

# Richland County

HHS & Veterans Standing Committee

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April 11, 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, April 13, 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](mailto: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](mailto:ingrid.glasbrenner@co.richland.wi.us) (email).

### Amended 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. Molly Bohn, Field Representative for Congressman Derrick Van Orden
8. Review Trends Observed from Previously Conducted Employee Surveys
9. Discuss Possible Recommendations to the Finance and Personnel Standing Committee Regarding Staff Compensation

### **VETERANS SERVICE OFFICE**

#### Consent Items:

10. 2023 VSO Budget Summary

#### Administrative Report:

11. Veterans Services Officer, Karen Knock
12. Discuss Options for Utilization of \$14,000 of Tax Levy from the Veterans Services Office

### **HEALTH & HUMAN SERVICES**

#### Consent Items:

13. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000)
- \* 14. 2023 HHS Budget Summary & Richland County Placement Report
- \* 15. 2023 HHS Contract Monitoring Report

#### Action Items:

16. Approve HHS Contracts, Agreements, and Amendments
17. Approve Discretionary Use of Department Budget Surplus for Employee Recognition & Retention
18. Approve Request for Proposals for the Provision of Meals for the Senior Nutrition Program
19. Approve Behavioral Health Manager Position Reclassification
20. Approve New Coordinated Services Team (CST) Coordinating Committee Member

#### Administrative Report:

21. Unwinding of Temporary Medicaid Policies
22. Director, Tricia Clements

#### Closing:

23. Future agenda items
24. Adjournment

\* *Items modified 4/11/2023*

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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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**March 9, 2023**

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

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

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

Not Present: Danielle Rudersdorf

## Agenda:

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

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

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

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

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

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

### Veterans Service Office

#### Consent Items:

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

#### Administrative Report:

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

### Health & Human Services

#### Consent Items

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

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

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

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

#### Action Items:

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

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

#### Administrative Report:

- 17. Director, Tricia Clements:** Tricia Clements provided highlights and program updates for each unit of the agency including staffing updates, trainings, events, and updates on new and ongoing initiatives.

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

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

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

## Personnel:

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

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

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

## Closing:

### **22. Future Agenda Items:**

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

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

Respectfully Submitted,  
Meghan Rohn  
Confidential Administrative Secretary

## ***In considering Richland County's planned 7% wage increase for 2022, I am feeling ...***

- *Happy, satisfied, relieved, etc.*
- *Not affected*
- *Longtime coming. Doesn't really do much when insurance premiums go up as well. Should be more & based on performance*
- *Grateful*
- *Grateful, but would have preferred a lower deductible for insurance*
- *Happy that they are trying to bridge the gap between our county and others around us*
- *It's a start*
- *Better about staying in my position*
- *It is long overdue*
- *Glad wages are finally being addressed*
- *Happy although it is still not enough*
- *Again, that a lot of those who have control don't understand the work we do, the stress it brings, and the sacrifices we make and therefore don't represent us fairly when talking pay / budgets.*
- *Like this should've happened years ago. People at fast food places make almost just as much starting wage.*
- *Neutral*
- *Good, I think all employees need an increase. It's not much, but it's better than nothing.*
- *Hopeful, it would be needed and appreciated. Could boost morale and retention.*
- *Optimistic. Cautiously optimistic. Except for the 16% premium increase.*
- *Like we are not valued by the County Board*
- *Hopeful*
- *Thankful for hopefully passing something well overdue!!*
- *Okay until insurance goes up – then not much of an increase*
- *Hopeful to get a raise, more income always appreciated.*
- *Hopeful for all employees*
- *It is a step in the right direction, more is needed however to make up for what has not been done.*
- *Finally*
- *Positive*
- *Positive we are and will continue to go the right direction*
- *Hopeful*

## ***In considering next year's health insurance plan, my main priority is...***

- *n/a*
- *N/A – I do not have county health insurance*
- *With such a high deductible to try not to use it! I would rather pay a higher premium than a high deductible. Also might be nice to have the county/HRA pay first like it used to*
- *The health of my family*  
*The deductible and my \$ output*
- *To never have to use the insurance... go broke paying the premiums and deductible*
- *Affordability*
- *Concern about health insurance increases*
- *Deductible and cost*
- *Having a lower deductible plan with little premium*
- *Not applicable as I use my spouse's plan*
- *Neutral*
- *To continue to stay healthy*
- *Affordable coverage that covers the cost of visits/procedures.*
- *Keep it affordable*
- *To stay healthy and not have to use it*
- *Affordability, lower deductibles would be great.*
- *To hope to say healthy as the insurance plan is marginal at best. State Plan please!!*
- *Cost! The 16% premium increase is unacceptable, especially when combined with the deductible.*
- *Affordability*
- *The deductible is too high!*
- *Doesn't make a difference to me, staying with my spouse's plan as it's better*
- *I do not take the health insurance plan*
- *Cost*
- *Cost, care options*
- *The health insurance should be looked at and offer a better plan. How many board members would be satisfied with the current plan as is?*
- *Lower deductibles. Move back to the State Plan*



## **The top two reasons that cause me to remain working at Health and Human Services are...**

- *The people I work with. The work that is done at HHS.*
- *Insurance*
- *I do like what I do and I wouldn't want to lose my vacation after being with the county 6 years. Also the location to my home.*
- *Work environment and pay/benefits*
- *Insurance, coworkers*
- *I love my job in the ADRC and there are limited options*
- *Great team and meaningful work*
- *Enjoyment with consumer interactions and I feel like I am making a difference*
- *Enjoy job and co-worker in unit*
- *Location close to my home and not wanting to commute and longevity and retirement in the future*
- *The team of wonderful coworkers, great supervisors and the people served. These are very nice offices and equipment/supplies, etc. too*
- *I love what I do, I like a lot of people here, and my connections with other agencies makes my job what it is*
- *Flexibility and Insurance*
- *The experience and opportunities*
- *Flexibility with time allowing for family time and employees / co-workers*
- *Flexibility and good community of people*
- *I enjoy helping people*
- *Pension (WRS) and location*
- *The flexibility and my co-workers*
- *Advancement opportunities*
- *Flexibility and the challenge of the job itself*
- *It used to be for the work / life balance, but that has changed due to COVID*
- *Respect for leadership and co-workers in Public Health, the position is significant to the health of the community, and RCHHS leadership-healthy culture*
- *The flexibility!!! And state retirement.*
- *Supportive manager and director, most of the benefits*
- *Positive feedback, great co-workers*

## ***I would actively seek to leave Health and Human Services if...***

- *Nothing comes to mind*
- *If wages and healthcare costs / coverage don't improve*
- *If certain staff members left or if wages remained stagnant*
- *If there were better paying & better benefits in this area. Not a lot of other opportunities without a long drive.*
- *If I decide to retire*
- *If you raise healthcare premiums & deductibles or not increase pay to help offset these costs*
- *If health insurance becomes too expensive*
- *If I didn't feel valued or supported in my unit or if I didn't have flexibility in my work life*
- *If the salaries aren't increased and those who don't use health care aren't compensated for that*
- *If they made me get vaccinated and stopped getting pay increases*
- *If wages don't increase soon*
- *If vaccine is required and issues that have been addressed continue to be an issue regarding "leadership"*
- *If I decided not to work at all*
- *If a=Another job with State pension and in Richland Center with more money came open or won the lottery*
- *If the insurance issues are not resolved to make them more affordable*
- *If the wages don't increase and benefits don't improve*
- *If they dropped benefits; vacation and insurance to be exact*
- *If no health insurance*
- *I Plan to stay as long as Public Health needs my services*
- *I am actively seeking now for a better work/life balance*
- *If I have no reason to leave*
- *If I had a negative leader, I like the current leaders*
- *If professional growth opportunity became available and better wage/compensation/benefits*

## **In order to improve retention, Health and Human Services (or Richland County) should...**

- Can raises be based on performance rather than all or none? Then those who do consistent, quality work are less likely to leave
- ★ Value employees more. Listen to what they have to say especially regarding insurances. HHS should try to treat employees more fair than letting some get away with things.
- Consider pay in relation to surrounding counties
- ★ Not overwork people so much
- Better insurance, better pay, promote a welcoming and encouraging workplace that people actually want to come to.
- Increase wages
- Have regular cost of living wage increases
- Check wages for other counties and try to compete
- Improve vacation, wages, and insurance, make mandatory shadowing in each unit before starting training in own unit to feel part of the larger whole, right from the start (would take only 2 - 3 days at most); Do things to allow meeting new people in other units. I still don't know many people. If I happened to not be in my office with the door open when Angie walked them through, I didn't meet them, and still haven't
- Increased salaries, fill vacancies, use one case management program that tabulates billing, and provide specialized training to current staff to provide services that are gapped in this area such as EMDR
- Take concerns of employees to heart and work to address the issue or take care of it and of course consider the pay scales – we aren't in it to get rich, but we have to live too.
- Better health insurance – higher pay rate
- Get back to offering better health insurance!!!
- Consider better insurance coverage at more affordable cost. Also an increase in pay to remain competitive
- Solve the wage and insurance issues that is stripping us of very good workers to other counties.
- Increase wages. Go back to State Health Insurance
- It was hard to see that I could be making substantially more money working at the same position in my own county of residence.
- ★ Increase pay. Focus on employee workload and expectations. I don't see problems in my unit, but I hear things about other departments having too much to do or too many clients.
- Get some training in place for all units, clear expectations, and more money
- ★ Improve benefits, find ways to value those who have longevity, learn to value all employees (not just those with certain licensures or certifications)
- Be more competitive with pay and benefits
- Continue to improve benefits

## **My biggest suggestion for Health and Human Services is...**

- Give employees that do their work and job well credit. Deal with the employees that aren't doing their jobs. Because that causes more stress on the good employees until they can't handle it anymore and leave.
- More vacation time for the employees that have been with the county. They should change the years vacation is earned. Working on retention for new people, but what about employees that have stuck around.
- To remain diligent in regard to pay and benefits in regard to the current economy
- Be considerate of how stressed people are
- Increase wages for cost of living increase every year for all employees no matter how long they have been here.
- Treat all employees equally
- Increase salaries and invest in staff for specialized training (e.g. EMDR, brainspotting, art therapy, yoga) and fix the billing process
- Pay more
- Work to get and keep good supervisors / managers and continue to work to get employees wage increases
- Keep giving us reasons to come to work other than wages and perks. Focus on the good working atmosphere, good people, flexibility.
- Find a way to help keep good, loyal workers by paying them competitive wage and stop insurance gouging!
- Listen to your employees, not leadership
- Keep looking to increase wages to be more competitive with similar counties!!
- To keep people, better pay and health insurance.
- I don't know, we are at the mercy of the County Board anyway
- Align pay grades with other counties
- To listen, you learn a lot just by listening
- Unsure right now
- Keep being positive. Sunshine Committee is fantastic. Hard jobs here- people typically want to do good. Need compensation and opportunities for growth.
- Improve benefits, find ways to value those who have longevity, learn to value all employees (not just those with certain licensures or certifications)

## Additional Comments and Feedback:

- *I think the County Board has finally stopped seeing us as expenses and more like assets. But due to dealing with budget issues (kicking the can), they couldn't pay us what we are worth even if they wanted to. I feel we need more information on why it was decided to keep health insurance "as is" even though, in our personal lives we would never accept a 16% premium increase and would shop around. We deserve an explanation. With no explanation, rumors are all we have to go on. Is there a report somewhere that the health insurance committee did that we can look at?*
- *I like All Agency Meetings and the Sunshine Committee doing food. Sunshine Committee's efforts are appreciated.*
- *We need to physically do fire drills, tornado drills, active shooter drills. Everyone can read policy, but in the heat of the moment, we won't remember. I would like a police officer to shoot gun in hallway so we know what it sounds like. Different places within the building. We need to know what to listen for. He/she could even use blanks if they want.*
- *The workforce is changing where people are more interested in work/life balance and health. Having many vacancies is stressful for current employees. It causes more turnover. Think of ways to attract and keep employees, beyond a benefits package, such as intensive training in specialty and then requiring a year employment or payback upon leaving.*
- *Offer services that normally get contracted out due to low staff retention by hiring those with expertise at a higher salary (what they would make as a contractor). Or reduce services to the basics and contract everything else. The basics would be CYS, APS, ADRC, CCS (expand), IDP and Crisis. Then you'd have a training facility for young professionals seeking licensure and several supervisors, You'd also have to figure our transportation to contracted services.*
- *Use a program for billing. It should be automatically tied to a case note. Those who bill should be using their time to make revenue for the agency, not spending hours/days sorting, double checking, tabulating, and correcting work provided. It is too cumbersome to cross check Clockify, Kareo, personal calendar, case note, and then place on a form/spreadsheet and then double check it again. There is a lot of room for error and it is time consuming for several people and frustrating!*
- *Hire administrative support staff for sections. Many things that take time from those who make revenue for the agency could be done by support staff in order to allow for more billable hours.*
- *Reorganize Clinical (Behavioral Health Services), current structure is not working.*
- *More vacation time for the employees that have been with the county. They should change the years vacation is earned. Working on retention for new people but what about employees that have stuck around.*

- *The current atmosphere is toxic. Many conversations center around the lack of communication, the lack of caring for client needs, the poor leadership of each department, the high burn-out rate, the disorganization and micro-management. I often feel unprepared for situations I face. I feel some members of my unit get special treatment or rules get overlooked. Units do not share information well and do not work well together. Many co-workers appear to be working for their own goals. Ideas are pushed aside unless they came from Admin. Staff have given up fighting for wages and benefits because admin bows to their requests, or don't represent what staff want. Our jobs are noble but we feel like peasants. Please... get us more help, reduce the stress and workload!*

Disbursement History Report  
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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
28864	03/21/23	2593	CENTURYLINK COMMUNICATIO 03/01 632412479	0.08		632412479		D-032123-118 -	00027 WF52 10.5550.0000.5225	TELEPHONE
28931	03/22/23	1575	TECH COM, INC 03/20 597600	38.33		597600		D-032223-119 -	00009 WF52 10.5550.0000.5225	TELEPHONE

Disbursement History Report  
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CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM INVOICE PROJECT	PO#	SOURCE/JE/ID	LINE	ACCOUNT NAME & ACCOUNT
REPORT TOTALS:				38.41			F 9 BX M BANK FUND		

RECORDS PRINTED - 000002



Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 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	1,839.60	3,534.66	38,951.29	8
5112 SALARIES - PART-TIME	19,186.57	0.00	895.03	1,790.06	17,396.51	9
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	209.20	407.34	4,409.51	8
5152 RETIREMENT - COUNTY SHARE	4,281.65	0.00	125.09	240.35	4,041.30	5
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	0.67	0.67	6.19	9
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	38.41	114.53	545.47	17 -
5311 POSTAGE AND ENVELOPES	75.00	0.00	2.82	12.81	62.19	17 -
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	3,110.82	6,135.42	69,752.46	8
TOTAL: VETERAN SERVICE	75,887.88	0.00	3,110.82	6,135.42	69,752.46	8
TOTAL: GENERAL FUND	75,887.88	0.00	3,110.82	6,135.42	69,752.46	8

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 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 BILLS-NO LINE DETAIL	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

Richland County Veterans Service Office Monthly Numbers

2023	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE			
	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins		
1			24	7	31	5								
2	/	/	18	5	/	/								
3	31	5	12	8	22	8								
4	35	11												
5	23	3												
6	24	2	36	13	25	8								
7			22	5	26	13	/	/						
8			26	9	41	9								
9	28	9	23	11	22	6								
10	18	8	17	6	23	3								
11	24	12												
12	22	7												
13	/	/	27	5	33	7								
14			29	9	24	8								
15			32	8	27	11								
16	27	10	/	/	21	9								
17	36	14	12	6	26	4								
18	21	8												
19	16	5												
20	18	4	26	15	22	8								
21			37	16	36	9								
22			14	3	20	3								
23	32	15	17	5	22	3								
24	28	16	29	8	14	3								
25	14	2												
26	36	9												
27	13	5	28	14	20	8								
28			39	10	17	11								
29					21	6			/	/				
30	23	7			25	6							half	year
31	25	12			18	8							calls	visits
2023	494	164	468	163	536	156								
2022			416	81	423	118	324	85	400	129	392	112	2389	487
2021									478	149	608	98		



## 2023 Forms filed

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
21-22 Veterans Service Org. as Representative		6	3	3									
21-0966 Intent to File a Claim													
21-526ez Application for Disability Comp. and Related Benefits		6	7	7									
21-527ez Application for NSC Pension													
21-8940 Application for Individual Unemployability		2											
21-0845 Authorization to Disclose PII to a Third Party													
21-686C Application Request to Add/ Remove Dependents		2		2									
20-0996 Review Request: Higher Level Review			1										
20-0995 Review Request: Supplemental Claim		2	2	4									
21-2680 Housebound or Aid & Attendance													
21-0972 Alternate Signer Certification													
21-4138 Statement in Support of Claim		6	1	3									
10-10d Application for CHAMPVA		1	1										
10-10ez Application for VA Health Care		3	3	1									
10-10ezr Health Benefits Update Form													
21p-534ez DIC & Survivors Pension		3	1										
21p-530 Burial Benefits Application			1										
27-2008 Burial Flag Application		3	2										
40-1330 Application for Bronze Marker		1		1									
40-0247 Presidential Memorial Certificate Request													
STATE													
2500-123 State Park Pass		1	1										
3010 Drivers License Identifier		2	1	1									
4000 Application for a Wisconsin Veterans Home													
4002 Authorization for Disclosure of Health Information													
2096 CVSO Tax Abatement Verification Form		5	2										
2097 Certification for Property Tax Credit		5	2										
57 VSO Grant Packet													
other		14	17	14									
2023 TOTALS PER MONTH		62	45	36									
2022 TOTALS PER MONTH		40	35	29	22	25	27	26	38	36	56	34	36
2021 TOTALS PER MONTH					35	46	48	52	33	46	50	41	48

duly authorized and that the MOU is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS WHEREOF, DVA and Recipient have fully executed this MOU as of the date of DVA's signature below ("Effective Date").

**DEPARTMENT OF VETERANS AFFAIRS**

BY: [Signature]  
NAME: James Bond  
TITLE: ~~Deputy~~ Secretary  
DATE: 2/16/2020

Recipient  
BY: [Signature]  
NAME: Karen Knock  
TITLE: Richland Co. Veterans Service Officer  
DATE: 01/04/2023

**GENERAL TERMS**

**ARTICLE 1. ALLOCATION AMOUNT AND PERMISSIBLE USES OF FUNDS**

The amount of ARPA funds allocated to Recipient pursuant to this MOU are set forth in Schedule B. DVA's contribution to the total cost of Recipient's performance of its duties under this MOU shall not exceed the amount enumerated in Schedule B for the CVSO/TVSO who is the Recipient executing this MOU. Additionally, DVA shall not reimburse Recipient for any costs that are not eligible for reimbursement under ARPA or rules, regulations, or guidance promulgated to implement ARPA.

**ARTICLE 2. RESTRICTION ON USE OF FUNDS**

If the ARPA funds provided pursuant to this MOU are provided to a CVSO, those funds provided to Recipient as the CVSO receiving those ARPA Funds shall solely be used for the improvement of service to former military personnel of the county through the CVSO and consistent with requirements pertaining to use of ARPA Funds and applicable Wisconsin and federal laws. This shall include, but not be limited to, increased marketing and outreach to enhance awareness of the CVSO by former military personnel of the county. A county may not allocate any portion of the ARPA funds provided through this MOU for use by another county department nor may the county reduce funding to its CVSO based upon receipt of the grant authorized by this MOU.

If the ARPA funds provided pursuant to this MOU are provided to a TVSO, those funds provided to Recipient as the TVSO receiving those ARPA Funds shall solely be used for the improvement of service to former military personnel of the tribe through the TVSO and consistent with requirements pertaining to use of ARPA Funds and applicable laws. This shall include, but not be limited to, increased marketing and outreach to enhance awareness of the TVSO office by former military personnel of the tribe. A tribe may not allocate any portion of the ARPA funds provided through this MOU for use by another tribal department nor may the tribe reduce funding to its TVSO based upon receipt of the grant authorized by this MOU.

**ARTICLE 3. REPORTING, RETENTION OF RECORDS AND COMPLIANCE WITH WISCONSIN'S OPEN RECORDS LAW**

Recipient shall provide DVA with a federal benefits service delivery report and budget expenditure report on forms established by the DVA. The federal benefits service delivery report and budget expenditure report are due to DVA on January 31, 2024 and January 31, 2025.

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
VOUCHERS – APRIL 13, 2023**

Unit	Number of Vouchers	Amount
Richland County Health and Human Services <b>2023</b> Expense Reports	13	\$7,462.38
Richland County Health and Human Services <b>2023</b> Admin Vouchers	21	\$7,352.24
Richland County Health and Human Services <b>2023</b> Prepaid Vouchers	15	\$18,288.47
<b>TOTAL</b>	<b>49</b>	<b>\$33,103.09</b>

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-04132023-182	1	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		99.56	
				006129 ANDERSON/KATHY ANN			
				006129 VENDOR TOTAL		99.56	
D-04132023-182	2	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		1,075.51	
				001059 BRENNUM/RUTH			
				001059 VENDOR TOTAL		1,075.51	
D-04132023-182	3	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		397.59	
				004163 DREA/WILLIAM			
				004163 VENDOR TOTAL		397.59	
D-04132023-182	4	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		63.54	
				002688 FLICK/PAMELA H			
				002688 VENDOR TOTAL		63.54	
D-04132023-182	5	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		208.95	
				004628 GIESEKE/VIRGINIA			
				004628 VENDOR TOTAL		208.95	
D-04132023-182	6	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		253.49	
				004599 HILL/JANICE			
				004599 VENDOR TOTAL		253.49	
D-04132023-182	7	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		767.01	
				001038 JONES/SHARON			
				001038 VENDOR TOTAL		767.01	
D-04132023-182	8	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		430.99	
				004448 MALY/KATHY			
				004448 VENDOR TOTAL		430.99	
D-04132023-182	9	WF52	63.5563.0000.5339	MILEAGE			
				HHS MARCH MILEAGE		801.72	
				004546 MCCARTHY/DONALD			
D-04132023-182	10	WF52	63.5563.0000.5335	MEALS			
				HHS MARCH MEALS		5.65	
				004546 MCCARTHY/DONALD			
				004546 VENDOR TOTAL		807.37	

MILEAGE EXPENSE



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-04132023-182	11	WF52	63.5563.0000.5339		MILEAGE			
					HHS MARCH MILEAGE		575.09	
				004449	MCKITTRICK/SANDRA			
D-04132023-182	12	WF52	63.5563.0000.5335		MEALS			
					HHS MARCH MEALS		13.28	
				004449	MCKITTRICK/SANDRA			
					004449 VENDOR TOTAL		588.37	
D-04132023-182	13	WF52	63.5563.0000.5339		MILEAGE			
					HHS MARCH MILEAGE		672.03	
				006110	MORAN/PAMELA			
					006110 VENDOR TOTAL		672.03	
D-04132023-182	15	WF52	63.5563.0000.5339		MILEAGE			
					HHS MARCH MILEAGE		858.05	
				001973	PRICE/SUSAN			
D-04132023-182	16	WF52	63.5563.0000.5335		MEALS			
					HHS MARCH MEALS		37.99	
				001973	PRICE/SUSAN			
					001973 VENDOR TOTAL		896.04	
D-04132023-182	17	WF52	63.5563.0000.5339		MILEAGE			
					HHS MARCH MILEAGE		1,201.93	
				002000	RICHTER/ARNOLD JOSEPH			
					002000 VENDOR TOTAL		1,201.93	
					WF52 BANK TOTAL		7,462.38	

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-04132023-180	30	WF52 56.5511.1111.5532	METER RENTAL/EQUIP LEASING			
100389			HHS 4/6 INV		387.50	
			001480 ADVANCED BUSINESS SYSTEM			
			001480 VENDOR TOTAL		387.50	
D-04132023-180	1	WF52 59.5581.0000.5532	RENT			
APRIL			HHS ROCKBRIDGE MEAL SITE		400.00	
			006091 BETHLEHEM LUTHERAN CHURC			
			006091 VENDOR TOTAL		400.00	
D-04132023-180	2	WF52 56.5511.1111.5302	SNOW PLOWING			
MARCH			HHS 3/31 INV		1,204.00	
		N 01	005025 BINDL SNOWPLOWING & SALT			
			005025 VENDOR TOTAL		1,204.00	
D-04132023-180	7	WF52 56.5520.0000.5999	BILLS-NO-LINE DETAIL			
HC58955			HHS CUST #5296901 3/1		27.33	
			001390 CDW GOVERNMENT INC			
D-04132023-180	29	WF52 56.5503.0000.5315	COMPUTER SUPPLIES			
HM54589			HHS CUST #12083465 3/21		10.37	
			001390 CDW GOVERNMENT INC			
D-04132023-180	27	WF52 56.5472.0000.5999	BILLS - NO LINE DETAIL			
HN48332			HHS CUST #5296901 3/22		69.61	
			001390 CDW GOVERNMENT INC			
			001390 VENDOR TOTAL		107.31	
D-04132023-180	3	WF52 59.5588.0000.5532	RENT			
APRIL			HHS RC MEAL SITE		300.00	
			000152 CITY OF RICHLAND CENTER			
D-04132023-180	5	WF52 59.5588.0000.5532	RENT			
FEBRUARY			HHS RC MEAL SITE		25.00	
			000152 CITY OF RICHLAND CENTER			
D-04132023-180	6	WF52 59.5588.0000.5532	RENT			
JANUARY			HHS RC MEAL SITE		25.00	
			000152 CITY OF RICHLAND CENTER			
D-04132023-180	4	WF52 59.5588.0000.5532	RENT			
MARCH			HHS RC MEAL SITE		25.00	
			000152 CITY OF RICHLAND CENTER			
			000152 VENDOR TOTAL		375.00	
D-04132023-180	28	WF52 63.5563.5310.5352	VAN REPAIRS & MAINTENANCE			
300065			HHS CUST #7942372 4/3		245.76	
			002413 FILLBACK FORD CHRYSLER			
			002413 VENDOR TOTAL		245.76	

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-04132023-180	9	WF52	56.5511.1111.5313		PHOTOCOPIES			
	IN14123150				HHS CUST #10RC04 3/20		376.18	
				000601	GFC LEASING-WI			
D-04132023-180	8	WF52	56.5511.1111.5313		PHOTOCOPIES			
	I00809694				HHS CUST #390899 3/21		732.32	
				000601	GFC LEASING-WI			
					000601 VENDOR TOTAL		1,108.50	
D-04132023-180	10	WF52	56.5503.0000.5999		BILLS - NO LINE DETAIL			
	10949558				HHS ACCT #9020531051 FEB		368.15	
				001640	LANGUAGE LINE SERVICES,			
D-04132023-180	11	WF52	56.5511.0000.5999		BILLS - NO LINE DETAIL			
	10949558				HHS ACCT #9020531051 FEB		68.81	
				001640	LANGUAGE LINE SERVICES,			
D-04132023-180	12	WF52	56.5401.0000.5999		BILLS-NO-LINE DETAIL			
	10949558				HHS ACCT #9020531051 FEB		165.10	
				001640	LANGUAGE LINE SERVICES,			
D-04132023-180	13	WF52	10.5211.0000.5216		INTERPRETER FEES			
	10949558				HHS ACCT #9020531051 FEB		169.35	
				001640	LANGUAGE LINE SERVICES,			
					001640 VENDOR TOTAL		771.41	
D-04132023-180	23	WF52	56.5511.1111.5297		REFUSE COLLECTION			
	3524310				HHS ACCT #409700 3/31		197.68	
				001295	PELLITTERI WASTE SYSTEMS			
					001295 VENDOR TOTAL		197.68	
D-04132023-180	14	WF52	56.5511.1111.5319		OFFICE SUPPLIES			
	31434692				HHS ACCT #2771316 3/17		131.89	
				000577	QUILL CORPORATION			
					000577 VENDOR TOTAL		131.89	
D-04132023-180	15	WF52	63.5563.5310.5352		VAN REPAIRS & MAINTENANCE			
	500035892				HHS 3/29 INV		336.83	
				002120	RC TRUCK & AUTO INC			
					002120 VENDOR TOTAL		336.83	
D-04132023-180	16	WF52	56.5401.0000.5326		ADVERTISING			
	382022				HHS ADV #2071 2/28		91.60	
				000669	RICHLAND OBSERVER/THE			
D-04132023-180	17	WF52	56.5472.0000.5999		BILLS - NO LINE DETAIL			
	382023				HHS ADV #2071 2/28		224.00	
				000669	RICHLAND OBSERVER/THE			
					000669 VENDOR TOTAL		315.60	

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Disbursement Edit Listing

GL30

DATA-JE-ID... TRAN-DATE. INVOICE... F/P CLAIM.. P.O.#.	LINE#	BANK	FUND.& FORMULA.....	ACCOUNT.....	DESCRIPTION..... TRANSACTION DESCRIPTION. NAME..... ALTER NAME.....	CHECK PAYM	AMOUNT	ERRORS AND
D-04132023-180 APRIL	19	WF52	59.5583.0000.5970		CONTRACT SERVICES HHS CAZENOVIA MEAL SITE ST ANTHONYS SCHOOL 000751 VENDOR TOTAL		350.00 350.00	
D-04132023-180 182010383	18	WF52	56.5511.1111.5356		JANITORIAL HHS CUST #RICHLANDCE SUMMIT FIRE PROTECTION C 009037 VENDOR TOTAL		125.00 125.00	
D-04132023-180	26	WF52	56.5511.1111.5297		REFUSE COLLECTION HHS ACCT #1012 4/1 TOWN & COUNTRY SANITATIO 004598 VENDOR TOTAL		277.43 277.43	
D-04132023-180 484959	24	WF52	56.5511.1111.5360		MAINT & CLEANING SUPPLIES HHS ACCT #100526 3/13 WALSHS ACE HARDWARE 000902 VENDOR TOTAL		159.34 159.34	
D-04132023-180 3000500887	21	WF52	56.5477.0000.5214		COMPUTER PROGRAM CHANGES HHS ACCT #73467 3/10 WAYSTAR, INC 002815 VENDOR TOTAL		155.97 155.97	
D-04132023-180 ANNUAL	31	WF52	56.5501.0000.5334		REGISTRATION HHS WHSFMA CONF REG WHSFMA CONFERENCE .31492 VENDOR TOTAL		225.00 225.00	
D-04132023-180 2023	22	WF52	59.5580.0000.5157		TRAINING HHS SPRING CONF REG WI ASSOCIATION OF NUTRIT 006157 VENDOR TOTAL		75.00 75.00	
D-04132023-180 EMERG RESPONSE	20	WF52	56.5530.0000.5335		MEALS HHS MEAL REIMBURSEMENT WIRTZ/BRITTNEY .31491 VENDOR TOTAL		10.33 10.33	
D-04132023-180 4/5 BILL	25	WF52	56.5511.1111.5226		HEAT HHS #0701008505-00001 WISCONSIN ELECTRIC POWER 000975 VENDOR TOTAL WF52 BANK TOTAL		392.69 392.69 7,352.24	

**APRIL PREVIOUSLY PAID VOUCHERS**

	Check #	Date	Vendor Name	Description	Account #	Amount
1	28707	3/10/2023	US Bank National Association #6167	County Clerk Pays		\$ 7,382.71
2	28668	3/9/2023	Passages Inc 2022 #1105	July-Dec 2022	56.5545.0000.5719	\$ 1,300.00
3	28669	3/9/2023	Waystar Inc #2815	Acct #73467	56.5477.0000.5214	\$ 30.97
4	28670	3/9/2023	WI Assn of Benefit Specislists #4095	Training	56.5404.0000.5157	\$ 125.00
5	28855	3/21/2023	Goculy, LLC #6240	TCP Incentive	56.5408.0000.5999	\$ 40.00
6	28856	3/21/2023	Impact Community Planning Group LLC #6243	2023	93.5306.5401.5970	\$ 4,500.00
7	28857	3/21/2023	Premier Cooperative #2414	Acct #4672501	63.5563.5310.5351	\$ 367.62
				Acct #4675320	59.5588.0000.5351	\$ 165.97
8	28858	3/21/2023	Richland Center Utilities #650	Acct #080460001	56.5511.1111.5222	\$ 2,015.11
9	28859	3/21/2023	Subway #28859	TCP Incentive	56.5408.0000.5999	\$ 40.00
10	28861	3/21/2023	Viking Village Inc #6132	Cust #153880	59.5583.0000.5322	\$ 591.92
11	28862	3/21/2023	Wisconsin Electric Power/WE Energies #975	Acct #0701008505-00001	56.5511.1111.5226	\$ 547.38
12	ETF	3/22/2023	Cardmember Service	Whitepages	56.5532.0000.5999	\$ 119.99
13	28943	3/23/2023	Running Inc #4273	TCP Incentive	56.5408.0000.5999	\$ 70.00
14	28960	3/28/2023	Tech Com Inc./Genuine Telecom #1657	Acct #581900	56.5511.1111.5225	\$ 669.99
				Acct #33500	59.5588.0000.5225	\$ 39.10
15	29036	4/4/2023	Capital One - Walmart #2005	#607399	63.5566.0000.5999	\$ 98.72
					56.5531.0000.5992	\$ 183.99
<b>TOTAL</b>						<b>\$ 18,288.47</b>

**PREVIOUSLY PAID**

**3/6/23 STATEMENT DATE - 2/07/23-3/06/23 CHARGES**

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

**Paid by County Clerk Office on 3/10/2023 Check #28707**

	Vendor Name	Description	Account #	Amount
1	1/31 UW Green Bay		56.5481.0000.5175	\$ (65.00)
2	2/6 Amazon	CLTS	56.5546.0551.5992	\$ 26.99
3	2/8 Clockify		56.5511.0000.5214	\$ 88.68
4	2/10 Kareo Tebra Technologies		56.5520.0000.5999	\$ 155.60
			56.5472.0000.5214	\$ 704.00
			56.5477.0000.5214	\$ 603.25
			56.5481.0000.5999	\$ 302.24
5	2/10 Kareo Tebra Technologies		56.5478.0000.5999	\$ 86.00
6	2/15 Amazon		56.5511.1111.5319	\$ 28.95
7	2/16 WI Dept of Justice		59.5580.0000.5999	\$ 10.00
8	2/16 UW Green Bay		56.5481.0000.5157	\$ 105.00
9	2/17 UW Green Bay		56.5501.0000.5334	\$ (65.00)
10	2/21 Amazon		63.5563.5310.5999	\$ 179.94
11	2/22 Amazon		56.5405.0000.5999	\$ 17.99
12	2/24 SP Fearfully and Won	CLTS	56.5546.0551.5992	\$ 182.76
13	2/28 UW Green Bay		56.5472.0000.5325	\$ (65.00)
14	2/27 Logtag North America		56.5519.0000.5999	\$ 100.00
15	3/1 Amazon		56.5401.0000.5999	\$ 72.47
16	3/1 Main Street Hobby		56.5530.0000.5742	\$ 20.00
17	3/1 The Webstaurant		59.5583.0000.5319	\$ 394.02
18	3/1 Workplace		56.5511.0000.5214	\$ 284.00
19	3/1 Billy Footwear	CLTS	56.5546.0553.5992	\$ 60.95
20	3/1 Amazon	CLTS	56.5546.0551.5992	\$ 21.00
21	3/1 Amazon		56.5405.0000.5999	\$ 38.89
22	3/1 Amazon		56.5405.0000.5999	\$ 19.98
23	3/1 WI Dept of Justice		56.5405.0000.5999	\$ 10.00
24	3/3 WATCP Registration	TCP	56.5408.0000.5157	\$ 3,150.00
25	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
26	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
27	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
28	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
29	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
30	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
31	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
32	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
33	3/2 Kalahari	TCP	56.5408.0000.5336	\$ 90.00
			<b>TOTAL</b>	<b>\$ 7,382.71</b>

## 2023 Health and Human Services Budget

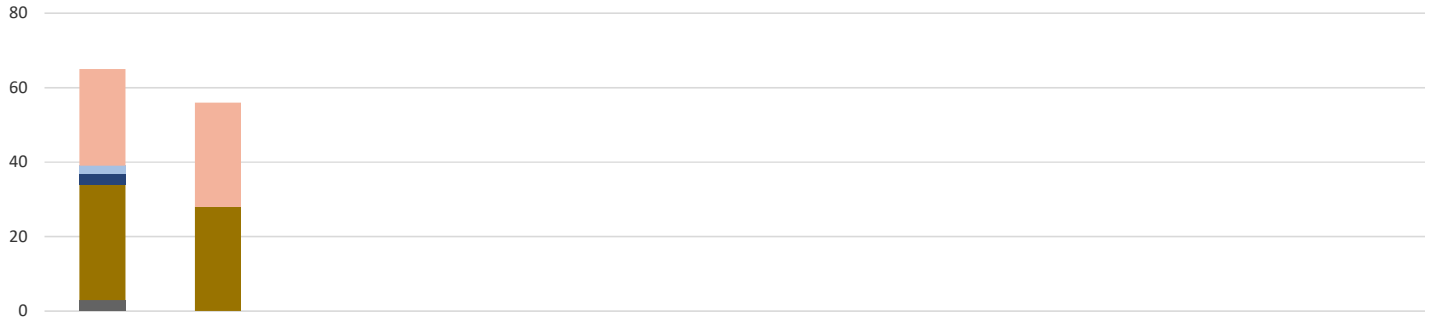
Expenses	4/3/2023	Current Month = 25%						
Program	Total	2023 Budget	Actual	% Utilized	Core Budget Balance (Through March (1st Report))		Placement Funds (Thru February) Funds 44/54	
Administrative Services	1,055,348				Revenues (with Tax Levy) 1,515,845		Budget for all Placements 1,385,000	
Staff		763,757	151,740	19.9%	Anticipated Revenue 939,423		Budget 1,385,000	
Building & Operating Costs		291,591	108,391	37.2%	Received Revenue 337,401		- All Placement Expenses -366,846	
Public Health	335,192						Fund 54/44 balance 1,018,154	
Public Health		335,192	74,028	22.1%	Minus Expenses -1,544,059			
Aging & Disability Resource Center	1,042,575				Anticipated Expenses 0		Adult (Fund 54)	
Elderly Services		365,273	110,217	30.2%	Actual Expenses -1,544,059		Budget 705,000	
Nutrition		256,053	53,396	20.9%			- Expenses in Fund 56* -36,932	
Resource Center		421,249	96,721	23.0%	Equals Budget Balance -28,214		- Expenses -184,688	
Economic Support Unit	971,094				MH Institute Charges Through February 94,301*		Fund 54 balance 483,380	
ES Programs		971,094	197,751	20.4%	Anticipated MH Institute Charges (March) 45,500**			
Child & Youth Services	829,130				MHI Charges To Date 139,801		Children (Fund 44)	
Children & Youth Programs		745,247	138,243	18.5%			Budget 680,000	
CPS Contractual Services		83,883	11,228	13.4%	Chargeback		- Expenses in Fund 56* -6,628	
Behavioral Health	4,492,510				Budget Balance Prior to Chargeback -28,214		- Expenses -138,598	
MH Outpatient / Crisis Services		778,818	130,279	16.7%	Chargeback for MH Institute Thru February (that have not occurred) 43,560		Fund 44 balance 534,774	
AODA Outpatient		215,092	25,269	11.7%	New Core Budget Balance after Chargeback 15,346***			
CCS		2,873,893	341,698	11.9%				
Adult Protective Services		93,881	14,142	15.1%	Fund 34 Projected Year End Balance for Carryover 0			
Treatment Court		157,614	27,699	17.6%	Fund 63 Projected Year End Balance 0****			
Birth to Three Program		195,933	35,120	17.9%	*MH Institute charges go to Fund 56 as reduction in revenue			
Children with Disabilities		177,280	28,136	15.9%	**MHI anticipated charges do not include any expected insurance reimbursements			
<b>HHS Board Approved Budget</b>	<b>8,725,849</b>	<b>8,725,849</b>	<b>1,544,059</b>	<b>18%</b>	***Balance rolls to General Fund			
					****Unused balance goes to Fund 18 for reinvestment in transportation program			

**RICHLAND COUNTY**  
**2022 ADULT PLACEMENTS**  
*Fund 54*

**ADULT INSTITUTIONAL AND INPATIENT PLACEMENTS**

*Includes Mental Health Institutes, Trempealeau County Health Care, private inpatient hospitals, detox facilities, and crisis stabilization facilities*

*Cost Range: \$365 to \$1,448 per day*



<b>INSTITUTIONAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	37	28										
<i># of Individuals</i>	3	1										
<i>Cost of Stay</i>	\$50,741	\$36,932										
<i>Reimbursements</i>	\$0	\$0										
<b>County Expense</b>	<b>\$50,741</b>	<b>\$36,932</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>CRISIS STABILIZATION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	28	28										
<i># of Individuals</i>	2	1										
<i>Cost of Stay</i>	\$17,500	\$17,500										
<i>Reimbursements</i>	\$0	\$0										
<b>County Expense</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**YTD ADULT CRISIS STABILIZATION**

<i>Days of Stay</i>	56
<i># of Individuals</i>	2
<i>Cost of Stay</i>	\$35,000
<i>Reimbursements</i>	\$0
<b>County Expense</b>	<b>\$35,000</b>

**YTD ADULT INSTITUTIONAL**

<i>Days of Stay</i>	65
<i># of Individuals</i>	3
<i>Cost of Stay</i>	\$87,673
<i>Reimbursements</i>	\$0
<b>County Expense</b>	<b>\$87,673</b>

**ADULT COMMUNITY RESIDENTIAL PLACEMENTS**

*Includes Community-Based Residential Facilities and Adult Family Homes*

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



	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	258	224										
<i># of Individuals</i>	9	8										
<i>Cost of Stay</i>	\$33,189	\$29,586										
<i>Reimbursements</i>	(\$760)	\$0										
<b>County Expense</b>	<b>\$32,429</b>	<b>\$29,586</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**YTD ADULT RESIDENTIAL**

<i>Days of Stay</i>	482
<i># of Individuals</i>	9
<i>Cost of Stay</i>	\$62,775
<i>Reimbursements</i>	(\$760)
<b>County Expense</b>	<b>\$62,015</b>

<i>FUND 54 BEGINNING BALANCE</i>	\$705,000	
<b>TOTAL EXPENSE IN FUND 54:</b>	<b>\$184,688</b>	<i>26% utilized</i>
<i>FUND 54 REMAINING BALANCE</i>	\$520,312	

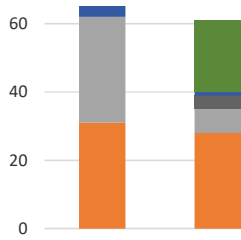


**RICHLAND COUNTY**  
**2022 CHILD PLACEMENTS**  
**Fund 44**

**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*



<b>INSTITUTIONAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Days of Stay	62	39										
# of Individuals	2	3										
Cost of Stay	\$37,291	\$31,140										
Reimbursements	(\$153)	(\$1,018)										
County Expense	\$37,138	\$30,122	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

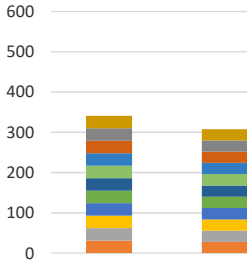
<b>DETENTION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Days of Stay	14	22										
# of Individuals	1	2										
Cost of Stay	\$0	\$14,625										
Reimbursements	\$0	\$0										
County Expense	\$0	\$14,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

YTD CHILD INSTITUTIONAL		YTD DETENTION	
Days of Stay	101	Days of Stay	36
# of Individuals	3	# of Individuals	1
Cost of Stay	\$68,431	Cost of Stay	\$14,625
Reimbursements	(\$1,171)	Reimbursements	\$0
<b>County Expense</b>	<b>\$67,261</b>	<b>County Expense</b>	<b>\$14,625</b>

**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*



<b>GROUP &amp; TX FC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Days of Stay	186	168										
# of Individuals	6	6										
Cost of Stay	\$26,661	\$25,616										
Reimbursements	(\$119)	(\$1,018)										
County Expense	\$26,542	\$24,598	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>REGULAR FC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Days of Stay	155	140										
# of Individuals	5	5										
Cost of Stay	\$2,972	\$2,954										
Reimbursements	\$0	(\$354)										
County Expense	\$2,972	\$2,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

YTD GROUP HOME & TREATMENT FOSTERCARE		YTD REGULAR FOSTERCARE	
Days of Stay	354	Days of Stay	295
# of Individuals	6	# of Individuals	5
Cost of Stay	\$52,277	Cost of Stay	\$5,926
Reimbursements	(\$1,137)	Reimbursements	(\$354)
<b>County Expense</b>	<b>\$51,140</b>	<b>County Expense</b>	<b>\$5,572</b>

FUND 44 BEGINNING BALANCE	\$680,000	
<b>TOTAL EXPENSE IN FUND 44:</b>	<b>\$138,598</b>	<b>20% utilized</b>
FUND 44 REMAINING BALANCE	\$541,402	

## Contract Monitoring Report

2023

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Impact Community Planning Group, LLC	Brandie Anderson	\$14,000.00	\$4,980.00	February	\$4,980.00	\$9,020.00	35.57%
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	\$45,209.93	February	\$45,209.93	\$209,790.07	17.73%
Community Care Resources	Jessica Tisdale	\$180,000.00	\$15,637.95	February	\$15,637.95	\$164,362.05	8.69%
Family Services of Northeast Wisconsin	Jessica Tisdale	\$160,000.00	\$16,593.46	February	\$16,593.46	\$143,406.54	10.37%
Forward Home for Boys	Jessica Tisdale	\$100,000.00	\$17,538.93	February	\$17,538.93	\$82,461.07	17.54%
A & J Vans, Inc. dba A & J Mobility	Laurie Couey	\$25,000.00	\$0.00	February	\$0.00	\$25,000.00	0.00%
Autism Society of Greater Wisconsin	Laurie Couey	\$11,000.00	\$0.00	March	\$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	\$3,259.64	March	\$3,259.64	\$7,740.36	29.63%
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	February	\$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	February	\$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	February	\$0.00	\$49,500.00	0.00%
Discovery Play School Inc.	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Easter Seals of Wisconsin, Inc.	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Elevation Dance Academy	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
J & B Medical Supply	Laurie Couey	\$20,000.00	\$2,515.92	February	\$2,515.92	\$17,484.08	12.58%
Logan James Herr Foundation Inc. DBA Logan's Heart and Smiles	Laurie Couey	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Lori Knapp, Inc.	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
M Squared NC, LLC dba Action Fence	Laurie Couey	\$49,500.00	\$9,737.00	February	\$9,737.00	\$39,763.00	19.67%
Memorial Hospital of Boscobel, Inc.	Laurie Couey	\$75,000.00	\$0.00	February	\$0.00	\$75,000.00	0.00%
National Seating and Mobility	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Paquette Therapy, LLC	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Premier Financial Management Services	Laurie Couey	\$100,000.00	\$28,180.11	March	\$28,180.11	\$71,819.89	28.18%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Rural Wisconsin Health Cooperative	Laurie Couey	\$75,000.00	\$10,729.24	February	\$10,729.24	\$64,270.76	14.31%
Soaring Skills, LLC	Laurie Couey	\$25,000.00	\$0.00	February	\$0.00	\$25,000.00	0.00%
St. Joseph's Health Services, Inc.	Laurie Couey	\$75,000.00	\$7,771.10	February	\$7,771.10	\$67,228.90	10.36%
The Gym-Boree LLC	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
United Seating and Mobility, LLC DBA Numotion	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Wisconsin Badger Camp	Laurie Couey	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Southwest Wisconsin Workforce Development Board	Stephanie Ronnfeldt	\$325,000.00	\$44,740.00	February	\$44,740.00	\$280,260.00	13.77%
A&J Family Homes and Services, LLC	Tricia Clements	\$285,000.00	\$0.00	February	\$0.00	\$285,000.00	0.00%
Annika Mersmann	Tricia Clements	\$49,500.00	\$3,630.03	February	\$3,630.03	\$45,869.97	7.33%
Community Service Associates dba Pauquette Center for Psychological	Tricia Clements	\$30,000.00	\$0.00	February	\$0.00	\$30,000.00	0.00%
Cornerstone Foundation dba Lucky Star 3 Corporation	Tricia Clements	\$250,000.00	\$18,639.49	January	\$18,639.49	\$231,360.51	7.46%
Coulee Region Psychiatric Services, S.C.	Tricia Clements	\$35,000.00	\$3,300.00	February	\$3,300.00	\$31,700.00	9.43%
Diane's Adult Family Home	Tricia Clements	\$100,000.00	\$14,488.20	February	\$14,488.20	\$85,511.80	14.49%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Tricia Clements	\$900,000.00	\$106,204.22	February	\$106,204.22	\$793,795.78	11.80%
Evergreen Manor III	Tricia Clements	\$75,000.00	\$0.00	January	\$0.00	\$75,000.00	0.00%
Evergreen Manor, Inc.	Tricia Clements	\$75,000.00	\$3,811.00	January	\$3,811.00	\$71,189.00	5.08%
Fitness Choices	Tricia Clements	\$49,500.00	\$3,506.47	February	\$3,506.47	\$45,993.53	7.08%
Gundersen Lutheran Administrative Services, Inc.	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Hailey Schneider	Tricia Clements	\$100,000.00	\$9,185.00	February	\$9,185.00	\$90,815.00	9.19%
Hansen Assessment and Educational Services	Tricia Clements	\$16,000.00	\$2,400.00	February	\$2,400.00	\$13,600.00	15.00%
Harmony Place Assisted Living DBA Harmony Acres	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living DBA Harmony Hills	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Harmony Place Assisted Living, LLC	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Highland Spring Counseling, LLC	Tricia Clements	\$17,500.00	\$2,800.00	February	\$2,800.00	\$14,700.00	16.00%
Independent Living Resources	Tricia Clements	\$15,000.00	\$0.00	February	\$0.00	\$15,000.00	0.00%
Jean Warrior, Ph.D.	Tricia Clements	\$30,000.00	\$3,881.25	February	\$3,881.25	\$26,118.75	12.94%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Jessica Leinberger Counseling, LLC	Tricia Clements	\$49,500.00	\$4,363.37	February	\$4,363.37	\$45,136.63	8.81%
Kareo	Tricia Clements	\$22,000.00	\$0.00	February	\$0.00	\$22,000.00	0.00%
Lutheran Social Services of WI & Upper Michigan, Inc.	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Mayo Clinic Health System - Franciscan Medical Center, Inc.	Tricia Clements	\$11,000.00	\$0.00	February	\$0.00	\$11,000.00	0.00%
Midwest Monitoring and Surveillance	Tricia Clements	\$15,000.00	\$28.00	February	\$28.00	\$14,972.00	0.19%
Miramont Behavioral Health	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Northwest Counseling & Guidance Clinic	Tricia Clements	\$80,000.00	\$12,795.21	February	\$12,795.21	\$67,204.79	15.99%
Options Lab, Inc.	Tricia Clements	\$15,000.00	\$487.00	February	\$487.00	\$14,513.00	3.25%
Orion Family Services	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Pleasant Ridge Homes, LLC	Tricia Clements	\$150,000.00	\$0.00	February	\$0.00	\$150,000.00	0.00%
RTP (WI), S.C. dba Array Behavioral Care	Tricia Clements	\$130,000.00	\$9,114.30	February	\$9,114.30	\$120,885.70	7.01%
Schmidt Consulting, LLC	Tricia Clements	\$30,000.00	\$0.00	February	\$0.00	\$30,000.00	0.00%
Seasons Counseling, LLC	Tricia Clements	\$25,000.00	\$0.00	February	\$0.00	\$25,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Shay Rehabilitation & Psychological Services, INC dba	Tricia Clements	\$300,000.00	\$29,798.16	February	\$29,798.16	\$270,201.84	9.93%
Tellurian, Inc.	Tricia Clements	\$115,000.00	\$35,000.00	February	\$35,000.00	\$80,000.00	30.43%
Therapy Without Walls, LLC	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
TLC Senior Home Care, LLC	Tricia Clements	\$85,000.00	\$10,675.30	February	\$10,675.30	\$74,324.70	12.56%
Trempealeau County Health Care Center	Tricia Clements	\$270,000.00	\$0.00	February	\$0.00	\$270,000.00	0.00%
VARC, Inc.	Tricia Clements	\$49,500.00	\$0.00	February	\$0.00	\$49,500.00	0.00%
Viroqua Nutrition Counseling, LLC	Tricia Clements	\$15,000.00	\$0.00	February	\$0.00	\$15,000.00	0.00%
Vista Care Wisconsin	Tricia Clements	\$840,000.00	\$63,896.89	January	\$63,896.89	\$776,103.11	7.61%
Wisconsin Family Ties	Tricia Clements	\$36,000.00	\$0.00	February	\$0.00	\$36,000.00	0.00%
You Are Enough Counseling, LLC	Tricia Clements	\$49,500.00	\$6,138.74	February	\$6,138.74	\$43,361.26	12.40%

## AMENDED CONTRACTS/AGREEMENTS/MOUS

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES</b> <b>2023 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-13-2023)</b>		
<b>NORTHWEST COUNSELING &amp; GUIDANCE CLINIC</b>	Request Board approval to amend the contract with <u>Northwest Counseling &amp; Guidance Clinic</u> due to an increased need for clinical supervision for Behavioral Health Services Unit staff. (Menomonie)	<i>Original Contract Amount: \$80,000</i>  Requesting Board approval to amend the current contract with <u>Northwest Counseling &amp; Guidance Clinic</u> to a total amount not to exceed <b>\$90,000.</b>

## NEW CONTRACTS/AGREEMENTS/MOUS

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES</b> <b>2023 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (4-13-2023)</b>		
<b>MARATHON CO. JUVENILE DETENTION CENTER</b>	Request Board approval to enter into a contract with Marathon Co. Juvenile Detention Center to provide secure detention services for youth being served by the Child & Youth Services Unit. (Wausau)	Requesting Board approval to enter into a contract with <u>Marathon Co. Juvenile Detention Center</u> for a total amount not to exceed <b>\$160,000.</b>



## Richland County Health & Human Services and Veterans Standing Committee

### Agenda Item Cover

**Agenda Item Name:** Discretionary use of end of year department budget surplus for the purpose of employee recognition and retention.

<b>Unit</b>	HHS & Veterans	<b>Presented By:</b>	HHS & Veterans Standing Committee
<b>Date of Meeting:</b>	April 13, 2023	<b>Action Needed:</b>	Vote to Approve
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 5, 2023	<b>Referred by:</b>	

**Recommendation and/or action language:** Motion to approve the recommendation, and forward to the Finance and Personnel Standing Committee and County Board for consideration.

**Background:** The County has faced unique hiring and retention challenges over many years in all departments, with some departments (including HHS) being vulnerable to safety concerns for the residents served during times of inadequate staffing.

Additionally, during times of extraordinary staff shortages, departments with budgets comprised of mainly payroll expenses have a high likelihood of ending the year with a budget surplus.

In an exercise of good faith and appreciation for employees working under stressful and short staffing situations, it is purposed to offer a portion of the department budget surplus back to them.

This resolution would propose the following:

- Up to 20% of any department budget surplus at the end of the calendar year (once final figures are available) would be eligible for consideration for this use.
- The use of the funds would be at the discretion of the department's appropriate standing committee, and must be in the form of a one-time "extra" payment to the employee(s).
- Terms of disbursement of these funds would be decided at the discretion of the department's appropriate standing committee (i.e. - minimum tenure of eligible employees, specific amount per employee, etc.)

**Attachments and References:**

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**Financial Review:**

(please check one)

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

**Approval:**

  
\_\_\_\_\_

Department Head

**Review:**

\_\_\_\_\_  
\_\_\_\_\_

Administrator, or Elected Office (if applicable)

**Richland County Health & Human Services and Veterans Standing Committee**

**Agenda Item Cover**

**Agenda Item Name:** Approve Request for Proposal for the Provision of Meals for the Senior Nutrition Program

<b>Unit</b>	Health and Human Services	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	April 13, 2023	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Statute and/or county board rule authorizing action
<b>Date submitted:</b>	April 10, 2023	<b>Referred by:</b>	Commission on Aging and Disability Board and the Nutrition Advisory Committee

**Recommendation and/or action language:** Recommend a motion to “approve the vendor for the Senior Nutrition Program as was recommended by the Commission on Aging and Disability Board and the Nutrition Advisory Committee on Wednesday, April 12, 2023.

**Background:** In 2022, Richland County Health and Human Services was tasked with cutting \$1,004,000 from their budget by the end of 2027. This has resulted in a need to evaluate all programs and providers to look for cost savings.

Since 2013, Richland County Food Service has provided the meals for the Senior Nutrition Program for the Rockbridge and Richland Center sites. Per program mandates, every 5 years we are to bid out the contract. This has not been done since that time. A decision was made to explore other options through a Request for Proposal process with the goal of obtaining a bid that is lower than our current per meal cost.

**Attachments and References:**

Request for Proposal	

**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		

This will present a cost savings to the program due to the decreased per meal cost.

**Approval:**

**Review:**



\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



AGING & DISABILITY RESOURCE CENTER  
221 WEST SEMINARY ST.  
RICHLAND CENTER, WI 53581  
PHONE: (608)647-4616 | FAX: (608)647-6611

## AGING AND DISABILITY RESOURCE CENTER OF RICHLAND COUNTY PROCUREMENT PROCESS REQUEST FOR PROPOSAL (RFP)

### To Whom It May Concern:

The Aging and Disability Resource Center of Richland County (ADRC of Richland County), a unit within Richland County Health and Human Services, is soliciting price quotes for the provision of meals, as defined below for the Senior Nutrition Program, in the following communities/service areas:

- Richland Center Dining Site located at Woodman Senior Center, 1050 N. Orange St., Richland Center, WI 53581
- Rockbridge Dining Site located at the Bethlehem Lutheran Church, 25500 Rockbridge School St., Richland Center, WI 53581
- Future Potential of Germantown Dining Site located at St. Anthony's School basement, 32497 County Hwy. V, Cazenovia, WI 53924

### Purpose:

To provide persons 60 and older with a healthy, high-quality and safe meal that meets 1/3<sup>rd</sup> of the Dietary Reference Intakes and Recommended Daily Allowances. The program also offers opportunities for socialization and a well-person check.

### Vendor Responsibilities:

1. Prepare and deliver meals that fulfill the following requirements: **See Part Seven Addendum 1: Guide to Implement Dietitian Recommendations for the WI Elder Nutrition Program Menus.**
2. Meals for dining sites will be delivered in bulk by the vendor and individually packaged for home delivered by the ADRC staff and volunteers. **Please consider the following as you submit your proposal:**
  - a. **Bulk Food:** Must be in packaged bulk pans that are securely sealed.
    - i. If the bulk meals will be transported to the site by the vendor, they must be placed inside equipment that will retain the temperature of the food above 140 degrees and below 41 degrees Fahrenheit.
3. Requirements
  - a. **Option 1**
    - i. It will be the vendor's responsibility to prepare food in accordance with the menu specifications herein. It will be the vendor's responsibility to deliver food according to an established delivery schedule as determined by the vendor and ADRC of Richland County. Bid package must include a tentative delivery schedule. If vendor does not

have the capacity to transport food to the dining sites, ADRC of Richland County will assume responsibility for transporting food from caterer to dining sites with ADRC staff and volunteers.

- ii. Additionally, vendor shall prepare frozen meals which service rural clients who cannot receive hot Home Delivered Meals. Vendor shall prepare the same meals and then freeze said meals in home delivered frozen trays, provided by the ADRC of Richland County. Frozen meals will be delivered weekly to the Richland Center Meal Site (1050 N. Orange St., Richland Center, WI 53581) where meals will be put into freezers. Frozen meals will be ordered by a specified time as determined by vendor and ADRC of Richland County.
- iii. Meals will be delivered to the Richland Center Dining site for the two dining sites listed above with a potential increase of a third site (Richland Center, Rockbridge, and potentially Germantown) for ADRC staff and volunteers to package.
- iv. The quality of the prepared food is expected to be of such condition as to be pleasing, appetizing, palatable, and of such color, smell, texture, size, shape as is appropriate to the food items served.
- v. Food shall be delivered at safe temperatures to prevent foodborne illness: hot food shall be delivered at 140°F or above and cold food shall be delivered at 41°F or below. Frozen food shall be delivered at 32°F or below. ADRC staff will temp food upon arrival to ensure safe temperatures.
- vi. Food containers must be labeled with the dining site location.
- vii. All foods must be prepared, stored and delivered to dining sites, in such a sanitary manner that, at issuance, it will not be or become contaminated.
- viii. Vehicles used to deliver food must be equipped with clean containers or cabinets to store the food while in transit. The container or cabinet shall be so constructed as to prevent food from contamination by dust, insects, animals, vermin, cigarette smoke, or infection. The containers or cabinets must be capable of maintaining the proper food holding temperatures as outlined above.
- ix. If the food and/or equipment is found to not meet standards for food safety and sanitation, the food will be rejected and returned to the vendor at no cost to the ADRC of Richland County.
- x. The vendor shall comply with all applicable provisions of State and local laws regarding the safe and sanitary handling of food, equipment and supplies used in storage, preparation, service and delivery of meals for the Senior Dining Program.

**b. Option 2**

- i. Vendor will prepare hot meals in bulk and frozen meals as defined above in option 1.
- ii. It will be the vendor's responsibility to prepare food in accordance with the menu specifications herein. It will be the vendor's responsibility to deliver food according to an established delivery schedule as determined by the vendor and ADRC of Richland County. Bid package must include a tentative delivery schedule. If vendor does not have the capacity to transport food to the dining sites, ADRC of Richland County will assume responsibility for transporting food from caterer to dining sites with ADRC staff and volunteers.
- iii. Meals will be delivered to the two dining sites listed above with a potential increase of a third site (Richland Center, Rockbridge, and potentially Germantown) for ADRC staff and volunteers to package. Frozen meals will be delivered weekly to the Richland Center Meal Site (1050 N. Orange St., Richland Center, WI 53581) where meals will be put into freezers. Frozen meals will be ordered by a specified time as determined by vendor and ADRC of Richland County.

- iv. The quality of the prepared food is expected to be of such condition as to be pleasing, appetizing, palatable, and of such color, smell, texture, size, shape as is appropriate to the food items served.
- v. Food shall be delivered at safe temperatures to prevent foodborne illness: hot food shall be delivered at 140°F or above and cold food shall be delivered at 41°F or below. Frozen food shall be delivered at 32°F or below. ADRC staff will temp food upon arrival to ensure safe temperatures.
- vi. Food containers must be labeled with the dining site location.
- vii. All foods must be prepared, stored and delivered to dining sites, in such a sanitary manner that, at issuance, it will not be or become contaminated.
- viii. Vehicles used to deliver food must be equipped with clean containers or cabinets to store the food while in transit. The container or cabinet shall be so constructed as to prevent food from contamination by dust, insects, animals, vermin, cigarette smoke, or infection. The containers or cabinets must be capable of maintaining the proper food holding temperatures as outlined above.
- ix. If the food and/or equipment is found to not meet standards for food safety and sanitation, the food will be rejected and returned to the vendor at no cost to the ADRC of Richland County.
- x. The vendor shall comply with all applicable provisions of State and local laws regarding the safe and sanitary handling of food, equipment and supplies used in the storage, preparation, service and delivery of meals for the Senior Dining Program.

### **Contract Period**

The contract to provide meals will be for the period July 1, 2023 through December 31, 2024. Proposals for the preparation of meals may be submitted only by responsible parties that possess the potential ability to perform under the enclosed terms, conditions and specifications of the proposed procurement. Contracts after 1/1/2025 will be for one year with the option for 4- one-year extensions for maximum of 5 years.

A determination of whether or not a vendor is qualified will be made by the Aging and Disability Resource Center COAD Committee, Nutrition Advisory Council and HHS/Veterans Committee. Factors considered will include—but not be limited to—abilities, facilities and equipment, experience, record of past performance and proximity to Senior Dining Service Area. For example, we will consider:

- Whether or not the Vendor has submitted all the information requested below, and whether or not the Vendor has cooperated with reasonable requests of the County or its agents;
- Whether or not there are any outstanding judgments or liens against the Vendor;
- Whether or not the Vendor received favorable assessment from past clients;
- Whether or not the Vendor is located in reasonable proximity to senior dining service areas;
- Whether or not the Vendor has experience in catered food services and the extent of that experience;
- Whether or not there was deception on the part of the Vendor.

The above examples are provided for illustration. The County may also consider any other factors which it believes are related to a Vendor's financial and technical resources and abilities, facilities and equipment, experience and record of past performance.

Parties interested in the contract(s) are asked to submit the following in compliance with the attached Terms, Conditions and Specifications to ADRC of Richland County by APRIL 10, 2023, no later than 4:00pm.

**Part One:** Vendor Information  
**Part Two:** Bid Cost Form  
**Part Three:** Proposal Submittal Form  
**Part Four:** Non-Collusion Affidavit

**Part Five:** Terms and Conditions  
**Part Six:** Special Terms and Conditions  
**Part Seven:** Addendums

The County reserves the right to waive any irregularities or technical errors in any bid that is submitted if the County determines it to be in the County's best interest to waive such irregularities or technical errors.

## **PART ONE: VENDOR INFORMATION**

### **Vendors are Required to Submit the Following Information:**

1. Name and address of operating company.
2. A list of all names of all the owners of the company or officers of the Corporation; and whether company/corporation is profit-making or non-profit.
3. The duration and extent of experience in the operation of catered food service.
4. A list of similar operations and locations where the Vendor provides or has provided catered food services. Give name, address and phone number of the contact at each operation. Letters of reference from such persons will be accepted.
5. A menu plan for 1 month (If already providing meals for any other senior dining centers in Wisconsin, please provide the previous and current months' menu being used for those centers).
6. Describe the facilities and equipment to be used by vendor in preparing and delivering meals:
  - a) Food preparation
  - b) Option 1 - Hot food and frozen food transport for all sites to one location (Richland Center) and/or
  - c) Option 2 - Hot food and frozen food transport to each of the two dining site location with the potential increase of a third site location (Richland Center, Rockbridge, and potentially Germantown)
7. Such other information as the Vendor deems pertinent of consideration by the County.
8. Copy of most recent Food Service Establishment Health Inspection Form and license.
9. Provide proof of insurance.
10. Provide the names and addresses of all owners of the vendor and its board of directors.
11. Provide information about your Continuity of Operations Plan in the event of an emergency.

**All vendors must include the above data with the price quote for the proposal to be considered.**

**Please note: Before entering into an agreement with a prospective meal Vendor, the nutrition coordinator and HHS Director or ADRC Manager will conduct an on-site visit of the meal Vendor's facilities to determine that nutrition program requirements can be met and appropriate food safety and sanitation practices are in place.**

**Proposals must be received in the ADRC Office by:**

**April 10, 2023, at 4:00 p.m.**

**This is not a postmark deadline**

**Return the proposal to**

**NUTRITION BID**

**Richland County Health and Human Services**

**221 West Seminary**

**Richland Center, WI 53581**

**The Nutrition Advisory Council or COAD will open Bids on:**

**April 12, 2023, at 1:00 p.m.**

**The Richland County HHS/Veterans Committee is**

**expected to recommend the award of**

**contract(s) at their meeting held on:**

**April 13, 2023**

**PART TWO: BID COST FORM**

**Senior Nutrition Program – Option 1**

Location	Average Number of Meals Per Day (2022 Estimate)	Bid Price Per Meal /with milk	Bid Price Per Meal/without milk
<b>Richland Center Dining Site:</b> Open 5 Days per Week Monday through Friday	80-85* (Monday-Wednesday-Friday) 25-30* (Tuesday and Thursday)	\$	\$
<b>Rockbridge Dining Site:</b> Open 3 Days per Week Monday-Wednesday-Friday	10-15*	\$	\$
<b>(Potential Future Dining Site)</b> <b>Germantown Dining Site:</b> Open 3 Days per Week Monday (2 Meals Offered per person for Monday and Tuesday) Wednesday (1 Meal Offered per person) Thursday (2 Meals Offered per person for Thursday and Friday)	20-25 (Monday, Wednesday and Thursday)*	\$	\$
<b>Frozen Meals</b>	100-120 meals weekly**	\$	\$
<b>Average Daily Total</b>		\$	\$

\*Each site operates as listed above, excluding holidays and inclement weather days. The bid price per meal is to include all costs associated with the meal such as: food cost, staff time, delivery and transportation.

\*\*Frozen meals are listed at the current need to be determined based on need.

<b>Comments:</b>			
<b>Proposer Information</b>			
Company Name:			
Mailing Address:			
City, State, Zip:			
Phone/Email			
By signing below, it is affirmed that the bidder will comply with all requirements according to the plans and specifications of the ADRC of Richland County, Senior Nutrition Program.			
Preparer Name:		Title	
Signature:		Date	



**PART TWO: BID COST FORM**

**Senior Nutrition Program – Option 2**

<b>Location</b>	<b>Average Number of Meals Per Day (2022 Estimate)</b>	<b>Bid Price Per Meal /with milk</b>	<b>Bid Price Per Meal/without milk</b>
<b>Richland Center Dining Site: Open 5 Days per Week Monday through Friday</b>	80-85* (Monday-Wednesday-Friday) 25-30* (Tuesday and Thursday)	\$	\$
<b>Rockbridge Dining Site: Open 3 Days per Week Monday-Wednesday-Friday</b>	10-15*	\$	\$
<b>(Potential Future Dining Site) Germantown Dining Site: Open 3 Days per Week Monday (2 Meals Offered per person for Monday and Tuesday) Wednesday (1 Meal Offered per person) Thursday (2 Meals Offered per person for Thursday and Friday)</b>	20-25 (Monday, Wednesday and Thursday)*	\$	\$
<b>Frozen Meals</b>	100-120 meals weekly**	\$	\$
<b>Average Price Per Meal</b>		\$	\$

\*Each site operates as listed above, excluding holidays and inclement weather days. The bid price per meal is to include all costs associated with the meal such as: food cost, staff time, delivery and transportation.

\*\*Frozen meals are listed at the current need to be determined based on need.

<b>Comments:</b>			
<b>Bidder Information</b>			
Company Name:			
Mailing Address:			
City, State, Zip:			
Phone/Email			
By signing below, it is affirmed that the bidder will comply with all requirements according to the plans and specifications of the ADRC of Richland County, Senior Nutrition Program.			
Preparer Name:		Title	
Signature:		Date	

**PART THREE: PROPOSAL SUBMITTAL FORM**

To: Richland County Health and Human Services  
ADRC of Richland County  
221 West Seminary St.  
Richland Center, WI 53581

The vendor, in compliance with your inquiry and request for PROPOSALS for the preparation of meals for the service areas in Richland County, having examined the specifications and being familiar with all terms and conditions of the proposed procurement, hereby proposes to prepare meals for the said service area(s) in accordance with Terms, Conditions, and Specifications in this Proposal.

I hereby certify that all statements submitted with this Proposal are made on behalf of

\_\_\_\_\_  
*(Name of Corporation, Partnership or Person)*

A corporation organized and existing under the laws of the State of \_\_\_\_\_; or a partnership consisting of \_\_\_\_\_; or an individual trading as \_\_\_\_\_;

of the city/village of \_\_\_\_\_, State of \_\_\_\_\_, and that I have carefully prepared this Proposal from the Terms, Conditions and Specifications that I have checked same in detail before submitting that Proposal on (its)/(their) behalf; and that all information is true and correct.

Signature: \_\_\_\_\_

\_\_\_\_\_  
(TITLE)

Date: \_\_\_\_\_

**PART FOUR: NON-COLLUSION AFFIDAVIT**

\_\_\_\_\_deposes and says;  
*(Name)*

That \_\_\_\_\_  
*(Name of Company or other form of business)*

has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in conjunction with the foregoing person.

That this proposal has been independently arrived at without collusion with any other applicant or any other competitor or potential competitor.

That this proposal has not been knowingly disclosed prior to the opening of proposals to any other applicant or competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal.

That the above statement is true and correct.

Signature: \_\_\_\_\_

\_\_\_\_\_  
(TITLE)

Date: \_\_\_\_\_

## **PART FIVE: TERMS AND CONDITIONS**

All following terms conditions and specifications are hereby incorporated into and become a part of this inquiry and shall constitute a contract resulting from this inquiry, if the inquiry is accepted.

### **STANDARD TERMS AND CONDITIONS**

#### **1. GRANTEE**

Richland County Health and Human Services, Unit: ADRC of Richland County (hereinafter referred to as "GRANTEE") reserves the right to accept or reject any or all proposals as deemed to be in the best interests of the GRANTEE. The GRANTEE reserves the right to waive any irregularities or technical errors in any bid that is submitted if the GRANTEE determines it to be the GRANTEE's best interest to waive such irregularities or technical errors.

#### **2. Firm Offer**

The proposal shall be firm for acceptance for sixty (60) days from the date of proposal opening.

#### **4. Taxes**

GRANTEE is exempt from payment of state sales taxes. Such taxes shall not be added or quoted as part of the proposal.

#### **5. Cash Discount**

Cash discount shall not be considered in determination of low proposals.

#### **6. Cancellation**

GRANTEE reserves the right to cancel any purchase order or contract for failure of the contractor to comply with the terms, conditions and specifications of this inquiry.

#### **7. Amendment**

Any contract awarded may be amended from time to time by mutual written consent of GRANTEE and the successful Vendor.

#### **8. Termination Clause**

Either party, may for its convenience, terminate this contract at any time by a minimum 60-day notice in writing to the other party by certified mail. If the contract is terminated by the GRANTEE as provided herein, the vendor shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the services of the Vendor covered by this contract, unless payment of compensation has previously been made. **(See Number 19 Below: Termination for additional details)**

#### **9. Substitutions, Deviations and Exceptions**

Any proposal accepted by GRANTEE shall be accepted as in strict compliance with all terms, conditions and specifications with no substitutions, deviations or exceptions and the Vendor shall be liable therefore.

#### **10. Non-Discrimination**

Any Vendor awarded a contract as a result of this inquiry shall adhere to all non-discriminatory provisions as set forth in Wisconsin Statutes Sections 16.765(1) and (2)(a) and shall comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemental in Department of Labor Regulation (41 CFR Part 60).

#### **11. Retention of Access Records**

The successful Vendor who enters into a contract with GRANTEE as a result of this inquiry shall maintain for a period of three (3) years after final payments are made by GRANTEE any and all books, documents, papers, and records of the contract directly pertinent to the Contract. If an audit, litigation, or other action involving the end of the 3-year period, the books, documents, papers or records must be retained until all issues arising out of the actions are resolved or until the end of the 3-year period, whichever is later. For the purpose of making an audit, examination, excerpts, and transcriptions, the United States Department of Health and Human Services, the Comptroller General of the United States, the Wisconsin State Office on Aging, GRANTEE, or any of their duly authorized representatives, shall have access to the above-mentioned books, documents, papers and records.

#### **12. Gratuities and Kickbacks**

It shall be unethical for any person to offer, give, or agree to give any elected official, employee or former employee, or for any elected official, employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer for employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the contents of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceedings or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or a higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract, or order.

#### **13. Hold Harmless**

The Vendor hereby agrees to release, indemnify, defend, and hold harmless Richland County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of contractor, its officers, officials, employees, agent or assigns. Richland County does not waive, and specifically reserves, it's right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

#### **14. Non-Appropriation of Funds**

Notwithstanding anything contained in this contract to the contrary, no Event of Default shall be deemed to have occurred under this contract if adequate funds are not appropriated during a

subsequent fiscal period during the term of this contract so as to enable the GRANTEE to meet its obligations hereunder, and at least thirty (30) days written notice of the non-appropriation is given to The Vendor.

15. **Indemnity**

The GRANTEE shall promptly notify the Vendor in writing of any claims against the Vendor or the GRANTEE. And in the event of a suit being filed shall promptly forward to the Vendor all papers in connection therewith. The GRANTEE shall not make settlement without consultation with the Vendor. If the Vendor refuses or neglects to defend, adjust or settle any such claim, the costs of such defense, adjustment or settlement, including reasonable attorney's fees, shall be chargeable to the Vendor. The GRANTEE shall agree that no site manager, volunteer, participant or any other person will take any unauthorized food or supplies from the center except in pre-packaged form in the accepted part of the meal program called home delivered meal program.

16. **Insurance**

The Vendor shall not commence work under this contract until all insurance required under this paragraph is obtained, and evidence of such insurance has been received and approved by the GRANTEE, nor shall the Vendor allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.

- 1) **Worker's Compensation Insurance.** The Vendor shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation coverage for all of its employees employed at the site or while working on this project. In case any work is sublet, the Vendor shall require the subcontractor similarly to provide statutory Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the Vendor.
- 2) **Insurance and Indemnity Requirements.** Prior to entering into a contract to provide Nutrition Program services, the successful Vendor must demonstrate proof of the following insurance:

<u>Coverage</u>	<u>Minimum Limit</u>
Worker's Compensation	Statutory
Comprehensive General Liability	\$1,000,000 & \$2,000,000 aggregate
Professional Liability	\$1,000,000 & \$2,000,000 aggregate
Automotive Liability	\$1,000,000 & \$2,000,000 aggregate
Excess liability	\$1,000,000

Policies must be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Commissioner.

17. **Proof of Insurance**

The Vendor shall furnish the GRANTEE with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Vendor meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the GRANTEE and specify the name of the contract or project covered. A copy of the Certificate of Insurance shall be delivered to Richland County Health and Human Services 15 days prior to execution of this agreement for final approval.

18. **Compliance with Regulations and Laws**

The Vendor shall substantially comply with all Federal, State and local laws and regulations governing the preparing and handling of food; shall procure and keep in effect all necessary licenses, permits, certifications and food handler's cards as are required by law, including a restaurant/catering license as per HSS 196 of the Statutes of the State of Wisconsin; and shall post such licenses, permits, certifications and cards in a prominent place within the meal preparation areas, as required. The Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment.

**19. Termination:**

**1) Termination because of lack of funds:**

It is further agreed that in the event funds to finance all or part of this Nutrition Program for the Elderly become unavailable, the obligations of each part, hereunder may be terminated upon no less than sixty (60) days' notice in writing to the other party. Said notice shall be delivered by certified mail or in person. The GRANTEE shall be the final authority as to the availability of federal or state funds.

**2) Termination for breach:**

Unless a breach is excused, either party may, by written notice of breach to the other party, terminate the whole or any part of the agreement in any of the following circumstances:

- a) If the VENDOR fails to provide services in the manner called for by this agreement within the time specified herein; or
- b) If the VENDOR fails to perform any of the other provisions of this agreement; or
- c) If the GRANTEE fails to accept any meals duly ordered and delivered in the condition and by the terms herein agreed

Termination shall be upon no less than sixty (60) days' notices in writing delivered by certified mail, telegram or in person. Both parties shall continue the performance of the contract to the extent not terminated under the provision of this clause.

Waivers of breach of any provision of the contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the contract.

**18. Notices:**

- 1) All notices by either party shall be required to be in writing and shall be personally delivered or mailed to the following address:

**GRANTEES Address:**

**Richland County Health and Human Services  
ADRC of Richland County  
221 West Seminary St.  
Richland Center, WI 53581  
Attention: Roxanne Klubertanz-Gerber, ADRC Manager**

**Legal Notices to Richland County Health and Human Services:**

**Richland County Health and Human Services  
221 West Seminary St.  
Richland Center, WI 53581**

**Attention: Tricia Clements, Director**

**VENDOR'S Address:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

- 2) Both the GRANTEE and the VENDOR have the right in providing written notice to rely on the address set forth above unless or until they receive written notification from the other party of a change of address.
- 3) Written notice shall be enclosed in a sealed envelope and, if delivered via the mail, the envelope shall have affixed to it postage sufficient to ensure its delivery and shall be sent by certified mail to the address set out above. Notice by mail shall have been deemed to be given at the time of deposit in the post office.
- 4) For purposes of this contract, business days are defined as Monday through Friday, legal holidays excepted.

**19. Governing Law, Jurisdiction and Venue.** This contract is to be construed and interpreted in accordance with the laws of the State of Wisconsin, without giving effect to any choice or conflict of laws provision or rule, whether of the State of Wisconsin or any other jurisdiction, that would cause the application of laws of any jurisdiction other than those of the State of Wisconsin. The parties hereby irrevocably submit to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this contract. The parties further agree that the venue for any legal proceedings related to this contract shall be Richland County, Wisconsin. The foregoing is not intended to be construed to limit the rights of a party to enforce a judgment or order of the above court in any other jurisdictions.

Any legal action relating to this contract is to be tried to a court, rather than a jury, and both parties shall take all action necessary to waive any right to have such action tried to a jury.



## PART SIX: SPECIAL TERMS AND CONDITIONS

### 1. Contract Period:

- a) GRANTEE reserves the right to inspect the equipment, operations and premises of the successful Vendor unannounced at any time during the contract period. Any contract awarded shall be for the period of July 1, 2023 through December 31, 2024 and subject to the award offered under Title III-C of the Older Americans Act of 1965 as amended.
- c) GRANTEE reserves the right to inspect the food to be provided to determine compliance with the specifications and to reject food not meeting such specifications.

### 2. Performance:

- a) In the event of failure on the part of the successful Vendor to complete delivery in accordance with the terms, conditions and specifications, GRANTEE shall not be liable for payment and shall have the right to purchase elsewhere and at the market price the number of meals it deems necessary at any delivery point; and the increased cost, if any, for such purchase and its delivery, shall be charged to the successful Vendor. However, that Vendor shall not be required to perform under this agreement when such performance is reasonably prevented by food or supply unavailability, fire, flood or other events beyond the control of the Vendor.
- b) In cases where delivered meals do not substantially meet the specifications requirement, payment shall be denied.
- b) In cases of lateness of preparation of meals, GRANTEE shall have the right to deny payment.
- c) In the event that the menu, as approved by GRANTEE, is not completely furnished, the price of the missing items shall be deducted.
- d) Unauthorized menu substitutions or menu deletions shall be deducted from the per-meal cost using the following percentages:

Full Meal Shortage	100%
Entrees	100%
Potato, Rice, Noodle, Bread	10%
Vegetable, Fruit, Salad	10%
Milk	10%
Dessert	25%
Gravies & Sauces	25%
Dressings, Condiments, Parmesan Cheese	5%

- e) The Vendor shall not subcontract any portion of the contract to another food service company without the prior written authorization of GRANTEE.

### 3. Menu Cycle:

**(See Part Seven Addendum 2: Meal Pattern Menu Approval Documentation)**

- a) The Vendor must submit preliminary menus to the GRANTEE Nutrition Program Coordinator for a four or five-week cycle by the 12<sup>th</sup> of the month prior to meal

inception. All meals must meet Older Americans Act Nutrition Program menu standards as outlined in this Meal Component Specifications and the Guide to Implement Dietitian Recommendations for the WI Elder Nutrition Program Menus (See Part Seven Addendum 1). The GRANTEE Nutrition Program Coordinator will review menus based upon OAA Nutrition requirements, nutritional value, menu variety and attractiveness, and consumer feedback and will suggest changes. Approved menus will be provided to the Nutrition Program participants by the GRANTEE. Suggestions made by the GRANTEE Nutrition Program Coordinator will be in the best interest of the Nutrition Program participants, staff and the Vendor.

- b) The GRANTEE shall have access upon request to Vendor recipes, food ordering records, purveyor's list, etc. or any other documentation insuring conformance with the required menu standards. The GRANTEE Nutrition Program Coordinator also may have on-site access to the Vendor's kitchen to monitor quality of meals.
- c) The Vendor must have a back-up plan to substitute any food items that may be burnt or unacceptable for serving according to Meal Service specifications.
- d) Substitutions must be authorized by the ADRC prior to meal service. The Vendor also must inform the ADRC meal site staff regarding any substitutions prior to them being made.

#### 4. Meal Cost

Upon request, the successful Vendor shall provide the per-unit cost break down, which must include:

- \*Raw food cost, supplies, equipment, labor, profit, delivery
- \*\*other costs as requested

This breakdown shall be provided for each individual dining site or for sites in aggregate.

#### 5. Service

The Vendor will be responsible for preparation of the number of ordered meals per day to be served for Senior Dining & Home Delivered Meals, on serving days noted.

Senior Dining Service Areas are closed on all GRANTEE holidays.

##### Holiday Schedule

- |    |                           |     |  |
|----|---------------------------|-----|--|
| 1. | New Year's Day            | 8.  | Thanksgiving Day                       |
| 2. | Martin Luther King Jr Day | 9.  | Day after Thanksgiving                 |
| 3. | Friday before Easter      | 10. | Last Day Before Christmas              |
| 4. | Memorial Day              | 11. | Christmas Day                          |
| 5. | Fourth of July            | 12. | New Year's Eve Day                     |
| 6. | Labor Day                 | 13. | New Year's Day                         |
| 7. | Veteran's Day             | 14. | One Day in Fall for All-Staff Training |

If a holiday falls on a Saturday, it is observed on the preceding Friday. If a holiday falls on a Sunday, it is observed on the following Monday. A calendar is given to all vendors at the beginning of each year.

In the event of inclement weather, the GRANTEE will contact the Vendor as soon as feasibly possible, as agreed upon with the Vendor and GRANTEE.

Consumer specific information will be handled in a confidential manner at all times by the GRANTEE and the Vendor.

The bids for each Senior Dining Service Area will be acted on separately. If the Vendor is bidding for more than one Senior Dining Service Area, state whether your bid is for one area and is contingent upon the acceptance of your bid for any other areas.

## **6. Ordering and Delivery of Meals**

The Vendor shall be flexible regarding the number of meals to be provided at each site from day to day. The GRANTEE shall notify the Vendor the meal order, daily, Monday through Friday by calling in or emailing meal orders, to the Vendor, one (1) business day in advance of meal service between 12:30-1:30 P.M. This shall constitute a purchase order which will cover the billing for that order. The GRANTEE will give the Vendor the names of persons who have authority to make a change in the number of daily meals.

Vendor must deliver one (1) extra entrée quarterly (first Monday for the months of February, May, August and November) for each home delivered meal route including milk, free of charge, over the number of meals ordered by ADRC meal site staff for quality sampling, temperature testing.

## **7. Reporting**

The Vendor shall supply all reports requested by applicable Federal, State and local agencies.

The Vendor shall guarantee that the meals conform to the meal pattern requirements of the Title III-C Program.

The Vendor shall allow representatives of the GRANTEE, the Administration on Aging, and the US Department of Agriculture to conduct on site review of the Vendor's production center(s), food service and handling operations without prior notice.

The Vendor shall meet as appropriate with the GRANTEE personnel and site managers to adjust the meal service so that they meet ethnic and regional preferences, seasoning and preparation/variety preferences.

## **FOOD**

### **Compliance with Regulations and Laws**

The Vendor shall substantially comply with all Federal, State and local laws and regulations governing the preparing and handling of food; shall procure and keep in effect all necessary licenses, permits, certifications and food handler's cards as are required by law, including a restaurant/catering license as per HSS 196 of the Statutes of the State of Wisconsin; and shall post such licenses, permits, certifications and cards in a prominent place within the meal preparation areas, as required. The Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment.

Meals must meet at a minimum the nutrition guidelines specified in the meal component specifications, following all necessary requirements as stated in **Part Seven: Addendums 1-4**.

When delivered to the Senior Dining Service Areas, the food shall be wholesome and of good quality. In the event that any person eating meals prepared under this contract becomes ill as a result of food poisoning which is attributable to the negligence of the Vendor, as determined by the Division of Health, GRANTEE shall have justification for immediate cancellation of the contract. All raw food used in the preparation of meals for GRANTEE shall be of high quality and meet any required standards of the Older Americans Act.

No home prepared or home canned food shall be used in the preparation of these meals.

## **EQUIPMENT**

### **If GRANTEE Provides:**

GRANTEE shall provide the food service utensils for the provision of required portion sizes.

GRANTEE owns Cambros for food transport and will allow Vendor to utilize. The Vendor shall repair GRANTEE-owned equipment if damage occurs on the Vendor's premises.

The Vendor shall specify serving size to assure portion control and minimize shortages and overages to minimize waste.

GRANTEE shall clean and sanitize all food service pans and transporters each day of operation. The transporters shall be wiped clean and the pans rinsed clean.

### **Equipment if Vendor Provides:**

The Vendor shall provide transport equipment for the purpose of bulk meal delivery during the terms of the contract.

The Vendor shall provide all necessary food service preparation equipment. All kitchen equipment must be maintained in good working order to insure the highest quality standards. The Vendor shall utilize preparation equipment to maximize a standard portion control and minimize waste. The Vendor must comply with all federal, state, and local regulations governing the purchasing, preparing, and handling of food. The Vendor shall maintain the highest possible standards of sanitation in compliance with state, federal, and local health department standards relative to premises, personnel, and the handling, preparation, packaging, storage, and delivery of food and supplies.

The Vendor is responsible for all maintenance costs associated with operating the food preparation kitchen.

The GRANTEE may inspect the Vendor's food preparation kitchen at any time and may observe food handling practices to determine the adequacy of the Vendor's sanitation regarding cleaning, maintenance, and food preparation practices.

## **SUPPLIES**

All raw food and other food preparation supplies, paper and cleaning supplies necessary for a sanitary operation, and all other supplies necessary in the efficient operation of the food preparation kitchen must be supplied by the Vendor. The Vendor must also supply all condiments required in the approved menu.

Margarine/butter and condiments will be included as part of the meal by the Vendor. The GRANTEE is responsible for purchasing the disposable packaging needed for the home delivered meals.

## **EMERGENCY PROCEDURES**

In the event of inclement weather, the GRANTEE will contact the Vendor as soon as feasibly possible, as agreed upon with the Vendor and GRANTEE. It is the responsibility of GRANTEE and the Vendor to notify each other. Any food already prepared will be promptly frozen or refrigerated, and, if appropriate, that day's menu will be substituted for the following day's menu. If cancellation occurs after the designated cancellation time, all costs incurred will be borne by the Nutrition Program.

It is the responsibility of GRANTEE and the Vendor to provide each other with telephone numbers where they can be reached 24 hours per day for **emergency use only**.

Vendor shall have emergency preparedness procedures in place.

## **PART SEVEN: ADDENDUMS**

1. Guide to Implement Dietitian Recommendations for the WI Elder Nutrition Program Menus
2. Meal Pattern Menu Approval Documentation
3. Nutrient Standards for Nutrition Program Meals
4. Meal Components, Meal Service and Portion Sizes
5. FREE Quantity Recipes

# Guide to Implement Dietitian Recommendations for the WI Elder Nutrition Program Menus

## Guide to Implement Dietitian Recommendations for the WI Elder Nutrition Program Menus

*This is a technical assistance document to help answer common questions that are raised after the dietitian reviews the menu to assure it meets the requirements for a complete meal.*

**All meals served must follow the meal patterns below or have a nutrient analysis completed for each meal that averages together to meet the nutrient requirements.**

### Meal Pattern (One Meal) – Lunch and Dinner

<u>Meal Component</u>	<u>Minimum # of Servings per Meal</u>	<u>Serving Size Examples</u>
<b>Grains</b>	1	1 regular slice bread, ½ cup cooked, 1 cup ready-to-eat cereal, 1 6" tortilla, ½ regular size bun
<b>Fruit and/or Vegetable</b>	3	½ cup fresh, frozen, or canned (cooked or raw), ¼ cup dried fruit, 1 cup raw leafy greens, ½ cup 100% fruit or vegetable juice
Dark Green Vegetable	1 serving per week*	
Red/Orange Vegetable	2 servings per week*	
Beans/Peas	1 serving per week*	
Starchy Vegetable	2 servings per week*	
<b>Fluid Milk</b>	1	8 fluid ounces or 1 cup
<b>Protein Foods</b>	1	3 oz. equivalent
<b>Fats and Oils</b>	1	1 teaspoon served on side or used in cooking
<b>Dessert (optional)</b>	1	1 2 cup

Fruit or vegetable contained in a dessert may count toward the fruit or vegetable component, respectively.

\* Based on 5-day week. See below for guidance on requirements for less than five days per week.

### Meal Pattern (One Meal) – Breakfast

<u>Meal Component</u>	<u>Minimum # of Servings per Meal</u>	<u>Serving Size Examples</u>
<b>Grains</b>	1	1 regular slice bread, ½ cup cooked, 1 cup ready-to-eat cereal, 1 6" tortilla, ½ regular size bun
<b>Fruit and/or Vegetable*</b>	2	½ cup fresh, frozen, or canned (cooked or raw), ¼ cup dried fruit, 1 cup raw leafy greens, ½ cup 100% fruit or vegetable juice
<b>Fluid Milk</b>	1	8 fluid ounces or 1 cup
<b>Protein Foods</b>	1	3 oz. equivalent
<b>Fats and Oils</b>	1	1 teaspoon served on side or used in cooking
<b>Additional Required Item</b>	1	Choose one of the following <ul style="list-style-type: none"> <li>• ½ cup serving of fruit/vegetable</li> <li>• 1 serving of grains</li> </ul>

\* Include a variety of colors of fruits and/or vegetables throughout the week.

**Each meal needs to have – 3 Servings of Fruits and Veggies. However, if you are unable to provide 3 different fruits and veggies, you can have 2 as long as the serving size is increased.**

- For example, if you have 2 fruits/veggies on the menu that have ½ c serving sizes, you could increase the serving size of each to ¾ cup, this will give you a total of 1 ½ cups (or 3 servings equivalents) for the meal.
- If you can offer 3 different fruit or veggie serving great, different foods have different nutrients so the more variety the better.

**1 serving equals:**

- ½ cup cooked or fresh, frozen, or canned, cooked or raw
- 1 cup raw leafy greens,
- ½ cup 100% juice,
- ¼ cup dried fruit.
- Soup is typically an 8 oz. (1 cup) serving; however, the portion size should be noted on the menu by the person approving the menus. For example, ½ cup of bean or lentil soup counts as 1 serving but a soup with fewer veggies may need 1 cup of soup to = ½ cup of veggies.
- To count a particular food toward the fruit/vegetable requirement, at least 1/8 cup must be included in a serving size.
  - For example ¼ c apples in apple crisp and ¼ cup of broccoli in pasta salad = 1 veggie serving
  - You can also puree fruits and veggies and add them to dishes, desserts, soups, potatoes, etc. For example, white beans pureed and added to mashed potatoes, broccoli pureed and added to cream soup, mashed banana or applesauce added to a dessert to replace the fat.

**If the dietitian suggests a specific “Color” veggie, choose one of the following.**

**Dark Green Vegetable**

- Beet greens
- Bok choy
- Broccoli
- Chicory
- Collard greens
- Dark green leafy lettuce
- Endive or escarole
- Grape leaves
- Kale
- Mesclun
- Mustard greens
- Parsley
- Romaine lettuce
- Spinach
- Turnip greens
- Watercress

**Red/Orange Vegetables**

- Carrots
- Pimentos (cherry pepper)
- Pumpkin
- Red peppers
- Sweet potatoes
- Tomatoes
- Tomato juice
- Winter squash (acorn, butternut, hubbard)

**Starchy Vegetables**

- Cassava (yucca)
- Corn (yellow or white)
- Green bananas
- Green lima beans
- Green peas
- Jicama
- Parsnips
- Plantains
- Potatoes
- Water chestnuts

**Beans/Peas\***

- Black beans
- Black-eyed peas (mature, dry)
- Garbanzo beans (chickpeas)
- Great northern beans
- Kidney beans
- Lentils
- Mung beans
- Navy beans



- Pink beans
- Pinto beans
- Red beans
- Soybeans
- Split peas
- White beans

\* Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food but not both in the same meal.

***If a specific “colored” fruit or veggie isn’t specified, you can add any fruit and veggie of your choice.*** Here is a list of some “Other” produce to consider adding to the menu. Try and serve foods that are in season. They tend to cost less, taste the best and give participants something to look forward to!

#### **“Other” Category**

- |                          |                                      |   |
|--------------------------|--------------------------------------|---|
| • Artichoke              | • Daikon (oriental radish)           | • Peppers (Green sweet bell, green chilis, yellow, red) |
| • Asparagus              | • Eggplant                           | • Pickles/Cucumber                                      |
| • Avocado                | • Garlic                             | • Radishes  |
| • Bamboo shoots          | • Horseradish                        | • Rhubarb   |
| • Bean Sprouts           | • Iceberg lettuce                    | • Shallots  |
| • Green and yellow beans | • Kohlrabi                           | • Spaghetti squash                                      |
| • Beets                  | • Leeks                              | • Tomatillo   |
| • Brussels sprouts       | • Mushrooms                          | • Turnips   |
| • Cabbage, green and red | • Okra                               | • Wax beans   |
| • Cactus                 | • Olives                             | • Yellow Summer Squash                                  |
| • Cauliflower            | • Onions                             | • Zucchini  |
| • Celery                 | • Green peas like snap and snow peas |   |
| • Chives                 | • Pepperoncini                       |   |
| • Cucumbers              |                                      |   |

***If your entrée is a casserole, soup, or another combination dish, it can be tricky to assure each serving provides 3 oz of edible protein.*** At least 3-oz. equivalent of protein foods must be offered as part of each meal. Consider adding an additional source of protein to those meals. Here is a list of 1-oz. equivalents of protein foods.

- |  |   |
|--|---|
| • 1 oz. cooked meat (3 oz. = 1 small steak or hamburger)   | • 1 oz. cooked tempeh   |
| • 1 oz. cooked poultry, 1 sandwich slice of deli meat (3 oz. = 1 small chicken breast)   | • 2 Tablespoons hummus  |
| • 1 oz. cooked fish or seafood (3 oz. = 1 small salmon steak or trout)   | • ½ oz. nuts, 12 almonds, 24 pistachios, 7 walnut halves                              |
| • 2 oz. frankfurter  | • ½ oz. seeds   |
| • 1 large egg  | • 1 Tablespoon nut/seed butter  |
| • ¼ cup cooked dry beans or peas, ½ cup split pea soup, ½ cup lentil soup, ½ cup black bean soup, 1 falafel patty (2 ¼” across)* | • ¼ cup cottage cheese  |
| • ¼ cup tofu, 2 oz. tofu   | • ¼ cup ricotta cheese  |
|  | • 1 oz. cheese (hard or soft)   |
|  | • 2 oz. processed cheese food or cheese spread  |
|  | • ½ cup yogurt, Greek yogurt, or soy yogurt (plain, flavored, sweetened, unsweetened) |

\* Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food but not both in the same meal.

# Meal Pattern Menu Approval Documentation

## Meal Pattern Menu Approval Documentation

Instructions: Please enter the date and menu items for each menu of the week. Attach completed form to the menu and file with the nutrition program for three years.

Meal Component	Minimum # of Servings per Meal	Menu Items		
		Date:	Date:	Date:
<b>Grains</b>	1 serving (½ of offered grains are whole grains)	Whole grain? <input type="checkbox"/>	Whole grain? <input type="checkbox"/>	Whole grain? <input type="checkbox"/>
<b>Fruit and/or Veggie</b>	3 servings total	Whole grain? <input type="checkbox"/>	Whole grain? <input type="checkbox"/>	Whole grain? <input type="checkbox"/>
“Other “category	As many as desired			
Dark Green Vegetable	1 serving per week*			
Red/Orange Vegetable	2 servings per week*			
Beans/Peas	1 serving per week*			
Starchy Vegetable	2 servings per week*			
<b>Fluid Milk</b>	8 oz or 1 cup			
<b>Protein Foods</b>	3 oz equivalent			
<b>Fats and Oils</b>	1 tsp served on side or used in cooking			
<b>Dessert (optional)</b>				

I certify that I have reviewed the attached week of menus and the menus meet the meal pattern requirements for the Wisconsin Elder Nutrition Program, as outlined above and in Section 8.5 of the *Manual of Policies and Procedures for the Wisconsin Aging Network*.

Program Nutritionist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

# Nutrient Standards for Nutrition Program Meals

**Wisconsin Aging Network Manual of Policies and Procedures**

**Figure 8.5.5.1 Nutrient Standards for Nutrition Program Meals**

<b>Nutrition Standards for Average of Weekly Menu</b>			
	<b>Minimum Requirements (unless otherwise noted)</b>		
	<b>1 meal per day</b>	<b>2 meals per day</b>	<b>3 meals per day</b>
<b>Calories</b>	675 calories	1350 calories	2000 calories
<b>Protein</b>	19 g	38 g	56 g
<b>Dietary Fiber</b>	8 g	16 g	24 g
<b>Saturated Fat</b>	<10% of calories		
<b>Calcium</b>	400 mg	800 mg	1200 mg
<b>Potassium</b>	1565 mg	3140 mg	4700 mg
<b>Sodium</b>	1200 mg or less*	2400 mg or less*	3600 mg or less*
<b>Magnesium</b>	110 mg	220 mg	mg 330 mg
<b>Zinc</b>	4 mg	8 mg	11 mg
<b>Vitamin A</b>	275 mcg RAE	535 mcg RAE	800 mcg RAE
<b>Vitamin B6</b>	0.6 mg	1.1 mg	1.6 mg
<b>Vitamin B12</b>	0.8 mcg	1.6 mcg	2.4 mcg
<b>Vitamin C</b>	30 mg	60 mg	90 mg
<b>Vitamin D</b>	120 IU	240 IU	360 IU
<b>Folate/Folic Acid</b>	135 mcg	270 mcg	400 mcg

\*target value is 1200 mg. Up to 1400 mg is allowable.

# Meal Components, Meal Service and Portion Sizes

## **Wisconsin Aging Network Manual of Policies and Procedures**

### **8.5.8 Meal Components**

Information on each meal component is provided below. When questions arise for a food which is not mentioned in the policy, such as whether a food fits into a certain category, or what a serving size should be, the program nutritionist will contact the AAA or BADR for clarification.

#### **8.5.8.1 Grains**

Examples of serving sizes for some foods in this group are as follows:

- ¼ large bagel or 1 mini bagel
- 1 biscuit, 2 inches across
- 1 regular slice bread, 1 small slice French bread, 4 snack size slices
- ½ cup cooked grains (barley, bulgur, rice, pasta, noodles)
- 1 piece of cornbread, 2½-in. x 1 ¼" x 1 ¼"
- 7 crackers (square or round), 5 whole wheat crackers
- ½ English muffin
- 1 muffin, 2½ in. across
- ½ cup cooked oatmeal, 1 packet instant oatmeal
- 1 pancake (4 ½" across), 2 pancakes (3" across)
- 1 cup ready-to-eat cereal (flakes, rounds), 1 ¼ cup puffed
- 1 flour or corn tortilla (6" across)
- ½ regular size bun
- ½ cup dressing/stuffing

In order to count a particular food toward the grain requirement, at least 1/4 serving must be offered.

#### **Guidelines for offering grains:**

- Half of all grains offered will be whole grain.
- When refined grains are offered, they should be enriched.
- Increase servings of whole grain bread and cereal products to provide adequate complex carbohydrates and fiber and to lower fat.
- Offer a variety of low-fat, whole-grain, wheat, bran, or rye bread, as well as cereal products.
- Limit high-fat bread and bread-alternate selections such as biscuits, quick bread, muffins, cornbread, dressings, croissants, fried hard tortillas and other high-fat crackers.
- Potatoes do not count as a grain meal component.

Reduce sodium by:

- Choosing not to add salt to cooking water for pasta or rice.
- Choosing lower sodium sandwich breads, rolls, bagels, and buns.

Acceptable substitutes must be approved by the program nutritionist.

## Chapter 8 Nutrition Program Operations Information for RFP

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### 8.5.8.2 Fruit

Serving sizes are generally as follows:

- ½ cup of fresh, frozen, or canned fruit, cooked or raw
- ¼ cup dried fruit
- ½ cup of 100% fruit juice
- ½ small apple, orange, or peach (2-2 ½" across)
- 1 small banana (6" long)
- 1 medium wedge of melon (1/8 of melon), 6 melon balls
- 16 grapes
- ½ medium grapefruit (4" across)
- ½ medium pear (2.5 per lb.)
- 1 large plum
- Approximately 4 large strawberries

In order to count a particular food toward the fruit requirement, at least 1/8 cup must be offered.

#### Guidelines for offering fruit:

- Make menu items more nutrient-dense by incorporating fruit.
- No more than one serving per meal may come from fruit juice.
- Offer fiber-rich fruits when possible.
- Prepare fruit without added fat or sugar whenever possible.
  - Use fresh, frozen, or canned fruits; packed either in their own juice or without added sugar.
  - For people with diabetes, the most commonly recommended dessert is fruit.
- Molded salads can count as a fruit serving if the recipe is modified so that each serving contains a serving of fruit.
- Some fresh fruit may need to be cut, sliced, or peeled for easier chewing.

### 8.9.3.3 Vegetables

Serving sizes are generally as follows:

- ½ cup of fresh, frozen, or canned vegetables, cooked or raw
- ½ cup mashed vegetables, cooked
- ½ cup cooked beans/peas
- 1 cup of raw leafy greens
- ½ cup of 100% vegetable juice
- 1 medium carrot, approximately 6 baby carrots
- 1 small bell pepper
- 1 small raw whole tomato (2 ¼" across), 1 medium canned tomato
- ½ large baked sweet potato (2 ¼" across)
- Approximately ½ acorn squash
- 1 small ear of corn (about 6" long)
- ½ medium white potato (2 ½" to 3" across)
- 1 large stalk of celery (11" to 12" long)



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Based on their nutrient content, vegetables are organized into five subgroups: dark green vegetables, red/orange vegetables, starchy vegetables, beans and peas, and other vegetables. Listed in Addendum 1. The list is not all-inclusive.

In order to count a particular food toward the vegetable requirement, at least 1/8 cup must be offered.

### Guidelines for offering vegetables:

- Make entrees, baked goods, sauces, etc. more nutrient-dense by incorporating vegetables.
- No more than one serving per meal may come from vegetable juice.
- Reduce fat by:
  - Preparing vegetables with little or no fat.
  - Steaming, baking or boiling vegetables rather than frying.
- Offer fiber-rich vegetables (including raw and cooked).
- Offer fresh or frozen vegetables whenever possible.
- Reduce sodium by:
  - Choosing not to add salt to cooking water for vegetables.
  - Using canned vegetables less often and fresh or frozen vegetables without added sauce or sodium more often.
  - Preparing potatoes without added salt.
  - Serving lower sodium vegetable juice.
  - Choosing lower sodium canned tomato products
- Molded salads can count as a vegetable serving if the recipe is modified so that each serving contains a serving of vegetable.
- Potatoes count as a vegetable. Instant or dehydrated potatoes must be enriched with vitamin C.
- Green peas and green (string) beans are not considered to be beans/peas. Green peas are similar to other starchy vegetables and are grouped with them. Green beans are considered “other” vegetables because their nutrient content is similar to those foods.
- Noodles, pasta, spaghetti, rice or dressing are grains, not vegetables.
- Some vegetables may need to be cut, sliced, or peeled for easier chewing.

### 8.5.8.3 Fluid Milk

Serving size is generally 8 fluid ounces (1 cup).

The following are all allowable foods for the milk component as long as they are fortified with vitamin D:

- skim or nonfat milk (unflavored or flavored)
- low-fat milk (one percent, unflavored or flavored)
- cocoa or hot chocolate that is made from fluid milk only
- lactose-reduced milk
- lactose-free milk
- soy milk/beverage fortified with calcium and Vitamins A and D

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- low fat or fat-free buttermilk
- goat's milk (must be pasteurized)
- powdered and/or shelf-stable milk

Guidelines for offering milk:

- Fluid milk products offered will be low-fat or fat-free if possible.
- Cream, sour cream, and cream cheese are not included as allowable foods for the milk component because they are low in calcium.
- Butter is considered a fat/oil.
- Other products sold as “milk” but made from plants (i.e. almond, rice, coconut, and hemp “milk”) may contain calcium and be consumed as a source of calcium, but they are not included in the fluid milk component because their overall nutritional content is not similar to dairy milk and fortified soy beverages.

To meet the high calcium and vitamin-D needs of the older adults served in the program, nutrition programs will need to incorporate dairy products into other menu items. For example, cheese and yogurt are considered protein foods and could be offered in addition to milk. Ice cream, frozen yogurt or pudding made with milk, which are considered desserts, could also be occasionally offered in addition to milk. When a week's menu is too low for calcium, programs may also choose to offer two servings of milk on one or more days of that week. An example could be offering both one white milk and one flavored milk.

### 8.5.8.4 Protein Foods

The following are 1-oz. equivalents of protein foods. At least 3-oz. equivalent of protein foods must be offered as part of each meal.

- 1 oz. cooked meat (3 oz. = 1 small steak or hamburger)
- 1 oz. cooked poultry, 1 sandwich slice of deli meat (3 oz. = 1 small chicken breast)
- 1 oz. cooked fish or seafood (3 oz. = 1 small salmon steak or trout)
- 2 oz. frankfurter
- 1 large egg
- ¼ cup cooked dry beans or peas, ½ cup split pea soup, ½ cup lentil soup, ½ cup black bean soup, 1 falafel patty (2 ¼” across)\*
- ¼ cup tofu, 2 oz. tofu
- 1 oz. cooked tempeh
- 2 Tablespoons hummus
- ½ oz. nuts, 12 almonds, 24 pistachios, 7 walnut halves
- ½ oz. seeds
- 1 Tablespoon nut/seed butter
- ¼ cup cottage cheese
- ¼ cup ricotta cheese
- 1 oz. cheese (hard or soft)
- 2 oz. processed cheese food or cheese spread
- ½ cup yogurt, Greek yogurt, or soy yogurt (plain, flavored, sweetened, unsweetened)

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\* Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food but not both in the same meal.

In order to count a particular food toward the protein food requirement, at least ¼ ounce must be offered.

### Guidelines for offering protein foods:

- Fillers or breading used in preparation are not to be counted as part of the portion weight.
- Meat portions weigh less after cooking. Plan to allow for shrinkage.
- Take into account the inedible parts, such as bone, skin, and sometimes fat, which will not count as part of the portion.
- Select some fish and seafood that are rich in omega-3 fatty acids, such as salmon, trout, sardines, anchovies, herring, Pacific oysters, and Atlantic and Pacific mackerel.
- Casserole entrées (combination of meat and starch, vegetable, cooked dried beans or creamed sauce) are cost-effective. However, because it can be difficult to meet the protein food requirement, recipes can be adjusted accordingly by supplementing the meal with additional protein-rich products.
- Reduce saturated fat by increasing the amounts of vegetables, whole grains, lean meat, and low-fat or fat-free cheese, in place of some of the fatty meat and/or regular cheese in meals.
- When planning and serving vegetarian meals, combine foods which are considered "incomplete proteins" to create "complete protein" foods (e.g., legumes with grains = complete protein; beans with corn = complete protein; beans with rice = complete protein; peanuts with wheat = complete protein).
- **Reduce fat by:**
  - Preparing protein foods with little or no fat
  - Choosing low-fat prepared foods
    - Choose lean or low-fat meat and poultry.
    - Most cheese offered should be reduced fat or low fat.
    - Most yogurt offered should be fat free or low fat.
- **Reduce sodium by:**
  - Lessening salt in recipes
  - Make soups or stews from scratch without purchased soup base, use reduced sodium soup base for soups and stews, or dilute high sodium soup base.
  - Choosing protein foods which are relatively low in sodium.
    - Limit processed meats such as ham, bacon, sausage, frankfurters, and luncheon or deli meats that typically have added sodium.
    - Fresh chicken, turkey, and pork that have been enhanced with a salt-containing solution also have added sodium. Check the product label for statements such as "self-basting" or "contains up to \_\_\_% of \_\_\_", which mean that a sodium-containing solution has been added to the product.
    - Choose unsalted nuts and seeds.
    - Prepare meat, poultry, and fish without breading
    - Choose lower sodium cheeses
- Reduce added sugar by offering unsweetened yogurt or limiting use of "fruit on

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the bottom” varieties of yogurt.

- Any item labeled with the wording “imitation” cheese or cheese “product” does not meet the nutrient requirements and cannot be counted as a protein food.
- Include low fat or fat-free yogurt and cheese.
- Cheese must be pasteurized and soft cheeses such as feta, brie, camembert, blueveined cheeses, and queso fresco should be used with extreme caution, as they are at increased risk for contamination with *Listeria monocytogenes*.

### 8.5.8.5 Fats and Oils

Serving size is generally one teaspoon.

Most oils are high in monounsaturated or polyunsaturated fats, and low in saturated fats. Foods that are mainly oil include mayonnaise, certain salad dressings, and soft (tub or squeeze) margarine with no trans fats.

Solid fats are fats that are solid at room temperature, like butter and shortening. Solid fats come from many animal foods and can be made from vegetable oils through a process called hydrogenation. Some common fats are: butter, milk fat, beef fat (tallow, suet), chicken fat, pork fat (lard), stick margarine, shortening, and partially hydrogenated oil. A few plant oils, including coconut oil, palm oil, and palm kernel oil, are high in saturated fats and for nutritional purposes are considered to be solid fats.

#### Guidelines for offering fats and oils:

- When bread is not a part of the menu, fats and oils used in cooking can be counted for the one teaspoon in the meal pattern.
- Fats and oils may be offered as a spread, dip, or topping for a menu item.
- Wisconsin law requires that customers (i.e. participants) be told which spread is margarine and which one is butter.
- **Reduce consumption of saturated fat by:**
  - Substituting polyunsaturated margarine for butter, lard and saturated fats whenever possible.
  - Using food preparation methods which add as little fat as possible.
  - Increasing food preparation use of monounsaturated and polyunsaturated vegetable oils, such as olive, peanut, corn, safflower, canola, cottonseed and soybean oils.
  - Eliminating palm oil in food preparation.
  - Use oil-based dressings and spreads on foods instead of those made from solid fats (i.e., butter, stick margarine, cream cheese)
- **Reduce sodium by:**
  - Making salad dressings from scratch without added salt.
  - Use “low sodium” or “reduced sodium” salad dressing
  - Make sauces from scratch without purchased soup base or use reduced sodium soup base for sauces.
  - Using olive oil, vegetable oil, and unsalted butter in cooking rather than salted butter.
  - Serving salad dressing on the side.

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- Gravies and sauces are a key component for temperature control in home delivered meals; they are often a necessity. Numerous recipes and mixes for low-fat and low-sodium gravies and sauces are available for use in entrées.
- To successfully implement these suggestions with meal providers, review ingredients of ready-prepared products and make changes when possible.

### 8.5.8.6 Dessert

Serving size is generally ½ cup.

Fruit or vegetable offered as a dessert or contained in a dessert may count toward the fruit or vegetable component, respectively.

#### Guidelines for offering dessert:

- Increase consumption of fruits and complex carbohydrates to provide adequate fiber and to lower fat.
- Low-sugar or sugar-free desserts or alternatives will be available to individuals who request them for health reasons.
- Reduce fat by preparing desserts with little or no fat.
- Limit frequency of desserts high in added sugar and fat. Reduce added sugar by limiting grain-based and dairy desserts to once or twice a week and offer fruit on remaining days.
- Increase the consumption of desserts high in calcium, including low-fat dairy products.
- Offer plain cookies, angel food cake, gingerbread, cakes without frostings, or pies made with recipes altered to provide less added sugar and less fat.
- Because ice cream is high in saturated fat, offer it only occasionally, or as a small amount of topping on a fruit dessert.
- Offer low-fat milk and calcium-containing desserts such as frozen yogurt, low-fat custards and low-fat puddings.
- To successfully implement these suggestions with meal providers, review ingredients of ready-prepared products and make changes when possible.

### 8.5.9 Meal Service and Portion Sizes

- Each program will use standardized portion control procedures to ensure that each offered meal is uniform and satisfies meal pattern requirements.
- Standard portions may be altered to be less than the standard serving of an item only at the request of a participant or if a participant declines an item. (NSIP meal eligibility is not affected when a participant declines menu items.)
- Do not offer less-than-standard portions as a means of "stretching" available food, i.e. to serve additional persons.

### 8.4.26.4 Frozen Meals

Nutrition programs may offer meals to home-delivered meal participants in a frozen state when all of the following procedures are followed:

- Each frozen meal will meet all the requirements of a complete meal as defined in the

## **Chapter 8 Nutrition Program Operations Information for RFP**

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elder nutrition program (ENP) policy and meet 1/3 the Dietary Reference Intakes (DRI).

- Participants will have suitable appliances for maintaining frozen food in a frozen state and for heating it to a proper serving temperature. The program will verify and maintain records which indicate that each client has and maintains the ability to handle frozen meals.
- Frozen meals will be maintained and delivered in a solid frozen state.
- Frozen meals must only be provided in situations where it is not logistically feasible to provide the client with fresh meals, with the following exceptions: holidays, weekends, second meals or emergency situations. In such cases, the program will have a procedure in place to check on the participant's well-being when an in-person delivery is not possible.
- Participants will be given written instructions on proper handling and reheating of the meals upon initiation of this service and at least annually thereafter.
- Programs will limit their use of commercially available frozen entrées or TV dinners. Such foods must be approved for use by the program nutritionist. Concerns about these products include high-fat and high-sodium content, small serving sizes (especially for vegetables), and frequent changes to entrée size and/or content. If a program decides to purchase and distribute commercially pre-packaged meals, these meals must meet OAA nutrition program guidelines.

# FREE Quantity Recipes

## FREE Quantity, Standardized Recipes

Here are some resources to help you incorporate Nutrient Dense, made-from-scratch quantity recipes, and sample menu cycles. *Disclaimer:* The resource is informational only; we are not specifically endorsing any site.

Nice overview site that includes several examples is summarized by the USDA Nutrition Team <https://www.fns.usda.gov/tn/team-nutrition-recipes>

- [Bread and Dessert Recipes from Kansas Schools](#). Include nutrient analysis.
- [CDKitchen. Cooking for a Crowd](#)
- Child Nutrition Recipe Box. This site offers USDA Standardized recipes for [adult portions](#) and has recipes written in [Spanish!](#)**
- [Food Hero.org](#) from Oregon State University Extension. [Quantity Recipes](#) All recipes on this page have been analyzed by Child Nutrition Specialists and meet the USDA meal pattern requirements and they list the amount that counts toward the meal pattern. They each continue nutrient analysis. There are small or large quantify pdfs. Color photos and a nice variety of recipes. Delicious and healthy!
- [Fruit and Veggie Quantity Cookbook.](#)
- [Healthy Recipes and Cooking Guides from New Hampshire Dept. of Health and Human Services.](#)
- [Healthy Recipes for Healthy Kids-Cookbook for Schools from USDA.](#) These recipes aren't just for kids.
- [Home Grown: Farm to School Recipes from WI.](#) Recipes are nutrient-dense and made from scratch. Each recipe yields ~50 servings.
- [Vegan Quantity Recipes](#)
- [Maine.gov](#) Nice document with [sample cycle menus and recipes](#)
- [Ohio Dept of Education- Menus that Move.](#) Outstanding resource for cycle menus that have the color catatories and nutrient analysis
- [Sebastian's Café](#), the cafeteria at the Harvard T.H. Chan School of Public Health. [Quantity recipes and more](#) to help your food service program.
- [Soy Connection.com](#) This site is wonderful if you want to add some vegetarian entrees to your menus. The recipes allow you to enter the quantity you want to make and it automatically recalculates the recipe! They also offer a menu planner. Check it out at
- [The Lunch Box:](#) Recipes and Cycle Menus
- Try [new standardized recipes](#) developed by the Iowa Department of Education, Minnesota Department of Education, Montana Office of Public Instruction, and Virginia Department of Education through the fiscal year 2021 Team Nutrition Training Grant! Available now on the Institute of Child Nutrition's Child Nutrition Recipe Box.**
- [USDA Multi-Cultural Recipes](#)
- [USDA Standardized Quantity Recipes by meal and food category](#)
- [WI Dept of Public Instruction School Cycle Menus and Recipes](#)



### **NOT Quantity Sized but Great Ideas for Healthy recipes, many of which feature various cultures.**

- **Plant Forward Kitchen** Check out their Recipes at [this link](https://www.plantforwardkitchen.org/recipes) Many recipes include cultural and indigenous foods <https://www.plantforwardkitchen.org/recipes>
- **MyPlateKitchen**. These are not large quantities but some good ideas. <https://www.choosemyplate.gov/myplatekitchen/recipes>
- **Food Hero** also has smaller quantity versions at [this link](#)

### **For Purchase:**

- **Large Quantity Recipe Books** <https://www.chef-menus.com/large-quantity-recipes.html>
- **Food For Fifty** <https://www.amazon.com/Food-Fifty-Whats-Culinary-Hospitality/dp/0134437187>

### **Culinary Training Opportunities (There is a Fee)**

**Pro Chef:** Support your staff and students with the industry-acclaimed ProChef® online training solution. Developed with The Culinary Institute of America, ProChef® consists of 20 short courses that teach foundational skills and culinary knowledge. The flexible online curriculum can complement any manner of existing training programs and enables you to reduce the financial and logistical costs of traditional classroom-based learning.

<https://lobsterink.com/solution/content/prochef-for-culinary-programs/>

### **Additional Resources:**

**Freezing Prepared Foods:** This is an excellent reference on how to freeze prepared foods.

[http://www.clemson.edu/extension/hgic/food/food\\_safety/preservation/hgic3065.html](http://www.clemson.edu/extension/hgic/food/food_safety/preservation/hgic3065.html)

**Recipe Converter** from the Webstaurant Store. Resize your recipe with this online tool.

[https://www.webstaurantstore.com/recipe\\_resizer.html](https://www.webstaurantstore.com/recipe_resizer.html)



**Richland County Health & Human Services and Veterans Standing Committee  
Agenda Item Cover**

**Agenda Item Name:** Reclassification of the Behavioral Health Services Manager

<b>Unit</b>	Health and Human Services	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	April 13, 2023	<b>Action Needed:</b>	Vote /Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Finance and Personnel Committee
<b>Date submitted:</b>	April 10, 2023	<b>Referred by:</b>	

**Recommendation and/or action language:** Recommend a motion "to forward the recommendation onto the Finance and Personnel Committee and the County Board to approve the reclassification of the Behavioral Health Services Manager position from a Grade N to a Grade M."

**Background:** The Behavioral Health Services unit is comprised of 9 programs and 20 employees. The manager position has two primary duties. One is to oversee the unit. This includes ensuring compliance with all the programs/grants/funding sources, maintain all licensing, certifications and credentialing with the State and providing direct day to day supervision of staff. The second is to provide clinical supervision of the staff for the various programs. This is a requirement by State Statue to ensure that quality work is being done.

The reclassification removes all clinical supervision from the job description. These services would then be contract out. This will alleviate some of the responsibilities of the position as it is a difficult task for any one person to be able to do efficiently.

Some of the clinical supervision duties are allocated to the CCS Supervisor. This is a position that has been unfilled for over a year and despite being posted, it remains vacant. Due to this, the Behavioral Health Services Manager has been doing these duties. If the Behavioral Health Services Manager position is reclassified, the CCS Supervisor position will not be filled and the budgeted funds for the position will go to cover the contracted services.

**Attachments and References:**

Behavioral Health Services Manager job descriptions	Carlson Dettmann Recommendation
Policy on Personnel Classification, Compensation and Staff Authorization of Richland County	Reclassification Request

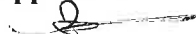
**Financial Review:**

(please check one)

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

Reclass is to a lower grade so no additional funds will be needed in the budget for the position. To cover the cost of the contracted services, we will not fill the CCS Supervisor Position.

**Approval:**



Department Head

**Review:**



Administrator, or Elected Office (if applicable)

# **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Behavioral Health Services Manager    **Department:** Health and Human Services

**Reports to:** Director

**Pay Grade:** 30 & N

**Date:** January 1, 2020

**Hours Per Week:** 40

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## **PURPOSE OF POSITION**

The purpose of this position is to oversee the Behavioral Health Services Unit of Health and Human Services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Coordinates, manages and supervises Behavioral Health Services, Children’s Long-Term Support, Birth to 3, and Adult Protective Services Programs.
- Plans, directs, and monitors program staff in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.
- Provides direct supervision to the Children’s Long-Term Support & Birth to 3 Supervisor
- Provides direct supervision to the Treatment Court Coordinator and maintains communication with the Richland County Circuit Court Judge related to staff supervision.
- Provides direct supervision to the Business Systems Supervisor.
- Maintains a working knowledge of Wisconsin laws, codes and statutes related to the provision of social and human services requirements.
- Provides supervisory backup to direct line workers as needed.
- Participate in a supervisory after hours on-call rotation.
- Establishes and maintains state certifications and credentialing for relevant services and submit annual state reports; for Mental Health Block Grant; Substance Abuse Block Grant, Substance Abuse Prevention Services Information System, Children’s Community Options Program, Coordinated Services Team Initiative, and other required grant and funding reports; and participate in relevant regional and state administrative meetings.
- Provides clinical supervision and consultation in the area of mental health and addiction to professional staff and programs across the agency and in the community.
- Serves as the Richland County Intoxicated Drivers Program Coordinator per DHS 62 and ensure compliance with program regulations
- Coordinates and monitors compliance of Chapter 51 civil commitments including agency 51.42 Board court-related responsibilities.
- Assures compliance with contractual obligations including all required reporting requirements for the programs contained within the Children’s Services Unit.

- Collaborates with the Business Systems Supervisor and the Manager of Operations to develop the annual Behavioral Health Services budgets, monitor program expenses, and analyze expense/revenue trends.
- Provides information to the County Board of Supervisors, the Health and Human Services Board members and other county agencies as needed on issues of mental health and addiction including preparing the Behavioral Health Services portion of the Health and Human Services Annual Report.
- Maintains positive relations with the Richland County community by providing information on behavioral health, children's long-term support, early intervention, and adult protective services issues through public speaking, participating in community advisory groups, and through the news media.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Serves as the Health and Human Services HIPAA Privacy Officer ensuring agency compliance with federal and state privacy and confidentiality regulations; provide staff training and consultation on privacy/confidentiality issues; and conduct privacy audits.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

- Master's degree in social work, or related field required.
- Current State of Wisconsin license credential as a Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, or Licensed Professional Counselor.
- Five years of experience in human services setting including three years administrative/supervisory experience preferred, or equivalent combination of education and experience from which comparable knowledge can be acquired.
- Must obtain Intoxicated Drivers Program Approved Training Certificate within 12 months of hire.
- Prefer State of Wisconsin Clinical Supervisor or Intermediate Clinical Supervisor Certification
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**Language Ability and Interpersonal Communication**

- Ability to interpret and comprehend a variety of documents including state policy manuals and regulations, computer software manuals and texts, memos and letters.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and use descriptive statistics.

**Judgment and Situational Reasoning**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within systems involving diversified work requiring exercise of judgment.

**Physical Requirements**

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to operate a motor vehicle.

**Environmental Adaptability**

- Ability to work in a comfortable and occasionally unsafe office environment.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Behavioral Health Services Manager    **Department:** Health and Human Services

**Reports to:** Director

**Pay Grade:** M

**Date:** June 1, 2023

**Hours Per Week:** 40

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## **PURPOSE OF POSITION**

The purpose of this position is to oversee the Behavioral Health Services Unit of Health and Human Services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Coordinates, manages and supervises Behavioral Health Services, Children’s Long-Term Support, Birth to 3, and Adult Protective Services Programs.
- Plans, directs, and monitors program staff in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.
- Provides direct supervision to the Children’s Long-Term Support & Birth to 3 Supervisor
- Provides direct supervision to the Treatment Court Coordinator and maintains communication with the Richland County Circuit Court Judge related to staff supervision.
- Provides direct supervision to the Business Systems Analyst.
- Maintains a working knowledge of Wisconsin laws, codes and statutes related to the provision of social and human services requirements.
- Provides supervisory backup to direct line workers as needed.
- Establishes and maintains state certifications and credentialing for relevant services and submit annual state reports; for Mental Health Block Grant; Substance Abuse Block Grant, Substance Abuse Prevention Services Information System, Children’s Community Options Program, Coordinated Services Team Initiative, and other required grant and funding reports; and participate in relevant regional and state administrative meetings.
- Serves as the Richland County Intoxicated Drivers Program Coordinator per DHS 62 and ensure compliance with program regulations
- Coordinates and monitors compliance of Chapter 51 civil commitments including agency 51.42 Board court-related responsibilities.
- Collaborates with the Business Systems Analyst and the Manager of Operations to develop the annual Behavioral Health Services budgets, monitor program expenses, and analyze expense/revenue trends.
- Provides information to the County Board of Supervisors, the Health and Human Services Board members and other county agencies as needed on issues of mental health and addiction including preparing the Behavioral Health Services portion of the Health and Human Services Annual Report.

- Maintains positive relations with the Richland County community by providing information on behavioral health, children's long-term support, early intervention, and adult protective services issues through public speaking, participating in community advisory groups, and through the news media.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Serves as the Health and Human Services HIPAA Privacy Officer ensuring agency compliance with federal and state privacy and confidentiality regulations; provide staff training and consultation on privacy/confidentiality issues; and conduct privacy audits.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

- Master's degree in social work, or related field required.
- Five years of experience in human services setting including three years administrative/supervisory experience preferred, or equivalent combination of education and experience from which comparable knowledge can be acquired.
- Must obtain Intoxicated Drivers Program Approved Training Certificate within 12 months of hire.
- Prefer State of Wisconsin Clinical Supervisor or Intermediate Clinical Supervisor Certification
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.



**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**Language Ability and Interpersonal Communication**

- Ability to interpret and comprehend a variety of documents including state policy manuals and regulations, computer software manuals and texts, memos and letters.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and use descriptive statistics.

**Judgment and Situational Reasoning**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within systems involving diversified work requiring exercise of judgment.

**Physical Requirements**

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to operate a motor vehicle.

**Environmental Adaptability**

- Ability to work in a comfortable and occasionally unsafe office environment.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



April 7, 2023

**MEMORANDUM**

**TO:** Tricia Clements, HHS Director  
Richland County

**FR:** Heather Murray, Senior Consultant

**RE:** Job Classification Review – Behavioral Health Services Manager

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The County provided updated job documentation for the Behavioral Health Services Manager position in the Health and Human Services Department. The County indicated the job description had been updated resulting in changes in responsibility since the position was previously reviewed.

After reviewing the documentation and previous ratings for the position, it is our recommendation that the ratings for “Interactions & Communications” and “Education and Experience” be decreased. As a result, we recommend the position move to Grade M of the County’s salary plan.

Please let me know if you have any questions regarding this recommendation.

## APPENDIX B: RECLASSIFICATION REQUEST

1. Department: Health and Human Services	2. Number of employees: 69	3. Full-time/Part-time: 67/2
4. Current Position Title: Behavioral Health Services Manager		4. Pay Grade: N
6. Proposed Position Title: Behavioral Health Services Manager		7. Proposed Pay Grade: M
8. Date materials effectively received by Administrator:		9. Proposed Effective Date: June 1, 2023

### Required Supporting Documentation:

- X Current job description
- X Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements
- X Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.
- X Supporting documentation (i.e. study data); including consultant review
- X Total financial impact to implement reclassification: \$0 Budget year: 2023
- Plan of how financial impact will be absorbed

Department Head Signature: \_\_\_\_\_

Date:

4/10/2023

Administrator/Supervisory Action:  Approved

Denied

Date:

F+P Committee Action:

Approved

Denied

Date:

Compensation Plan Consultant:

Endorsement

Denied

Date:

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:	Effective Date:
Pay Grade:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Administrator:	Date: <span style="float: right;">Approve // Disapprove</span>
Administrator Comments:	

**Richland County Health and Human Services & Veterans Standing Committee**

**AGENDA ITEM SUMMARY**

**Agenda Item Name:** Approve New Coordinated Services Team (CST) Coordinating Committee Membership List

<b>Unit</b>	Behavioral Health Services	<b>Presented By:</b>	Brandi Christianson
<b>Date of Meeting:</b>	April 13, 2023	<b>Action Needed:</b>	Vote // County Administrator // County Board
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>		<b>Referred by:</b>	CST Coordinating Committee

**Recommendation and/or action language:** Appoint the following new membership list to the Coordinated Services Team (CST) Coordinating Committee, and forward the recommendation onto the County Administrator for review and submission to the County Board for approval.

**Background:** The CST Coordinating Committee is responsible for approving operational policies and procedures related to the application of the Coordinated Services Team Initiative and related to the Children's Community Options Program funds use in Richland County.

In an effort to increase attendance at the committee meetings, Health & Human Services began offering per diems and mileage reimbursement to committee members in early 2022. These meetings are held at least quarterly and are a requirement of the CST Program. Meeting agendas and minutes are recorded and will be offered to the County Clerk's Office.

<u>Member's Name</u>	<u>First Appointed</u>	<u>Representing</u>
Couey, Laurie	7/12/2018	HHS - Children's Services Representative or Designee
Anderson, Brandi	04/18/2023	HHS - Public Health Manager or RN Designee
Turk, Brianna	12/9/2021	HHS - Economic Support Manager or Designee
Chicker, Cindy	11/12/2020	HHS & Veterans Standing Committee Member or Designee
Johnson, Shari	1/14/2021	Richland School District Representative or Designee
McDougal, Honorable Lisa	04/18/2023	Juvenile Court Administrator or Designee
Kramer, Ashley	04/18/2023	Service Provider or Designee
Miller, Amanda	8/16/2016	Parent/Guardian
Fillyaw, Margret	1/14/2021	Parent/Guardian
Tjaden, Angela	04/18/2023	Parent/Guardian
Ruhland, Tara	04/18/2023	Parent/Guardian
Sharp, Sue	04/18/2023	Parent/Guardian
Iverson, Sarah	04/18/2023	Parent/Guardian
Hillesheim, Sherry	04/18/2023	Parent/Guardian
Garner, Leah	04/18/2023	Parent/Guardian

**Richland County Health & Human Services and Veterans Standing Committee**

**Agenda Item Cover**

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**Attachments and References:**

Refer to Resolution #14-32

**Financial Review:** A \$30.00 meeting per diem plus mileage would be paid to committee members

(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		

**Approval:**

**Review:**



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Department Head

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Administrator, or Elected Office (if applicable)



RICHLAND COUNTY  
**HEALTH & HUMAN SERVICES DEPARTMENT**  
COVID-19 Unwinding

*Medicaid Unwinding*

- What is unwinding and why does it matter?
- Major implications for our community
  - FoodShare unwinding plans
  - Medicaid (MA) unwinding plans
- How we are preparing



# RICHLAND COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

## COVID-19 Unwinding

### *What is unwinding and why does it matter?*

- During the pandemic, many requirements normally needed to maintain eligibility for Medicaid were suspended in order to provide access continuity for health care.
- Under recent federal law, many of these temporary health care policies that have been in place during the pandemic will be rolled back, or "unwound."
- During the pandemic, extra FoodShare benefits (averaging generally hundreds of dollars per month) were added for all active households.
- The Capital Consortia (includes Dane, Sauk, Richland, Juneau, Adams, Dodge, Columbia and Sheboygan) added 30,000 cases during the pandemic (from 85,000 to over 115,000). The benefit caseload is as high as it has ever been.
- Richland had 2,318 active cases in February and 2,800 in March of 2023.
- The average case load in February of 2020 was 595 for family and 901 for EBD. Today the average family caseload is 846 and 843 for EBD.



# RICHLAND COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

## COVID-19 Unwinding

### *Implications for our community*

- The Consolidated Appropriations Act, 2023 (CAA), which was passed in late 2022, ended two key COVID-19 temporary policies that had been previously tied to the federal public health emergency:
  - Gave states a timeline for the end of the Medicaid continuous enrollment requirement.
  - Ends FoodShare “emergency allotments” after February 2023 issuance month.
- The first three to four months of unwinding will be difficult for customers and Capital Consortia staff (multiple letters, long waits for the call center, increased lobby traffic)
- Workload for the Capital Consortia will be the highest it’s ever been for a full year during the unwinding period.
- The Community will be impacted.
  - People will lose Medicaid and need to get healthcare through HealthCare.gov.
  - People will face increased food insecurity.
  - There will be provider and customer frustration for people seeking MA-funded services like behavioral health for those that lose their Medicaid.





# RICHLAND COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

## COVID-19 Unwinding

### *Healthcare unwinding plans:*

- People who were health care members on or after March 18, 2020 through March 31, 2023, will maintain continuous health care eligibility until a full redetermination of eligibility occurs after April 1, 2023.
- Members whose health care applications are received on or after April 1, 2023, will not qualify for continuous eligibility. Their eligibility will be determined/maintained using regular program policies.
- Health care renewal dates have been distributed over a 12-month period, from June 2023 through May 2024.
  - The Capital Consortium expects to have about 10,000 renewals/month.
- Members may want to voluntarily complete an early renewal. We will strongly encourage members to wait until they receive their renewal packet about 45 days before it is due.
- Members who renew earlier than their scheduled renewal month could lose coverage sooner than they would if they wait until their scheduled renewal date. If an early renewal results in a closure or reduction in benefits, the member cannot change their mind and “un-renew.”



RICHLAND COUNTY  
**HEALTH & HUMAN SERVICES DEPARTMENT**  
Public Health Unwinding

*Healthcare unwinding plans:*

- Under the Consolidated Appropriations Act, 2023, states are required to demonstrate that they have made a good-faith effort to get updated contact information from members.
- States must also contact members through more than one modality (method of communication) when they get returned mail without a forwarding address.
- This likely means that outbound calls will be required for healthcare cases if we don't have a good mailing address.
- This will increase workload for the Capital Consortium and also potentially confuse members.



RICHLAND COUNTY  
**HEALTH & HUMAN SERVICES DEPARTMENT**  
Public Health Unwinding

*For those who lose Medicaid  
Healthcare unwinding plans:*

- HealthCare.gov will be providing a special enrollment period for a full year for people who lose Medicaid coverage. This will be attestation-based on the member's part. The enrollment period will be from March 2023 through July 2024.
- There will also be a corresponding *Medicare* open enrollment for six months for cases when Medicare members lose eligibility outside the Medicare open enrollment time period.
- Capital Consortium Staff will be explaining these open enrollment periods to members who are losing coverage after trying to renew so as few people as possible lose access to health care coverage.
- Speed of action matters to avoid a gap in coverage as HealthCare.gov can only start new coverage the month *after* a person applies.



# RICHLAND COUNTY

## HEALTH & HUMAN SERVICES DEPARTMENT

### Public Health Unwinding

#### *How we are preparing*

- Staff are being provided updated trainings prepared by the State and supplemented by the Capital Consortium. Trainings are focused on pre-pandemic policies. Half of Richland County's staff were hired after the pandemic began and although trained on policy, practiced under PHE rules.
- Informing the community on the different ways to update their case.
- Providing written documents at the front desk for those with questions.
- Manager and Lead Worker are attending a training in May to learn skills on how to better support their staff.
- Keeping all staff informed on updates and what they can do to support consumers who have Medicaid and how they can support each other.
- Manager and Lead Worker will be providing extra support to staff.
- Updated our list of available community food resources.



RICHLAND COUNTY  
**HEALTH & HUMAN SERVICES DEPARTMENT**  
Public Health Unwinding

**What can the Board do to support?**

- Encourage constituents who come to them with concerns to be sure they have their mailing address updated and to watch for letters from CDPU.
- Direct people to the State Website: <https://www.dhs.wisconsin.gov/covid-19/forwardhealth-medicaid.htm>

***Questions?***