

# Richland County Community & Health Services Standing Committee

Date Posted: January 6, 2025

## NOTICE OF MEETING

Please be advised that the Richland County Community & Health Services Standing Committee will convene on Thursday, January 9, 2025 at 9:30 AM in the Richland County Board Room of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/community-and-health-services-committee/>

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).

## AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From December 5, 2024 Meeting
6. Public Comment
7. Reports
  - A. HHS Director: Administrative Report
  - B. HHS Expenditures Report (Vouchers & Expenditures Over \$2,000 But Less Than \$10,000)
  - C. 2024 HHS Budget Summary & Richland County Placement Report
  - D. Contract Monitoring Report
8. Discussion & Possible Action: Resolution Approving Provider Contracts For 2025 For The Health And Human Services Department
9. Discussion & Possible Action: Approval Of Opioid Settlement Grant Funding For D.A.R.E. Program
10. Discussion & Possible Action: Approval Of Two New Job Descriptions For the Health And Human Services Department
11. Discussion & Possible Action: Resolution Recognizing The Retirement Of An Employee Of The Health And Human Services Department
12. Correspondence
13. Future Agenda Items
14. Adjourn

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 Community & Health Services Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Community & Health Services Standing Committee

December 5, 2024

The Richland County Community & Health Services Standing Committee convened on Thursday, December 3, 2024 in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Glasbrenner called the meeting to order at 9:30 AM.

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee members present: Mary Miller, Marty Brewer, Sandra Kramer via WebEx, Ingrid Glasbrenner, Michelle Harwick via WebEx, Daniel McGuire, Dr. Jerel Berres, Francis Braithwaite, and Cynthia Chicker. Committee members absent: None.

**Verification of Open Meetings Law Compliance:** Deputy Clerk Hege confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Chair Glasbrenner moved item #10 to follow item #6. Motion by Brewer, second by Chicker to approve agenda as amended. Motion carried and agenda declared approved as amended.

**Approval Of Minutes From November 7, 2024 Meeting:** Chair Glasbrenner asked if there were any corrections to the minutes from the November 7, 2024 meeting. Hearing none, Chair Glasbrenner declared the minutes from the November 7, 2024 meeting approved as published.

**Public Comment:** None present for Public Comment.

**Discussion & Possible Action: Resolution Awarding Opioid Settlement Funds:** Heath and Human Services Director, Tricia Clements gave a brief explanation and introduced Sue Larson, Treatment Provider with Treatment Court. Ms. Larson spoke to the Treatment Court's application for Opioid Settlement Funds. Chair Glasbrenner asked the Treatment Court Team to introduce themselves to the committee. The members included: Elijah Kramer, Counselor with Pine Counseling, Amanda Kinyon, Probation and Parole Agent, Detective Jason Pilla, City of Richland Center Police Department, Deputy Jacob Rupnow, Richland County Sheriff's Department, Andria Fields, Richland County Victim Witness Supervisor, Jeffrey Erickson, Public Defender, Kia Holtzman, Substance Abuse Counselor with Richland County Health and Human Services, the Honorable Lisa McDougal, Richland County Circuit Court Judge. Judge McDougal stated that the Honorable Jennifer Harper, Richland County District Attorney also was a member of the Treatment Court team and that Ms. Holtzman was standing in for Savannah Huber, Treatment Court Coordinator. Chair Glasbrenner asked which team member coordinated the details of attending a conference in regards to hotels, flights, and other logistics. Ms. Larson stated that it would be whichever teammate volunteered to do those duties and currently it was herself. Committee Vice-Chair Brewer asked Ms. Larson to convince him that the request to send all 10 members of the Treatment Court Team to the national conference was not ridiculous. Extensive discussion ensued with various member of the committee asked questions of the Treatment Court team and several members of the Treatment Court team giving answers. Detective Pilla made mention that the use of methamphetamines, fentanyl, and opioids was on the rise. Ms. Larson stated that since its inception, Treatment Court had 32 individuals graduate. Judge McDougal spoke on surrounding counties sending their Treatment Court members to conferences. Extensive discussion ensued on merits of state level conferences vs national level conferences. Supervisor Harwick asked if there was an

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agenda showing actual class time vs social networking time. Chair Glasbrenner emphasized the importance of being responsible with tax payer dollars. Extensive discussion ensued on meals, mileage rates, and hotel costs. Supervisor Kramer asked if any portion of the conference was available virtually. Extensive discussion ensued on the sourcing of the Opioid Settlement funds. Extensive discussion on whether to send the whole team or part of the team. Extensive discussion ensued on added costs to Richland County in regards to Richland County staff members being away from their day to day jobs. There was consensus from the committee that the expenditure list submitted for their review was not precise enough. Extensive discussion ensued.

Supervisor Miller left meeting at 11:03 AM

Motion by Berres, second by Chicker to allocate \$15,000 of the opioid settlement funds for the continuing education for the Treatment Court to be used by 12/31/2025. Supervisor McGuire abstained from voting. Chair Glasbrenner called for a roll call vote with “Yes” vote being for allocating \$15,000 for the continuing education of the Treatment Court team and a “No” vote being against allocating \$15,000 for the continuing education of the Treatment Court team. “Yes”: Glasbrenner, Berres, Braithwaite, and Chicker. “No”: Brewer, Kramer, and Harwick. With 4 “Yes” votes and 3 “No” votes, the motion carried and the resolution awarding opioid settlement funds was moved forward to county board.

Cynthia Chicker left meeting at 11:10 AM

Supervisor Brewer left meeting at 11:10 AM

### Reports:

- A. HHS Director: Administrative Report:** Health and Human Services Director, Tricia Clements gave a brief report on various activities in the Health and Human Services department. No discussion.
- B. HHS Expenditures Report (Vouchers & Expenditures Over \$2,000 But Less Than \$10,000):** Director Clements gave a brief explanation of the HHS Expenditures report. No discussion.
- C. 2024 HHS Budget Summary & Richland County Placement Report:** Health and Human Services Business & Financial Services Manager, Stephanie Ronnfeldt gave a brief report on the Health and Human Services Budget Summary and Richland County Placement Report. Brief discussion ensued.
- D. 2025 Revenue Contracts:** Director Clements briefly presented the 2025 Revenue Contracts. No discussion.

**Resolution Approving An Amendment To A 2024 Provider Contract For The Health And Human Services Department:** Director Clements gave a brief explanation of the changes to the 2024 contract with Mazo Catering of Mazomanie, WI. Brief discussion ensued. Motion by Braithwaite, second by Harwick to approve the resolution approving an amendment to a 2024 provider contract for the Health and Human Services Department and to forward the resolution on to County Board. Motion carried and the resolution approving an amendment to a 2024 provider contract for the Health and Human Services Department was approved and will be forwarded on to County Board.

**Resolution Approving Provider Contracts for 2025 For The Health And Human Service Department:** Director Clements gave a brief explanation of the 2025 provider contracts. Motion by

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Kramer, second by Harwick to approve the resolution approving provider contracts for 2025 for the Health and Human Services Department. Brief discussion ensued. Motion carried and the resolution approving provider contracts for 2025 for the Health and Human Services Department was approved and forwarded on to County Board.

**Discussion & Possible Action: Approval Of New Nutrition Advisory Council Member:** Director Clements gave a brief explanation of the need for a member on the Nutrition Advisory Council. Director Clements recommended Ms. Vicky McCauley and that her appointment would be backdated to November 1<sup>st</sup>, 2024. Motion by Dr. Berres, second by Braithwaite to recommend Ms. Vicky McCauley as a member of the Nutrition Advisory Council and to forward the recommendation on to county board for final approval. Motion carried and the recommendation was forwarded on to county board for final approval.

**Correspondence:** None

**Future Agenda Items:** None.

**Adjourn:** Committee Chair Glasbrenner entertained a motion to adjourn to January 9, 2024. Motion by Braithwaite, second by Dr. Berres to adjourn. Motion carried and meeting adjourned at 11:24 AM.



Myranda H. Hege  
Deputy County Clerk



## **HHS January 2025 Updates**

### **ADRC**

The transportation program continues to see an increase in rides provided for both the volunteer driver and bus programs. So far in 2024, the program has provided 4772 rides which is on pace to surpass 2023's number of rides. The program provided 5 different special outings in 2024 including a summer trip out for lunch, two fall trips to the apple orchards in Gays Mills and Richland Center, and trips in December through the Richland Center Rotary Lights and La Crosse Rotary Lights.

The transportation program was notified that it was successful in its 2025 application for the 5310 Operating grant which helps to support the programs bus routes. This grant has become more and more competitive each year so we are extremely pleased that we have been awarded the grant again. This is the 13<sup>th</sup> year that we have received the grant.

The ADRC's Dementia Care Specialist has started a new support group for individuals who are living with dementia (People Living with Dementia). Individuals who are interested in joining the support group can contact the ADRC for more information.

The ADRC provides Health Promotion programming each year. In 2024 the ADRC offered two Bingocize classes, one Powerful Tools for Caregivers class, and in partnership with Symons Recreation provided three six-week Tai Chi courses, 2 six-week Strong Bodies courses, and two six-week SAIL (Stay Active and Independent for Life) courses. Providing these classes to people over 60 years of age in our community helps to keep people active and healthy.

### **Public Health**

The 2025 VFC/VFA Immunization Clinic Schedule has been completed. We will also post the TB skin testing clinic dates quarterly.

Public health staff spent much time on work surrounding lead and environmental health cases these past few months.

January is radon prevention month. Radon test kits are available at RCHHS to pick up. Troy Morris is the RIC (Radon Information Center) coordinator for our region and offered to provide a radio promotion on WRCO in January on this topic, as in previous years. Public Health staff proposed quarterly radio promotions starting in 2025 and awaiting a response on a start date for this.

Betty Nigh, public health nurse, will be helping more with communicable disease work and elevated blood lead home visits for families of children needing nursing education. Betty will continue to help monthly with immunizations, TB skin tests, and Maternal Child Health follow up calls/visits.

Public Health was offered an opportunity to partner with SWCAP to provide an extra clinic and promotion for daycare aged kids to catch up on childhood immunizations. Public health is coordinating on dates and times to offer this in early February for a daycare in Richland Center on site. SWCAP will be able to assist with interpretation services for the Spanish-speaking families.

All Public Health Staff completed the Clifton Strengths assessment for PH staff team development and shared out responses at our December unit meeting. Brandon Alexander, Public Health Specialist,

completed his 3-month probation in mid-November and continues to work with the PH unit staff for training as a new employee in public health.

Next Mental Health Workgroup is scheduled for January 24<sup>th</sup> from 2:00 to 3:00 PM via Zoom facilitated by Evan Ewing, PH Specialist. Positive feedback was received regarding the Mental Health Toolkit for Businesses from 3 local businesses. Resources will be shared at the Discover Your Strengths Community Dinner Event on January 6<sup>th</sup>.

Public Health received increased reports for some respiratory virus outbreaks, including RSV cases and some confirmed tests for Mycoplasma pneumonia (M. pneumoniae) with reported activity increasing nationwide and in Wisconsin. Brandie learned on a recent communicable disease call with WI DHS that Wisconsin has the 3<sup>rd</sup> highest rate of Pertussis (whooping cough) cases as of this year in the nation.

- Total number of TB skin tests given through 12/1/2024: **190**
- Total VFC/VFA Immunizations given this year (not including flu clinics): (1/1/24 – 12/19/24): **121**
- Flu Vaccine total numbers given this year (9/1/24 -12/19/24): **332**
  - VFC (Children up to age 19, no charge): **188**
  - VFA (Adult, no charge): **22**
  - Adult, High Dose (65 and older): **67**
  - Regular Adult Dose (age 18 to 64): **55**
  - Elevated lead level follow-up numbers for 2024
    - 18 “HHL PSS” alerts (reports of children with elevated lead levels above 4.0 micrograms per deciliter)
    - 3 children met criteria for home visits this year
  - EH work totals for 2024
    - Referrals/calls: 31
    - Home/site visits (including re-checks): 31

### **Economic Support**

In the month of November 2024, Capital Consortium answered 18,656 calls. Of those, Richland County answered 1,268 calls. We had 8 ESS taking calls that month. With 8 ESS, our goal is to answer 5.3% of all calls. Richland ESS answered 6.7% of the total amount of calls answered by Capital Consortium.

ESS are, also, required to perform duties within the CARES Worker Web (CWW) system that are not a part of the call center. This is the casework portion of the job. These duties include processing applications, renewals, six month report forms (SMRFs), documents, discrepancies, alerts, and ACCESS change reports. There are several tasks within each duty. The consortium handled 80,366 tasks in November 2024. Of those, Richland County handled 7,120 tasks.

In addition to those responsibilities for Richland County ESS, they are required to be the in-office On-Call Worker one to three times per month. This means they are available to the agency staff and visitors (by phone or walk-in) who have questions regarding public assistance benefits. The On-Call ESS answers general questions and case specific questions for those customers who stop in at the office or call in to the local agency. These On-Call workers also handle issuing the temporary Quest cards, any in-person appointments that customers request, and assist customers with getting to their drug tests in the Public Health Unit (for the Foodshare program). In November 2024, we had 127 contacts.

In November 2024 a new policy for the Foodshare program began. For certain members, their certification periods changed from 12 months to 36 months. This policy is known as DEAR (Disabled Elderly Accessible Renewals). One of the criteria for this is that all adult household members must be elderly, blind or disabled (EBD). This does not change the requirement to report certain changes throughout that certification period, though. Change reporting rules are still in place for these members.

The Callback feature in the Genesys Call Center system came back in the last month, but the state found out it wasn't working properly, so we lost that feature for now. The Callback feature is set to start up, again, on January 10, 2025. Callback is customer friendly, as callers do not have to wait on hold until an agent is available. If the Callback feature is chosen, the system will automatically call them back when it is their turn in the queue. It is, also, better for our statistics, as fewer people are hanging up before their call is answered. It is not considered a hang up when they choose the Callback feature.

### **Behavioral Health**

#### **Outpatient Clinic:**

During the month of November, our Psychiatric Nurse received 5 referrals to our providers. The providers are currently booking out up to 2 months for appointments.

#### **Comprehensive Community Services (CCS):**

In the month of November we received 3 CCS referrals.

#### **Crisis:**

In the month of November we had 22 Northwest Connections notes come in. There were 3 mobile responses for crisis assessments, 2 at Richland County ER and 1 at client home. There were 7 individuals on Settlements or Commitments.

#### **Mental Health & Substance Abuse (AODA):**

Our substance abuse counselor conducted 5 substance abuse assessments, 2 domestic violence assessments, and 11 intoxicated driver assessment in the month of November. Our mental health therapist conducted 6 mental health assessments.

#### **Adult Protective Services (APS):**

Adult Protective Services received 13 referrals in the month of November.

#### **Treatment Court:**

During the month of November Treatment Court had 3 referrals.

#### **Birth to Three (BT3)**

During the month of November, we had 6 Birth to Three referrals.

#### **Children's Long-Term Support (CLTS)**

During the month of November, we had 0 Children's Long-Term Support referrals.

#### **Coordinated Services Team (CST):**

During the month of November we had 0 CST referrals.

## Unit Highlights

The Behavioral Health Unit had our state Comprehensive Community Services (CCS) audit. During this audit, a representative from DHS comes to the office to review the entire program to ensure that we follow DHS Chapter 36, which governs our CCS programs. She reviews required documents, personnel records, patient charts, policies, procedures, and anything else that relates to the program. We passed our audit, and got our license renewed for another 2 years.

### Child and Youth Services

CYS currently has 50 open cases with 101 total children.

16 children are in out of home care:

- \* 9-Relative Placements
- \* 3-Non-relative Placements
- \* 2-Group Home Placements
- \* 1-Residential Placement
- \* 1-Trial Reunification

IA – 13 cases and 32 children

Ongoing – 15 cases and 30 children

Youth Justice – 8 cases and 8 children

Child Welfare – 14 cases and 31 children

We received confirmation our application was approved for Promoting Safe and Stable Families (PSSF) for 2025. This is a match program and allows us to work more with families, to include in home supports, to try what we can to prevent removal and keep families intact.

On January 1, 2025, Like-Kin legislation goes into effect. This legislation positively impacts children in Wisconsin by expanding the definition of relatives, creating a new definition of like-kin, and expanding the ability to support children and their caregivers through the kinship care subsidy. Like-Kin means an individual who has a significant emotional relationship with a child or the child's family that is similar to a familial relationship and who has not previously been the child's licensed foster parent. This will allow us to look at non-family members with whom the child has a close relationship with as a placement option. Additionally, they will have the option of receiving the monthly kinship payment for care.

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
VOUCHERS – January 9, 2025**

<b>Unit</b>		<b>Amount</b>
<b>2024</b> Volunteer Driver Expense	14	\$ 8,522.42
<b>2024</b> Paid Invoices	30	\$ 34,060.71
<b>TOTAL</b>	<b>44</b>	<b>\$ 42,583.13</b>

**TRANSPORTATION DRIVER**

	<b>Check #</b>	<b>Date</b>	<b>Driver Name</b>	<b>Vendor #</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
1	41355	12/5/24	Ruth Brennum	1059	Mileage	63.5563.0000.5339	\$ 716.23
					Meals	63.5563.0000.5335	\$ -
2	41356	12/5/24	William Butteris	6368	Mileage	63.5563.0000.5339	\$ 1,210.02
					Meals	63.5563.0000.5335	\$ -
3	41357	12/5/24	William Drea	4163	Mileage	63.5563.0000.5339	\$ 331.65
					Meals	63.5563.0000.5335	\$ -
4	41358	12/5/24	Pamela Flick	2688	Mileage	63.5563.0000.5339	\$ 159.46
					Meals	63.5563.0000.5335	\$ -
5	41359	12/5/24	Daniel Hardy	2503	Mileage	63.5563.0000.5339	\$ 186.93
					Meals	63.5563.0000.5335	\$ 7.39
6	41360	12/5/24	Janice Hill	4599	Mileage	63.5563.0000.5339	\$ 385.92
					Meals	63.5563.0000.5335	\$ -
7	41361	12/5/24	Sharon Jones	1038	Mileage	63.5563.0000.5339	\$ 827.45
					Meals	63.5563.0000.5335	\$ -
8	41362	12/5/24	Cindy Maly	6338	Mileage	63.5563.0000.5339	\$ 700.15
					Meals	63.5563.0000.5335	\$ -
9	41363	12/5/24	Donald McCarthy	4546	Mileage	63.5563.0000.5339	\$ 731.64
					Meals	63.5563.0000.5335	\$ -
10	41364	12/5/24	Sandra McKittrick	4449	Mileage	63.5563.0000.5339	\$ 688.09
					Meals	63.5563.0000.5335	\$ -
11	41365	12/5/24	Pamela Moran	6110	Mileage	63.5563.0000.5339	\$ 754.42
					Meals	63.5563.0000.5335	\$ -
12	41366	12/5/24	Arnold Joseph Richter	2000	Mileage	63.5563.0000.5339	\$ 757.10
					Meals	63.5563.0000.5335	\$ -
13	41367	12/5/24	Karen L Sumwalt	6550	Mileage	63.5563.0000.5339	\$ 404.01
					Meals	63.5563.0000.5335	\$ -
14	41368	12/5/24	Gregory Wankowski	6563	Mileage	63.5563.0000.5339	\$ 661.96
					Meals	63.5563.0000.5335	\$ -
<b>Total</b>							<b>\$ 8,522.42</b>



**2024 PAID INVOICES**

	Check #	Date	Vendor	Vendor Name	Description	Account #	Amount
1		12/26/2024	6167	US Bank National Association	Paid by County Clerk	See Attached	\$ 6,529.12
2	41123	11/26/2024	1657	Genuine Telecom/Tech Com Inc.	Acct #581900	56.5511.0000.5225	\$ 919.44
3	41124	11/26/2024	354	Hynek Printing	Inv #00073034	56.5511.0000.5312	\$ 1,052.00
4	41125	11/26/2024	577	Staples Inc/Quill	Acct #2771316	56.5511.0000.5319	\$ 47.91
						56.5457.0000.5319	\$ 121.46
						56.5511.0000.5319	\$ 7.80
5	41126	11/26/2024	1221	Rhyme Business Products	Agreement #009-1945245	56.5511.0000.5313	\$ 839.41
6	41127	11/26/2024	699	Schilling Supply Company	Customer #24222	56.5511.0000.5360	\$ 425.43
7	41369	12/5/2024	6091	Bethlehem Lutheran Church	Rockbridge Rent	59.5581.0000.5532	\$ 400.00
8	41370	12/5/2024	2005	Capital One - Walmart	Acct #607399	56.5405.0000.5999	\$ 29.97
						56.5408.0000.5999	\$ 196.08
						56.5531.0000.5992	\$ 138.99
						56.5479.0000.5768	\$ 78.82
						56.5405.0000.5999	\$ 100.00
9	41371	12/5/2024	152	City of Richland Center	RC Meal Site	59.5588.0000.5532	\$ 300.00
10	41372	12/5/2024	2742	ePanic Button	Annual Subscription	56.5511.0000.5214	\$ 500.00
11	41373	12/5/2024	2413	Fillback Ford Chrysler	Cust #6495966	59.5588.0000.5356	\$ 775.99
12	41374	12/5/24	5008	Ives/Eric	Oct/Nov Reimbursement	56.5518.0000.5999	\$ 234.79
13	41375	12/5/2024	6390	Kettner/Christopher E DBA Mazo Catering	Meals Richland Center	59.5588.0000.5322	\$ 6,912.50
					Meals Rockbridge	59.5581.0000.5322	\$ 950.00
					Meals Germantown	59.5583.0000.5970	\$ 1,381.25
					Meals Frozen	59.5588.0000.5322	\$ 2,562.00
14	41376	12/5/2024	570	Pratt Freight Service Inc	Inv #113024HHS	56.5511.0000.5297	\$ 100.00
15	41377	12/5/2024	751	St Anthony's School	Caz Meal Site	59.5583.0000.5970	\$ 250.00
16	41448	12/10/2024	2274	Kwik Trip Stores Inc	Acct #546282	56.5502.0000.5999	\$ 117.80
17	41449	12/10/2024	577	Staples Inc/Quill	Acct #2771316	63.5563.0000.5319	\$ 79.58
18	41450	12/10/2024	1802	UW Madison	Acct #AR-0001924	56.5502.0000.5157	\$ 80.00
19	41451	12/10/2024	902	Walshs Ace Hardware	Acct #100526	56.5511.0000.5319	\$ 999.80
						56.5511.0000.5356	\$ 35.94
						10.5194.0000.5319	\$ 37.99
20	41664	12/17/2024	1390	CDW Government	Cust #5296901	56.5511.0000.5315	\$ 155.42
					Cust #12083465	56.5511.0000.5315	\$ 18.98
					Cust #12083465	56.5519.0000.5999	\$ 1,817.16
					Cust #5296901	56.5511.0000.5315	\$ 239.20
21	41665	12/17/2024	1657	Genuine Telecom/Tech Com Inc.	Acct #40581900	56.5511.0000.5225	\$ 656.75
22	41666	12/17/2024	1640	Language Line Services	HHS Acct #9020531051	56.5503.0000.5216	\$ 583.71
23	41667	12/17/2024	2414	Premier Cooperative	Acct #4675320	59.5588.0000.5351	\$ 117.01
					Acct #4672501	63.5563.5310.5351	\$ 497.94
24	41668	12/17/2024	2815	Waystar Inc	Acct #73467	56.5477.0000.5214	\$ 34.79
25	41695	12/19/2024	1390	CDW Government	Cust #12083465	56.5502.0000.5999	\$ 27.13
26	41696	12/19/2024	650	Richland Center Utilities	Acct #080460001	56.5511.0000.5222	\$ 1,966.93
					Dec Reimbursement	56.5518.0000.5999	\$ 10.40
27	41697	12/19/2024	5008	Ives/Eric	Dec Reimbursement	56.5518.0000.5335	\$ 63.60
					Agreement #021-1945245-000	56.5511.0000.5313	\$ 771.02
28	41698	12/19/2024	1221	Rhyme Business Products	Agreement #021-1945245-000	56.5511.0000.5313	\$ 771.02
29	41699	12/19/2024	669	Morris Newspaper Corp of WI	Adv #5787 Inv#477204	63.5563.5310.5326	\$ 193.00
					Adv #5787 Inv#477205	63.5563.5310.5326	\$ 193.00
30	41700	12/19/2024	750	Symons Recreation Complex	Inv# 121624-3	56.5407.0000.5970	\$ 81.40
					Inv# 121224-1	56.5407.0000.5970	\$ 299.70
					Inv# 121624-2	56.5407.0000.5970	\$ 129.50
							<b>\$ 34,060.71</b>

**12/06/24 STATEMENT DATE - 11/07/24 - 12/05/24 TRANSACTIONS**

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

		<b>Vendor Name</b>	<b>Account #</b>	<b>Amount</b>
1	11/8/24	Project Lifesaver International	56.5531.0000.5992	\$ 465.67
2	11/7/24	Amazon	56.5459.0000.5992	\$ 39.89
3	11/11/24	Amazon	56.5519.0000.5999	\$ 19.98
4	11/11/24	WI Dept of Justice	63.5563.0000.5999	\$ 15.00
5	11/12/24	United States Postal Service	56.5401.0000.9999	\$ 19.40
6	11/12/24	Kareo Tebra Technologies	56.5477.0000.5214	\$ 301.44
			56.5472.0000.5214	\$ 970.15
			56.5520.0000.5999	\$ 6.45
			56.5481.0000.5999	\$ 451.83
			56.5401.0000.5999	\$ 458.29
7	11/13/24	UW Green Bay Training	56.5472.0000.5325	\$ 59.00
8	11/13/24	Etsy	56.5408.0000.5999	\$ (1.48)
9	11/13/24	Wisconsin Restaurant Association	63.5566.0000.5999	\$ 177.00
10	11/13/24	Etsy	56.5408.0000.5999	\$ 28.33
11	11/13/24	Amazon	63.5564.0000.5319	\$ 79.51
12	11/15/24	Walgreens	56.5514.0000.5999	\$ 52.77
13	11/19/24	Amazon	56.5459.0000.5992	\$ 21.88
14	11/19/24	Billy Footwear	56.5459.0000.5992	\$ 59.94
15	11/18/24	Amazon	56.5414.0000.5999	\$ 254.98
16	11/20/24	Center Pharmacy	56.5514.0000.5999	\$ 69.23
17	11/19/24	Amazon	56.5459.0000.5992	\$ 108.91
18	11/19/24	Amazon	56.5459.0000.5992	\$ 38.38
19	11/19/24	Amazon	56.5459.0000.5992	\$ 66.34
20	11/22/24	Amazon	63.5563.5310.5352	\$ 30.68
21	11/22/24	UW Green Bay Training	56.5481.0000.5999	\$ 850.00
22	11/22/24	Amazon	63.5563.5310.5352	\$ 19.99
23	12/1/24	Workplace/Facebook	56.5511.0000.5214	\$ 138.00
24	12/2/24	Project Lifesaver International	56.5531.0000.5992	\$ 793.62
25	12/2/24	UWCC	53.5507.0000.5157	\$ 59.00
26	12/2/24	WI Dept of Justice	59.5580.0000.5999	\$ 30.00
27	12/3/24	Richland Locker	56.5408.0000.5999	\$ 69.99
28	12/5/24	UW Green Bay Training	56.5472.0000.5325	\$ 15.00
29	12/5/24	UW Green Bay Training	56.5472.0000.5325	\$ 35.00
30	12/5/24	PESI	56.5481.0000.5157	\$ 724.95
<b>TOTAL</b>				<b>\$ 6,529.12</b>



# 2024 Health and Human Services Budget

Expenses	12/2/2024	2024 Budget	Current Month =	92%
Program	Total	2024 Budget	Actual	% Utilized
<b>Administrative Services</b>	<b>896,163</b>			
Staff		562,081	548,227	97.5%
Building & Operating Costs		334,082	255,207	76.4%
<b>Public Health</b>	<b>296,074</b>			
Public Health		296,074	330,362	111.6%
<b>Aging &amp; Disability Resource Center</b>	<b>1,113,229</b>			
Elderly Services		357,460	333,063	93.2%
Nutrition		304,954	248,834	81.6%
Resource Center		450,815	379,974	84.3%
<b>Economic Support Unit</b>	<b>1,079,618</b>			
ES Programs		1,079,618	881,582	81.7%
<b>Child &amp; Youth Services</b>	<b>797,109</b>			
Children & Youth Programs		717,186	572,937	79.9%
CPS Contractual Services		79,923	59,231	74.1%
<b>Behavioral Health</b>	<b>4,341,404</b>			
MH Outpatient / Crisis Services		769,538	538,482	70.0%
AODA Outpatient		160,071	84,276	52.6%
CCS		2,683,591	2,775,861	103.4%
Adult Protective Services		137,834	70,746	51.3%
Treatment Court		158,523	107,608	67.9%
Birth to Three Program		212,118	194,028	91.5%
Children with Disabilities		219,729	165,634	75.4%
<b>HHS Board Approved Budget</b>	<b>8,523,598</b>	<b>8,523,598</b>	<b>7,546,051</b>	<b>89%</b>
<b>Budget Balance (Through November)</b>				
<b>Revenues (with Tax Levy)</b>	<b>7,706,860</b>			
WMHI Charges Through November	-223,726 *			
Anticipated Revenue	1,453,850			
Received Revenue	5,444,115			
<b>Minus Expenses</b>	<b>-7,546,051</b>			
Anticipated Expenses				
Actual Expenses	-7,546,051			
<b>Equals Budget Balance</b>	<b>160,809</b>			
<b>Chargeback</b>				
Budget Balance Prior to Chargeback	160,809			
Chargeback for MH Institute Thru November (that have not occurred)	15,641 **			
<b>New Core Budget Balance after Chargeback</b>	<b>176,451</b>			
*MH Institute charges reduce Fund 56 revenue.				
**Chargeback reimburses Fund 56 from Placement Funds.				

**RICHLAND COUNTY**  
**2024 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: \$625 to \$1,451 per day*

<i>INSTITUTIONAL</i>	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>
<i>Days of Stay</i>	74	1	14	6	31	65	76	59	45	56	46	
<i># of Individuals</i>	3	1	2	2	4	4	7	6	2	5	6	
<i>Cost of Stay</i>	\$134,192	\$1,419	\$0	\$0	\$31,146	\$77,600	\$96,458	\$63,769	\$31,089	\$10,700	\$28,382	
<i>Reimbursements</i>	<i>(\$34,357)</i>	<i>(\$80,849)</i>	<i>\$0</i>	<i>(\$3,523)</i>	<i>\$0</i>	<i>(\$11,931)</i>	<i>(\$5,400)</i>	<i>(\$4,276)</i>	<i>(\$24,125)</i>	<i>(\$25,840)</i>	<i>\$0</i>	
<i>County Expense</i>	<b>\$99,835</b>	<b>(\$79,430)</b>	<b>\$0</b>	<b>(\$3,523)</b>	<b>\$31,146</b>	<b>\$65,669</b>	<b>\$91,058</b>	<b>\$59,493</b>	<b>\$6,964</b>	<b>(\$15,140)</b>	<b>\$28,382</b>	<b>\$0</b>

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

YTD ADULT CRISIS STABILIZATION

<i>Days of Stay</i>	0
<i># of Individuals</i>	0
<i>Cost of Stay</i>	\$0
<i>Reimbursements</i>	<i>\$0</i>
<b><i>County Expense</i></b>	<b>\$0</b>

YTD ADULT INSTITUTIONAL

<i>Days of Stay</i>	473
<i># of Individuals</i>	25
<i>Cost of Stay</i>	\$474,755
<i>Reimbursements</i>	<i>(\$190,302)</i>
<b><i>County Expense</i></b>	<b>\$284,453</b>

**ADULT COMMUNITY RESIDENTIAL PLACEMENTS**

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

*Cost Range: \$26 to \$2053 per day*

	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>
<i>Days of Stay</i>	186	174	186	180	186	180	186	186	195	220	230	
<i># of Individuals</i>	6	6	6	6	6	6	6	6	7	8	8	
<i>Cost of Stay</i>	\$7,928	\$7,416	\$7,928	\$7,672	\$12,599	\$7,672	\$7,928	\$46,765	\$59,610	\$71,566	\$58,660	
<i>Reimbursements</i>	<i>(\$100)</i>	<i>(\$2,088)</i>	<i>(\$5,680)</i>	<i>(\$4,904)</i>	<i>(\$1,565)</i>	<i>(\$4,015)</i>	<i>(\$5,435)</i>	<i>(\$6,949)</i>	<i>(\$878)</i>	<i>(\$878)</i>	<i>(\$4,852)</i>	
<i>County Expense</i>	<b>\$7,828</b>	<b>\$5,328</b>	<b>\$2,248</b>	<b>\$2,768</b>	<b>\$11,034</b>	<b>\$3,657</b>	<b>\$2,492</b>	<b>\$41,183</b>	<b>\$52,662</b>	<b>\$70,688</b>	<b>\$53,808</b>	<b>\$0</b>

YTD ADULT RESIDENTIAL

<i>Days of Stay</i>	2109
<i># of Individuals</i>	8
<i>Cost of Stay</i>	\$295,743
<i>Reimbursements</i>	<i>(\$42,046)</i>
<b><i>County Expense</i></b>	<b>\$253,697</b>

<i>FUND 54 BEGINNING BALANCE</i>	\$705,000	
<b>TOTAL EXPENSE IN FUND 54:</b>	<b>\$538,150</b>	<b>76% utilized</b>
<i>FUND 54 REMAINING BALANCE</i>	\$166,850	

**RICHLAND COUNTY**  
**2024 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 \$625 to \$1451 per day; Detention up to \$500 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>	0	0	0	0	0	0	10	7	8	4		
<i># of Individuals</i>	0	0	0	0	0	0	1	2	2	1		
<i>Cost of Stay</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$7,551	\$9,112	\$9,115	\$8,020		
<i>Reimbursements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,398)	\$0		
<b>County Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,551</b>	<b>\$9,112</b>	<b>\$6,717</b>	<b>\$8,020</b>	<b>\$0</b>	<b>\$0</b>

<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>
<i>Days of Stay</i>	0	0	0	0	24	13	0	10	0	3		
<i># of Individuals</i>	0	0	0	0	1	1	0	1	0	1		
<i>Cost of Stay</i>	\$0	\$0	\$0	\$0	\$3,600	\$4,400	\$0	\$3,025	\$0	\$750		
<i>Reimbursements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
<b>County Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,600</b>	<b>\$4,400</b>	<b>\$0</b>	<b>\$3,025</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$0</b>

YTD CHILD INSTITUTIONAL		YTD DETENTION	
<i>Days of Stay</i>	29	<i>Days of Stay</i>	50
<i># of Individuals</i>	4	<i># of Individuals</i>	2
<i>Cost of Stay</i>	\$33,798	<i>Cost of Stay</i>	\$11,775
<i>Reimbursements</i>	(\$2,398)	<i>Reimbursements</i>	\$0
<b>County Expense</b>	<b>\$31,400</b>	<b>County Expense</b>	<b>\$11,775</b>

**CHILD FOSTERCARE AND TREATMENT FOSTERCARE PLACEMENTS**

*Includes regularly licensed fostercare homes, licensed treatment fostercare homes, and youth group homes*

*Cost Range: Group Hm \$335 to \$630; Tx FC \$119 to \$121 per day; Regular FC \$22 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>
<i>Days of Stay</i>	248	232	248	240	244	185	186	159	150	155		
<i># of Individuals</i>	8	8	8	8	8	8	6	6	5	5		
<i>Cost of Stay</i>	\$52,164	\$48,981	\$52,004	\$50,507	\$51,895	\$50,650	\$53,516	\$38,571	\$36,276	\$37,402		
<i>Reimbursements</i>	(\$1,047)	(\$1,047)	(\$1,047)	(\$1,047)	(\$1,047)	(\$1,047)	(\$1,316)	(\$1,386)	(\$1,529)	(\$1,886)		
<b>County Expense</b>	<b>\$51,117</b>	<b>\$47,934</b>	<b>\$50,957</b>	<b>\$49,461</b>	<b>\$50,848</b>	<b>\$49,603</b>	<b>\$52,200</b>	<b>\$37,185</b>	<b>\$34,746</b>	<b>\$35,516</b>	<b>\$0</b>	<b>\$0</b>

<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>
<i>Days of Stay</i>	66	87	93	90	63	33	7	0	0	72		
<i># of Individuals</i>	3	3	3	3	3	2	1	0	0	3		
<i>Cost of Stay</i>	\$1,320	\$1,320	\$2,798	\$2,014	\$1,357	\$758	\$157	\$0	\$0	\$1,328		
<i>Reimbursements</i>	(\$205)	(\$93)	(\$150)	(\$111)	(\$364)	(\$361)	(\$207)	(\$246)	(\$51)	(\$103)		
<b>County Expense</b>	<b>\$1,115</b>	<b>\$1,227</b>	<b>\$2,647</b>	<b>\$1,903</b>	<b>\$993</b>	<b>\$398</b>	<b>(\$51)</b>	<b>(\$246)</b>	<b>(\$51)</b>	<b>\$1,225</b>	<b>\$0</b>	<b>\$0</b>

YTD GROUP HOME & TREATMENT FOSTERCARE		YTD REGULAR FOSTERCARE	
<i>Days of Stay</i>	2047	<i>Days of Stay</i>	511
<i># of Individuals</i>	9	<i># of Individuals</i>	6
<i>Cost of Stay</i>	\$471,965	<i>Cost of Stay</i>	\$11,051
<i>Reimbursements</i>	(\$12,398)	<i>Reimbursements</i>	(\$1,893)
<b>County Expense</b>	<b>\$459,567</b>	<b>County Expense</b>	<b>\$9,158</b>

FUND 44 BEGINNING BALANCE	\$680,000	
<b>TOTAL EXPENSE IN FUND 44:</b>	<b>\$511,901</b>	75% utilized
FUND 44 REMAINING BALANCE	\$168,099	

# Contract Monitoring Report

2024

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
A & J Family Homes and Services, LLC	Brandi Christanson	\$285,000.00					
Annika Mersmann	Brandi Christanson	\$49,500.00	\$18,958.41	May	\$18,958.41	\$30,541.59	38.30%
Arneson Counseling	Brandi Christanson	\$85,000.00	\$69,729.47	October	\$69,729.47	\$15,270.53	82.03%
Community Service Associates dba Pauquette Center for Psychological	Brandi Christanson	\$30,000.00	\$9,721.85	October	\$9,721.85	\$20,278.15	32.41%
CORE Treatment Services, Inc.	Brandi Christanson	\$15,000.00	\$1,690.00	September	\$1,690.00	\$13,310.00	11.27%
Cornerstone Foundation dba Lucky Star 3 Corporation	Brandi Christanson	\$260,000.00	\$139,250.34	October			
Coulee Region Psychiatric Services, S.C.	Brandi Christanson	\$50,000.00	\$32,825.00	November	\$32,825.00	\$17,175.00	65.65%
Dean Saner, Psy. D.	Brandi Christanson	\$50,000.00	\$29,250.00	December	\$29,250.00	\$20,750.00	58.50%
Deep Rooted Consulting, LLC	Brandi Christanson	\$49,500.00	\$5,582.58	October	\$5,582.58	\$43,917.42	11.28%
Diane's Adult Family Home	Brandi Christanson	\$100,000.00	\$93,854.88	October	\$93,854.88	\$6,145.12	93.85%
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Brandi Christanson	\$1,500,000.00	\$1,049,454.97	October	\$1,049,454.97	\$450,545.03	69.96%
Evergreen Manor III	Brandi Christanson	\$75,000.00	\$0.00		\$0.00	\$75,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Evergreen Manor Inc.	Brandi Christanson	\$75,000.00	\$0.00		\$0.00	\$75,000.00	0.00%
Ferguson Consulting, LLC	Brandi Christanson	\$12,000.00	\$2,862.50	April	\$2,862.50	\$9,137.50	23.85%
Hailey Schneider	Brandi Christanson	\$100,000.00	\$65,578.50	November	\$65,578.50	\$34,421.50	65.58%
Hansen Assessment and Educational Services	Brandi Christanson	\$16,000.00	\$12,525.00	November	\$12,525.00	\$3,475.00	78.28%
Hidden Spring Clinic	Brandi Christanson	\$9,500.00	\$0.00	November	\$0.00	\$9,500.00	0.00%
Highland Springs Counseling, LLC	Brandi Christanson	\$5,000.00	\$1,600.00	November	\$1,600.00	\$3,400.00	32.00%
Iris Health Clinic-Woods Crossing	Brandi Christanson	\$6,000.00	\$1,260.00	February	\$1,260.00	\$4,740.00	21.00%
Jefferson County Human Services Department	Brandi Christanson	\$9,500.00	\$0.00		\$0.00	\$9,500.00	0.00%
Jessica Leinberger Counseling, LLC	Brandi Christanson	\$49,500.00	\$22,224.56	October	\$22,224.56	\$27,275.44	44.90%
Lutheran Social Services of WI & Upper Michigan, Inc.	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%
Midwest Monitoring and Surveillance	Brandi Christanson	\$10,000.00	\$1,688.40	September	\$1,688.40	\$8,311.60	16.88%
Miramont Behavioral Health	Brandi Christanson	\$50,000.00	\$20,749.44	July	\$20,749.44	\$29,250.56	41.50%
Mystic Creek Adult Family Home	Brandi Christanson	\$5,000.00	\$900.00	October	\$900.00	\$4,100.00	18.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Northwest Counseling & Guidance Clinic	Brandi Christanson	\$150,000.00	\$86,880.01	November	\$86,880.01	\$63,119.99	57.92%
Options Lab, Inc.	Brandi Christanson	\$15,000.00	\$12,916.90	October	\$12,916.90	\$2,083.10	86.11%
Orion Family Services	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%
O'Rourke Dementia Stabilization Unit	Brandi Christanson	\$20,000.00	\$0.00		\$0.00	\$20,000.00	0.00%
Pleasant Ridge Homes, LLC	Brandi Christanson	\$150,000.00	\$4,293.30	February	\$4,293.30	\$145,706.70	2.86%
Red Maple Consulting Services, LLC	Brandi Christanson	\$225,000.00	\$129,043.20	October	\$129,043.20	\$95,956.80	57.35%
Roots Residential Adult Family Homes, LLC	Brandi Christanson	\$325,000.00	\$260,686.08	November	\$260,686.08	\$64,313.92	80.21%
RTP (WI), S.C. dba Array Behavioral Care	Brandi Christanson	\$130,000.00	\$58,809.62	November	\$58,809.62	\$71,190.38	45.24%
Schmitt Woodland Hills	Brandi Christanson	\$5,000.00	\$0.00		\$0.00	\$5,000.00	0.00%
Shay Rehabilitation & Psychological Services, INC dba	Brandi Christanson	\$300,000.00	\$208,388.47	October	\$208,388.47	\$91,611.53	69.46%
Tellurian, Inc.	Brandi Christanson	\$115,000.00	\$0.00		\$0.00	\$115,000.00	0.00%
The Change Group, LLC	Brandi Christanson	\$49,500.00	\$1,671.04	March	\$1,671.04	\$47,828.96	3.38%
Therapy Without Walls, LLC	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Tiffany K. Olson, LLC	Brandi Christanson	\$49,500.00	\$936.54	October	\$936.54	\$48,563.46	1.89%
TLC Senior Home Care, LLC	Brandi Christanson	\$85,000.00	\$60,330.04	October	\$60,330.04	\$24,669.96	70.98%
Tracey Benton, LLC	Brandi Christanson	\$45,000.00	\$0.00		\$0.00	\$45,000.00	0.00%
Trempealeau County Health Care Center	Brandi Christanson	\$270,000.00	\$28,151.15	October	\$28,151.15	\$241,848.85	10.43%
Viroqua Nutrition Counseling, LLC	Brandi Christanson	\$15,000.00	\$0.00		\$0.00	\$15,000.00	0.00%
Vista Care Wisconsin	Brandi Christanson	\$815,000.00	\$446,910.21	July	\$446,910.21	\$368,089.79	54.84%
Wisconsin Family Ties	Brandi Christanson	\$75,000.00	\$0.00		\$0.00	\$75,000.00	0.00%
You Are Enough Counseling, LLC	Brandi Christanson	\$160,000.00	\$96,541.44	October	\$96,541.44	\$63,458.56	60.34%
Children's Hospital of Wisconsin Community Services-Children's	Kayla Williams	\$161,000.00	\$75,739.08	November	\$75,739.08	\$85,260.92	47.04%
Community Care Resources	Kayla Williams	\$180,000.00	\$44,377.40	September	\$44,377.40	\$135,622.60	24.65%
Family Support Services, LTD	Kayla Williams	\$9,500.00	\$909.74	January	\$909.74	\$8,590.26	9.58%
Forward Home for Boys	Kayla Williams	\$425,000.00	\$255,377.24	November	\$255,377.24	\$169,622.76	60.09%
Hansen Assessment and Educational Services	Kayla Williams	\$16,000.00	\$12,525.00	November	\$12,525.00	\$3,475.00	78.28%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Moe's Transitional Living Center	Kayla Williams	\$79,500.00	\$65,801.00	April	\$65,801.00	\$13,699.00	82.77%
Platteville Family Resource Center	Kayla Williams	\$9,500.00	\$0.00		\$0.00	\$9,500.00	0.00%
Sunshine and Giggles LLC	Kayla Williams	\$9,500.00	\$3,510.00	July	\$3,510.00	\$5,990.00	36.95%
A & J Vans, Inc. dba A & J Mobility	Laurie Couey	\$25,000.00	\$0.00		\$0.00	\$25,000.00	0.00%
Autism Society of Greater Wisconsin	Laurie Couey	\$11,000.00	\$250.00	November	\$250.00	\$10,750.00	2.27%
Baraboo River Equine-Assisted Therapies, Inc. (BREATHE)	Laurie Couey	\$10,000.00	\$0.00		\$0.00	\$10,000.00	0.00%
Bluff & Ridge Assisted Equine Therapies, Inc.	Laurie Couey	\$11,000.00	\$892.50	November	\$892.50	\$10,107.50	8.11%
Camping Experiences Inc. dba Swift Nature Camp	Laurie Couey	\$11,000.00	\$0.00		\$0.00	\$11,000.00	0.00%
Children's Hospital of Wisconsin Community Services-Children's	Laurie Couey	\$161,000.00	\$92,600.70	November	\$92,600.70	\$68,399.30	57.52%
Christian Servants Home Care, LLC	Laurie Couey	\$30,000.00	\$67.20	November	\$67.20	\$29,932.80	0.22%
Cooperative Educational Service Agency (CESA) 3	Laurie Couey	\$15,000.00	\$1,430.00	September	\$1,430.00	\$13,570.00	9.53%
Dane County Fence and Deck Company Inc., DBA Fence World of	Laurie Couey	\$50,000.00	\$0.00		\$0.00	\$50,000.00	0.00%
Discovery Play School Inc.	Laurie Couey	\$11,000.00	\$1,411.20	November	\$1,411.20	\$9,588.80	12.83%



Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Easter Seals of Wisconsin, Inc.	Laurie Couey	\$11,000.00	\$0.00		\$0.00	\$11,000.00	0.00%
Elite Wellness Center	Laurie Couey	\$30,000.00	\$0.00		\$0.00	\$30,000.00	0.00%
Fiscal Assistance, Inc	Laurie Couey	\$40,000.00	\$79,972.45	November	\$79,972.45	(\$39,972.45)	199.93%
FW Consulting DHFS, LLC - entity of Wegner CPAs, LLP	Laurie Couey	\$10,000.00	\$2,770.80	November	\$2,770.80	\$7,229.20	27.71%
In2Great Children's Therapy, LLC dba Motiv8 Children's Therapy	Laurie Couey	\$25,000.00	\$0.00		\$0.00	\$25,000.00	0.00%
J & B Medical Supply	Laurie Couey	\$20,000.00	\$12,993.77	November	\$12,993.77	\$7,006.23	64.97%
Life in Harmony Music Therapy LLC	Laurie Couey	\$20,000.00	\$3,101.42	November	\$3,101.42	\$16,898.58	15.51%
Logan James Herr Foundation Inc. DBA Logan's Heart and Smiles	Laurie Couey	\$50,000.00	\$16,550.00	November	\$16,550.00	\$33,450.00	33.10%
Lori Knapp, Inc.	Laurie Couey	\$30,000.00	\$0.00		\$0.00	\$30,000.00	0.00%
M Squared NC, LLC dba Action Fence	Laurie Couey	\$50,000.00	\$12,598.00	November	\$12,598.00	\$37,402.00	25.20%
Memorial Hospital of Boscobel, Inc.	Laurie Couey	\$75,000.00	\$3,781.00	October	\$3,781.00	\$71,219.00	5.04%
Music on the Move Music Therapy Services	Laurie Couey	\$25,000.00	\$2,873.00	November	\$2,873.00	\$22,127.00	11.49%
National Seating and Mobility	Laurie Couey	\$25,000.00	\$880.32	November	\$880.32	\$24,119.68	3.52%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Premier Financial Management Services	Laurie Couey	\$100,000.00	\$18,724.62	November	\$18,724.62	\$81,275.38	18.72%
Rural Wisconsin Health Cooperative	Laurie Couey	\$75,000.00	\$62,829.92	October	\$62,829.92	\$12,170.08	83.77%
Soaring Skills, LLC	Laurie Couey	\$30,000.00	\$1,625.84	November	\$1,625.84	\$28,374.16	5.42%
St. Joseph's Health Services, Inc.	Laurie Couey	\$75,000.00	\$30,129.51	October	\$30,129.51	\$44,870.49	40.17%
Symons Recreation Complex	Laurie Couey	\$15,000.00	\$15.00	February	\$15.00	\$14,985.00	0.10%
The Change Group, LLC	Laurie Couey	\$30,000.00	\$1,671.04	March	\$1,671.04	\$28,328.96	5.57%
United Seating and Mobility, LLC DBA Numotion	Laurie Couey	\$25,000.00	\$0.00		\$0.00	\$25,000.00	0.00%
Whispering Pines Custom Builders, LLC	Laurie Couey	\$50,000.00	\$0.00		\$0.00	\$50,000.00	0.00%
Wisconsin Badger Camp	Laurie Couey	\$11,000.00	\$1,000.00	November	\$1,000.00	\$10,000.00	9.09%
Wisconsin Family Ties	Laurie Couey	\$11,000.00	\$650.00	November	\$650.00	\$10,350.00	5.91%
Bethel Home Helping Hands	Roxanne Klubertanz-	\$2,500.00	\$0.00		\$0.00	\$2,500.00	0.00%
Bethlehem Lutheran Church	Roxanne Klubertanz-	\$4,800.00	\$4,000.00	October	\$4,000.00	\$800.00	83.33%
City of Richland Center	Roxanne Klubertanz-	\$3,600.00	\$3,000.00	October	\$3,000.00	\$600.00	83.33%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Drfitless Area Ink, LLC dba Task Fairy	Roxanne Klubertanz-	\$3,500.00	\$1,862.50	September	\$1,862.50	\$1,637.50	53.21%
Leo Burhagen	Roxanne Klubertanz-	\$3,000.00	\$85.00	March	\$85.00	\$2,915.00	2.83%
Lori Knapp, Inc.	Roxanne Klubertanz-	\$9,000.00	\$3,109.15	November	\$3,109.15	\$5,890.85	34.55%
Mazo Catering	Roxanne Klubertanz-	\$155,000.00	\$137,828.00	November	\$137,828.00	\$17,172.00	88.92%
Schmitt Woodland Hills	Roxanne Klubertanz-	\$9,000.00	\$0.00		\$0.00	\$9,000.00	0.00%
St. Anthony's Parish	Roxanne Klubertanz-	\$3,000.00	\$2,500.00	October	\$2,500.00	\$500.00	83.33%
Symons Recreation Complex	Roxanne Klubertanz-	\$15,000.00	\$3,772.00	November	\$3,772.00	\$11,228.00	25.15%
Transitions At Home	Roxanne Klubertanz-	\$5,000.00	\$0.00		\$0.00	\$5,000.00	0.00%
Village Caregiving, LLC	Roxanne Klubertanz-	\$5,000.00	\$30.00	February	\$30.00	\$4,970.00	0.60%
VRI	Roxanne Klubertanz-	\$2,500.00	\$0.00		\$0.00	\$2,500.00	0.00%
Southwest Wisconsin Workforce Development Board	Stephanie Ronnfeldt	\$150,000.00	\$118,701.93	October	\$118,701.93	\$31,298.07	79.13%

**APPROVAL NEEDED (1-9-2025)**  
**2025 New Richland County HHS Contracts/Agreements/MOUs**

<p style="text-align: center;"><i><b>Diane's AFH</b></i></p>	<p>Request Board approval to enter into a contract with <u>Diane's AFH</u> to provide Adult Family Home services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit.</p> <p style="text-align: center;"><i><b>Will need County Board Approval</b></i></p>	<p>Contract with <u>Diane's AFH</u> for a total amount not to exceed <b>\$135,000</b>.</p>
<p style="text-align: center;"><i><b>Hailey Schneider</b></i></p>	<p>Request Board approval to enter into a contract with <u>Hailey Schneider</u> to provide medication management and individual outpatient services.</p> <p style="text-align: center;"><i><b>Will need County Board Approval</b></i></p>	<p>Contract with <u>Hailey Schneider</u> for a total amount not to exceed <b>\$140,000</b>.</p>
<p style="text-align: center;"><i><b>You Are Enough Counseling, LLC</b></i></p>	<p>Request Board approval to enter into a contract with <u>You Are Enough Counseling, LLC</u> to provide psychotherapy, recovery planning, individual skills development, wellness management, and AODA services to Comprehensive Community Services consumers of the Behavioral Health Services Unit. (Avoca)</p> <p style="text-align: center;"><i><b>Will need County Board Approval</b></i></p>	<p>Contract with <u>You Are Enough Counseling, LLC</u> for a total amount not to exceed <b>\$125,000</b>.</p>
<p style="text-align: center;"><i><b>DRIFTLESS COUNSELING LLC dba TRAILHEAD THERAPY AND MENTORING</b></i></p>	<p>Request Board approval enter into a contract with <u>Driftless Counseling LLC dba Trailhead Therapy and Mentoring</u> to provide psychotherapy, recovery planning, individual skills development, wellness management and AODA services to Comprehensive Community Services consumers in the Behavioral Health Services Unit. (Viroqua)</p> <p style="text-align: center;"><i><b>Will need County Board Approval</b></i></p>	<p>Contract with Driftless Counseling LLC dba Trailhead Therapy and Mentoring for a total amount not to exceed \$1,500,000.</p>

**RESOLUTION NO. 25 - XX**

Resolution Approving Provider Contracts For 2025 For The Health And Human Services Department.

WHEREAS the Richland County Procurement Ordinance adopted November 19, 2024 provides that any contract entered into by the Department of Health and Human Services involving an expenditure more than \$100,000 must be approved by the County Board, and

WHEREAS the Community and Health Services Standing Committee is now presenting the following provider contracts for 2025 to the County Board for approval:

With **Diane’s AFH** of Arena for \$135,000 to provide Adult Family Home services for Comprehensive Community Services consumers being served by the Behavioral Health Services Unit and

With **Hailey Schneider** of La Crosse for \$140,000 to provide medication management and individual outpatient services for consumers being served by the Behavioral Health Services Unit and

With **You Are Enough Counseling, LLC.** of Avoca for \$125,000 to provide psychotherapy, recovery planning, individual skills development, wellness management and AODA services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit and

With **Driftless Counseling LLC of Viroqua** for \$1,500,000 to provide psychotherapy, recovery planning, individual skills development, wellness management and AODA services to Comprehensive Community Services consumers being served by the Behavioral Health Services Unit.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Community and Health Services Standing Committee to enter into the listed provider contracts for 2025;

BE IT FURTHER RESOLVED that the Director of Health and Human Services Department, Ms. Tricia Clements, is hereby authorized to sign the above contracts on behalf of Richland County in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

FOR                      AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER  
MARTY BREWER  
SANDRA KRAMER  
INGRID GLASBRENNER  
MICHELLE HARWICK  
DANIEL MCGUIRE

DATED: JANUARY 21, 2025

## Richland County Committee Agenda Item Cover

**Agenda Item Name:** Approval of Opioid Settlement Grant Funding D.A.R.E. Program

<b>Department:</b>	HHS	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	January 9, 2025	<b>Action Needed:</b>	Vote and resolution to full county board
<b>Disclosure:</b> <small>Open or Closed</small>	Open	<b>Authority:</b>	Board Resolution 24-41
<b>Date submitted:</b>	December 26, 2024	<b>Referred by:</b>	Richland County Sheriff's Office

**Recommendation and/or action language:**

Review and recommend approval of a grant application to the full county board from the Opioid Settlement funds. A grant application was received on December 5, 2024 from Richland County Sheriff's Office for their D.A.R.E. program.

**Background:**

Per Board resolution, 24 – 41, it was determined that the best utilization of Opioid Settlement Funds would be to offer grants to the community for the prevention, treatment and/or recovery of opioid drug use and its various effects. In the grant overview, it allows for County Department's to ask at any time throughout the year for the use of the funds. This request is from the Richland County Sheriff's Office.

**Attachments and References:**

Resolution 24-41	
D.A.R.E. Program Application	

**Financial Review:**

(please check one)

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

Opioid Settlement Funds will be used.

**Approval:**

**Review:**

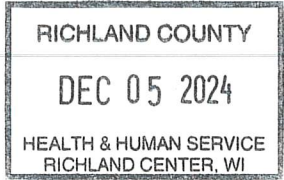
\_\_\_\_\_  
Department Head

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

**Richland County Committee  
Agenda Item Cover**

# RICHLAND COUNTY

Opioid Steering Committee Funding Request Form



## APPLICATION

ORGANIZATION NAME: RICHLAND COUNTY SHERIFF'S OFFICE

MAILING ADDRESS: 181 W. SEMINARY ST.

CITY: RICHLAND CENTER STATE: WI ZIP CODE: 53581

CONTACT PERSON (first and last name): MIKE CZYS TITLE: LIEUTENANT

PHONE NUMBER: 608-475-4000 EMAIL: MIKE.CZYS@CO.RICHLAND.WI.US

GRANT PROJECT TITLE: D.A.R.E PROGRAM

GRANT AMOUNT REQUEST: \$6,000 TOTAL COST OF PROJECT/INITIATIVE: \$6,000

### TYPE OF ORGANIZATION:

- Non-Profit    County Agency    County Department    School District
- City/Village/Township    State/Federal Agency    Other: \_\_\_\_\_

Project Start( date): 2025 Time to Complete Project:  1 year    2 years    3 years

### How does this project meet the grant requirements:

- Prevention Efforts    Treatment and Recovery Efforts    Address Provider Shortage
- Connecting People To Resources And Expanding Resources

### Organizations Background Information, including any mission statement and purpose:

#### Mission:

Through collaborative efforts and partnerships, the Richland County Sheriff's Office guards the life, property, and constitutional rights of all and pursues justice with compassion and respect for all our citizens to ensure a safe and secure community.

### APPLICATION CERTIFICATION

I certify that I am authorized by my organization to apply for and implement this grant. I confirm the information in the application is complete and accurate. I understand that the information provided may be subject to further verification by Richland County and I will provide the information required to verify this data as requested. If this grant is received, I agree to the guidelines outlined in the application packet.

Signature of Applicant

Date:

12/5/24



**I. Project Need:** Identify the problem or need to be addressed.

The problem to be addressed is educating area youth about the harmful effects of drug (opioid)/alcohol use and violence. The current drug awareness program (Counter Act) is ending so we must transition to a different program. Our Office hopes that by continuing this education, through a different program, we can prevent children using drugs (opioids) and alcohol at an early age and avoid violence in schools and homes.

The NEED for us is to fund the training and materials necessary to switch to a new program, which is around \$6000.

**II. Project Goals and/or desired Outcomes:** Please use SMART goals when listing your goals.

**Specific:** The goal is to educate the students at Ithaca Schools about the harmful effects of drugs (opioid), alcohol, and violence through the use of the D.A.R.E Program. Lt. Czys or another deputy will be trained and given the skills to present this information.

**Measurable:** While it may be difficult to measure progress after the program, it can be monitored by number of students who successfully complete the course.

**Achievable:** This goal is realistic and attainable because we currently have a program that is well received, successful, and appreciated. We would continue with the current program, but have no choice since we will not be able to purchase the materials necessary once it is ended. D.A.R.E is a nationally recognized program and once the instructor is trained, we have no doubt that the program will be successful.

**Relevant:** The purpose is to educate and prevent the harmful use of drugs, alcohol, and violence in our youth. This program is designed to do exactly that. It fits our community since it is a universally recognized program and has been historically successful.

**Time-Bound:** This goal has a realistic timeline because the D.A.R.E training is offered a couple times per year so we will be able to send someone to be trained, and in the meantime we can order and receive the necessary materials to run the class.

**III. Project Timeline:** Provide a detailed timeline including planning, development, and implementation. Grantees have up to three years to complete the project.

The Project timeline would be to start the D.A.R.E Program in the spring of 2026 at Ithaca Schools. The Instructor would be selected and trained (2 weeks) in 2025 or early 2026, and the necessary equipment/materials would be purchased to be ready for classroom instruction.

**IV. Is this a New or ongoing project? Explain:**

The D.A.R.E Program is a new project, but we currently use Counter Act as the drug prevention/education program. Counter Act is ending in 2024 and we are no longer able to purchase the necessary teaching materials moving forward. The D.A.R.E. Program is nationally recognized and very well respected throughout the country as an invaluable tool to teach our youth about the harmful effects of drugs/alcohol/ and violence.

**V. Budget Narrative**-Identify other Principal Sources of Support: (Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount requested? If other funding is necessary to complete the project budget, where will it come from How will you sustain the project in the future?)

The budget plan for this project is to use the money that is requested to purchase the initial training (including meals and lodging) for our deputy/instructor. The money will also be used to purchase the initial start-up materials and equipment to teach the class (workbooks, posters, etc.) After the initial start-up costs and training are paid for, the only recurring cost that we are aware of will be the cost of the student workbooks, which currently Ithaca Schools pay for (Counter Act) and would continue to do.



**VI. Detailed Project Budget:** Use the budget template included with this application (or one of your own) to outline expenses and any additional revenue for your project. Please refer to the grant guidelines for ineligible expenses

**Please list any additional funding sources that may be involved in the completion of this project.**

	Total
(Examples may be earned, donated, other grants, levy etc.)	
<b>TOTAL PROJECT REVENUE</b>	<b>\$ 0.00</b>

**Richland County Opioid Steering Committee  
Funding Request- Project Budget**

Organization Name: Richland County Sheriff's Office

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Total Grant Request: \$6,000.00

<b>EXPENSES</b>						
Budget Item Description	Budget Category (construction, supplies, equipment, marketing, other)	Quantity	Cost per Item	Total		
Two Week Class	Training	1	\$1250	\$ 1250.00		
Hotel Room for 10 nights	Lodging	10	\$100	\$ 1000.00		
Food 10 days	Food	10	\$25	\$ 250.00		
Work Booklets	Supplies	100	\$1.65	\$ 165.00		
Name Cards/ Posters/ Certificates/ Shirts/ Etc.	Supplies	100	Varies	\$ 400.00		
Officer Compensation for 2 week Training	Other	40	\$36.69 per hour	\$ 2935.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
<b>TOTAL EXPENSES</b>				<b>\$ 6000.00</b>		

**RESOLUTION NO. 25 - XX**

Resolution Awarding Opioid Settlement Fund Grants To Applicant Providing For The Prevention, Treatment, And/Or Recovery Of Opioid Drug Use.

WHEREAS Richland County non-profit organizations and those that serve Richland County Residents may submit applications for Opioid Settlement Fund Grants twice a year to be reviewed by the Opioid Settlement Committee, with recommendations to be presented to the Community and Health Services Committee and full County Board for approval, and

WHEREAS Richland County Departments may request funds throughout the year, and

WHEREAS awards will generally be between \$1,000 and \$25,000 and projects can be renewed annually if funding allows and reporting requirements have been met, and

WHEREAS an application meeting the grant requirements have been reviewed by the Community Health Services Committee and is being presented to the County Board for approval.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Richland County Department of Health and Human Services is hereby authorized to award Opioid Settlement Fund Grants to the following:

Richland County Sheriff's Office in the amount of \$6,000 for prevention efforts, treatment and recovery efforts and to establish a D.A.R.E program; and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION\_\_\_\_\_

FOR            AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER  
MARTY BREWER  
SANDRA KRAMER  
INGRID GLASBRENNER  
MICHELLE HARWICK  
DANIEL MCGUIRE

DATED: JANUARY 21, 2025

**RESOLUTION NO. 25 - XX**

Resolution Approving Two New Job Descriptions For The Health And Human Services Department.

WHEREAS Richland County Health and Human Services has created two new positions in their budget, and

WHEREAS one position is in the Behavioral Health Unit and is for a Recovery Services Coordinator and would be tasked with providing services to those seeking recovery services for AODA issues, and

WHEREAS there is grant funding available that would fund the position and would only continue if grant funding is sustained, and

WHEREAS the Economic Support Unit of Health and Human Services has 12 Economic Support Specialists, and

WHEREAS there is a need for additional supervision of the unit beyond what the manager is able to do, and

WHEREAS with the elimination of a worker, the creation of the Economic Support Supervisor would fund the position and provide an additional level of support and supervision to the workers without the need for additional levy, and

WHEREAS the Community and Health Services Committee has reviewed this resolution, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the job descriptions for an Economic Support Supervisor and a Recovery Services Coordinator be approved.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon passage.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

RESOLUTION \_\_\_\_\_

FOR            AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER  
MARTY BREWER  
SANDRA KRAMER  
INGRID GLASBRENNER  
MICHELLE HARWICK  
DANIEL MCGUIRE

DATED: JANUARY 21, 2025

**Richland County Community and Health Services Committee  
Agenda Item Cover**

**Agenda Item Name:** Approval of Economic Support Supervisor job description

<b>Department:</b>	HHS	<b>Presented By:</b>	Briana Turk/Tricia Clements
<b>Date of Meeting:</b>	January 9, 2025	<b>Action Needed:</b>	Vote and resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	County Policy
<b>Date submitted:</b>	January 3, 2025	<b>Referred by:</b>	Briana Tuck/Tricia Clements

**Recommendation and/or action language:** Motion to approve the job description of the Economic Support Supervisor within the Economic Support Unit at Richland County Health and Human Services.

**Background:** The 2025 budget added an economic support supervisor position. Due to the timing of the wage study, the position was added without the creation of the job description. We are looking to have the job description approved to be able to fill the already budgeted position.

**Attachments and References:**

Job Description	

**Financial Review:**

(please check one)

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

This position will be funded utilizing the current Economic Support allocated funds without the need for additional levy due to not filling one of the Economic Support Specialist positions.

**Approval:**

**Review:**

\_\_\_\_\_  
Tricia Clements, Director

\_\_\_\_\_  
Candace Pesch, Administrator

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Recommended Cover Letter— County Administrator Langreck (20 May 2020)

# Richland County

## Position Description

**Position Title:** Economic Support Supervisor

**Department:** Health and Human Services

**Reports to:** Economic Support Manager

**Pay Grade:**

**Date:** 10/31/2024

**Hours per week:** 40

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### Purpose of Position

Responsible to handle the day-to-day, one-on-one supervision and monitoring of staff to ensure timeliness and proper policies and procedures are being followed. This position will also assist the Economic Support Manager by completing scorecards to be used for evaluations of staff. This position will concentrate on knowing program policies and procedures and assuring staff know program policies and procedures.

### 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.

- Maintains program compliance by monitoring worker application of policies and procedures. This includes prepare scorecards, running reports, QCing cases and listening to and evaluating calls. Follows up with staff by meeting to provide correction, guidance, and praise based on worker productivity.
- Leader in the agency. Attends agency meetings with management. Helps develop and implement agency policies and procedures. Attends and participates in Community and Health Services Committee meetings. Prepares Annual Report. Presents self professionally in the community and as a representative of RCHHS.
- Assists workers with casework. Answers questions and helps utilize computer system effectively and efficiently. Monitors State Quality Control for the unit to ensure appropriate action has been taken. Assists with State reports and reviews for corrective actions.
- Primary Quest vault card and Child Support Good Cause Coordinator. Responsible for reporting to the State.
- Trains new workers. Responsible for NWT of all general programs.
- Attends Consortium Supervisor meetings. Maintains continuous communication with manages and supervisors of the Consortium. Helps create policies and procedures for the Consortium.
- Supervises and monitors cases of unit staff. Adjusts caseloads and assists with complex issues. Monitors mainframe alerts.
- Manages personnel by reviewing and approving time-off. Assists with hiring, firing, and discipline of employees. Helps staff maintain professionalism with others, including difficult clients.
- Researches and prepares for hearing. Summarizes exhibits to be provided.



- Assists with facilitating and preparing for staff meetings.
- Assess activities for safety including client safety, staff safety, personal safety, etc.
- Participate in committees, trainings, and meetings.
- **Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities**
- **Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.**
- Perform other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or GED, or relevant field with three years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Driver's License required. Must maintain and obtain necessary training for DHS staff.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

#### **Skills, Knowledge, and Abilities**

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge of program policies, procedures, and ability to assure staff to know current policies and procedures.
- Ability to read, interpret, and apply regulations, laws, and policies.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to administer rules and procedures under management guidance.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.

#### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

**Working Conditions**

- Work is performed in an office, community settings, and client residences. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress as well as angry, hostile, or confused persons and offensive language.
- This position frequently performs work under high attention to detail and deadlines.

**Special Requirement**

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Richland County Community and Health Services Committee  
Agenda Item Cover**

**Agenda Item Name:** Creation of an Economic Support Supervisor

<b>Department:</b>	HHS – Economic Support Unit	<b>Presented By:</b>	Briana Turk/Tricia Clements
<b>Date of Meeting:</b>	August 1, 2024	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	County board rule authorizing action
<b>Date submitted:</b>	July 23, 2024	<b>Referred by:</b>	Briana Tuck/Tricia Clements

**Recommendation and/or action language:** Motion to approve the creation of an Economic Support Supervisor position within the Economic Support Unit at Richland County Health and Human Services.

**Background:** In 2015, Richland County Economic Support took on 8 additional Economic Support Specialists (ESS) and a Lead ESS due to funding available from the consortium. Prior to that, we had 4 ESS, 1 ESS intake (this position later became an ESS) and a Manager. We currently have 12 ESS (including 1 currently being hired), 1 ES Lead, and 1 Manager. The ES Lead has taken on many tasks that would normally be done by the Manager. Some examples of these tasks are approving time off, meeting one-on-one with staff, and quality control of casework. ESS do not directly report to the ES Lead so this gets difficult when the lead does these tasks. Also, the ES Lead is not paid to do supervisory tasks.

This position would take on some of the duties of the manager, that she currently does not have the bandwidth to complete. With the current unit structure, the manager is having to set aside tasks that, in best practice, should be doing regularly. These tasks include, but are not limited to:

- Updating and writing new ES Unit policies. These policies should be reviewed on a yearly basis. Some have not been reviewed in over 10 years.
- Monitoring several different systems to assure staff are meeting performance standards. Right now, the manager is only able to do a shallow dive into worker activities to assure the basic job duties are being handled. Deep dive monitoring is only able to be done in a reactive manner when a problem is brought to their attention. Ideally, the deep dive monitoring should be done in a proactive manner to help ESS improve to avoid problems in the future.
- Quality control of phone calls and cases and creating “Scorecards” for each ESS. This is a requirement of the consortium and vital in creating effective performance evaluations.
- Focusing and learning the budget for the unit, including the different funding sources. Having the ability to understand the consortium budget and ensuring that our share is consistent with partner county’s share.

The new Supervisor position will have the authority the ES Lead does not have. The goal of this position is to handle the day to day supervision of staff and assist in casework. The manager is currently doing casework, including running several monthly reports and updating cases based on the report findings. The supervisor will then take on these tasks.

They will have the ability to perform supervisory tasks that the ES Lead is currently doing but not authorized to do. This will free up the ES Lead to help ESS with casework and not have a supervisory component to the working relationship with ESS.

The manager would then look at the big picture of the unit. Reviewing policies, completing scorecards on a consistent basis for workers, and being proactive in reviewing the work of the ESS.

There is no expectation of additional tax levy being needed to fund this position. An ESS position will not be filled after a retirement in August and the rest of the funding is expected to come from IM funding funneled through the consortium.

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**Attachments and References:**


**Financial Review:**

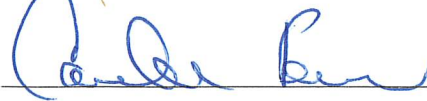
(please check one)

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

*This position can be absorbed utilizing the current Economic Support allocated funds without the need for additional levy.*

**Approval:**

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Tricia Clements, Director**Review:**

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Candace Pesch, Administrator

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Recommended Cover Letter— County Administrator Langreck (20 May 2020)

**Richland County Community and Health Services Committee  
Agenda Item Cover**

**Agenda Item Name:** Approval of Recovery Services Coordinator job description

<b>Department:</b>	HHS	<b>Presented By:</b>	Brandi Christianson/Tricia Clements
<b>Date of Meeting:</b>	January 9, 2025	<b>Action Needed:</b>	Vote and resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	County board rule authorizing action
<b>Date submitted:</b>	January 3, 2025	<b>Referred by:</b>	

**Recommendation and/or action language:** Motion to approve the job description of the new Recovery Services Coordinator position within the Behavioral Health Unit at Richland County Health and Human Services.

**Background:** Substance abuse and addiction is an issue in our community that continues to grow. Being a small rural community with limited resources, it can be hard to provide linkage to residents of Richland County to the different resources that may be available to them. The hardest thing someone in active addiction can do is ask for help. This position will be the bridge between them asking, and being connected to services which may alter their life for the better.

This position within the Behavioral Health Unit will help to bridge that gap. The Recovery Services Coordinator will provide linkage to assist with setting up individuals on the road to recovery. They will meet with individuals who are booked in to the jail on substance abuse charges to go over what resources are available to them, they will assist the Treatment Court Coordinator with the participants to ensure they stay on the path to recovery, and they will help with prevention efforts in the community.

This position was built into the 2025 HHS budget. It will be 100% grant funded, and will not need tax levy.

**Attachments and References:**

Job Description	

**Financial Review:**

(please check one)

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

This grant would be supported by the Non-Addictive, Non-Narcotic, Injectable Medication (NNAI) Medication Assisted Treatment (MAT) Service within the Jail Setting Grant, the State Opioid Response (SOR) Grant, and the Treatment Alternatives and Diversion Programs (TAD) Grant. If grant funding is not renewed, this position would be eliminated.

**Approval:**

**Review:**

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Tricia Clements, Director

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Candace Pesch, Administrator

# Richland County

## Position Description

**Position Title:** Recovery Services Coordinator

**Department:** Health and Human Services/Behavioral Health Unit

**Reports to:** Behavioral Health Manager

**Pay Grade:**

**Date:** 10/04/2024

**Hours per week:** 40

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### Purpose of Position

Provide support and coordinate services to address clients' unique needs related to substance use for Richland County Health and Human Services Behavioral Health Unit. Facilitates building the gap between substance use and substance use 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.

- Collaborates with the Treatment Court and County Jail to assist individuals involved in the criminal justice system as a result of their substance abuse.
- Meets with jail inmates to provide education on substance abuse services available in Richland County.
- Facilitates Treatment Court Groups, participates as a team member on the Treatment Court Team, and assists the Treatment Court Coordinator with activities and tasks.
- Monitors and oversees the jail Medication Assisted Treatment Grant and the Residential Treatment Room and Board grant. Prepares and submits grant reports.
- Prepares and performs Treatment Court referrals, substance abuse counseling, mental health counseling and Comprehensive Community Services referrals.
- Obtains Peer Support Specialist Certification to provide support and assistance to those with mental health and substance use disorders, assist clients with accessing resources, work with clients to accomplish their treatment goals, and collaborate with other team members.
- Maintains accurate and current documentation of client interactions and progress.
- Transports clients to meetings and events.
- Coordinates Prime for Life Groups.
- Ensures compliance with federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- 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.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participates in committees, trainings and meetings.
- Performs other duties as assigned or apparent.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or equivalent and two years formal education/training in a related field and one year relevant experience; or any combination of education, training and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain Peer Support Specialist Certification within one year of hire. Valid Driver's License required.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

### **Skills, Knowledge and Abilities**

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge of substance use and abuse and mental health counseling techniques and best practices.
- Ability to read, interpret, and apply regulations, laws and policies.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to handle a wide variety of assignments under moderate supervision.

### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

### **Working Conditions**

- Work is performed in an office, court, jail, and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons and offensive language.

### **Special Requirement**

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful

completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date



**Richland County Community and Health Services Committee  
Agenda Item Cover**

**Agenda Item Name:** Creation of Recovery Services Coordinator Position

<b>Department:</b>	Behavioral Health Services	<b>Presented By:</b>	Brandi Christianson
<b>Date of Meeting:</b>	July 8, 2024	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	County board rule authorizing action
<b>Date submitted:</b>	June 24, 2024	<b>Referred by:</b>	

**Recommendation and/or action language:** Motion to approve the creation of a Recovery Services Coordinator position within the Behavioral Health Unit at Richland County Health and Human Services.

**Background:** Substance abuse and addiction is an issue in our community that continues to grow. Being a small rural community with limited resources, it can be hard to provide linkage to residents of Richland County to the different resources that may be available to them. The hardest thing someone in active addiction can do is ask for help. This position will be the bridge between them asking, and being connected to services which may alter their life for the better.

I am asking to create a job position within the Behavioral Health Unit to help bridge that gap. The Recovery Services Coordinator will provide that substance abuse linkage to assist with setting up individuals on the road to recovery. They will meet with individuals who are booked in to the jail on substance abuse charges to go over what resources are available to them, they will assist the Treatment Court Coordinator with the participants to ensure they stay on the path to recovery, and they will help with prevention efforts in the community. This position will start in January 2025 if approved.

This position is 100% grant funded, and will not need any tax levy.

**Attachments and References:**

~ example: financial figures attached	~example: drafted resolution for board
~example: copy of report	~example: minutes of action from previous body

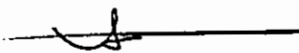
**Financial Review:**

(please check one)

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

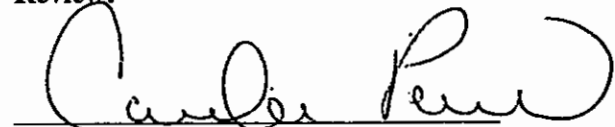
This grant would be supported by the Non-Addictive, Non-Narcotic, Injectable Medication (NNAI) Medication Assisted Treatment (MAT) Service within the Jail Setting Grant, the State Opioid Response (SOR) Grant, and the Treatment Alternatives and Diversion Programs (TAD) Grant. If grant funding is not renewed, this position would be eliminated.

**Approval:**

  
\_\_\_\_\_

Tricia Clements, Director

**Review:**

  
\_\_\_\_\_

Candace Pesch, Administrator

**RESOLUTION NO. 25 - XX**

A Resolution Recognizing The Retirement Of An Employee Of The Health And Human Services Department.

WHEREAS, Ms. Kathy Dobbs was hired on August 25, 1978 and has held numerous positions in various Richland County departments since then, and

WHEREAS the Richland County Board wants to express its sincere appreciation to Ms. Kathy Dobbs for over 37 years of dedicated service to Richland County, and

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Ms. Kathy Dobbs for 37 years of dedicated service to Richland County, and

BE IT FURTHER RESOLVED that the County Board wishes Ms. Kathy Dobbs a long and happy retirement, and

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this Resolution to: Ms. Kathy Dobbs at her residence.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(09 JANUARY 2025)

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

MARY MILLER  
MARTY BREWER  
SANDRA KRAMER  
INGRID GLASBRENNER  
MICHELLE HARWICK  
DANIEL MCGUIRE

DATED: JANUARY 21, 2025