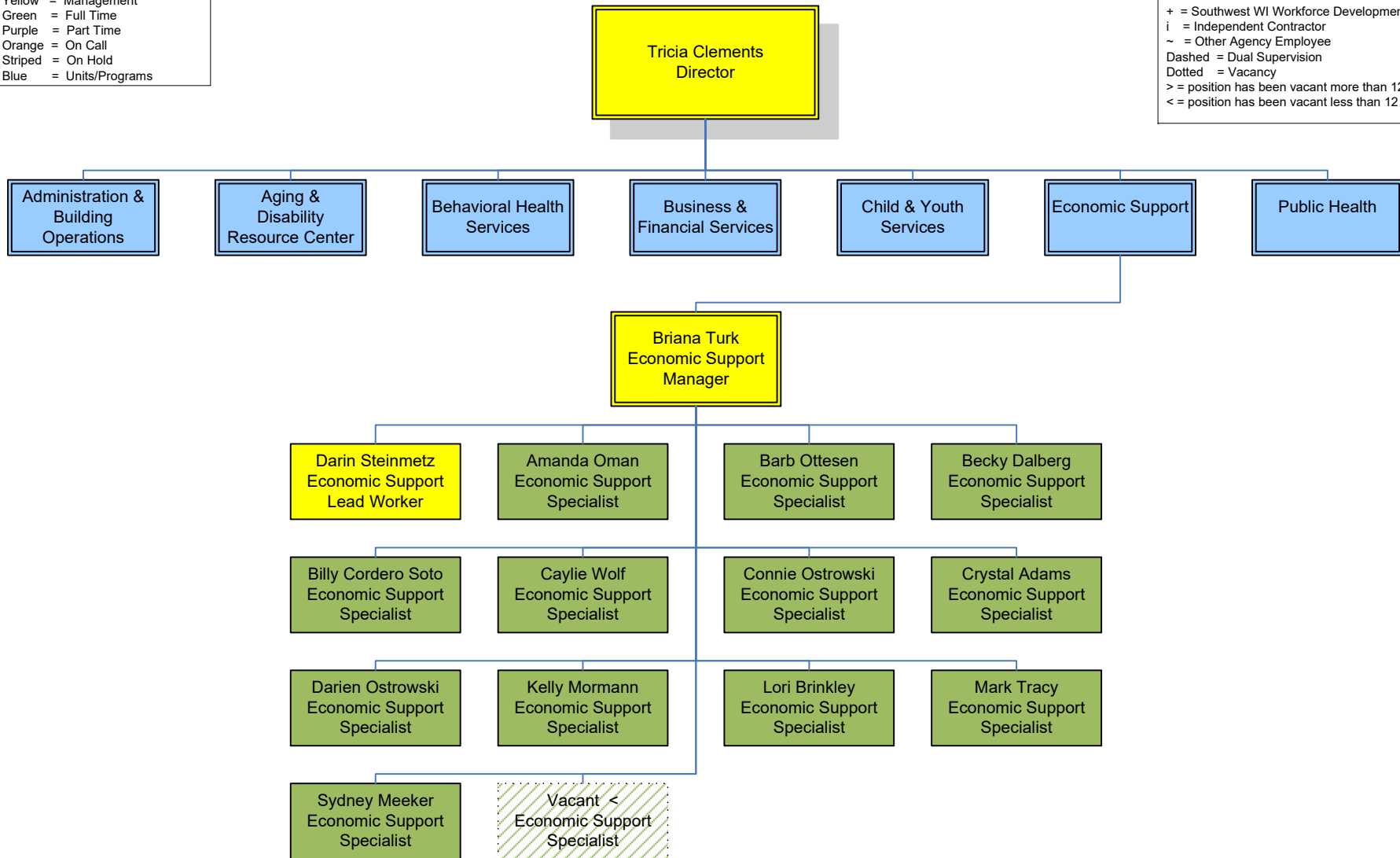


RICHLAND COUNTY HEALTH & HUMAN SERVICES

ECONOMIC SUPPORT ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Orange = On Call
 Striped = On Hold
 Blue = Units/Programs

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RICHLAND COUNTY HEALTH & HUMAN SERVICES

PUBLIC HEALTH ORGANIZATIONAL STRUCTURE

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Orange = On Call
 Striped = On Hold
 Blue = Units/Programs

+ = Southwest WI Workforce Development Board
 i = Independent Contractor
 ~ = Other Agency Employee
 Dashed = Dual Supervision
 Dotted = Vacancy
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