

**Richland County
Community & Health Services Standing Committee**

Date Posted: February 26, 2026

NOTICE OF MEETING

Please be advised that the Richland County Community & Health Services Standing Committee will convene on Thursday, March 5, 2026, 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 Support at 608-649-4371 (phone) or mis@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 February 5, 2026 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. HHS Final 2025 Budget Summary & Richland County Final 2025 Placement Report
 - D. HHS Organizational Report
 - E. HHS Contract Monitoring Report
 - F. Pine Valley Community Village: Administrative Report
8. Discussion & Possible Action: Changing Committee Meeting Time
9. Discussion & Possible Action: Changes To The Pine Valley Community Village Addendum
10. Discussion & Possible Action: Approval Of An Opioid Settlement Fund Grant Application For Treatment Court
11. Correspondence
12. Future Agenda Items
13. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

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

February 5, 2026

The Richland County Community & Health Services Standing Committee convened on Thursday, February 5, 2026, in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Kramer called the meeting to order at 09:30 AM

Roll Call: Deputy County Clerk Hege conducted roll call. Committee member(s) present: Mary Miller, Sandra Kramer, Alayne Hendricks, Daniel McGuire, Dr. Jerrel Berres, Frances Braithwaite, and Cynthia Chicker. Committee member(s) absent Larry Engel and Rod Perry.

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

Approval Of Agenda: Motion Braithwaite, second by Chicker to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From December 4, 2025 Meeting: Committee Chair Kramer asked if there were any amendments or corrections to the minutes from the December 4, 2025 meeting. Motion by Miller, second by Berres to approve the minutes. Motion carried and the minutes from the December 4, 2025 meeting were approved as presented.

Public Comment: None.

Reports

A. HHS Director: Administrative Report: Health & Human Services Director, Stephanie Ronnfeldt, presented the HHS February 2026 Unit Updates report to the committee and highlighted various items including: a program of the ADRC to promote socialization for men over the age of 60, the hiring of a new lead case manager in the Behavioral Health Unit, the continued search for a mental health therapist, the influx in youth justice cases with the CYS Unit, continued legislative advocacy regarding federal reimbursement rates, a campaign to lower adolescent anxiety, upcoming meetings on how to address homelessness in the community, the vacant secretary position had been filled, and that one of the fiscal specialists were retiring. Brief discussion ensued.

B. HHS Expenditures Report (Vouchers & Expenditures Over \$2,000 But Less Than \$10,000): Kali Levy, Business & Financial Services Manager, presented the Expenditures Report. No discussion.

C. HHS Budget Summary & Richland County Placement Report: Kali Levy, Business & Financial Services Manager, presented the HHS Budget Summary and Richland County Placement Report and reported that adult placements were at 53% utilization and child placements were at 49% utilizations. No discussion.

D. Pine Valley Community Village: Administrative Report: Brittany Paulus, Nursing Home Administrator, presented the Administrator Monthly Report to the committee and highlighted various

Richland County Community & Health Services Standing Committee

items including: the skilled nursing beds were at 80, assisted living beds were at 16, hospital stays were up in December due to a respiratory infections, there was a recent complaint that lead to a survey, and the IDDSI implementation in the Dietary & Nutrition Services area. Brief discussion ensued.

E. Child Support Agency: Director Report & Departmental Activities: Melony Walters, Child Support Agency Director, presented her report to the committee and highlighted various items including: the statewide average for child support collections is 72.91%, her office averages 74.72%, the part time clerical position is still vacant, and that she has started her second year of Director training. Director Walters also presented her budget reports, and a resolution passed by the Wisconsin State Senate honoring the 50th anniversary of the child support program in Wisconsin. Brief discussion ensued.

Discussion & Possible Action: Changing Committee Meeting Time: Committee Chair Kramer briefly spoke to her desire to change the time of the committee meeting to later in the day, but to remain on the 1st Thursday of the month. Discussion ensued. Consensus was gained from the committee to table this item until the next meeting.

Discussion & Possible Action: Changes To The Pine Valley Community Village Addendum: Brittany Paulus, Nursing Home Administrator, presented a resolution outlining the proposed changes to the committee. Extensive discussion ensued. Motion by McGuire, second by Braithwait to table this item until the next meeting. Motion carried and the changes to the Pine Valley Community Village Addendum was tabled until the next meeting.

Correspondence: None.

Future Agenda Items:

Discussion & Possible Action: Changing Committee Meeting Time

Discussion & Possible Action: Changes To The Pine Valley Community Village Addendum:

Adjourn: Committee Chair Kramer entertained a motion to adjourn. Motion by Braithwaite, second by Berres to adjourn. Motion carried and meeting adjourned at 10:22 AM.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk

HHS March 2026 Unit Updates

ADRC

- The ADRC will be offering its Rise N Dine program again starting in March. It will be on the 3rd Friday of the month at The Phoenix Center from 8:00 am-10:00 am.
- The ADRC, in partnership with the Willow Community Center in Loyd and the Richland County Land and Conservation Department, will host its first Men's Shed on Wednesday, March 11th at 11:00 am. It will be held on the 2nd Wednesday of each month thereafter and will have a monthly speaker, light lunch, and time for socialization. The first speaker will be Phil Nee, local radio personality.
- The ADRC is completing its 5 year Department of Transportation Audit. All information for the audit was due on 2/23/2026 and the meeting with the auditors was on March 3rd. This audit reviewed all aspects of the program to ensure that we are meeting federal requirements of the 5310 program.
- ADRC staff will be partnering with other members of the Richland County Care Coalition to provide Power of Attorney for HealthCare document clinics. Volunteers assist people in the community with completing their Power of Attorney for HealthCare documents. Our first clinic will be on April 1, 2026 from 4pm-6pm at the Community Services building. Interested individuals can sign up by calling the ADRC at 608-647-4616.

Behavioral Health

During the month of February, Behavioral Health staff worked diligently to assist the residents of Richland County in improving their emotional well-being by serving as a resource in the areas of education, intervention and treatment for mental health and addiction. While specific client contact numbers for each program was not available this month, their hard work does not go unnoticed.

Child and Youth Services

The CYS unit has received 52 CPS reports of abuse or neglect thus far in 2026 and have screened in 8 of those for investigations.

Currently for out-of-home care children:

1 child in a foster home placement

1 child in a trial reunification with their parent

With the Lead Social Worker position being filled, that leaves the unit with an open Social Worker position. This position has been posted and is currently accepting applications.

Aliyah Ruhland continues to go through her onboarding training. She recently completed the 5 day Basic Intake training along with Present Danger Training. These trainings allow for her to cover after hours on call. She began covering after hours on call the beginning of February.

Economic Support

Below you will find the number of calls answered by Capital Consortium for the last 3 months. The answer rate for the Consortium continues to be above the 85% benchmark set by the state. We had 8 ESS taking calls in that month. With 8 ESS, our goal is to answer 5.55% of all calls.

MONTH:	WHOLE CONSORTIUM INBOUND OFFERED	WHOLE CONSORTIUM - ANSWERED	ANSWER RATE FOR CONSORTIUM	TOTAL ANSWERED BY RICHLAND	PERCENTAGE OF CALLS ANSWERED	PERCENTAGE OF CALLS TO ANSWER - GOAL -
Nov-25	18,357	17,541	95.55%	1,421	8.10%	7.75%
Dec-25	23,829	22,191	93.13%	1,816	8.18%	7.75%
Jan-26	26,087	24,065	92.25%	1,688	7.01%	5.55%

ESS process casework in the CARES Worker Web (CWW) system. This is done while on the phone with callers, but is also done during their time off the phone when they are processing applications, renewals, six month report forms (SMRFs), documents, discrepancies, alerts, and ACCESS change reports. There are several tasks within each duty. For example, there are several tasks performed when one application is processed. Here are the stats for the last 3 months:

MONTH:	Total Consortium Tasks Completed - Consortium	Avg Tasks per worker - Consortium	Total Tasks Completed - Richland	Avg Tasks per worker - Richland
Nov-25	62,847	599	6,035	671
Dec-25	84,602	806	7,767	863
Jan-26	83,012	762	7,404	823

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). Starting with January 2026, we are now keeping track of the type of contact.

MONTH	NUMBER OF CONTACTS ON-CALL WORKER HANDLED					
	TOTAL	CALLS & EMAILS	WALK-INS	APPTS	VAULT CARDS	DRUG TESTS
Nov-25	86					
Dec-25	111					
Jan-26	119	68	37	4	9	1

Starting this quarter, Capital Consortium will be restarting the Scorecard process. This was halted during COVID. A completely new system was created as the old system was clunky and not very helpful. Scorecards consist of comparing statistics of all ESS in the consortium to determine where each ESS falls in 5 different areas. Those five areas are inbound calls taken, length of After-Call Work (time taken after each call to finish up the work on that case before taking another call), On-Queue % (amount of time ESS are making themselves available to take calls), Applications processed, and Documents processed. There are many more areas that could be added, but it was decided that these are the areas to focus on now. This process is in its infancy and changes are expected to be made once we get a few months in and find out what statistics should be compared across the Consortium and what statistics should just be compared across the county. Scorecards are just one tool among the many tools local management use to determine

where ESS are exceling and where extra help or training may be needed.

In May staff will be having their multiple separate agency credentials replaced by the MyWisconsin ID. It is a single, email-based secure login account for most of the government sites workers use every day. This should help with the confusion of having so many different logons and passwords.

Our 2 newest ESS will start taking phone calls on their own on 3/2/26. They've worked hard to learn as much as they can through the state training process. They are now in the "learning by doing" process. Thank you to the Supervisor and Lead for working closely with the new ESS to get them ready. Once 3/1/26 gets here, they will still be available for assistance, of course. No one is alone in this position. Help is just a phone call, email, or Teams chat away.

Finally, I want to thank our ES team here in Richland County. They are dedicated, caring people who want to help people. I appreciate all of their hard work and desire to be successful at what they do.

RICHLAND COUNTY HHS COMMITTEE PUBLIC HEALTH UPDATES

MARCH 2026

COMMUNICABLE DISEASE UPDATES

- **Measles Cases (since 2026):**
 - Wisconsin: 2
 - Richland County: 0
- **COVID-19:** low activity (stable)
- **Influenza:** moderate activity (stable)
- **RSV:** moderate activity (decreasing)

Source: *Respiratory Virus Dashboard WI DHS*

NEXT IMMUNIZATION CLINIC

BIRTH PACKETS SENT 2026:



13

CHIP UPDATES

Mental Health:

- Workgroup meets monthly
- Collaborating with TRHC to provide new mom support groups
- Planning underway for Mental Health Month campaign in May
- Creating community survey to measure stress
- Make It OK Stigma Reduction presentations
 - RCHHS All Agency; RC Meal Site

Substance Misuse:

- Presented to the Viola Village Board in February on event safety & alcohol

RADON UPDATES

Radon test kits distributed 2026:

- January: 16
- February: 3

ANIMAL BITES/RABIES

- 6 cases total in 2026
 - 1 cat bite
 - 3 dog bites
 - 2 bats (2 negative specimens)

OTHER UPDATES

- Grace Tjossem, Public Health Intern: Data Project
- Brandie attended Operations Conference 2/18-2/19
- Public Health Presentation: April Health Committee Meeting
- EH Hazard Complaints 2026: 2

MCH UPDATES

- Collaborating with RCCFAC to provide community education sessions on screentime & anxiety
- Beginning April 6th

TAKING ACTION WITH DATA GRANT

- Planning tick bite prevention presentations: Senior Expo, Ithaca Schools, Richland Schools, etc.
- Preparing signage and repellent wipe dispensers for local county trailheads



Public Health
Prevent. Promote. Protect.



**RICHLAND COUNTY HEALTH AND HUMAN SERVICES
VOUCHERS – March 5, 2026**

Unit	Number of Vouchers	Amount
2026 Volunteer Driver Expense Reports	17	\$11,042.30
2025 Prepaid Vouchers	9	\$5,388.70
2026 Prepaid Vouchers	13	\$16,525.58
Purchasing Card	45	\$10,511.54
TOTAL	84	\$43,468.12

TRANSPORTATION DRIVER

	Check #	Date	Driver Name	Vendor #	Description	Fund	Amount
1	48770	2/4/26	Ruth Brennum	1059	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,343.43 \$ -
2	48781	2/4/26	William Butteris	6368	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,051.98 \$ -
3	48780	2/4/26	William Drea	4163	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 390.78 \$ -
4	48779	2/4/26	Virginia Gieseke	4628	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 81.93 \$ -
5	48752	2/4/26	Daniel Hardy	2503	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 121.08 \$ 4.86
6	48759	2/4/26	Janice Hill	4599	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 534.33 \$ 4.50
7	48773	2/4/26	Sharon Jones	1038	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 490.10 \$ -
8	48750	2/4/26	Cindy Maly	6338	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 719.60 \$ 7.35
9	48764	2/4/26	Kathleen Maly	4448	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 330.60 \$ -
10	48754	2/4/26	Donald McCarthy	4546	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 594.50 \$ -
11	48771	2/4/26	Sandra McKittrick	4449	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 416.15 \$ -
12	48769	2/4/26	Pamela Moran	6110	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 967.15 \$ 7.39
13	48775	2/4/26	Susan Price	1973	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 563.33 \$ 23.72
14	48745	2/4/26	Arnold Joseph Richter	2000	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 877.25 \$ -
15	48763	2/4/26	Karen L Sumwalt	6550	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 467.63 \$ -
16	48757	2/4/26	Gregory Wankowski	6563	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 946.85 \$ -
17	48748	2/4/26	Cheryl Graves	7195	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,090.40 \$ 7.39

\$ 11,042.30



Richland County, WI

2025 & 2026 EXPENDITURES

Richland
County
Wisconsin

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 530 - RESOURCE CENTER FUND					
MORRIS NEWSPAPER CORP OF	531068	01/28/2026	20251231 HHS ADRC ADVERTI!	530.5507.0000.53026	\$ 92.50
Fund 530 - RESOURCE CENTER FUND Total:					\$ 92.50
Fund: 560 - HEALTH & HUMAN SERVICES FUND					
TECH COM, INC	20260101 HHS	01/14/2026	20260101 HHS PHONE BILL	560.5511.0000.52025	\$ 656.75
PELLITTERI WASTE SYSTEMS IN	6471148	01/14/2026	20251231 HHS WASTE/SHRED	560.5511.0000.52097	\$ 179.86
LANGUAGE LINE SERVICES, INC	11805340	01/21/2026	20251225 HHS INTERPRETER S	560.5401.0000.52016	\$ 48.26
LANGUAGE LINE SERVICES, INC	11805340	01/21/2026	20251225 HHS INTERPRETER S	560.5503.0000.52016	\$ 587.52
RICHLAND CENTER UTILITIES	20260109 HHS	01/28/2026	20251231 HHS UTILITIES	560.5511.0000.52022	\$ 1,834.82
WISCONSIN ELECTRIC POWER	5772147249	01/28/2026	20260109 HHS HEAT BILL	560.5511.0000.52026	\$ 700.88
Fund 560 - HEALTH & HUMAN SERVICES FUND Total:					\$ 4,008.09
Fund: 630 - COUNTY AGING UNIT FUND					
PREMIER COOPERATIVE	20251231 HHS 2501	01/14/2026	20251231 HHS ADRC FUEL	630.5563.5310.53051	\$ 327.11
PREMIER COOPERATIVE	20251231 HHS 5320	01/14/2026	20251231 HHS ADRC FUEL	630.5588.0000.53051	\$ 105.00
CENTER LANES INC	5755	01/14/2026	20251231 HHS ADRC HALL REN	630.5580.0000.59099	\$ 200.00
CENTER LANES INC	5755	01/14/2026	20251231 HHS ADRC HALL REN	630.5588.0000.53022	\$ 656.00
Fund 630 - COUNTY AGING UNIT FUND Total:					\$ 1,288.11
2025 Grand Total:					\$ 5,388.70
Fund: 530 - RESOURCE CENTER FUND					
AGING AND DISABILITY PROFE	20260109 HHS	01/14/2026	20260109 HHS ADRC ADPAW I	530.5507.0000.53025	\$ 100.00
Fund 530 - RESOURCE CENTER FUND Total:					\$ 100.00
Fund: 560 - HEALTH & HUMAN SERVICES FUND					
WAYSTAR, INC	30006187178	01/21/2026	20260113 HHS WAYSTAR TERN	560.5477.0000.52014	\$ 36.88
TERMINIX WIL-KIL	90419530	01/28/2026	20260109 HHS PEST CONTROL	560.5511.0000.53060	\$ 98.65
US POSTAL SERVICE QUADIEN	20260122 HHS	01/28/2026	20260122 HHS MAIL METER FI	560.5511.0000.55032	\$ 4,000.00
WOLTER INC	522649015	01/28/2026	20260105 HHS GENERATOR	560.5511.0000.52049	\$ 603.61
DATATEK IMAGING LLC	41029267	02/04/2026	20260113 HHS PRINTER USAGI	560.5511.0000.53013	\$ 708.45
UW MADISON ACCOUNTING S	CIV-00055522	02/04/2026	20260122 HHS CYS TRAINING	560.5502.0000.51057	\$ 90.00
WOODWARD COMMUNICATIC	460130	02/04/2026	20251223 HHS ADRC ADVERTI!	560.5531.0000.53020	\$ 600.00
Fund 560 - RESOURCE CENTER FUND Total:					\$ 6,137.59
Fund: 630 - COUNTY AGING UNIT FUND					
BETHLEHEM LUTHERAN CHURCH	20260130 HHS	02/04/2026	20260130 HHS FEB ROCKBRIDG	630.5581.0000.55031	\$ 400.00
CHRISTOPHER E KETTNER	036906	02/04/2026	JAN 2026 ROCKBRIDGE MEALS	630.5581.0000.53022	\$ 857.85
CHRISTOPHER E KETTNER	036906	02/04/2026	JAN 2026 GERMAN TOWN ME	630.5583.0000.53022	\$ 924.35
CHRISTOPHER E KETTNER	036906	02/04/2026	JAN 2026 FROZEN MEALSITE M	630.5588.0000.53022	\$ 243.00
CHRISTOPHER E KETTNER	036906	02/04/2026	JAN 2026 RICHLAND CENTER M	630.5588.0000.53022	\$ 7,022.40
CITY OF RICHLAND CENTER	20260130 HHS	02/04/2026	20260130 HHS FEB RC MEALS!	630.5588.0000.55031	\$ 300.00
FILLBACK FORD CHRYSLER RICI	322555	02/04/2026	20260115 ADRC VAN REPAIR	630.5563.5310.53052	\$ 290.39
ST ANTHONY CHURCH	20260130 HHS	02/04/2026	20260130 HHS FEB CAZ MEALS	630.5583.0000.55031	\$ 250.00
Fund 630 - RESOURCE CENTER FUND Total:					\$ 10,287.99
2026 Grand Total:					\$ 16,525.58
Grand Total:					\$ 21,914.28

02/06/26 STATEMENT DATE - 01/06/26 - 02/05/26 TRANSACTIONS

US Bank National Association #6167 Acct #4874

	Date	Vendor Name	Account #	Amount
1	1/6/26	DOJ	630.5563.0000.59099	\$ 15.00
2	1/7/26	DOJ	560.5527.0000.59099	\$ 30.00
3	1/8/26	UW Green Bay	560.5501.0000.53034	\$ 25.00
4	1/8/26	Amazon	630.5405.0000.59099	\$ 152.52
5	1/9/26	UW Green Bay	560.5532.0000.53025	\$ 25.00
6	1/9/26	ALL PAID RICHLAND COUNTY	560.5409.0000.52018	\$ 26.99
7	1/12/26	Cake.com	560.5511.0000.52014	\$ 369.56
			560.5472.0000.53015	\$ 475.59
			560.5509.0000.59070	\$ 263.94
			560.5502.0000.53015	\$ 369.55
			560.5459.0000.59070	\$ 52.71
			560.5481.0000.52014	\$ 52.71
			560.5402.0000.53019	\$ 52.71
			560.5477.0000.52014	\$ 52.71
			560.5401.0000.53024	\$ 263.94
			560.5520.0000.52014	\$ 52.71
560.5408.0000.53014	\$ 52.71			
8	1/11/26	Fairfield Inn	560.5484.0000.59092	\$ 538.00
9	1/13/26	Walmart	990.5113.5512.59099	\$ 245.37
10	1/13/26	Tebra Technologies	560.5477.0000.52014	\$ 603.25
			560.5472.0000.52014	\$ 1,451.07
			560.5520.0000.59099	\$ 72.82
			560.5481.0000.52014	\$ 77.68
			560.5401.0000.59099	\$ 147.45
11	1/15/26	Uline	560.5401.5078.53020	\$ 289.84
12	1/15/26	DOJ	560.5401.0000.59099	\$ 15.00
13	1/16/26	Lego	560.5401.5078.53020	\$ 407.02
14	1/13/26	Amazon	560.5459.0000.59092	\$ 85.49
15	1/15/26	Displays	560.5401.5078.53020	\$ 46.96
16	1/13/26	Amazon	560.5459.0000.59092	\$ 107.33
17	1/20/26	Amazon	560.5511.0000.53019	\$ 89.61
18	1/20/26	Amazon	560.5401.0000.53019	\$ 104.00
19	1/20/26	Amazon	560.5459.0000.59092	\$ 166.08
20	1/20/26	Amazon	560.5459.0000.59092	\$ 23.99
21	1/23/26	DOJ	560.5477.0000.59028	\$ 15.00
22	1/23/26	DOJ	560.5504.0000.59028	\$ 15.00
23	1/23/26	DOJ	630.5563.0000.59099	\$ 15.00
24	1/26/26	Amazon	630.5563.5310.53019	\$ 42.30
25	1/26/26	Amazon	630.5563.5310.53019	\$ 50.42
26	1/23/26	Amazon	560.5459.0000.59092	\$ 126.36
27	1/27/26	DOJ	630.5405.0000.59099	\$ 15.00
28	1/28/26	Amazon	560.5409.0000.59099	\$ 69.99
29	1/30/26	Kalahari Resort	560.5408.0000.53036	\$ (12.38)
30	1/30/26	Kalahari Resort	560.5408.0000.53036	\$ 113.38
31	1/30/26	Kalahari Resort	560.5408.0000.53036	\$ 101.00
32	1/30/26	Kalahari Resort	560.5408.0000.53036	\$ 101.00
33	1/30/26	Kalahari Resort	560.5408.0000.53036	\$ 101.00
34	1/28/26	Walmart	630.5580.0000.53019	\$ 84.29
35	1/28/26	Walmart	630.5580.0000.53019	\$ 19.99
36	1/28/26	Amazon	560.5459.0000.59092	\$ 165.13
37	1/28/26	Amazon	560.5459.0000.59092	\$ 469.00
38	2/1/26	Lego	560.5401.5078.53020	\$ 17.09
39	1/28/26	Amazon	560.5459.0000.59092	\$ 88.94
40	1/30/26	Amazon	560.5459.0000.59092	\$ 37.99
41	2/3/26	WATCP	560.5408.0000.51057	\$ 1,750.00
42	2/3/26	Amazon	560.5459.0000.59092	\$ 37.99
43	2/3/26	Amazon	560.5459.0000.59092	\$ 62.98
44	2/5/26	SP Silverts	560.5459.0000.59092	\$ 111.76
45	2/5/26	UW Green Bay	530.5507.0000.53025	\$ 109.00
				\$ 10,511.54

2025 Health and Human Services Budget

Expenses	12/31/2025		Current Month =	100%	
Program	Total	2025	Actual	% Utilized	
Administrative Services	915,190				
Staff		590,938	560,132	94.8%	
Building & Operating Costs		324,252	268,042	82.7%	
Public Health	315,998				
Public Health		315,998	290,049	91.8%	
Aging & Disability Resource Center	1,132,253				
Elderly Services		389,244	360,894	92.7%	
Nutrition		295,306	260,126	88.1%	
Resource Center		447,704	439,079	98.1%	
Economic Support Unit	1,087,015				
ES Programs		1,087,015	1,006,093	92.6%	
Child & Youth Services	872,330				
Children & Youth Programs		776,555	598,498	77.1%	
CPS Contractual Services		95,775	90,873	94.9%	
Behavioral Health	4,546,801				
MH Outpatient / Crisis Services		672,027	660,132	98.2%	
AODA Outpatient		266,748	227,742	85.4%	
CCS		2,863,525	3,725,045	130.1%	
Adult Protective Services		119,793	70,247	58.6%	
Treatment Court		157,076	118,485	75.4%	
Birth to Three Program		226,477	242,026	106.9%	
Children with Disabilities		241,154	317,932	131.8%	
HHS Board Approved Budget	8,869,587	8,869,587	9,235,395	104%	
Budget Balance (Through November)					
Revenues (with Tax Levy)	8,995,701				
WMHI Charges Through December	-278,094 *				
Anticipated Revenue	687,675				
Received Revenue	7,591,621				
Minus Expenses	-8,989,162				
Anticipated Expenses	246,233				
Actual Expenses	-9,235,395				
Equals Budget Balance	6,539				
Chargeback					
Budget Balance Prior to Chargeback	6,539				
Chargeback for MH Institute Thru November (that have not occurred)	278,345 **				
New Core Budget Balance after Chargeback	284,883				
*MH Institute charges reduce Fund 56 revenue.					
**Chargeback reimburses Fund 56 from Placement Funds.					

RICHLAND COUNTY
2025 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: \$375 to \$1,596 per day

INSTITUTIONAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	28	13	44	59	78	53	24	62	22	36	12	37
<i># of Individuals</i>	2	3	4	9	11	7	5	7	3	5	3	3
<i>Cost of Stay</i>	\$44,688	\$0	\$0	\$35,122	\$21,121	\$27,806	\$39,646	\$89,564	\$61,931	\$64,737	\$8,664	\$17,848
<i>Reimbursements</i>	(\$11,477)	\$0	(\$11,665)	\$0	\$0	\$0	\$0	(\$5,044)	(\$52,143)	(\$12,064)	(\$16,627)	(\$2,417)
County Expense	\$33,211	\$0	(\$11,665)	\$35,122	\$21,121	\$27,806	\$39,646	\$84,520	\$9,788	\$52,673	(\$7,963)	\$15,431

CRISIS STABILIZATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	10	20	0	0	0	12	0	0	0	0	1	0
<i># of Individuals</i>	1	1	0	0	0	1	0	0	0	0	1	0
<i>Cost of Stay</i>	\$1,200	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625	\$0
<i>Reimbursements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Expense	\$1,200	\$2,400	\$0	\$625	\$0							

YTD ADULT CRISIS STABILIZATION

<i>Days of Stay</i>	43
<i># of Individuals</i>	4
<i>Cost of Stay</i>	\$4,225
<i>Reimbursements</i>	\$0
County Expense	\$4,225

YTD ADULT INSTITUTIONAL

<i>Days of Stay</i>	468
<i># of Individuals</i>	39
<i>Cost of Stay</i>	\$411,127
<i>Reimbursements</i>	(\$111,438)
County Expense	\$299,689

ADULT COMMUNITY RESIDENTIAL PLACEMENTS

Includes Community-Based Residential Facilities and Adult Family Homes

Cost Range: \$26 to \$2312 per day

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	248	224	248	225	217	180	169	155	162	186	180	186
<i># of Individuals</i>	8	8	8	8	7	6	6	6	6	6	6	6
<i>Cost of Stay</i>	\$ -	\$ -	\$ 18,462.19	\$ 5,097.07	\$ 10,616.70	\$ 24,731.38	\$ 30,802.37	\$ 55,051.79	\$ 3,739.22	\$ 13,713.03	\$ 7,912.99	\$ 9,509.56
<i>Reimbursements</i>	(\$150)	(\$3,613)	(\$7,519)	(\$4,034)	(\$2,147)	(\$5,780)	(\$3,430)	(\$3,919)	(\$19,407)	(\$34,408)	(\$2,407)	(\$8,644)
County Expense	(\$150)	(\$3,613)	\$10,943	\$1,063	\$8,469	\$18,951	\$27,373	\$51,132	(\$15,668)	(\$20,695)	\$5,506	\$865

YTD ADULT RESIDENTIAL

<i>Days of Stay</i>	2380
<i># of Individuals</i>	8
<i>Cost of Stay</i>	\$179,636
<i>Reimbursements</i>	(\$95,460)
County Expense	\$84,177

<i>FUND 54 BEGINNING BALANCE</i>	\$705,000	
TOTAL EXPENSE IN FUND 54:	\$388,091	<i>55% utilized</i>
<i>FUND 54 REMAINING BALANCE</i>	\$316,909	

RICHLAND COUNTY
2025 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

INSTITUTIONAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	46	30	31	30	24	0	0	0	1	0	0	0
<i># of Individuals</i>	3	2	1	1	2	0	0	0	1	0	0	0
<i>Cost of Stay</i>	\$55,971	\$27,400	\$25,896	\$25,061	\$20,972	\$0	\$0	\$0	\$2,005	\$0	\$0	\$0
<i>Reimbursements</i>	\$0	\$0	(\$21,127)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,354)	\$0
County Expense	\$55,971	\$27,400	\$4,769	\$25,061	\$20,972	\$0	\$0	\$0	\$2,005	\$0	(\$1,354)	\$0

DETENTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	14	17	0	0	0	0	0	0	20	22	20	0
<i># of Individuals</i>	1	1	0	0	0	0	0	0	1	2	1	0
<i>Cost of Stay</i>	\$0	\$9,056	\$0	\$0	\$0	\$0	\$0	\$0	\$5,900	\$5,750	\$10,000	\$0
<i>Reimbursements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Expense	\$0	\$9,056	\$0	\$0	\$0	\$0	\$0	\$0	\$5,900	\$5,750	\$10,000	\$0

YTD CHILD INSTITUTIONAL		YTD DETENTION	
<i>Days of Stay</i>	162	<i>Days of Stay</i>	93
<i># of Individuals</i>	5	<i># of Individuals</i>	3
<i>Cost of Stay</i>	\$157,305	<i>Cost of Stay</i>	\$30,706
<i>Reimbursements</i>	(\$22,481)	<i>Reimbursements</i>	\$0
County Expense	\$134,824	County Expense	\$30,706

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

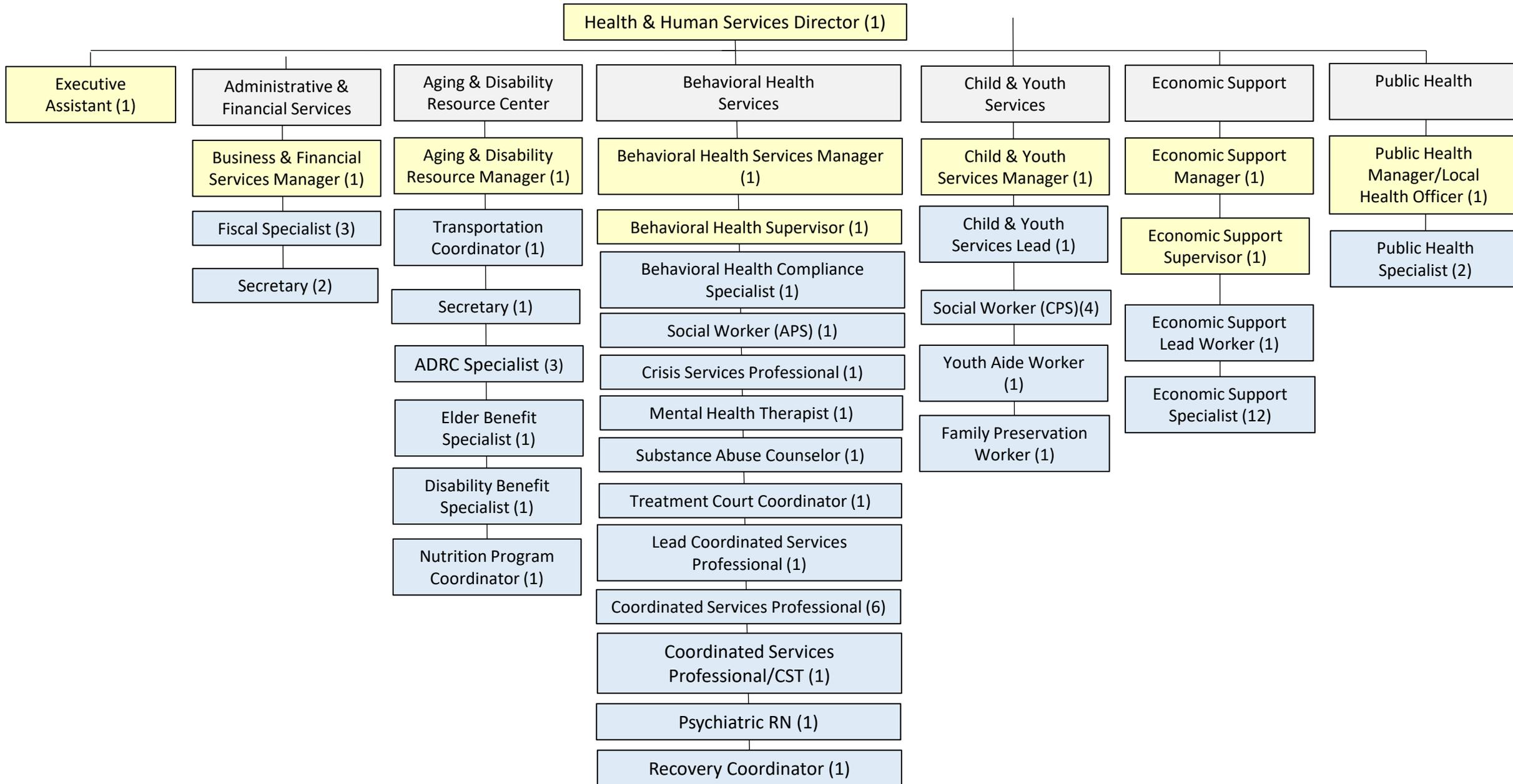
GROUP & TX FC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	107	100	120	83	62	31	31	31	30	31	30	31
<i># of Individuals</i>	5	4	4	3	2	2	1	1	1	1	1	1
<i>Cost of Stay</i>	\$32,418	\$35,079	\$44,874	\$24,490	\$17,394	\$3,950	\$3,685	\$3,685	\$2,395	\$3,773	\$3,677	\$2,972
<i>Reimbursements</i>	(\$2,032)	(\$1,051)	(\$1,051)	(\$198)	(\$2,437)	(\$412)	(\$505)	(\$357)	(\$63)	(\$386)	(\$532)	(\$2,500)
County Expense	\$30,386	\$34,028	\$43,823	\$24,292	\$14,957	\$3,538	\$3,180	\$3,328	\$2,333	\$3,388	\$3,145	\$473

REGULAR FC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Days of Stay</i>	0	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	0
<i>Cost of Stay</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Reimbursements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Expense	\$0											

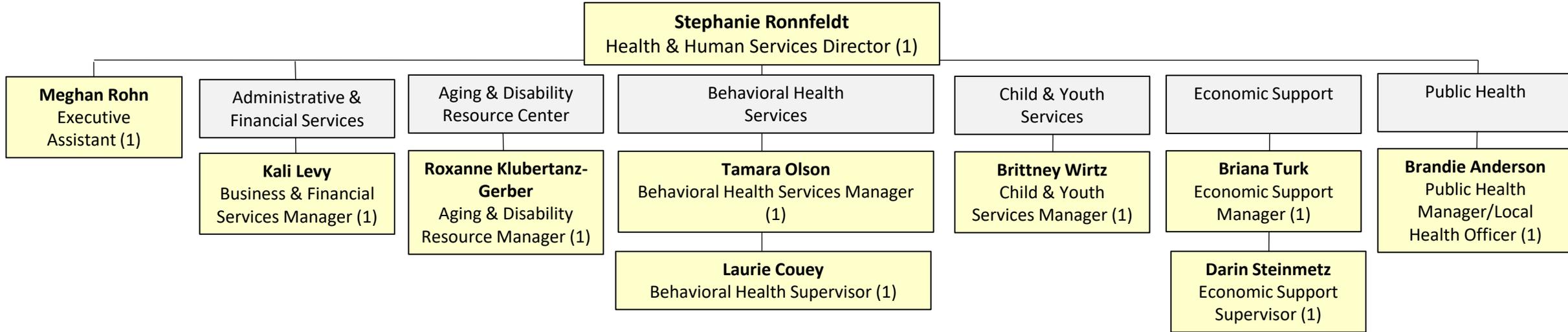
YTD GROUP HOME & TREATMENT FOSTERCARE		YTD REGULAR FOSTERCARE	
<i>Days of Stay</i>	687	<i>Days of Stay</i>	0
<i># of Individuals</i>	6	<i># of Individuals</i>	0
<i>Cost of Stay</i>	\$178,395	<i>Cost of Stay</i>	\$0
<i>Reimbursements</i>	(\$11,523)	<i>Reimbursements</i>	\$0
County Expense	\$166,872	County Expense	\$0

FUND 44 BEGINNING BALANCE	\$680,000	
TOTAL EXPENSE IN FUND 44:	\$332,402	49% utilized
FUND 44 REMAINING BALANCE	\$347,598	

Richland County Health & Human Services Organizational Chart



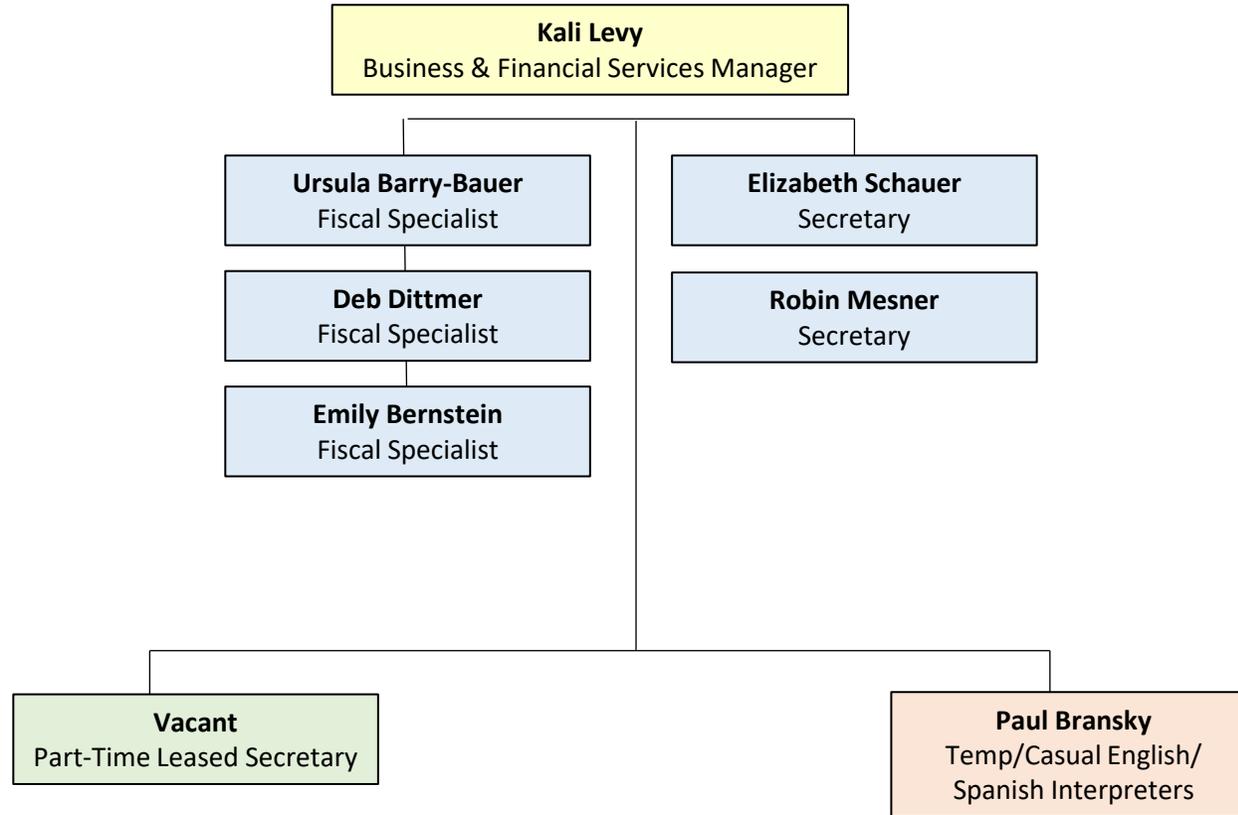
Richland County Health & Human Services Leadership Organizational Chart



Color Key

Management
County Employee
Leased Employee
Temp/Casual
Contracted Staff

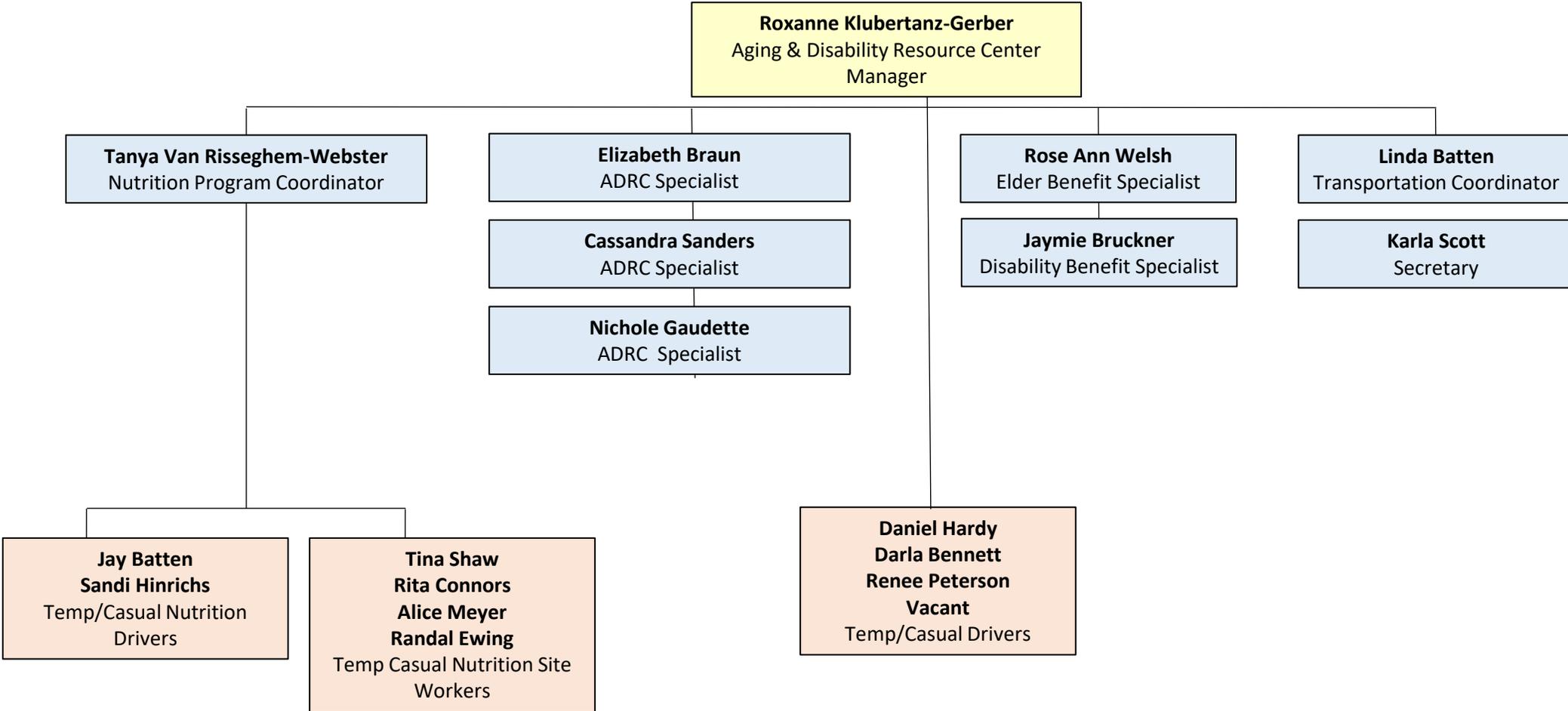
Richland County Health & Human Services Administrative & Financial Services Unit Organizational Chart



Color Key

Management
County Employee
Leased Employee
Temp/Casual
Contracted Staff

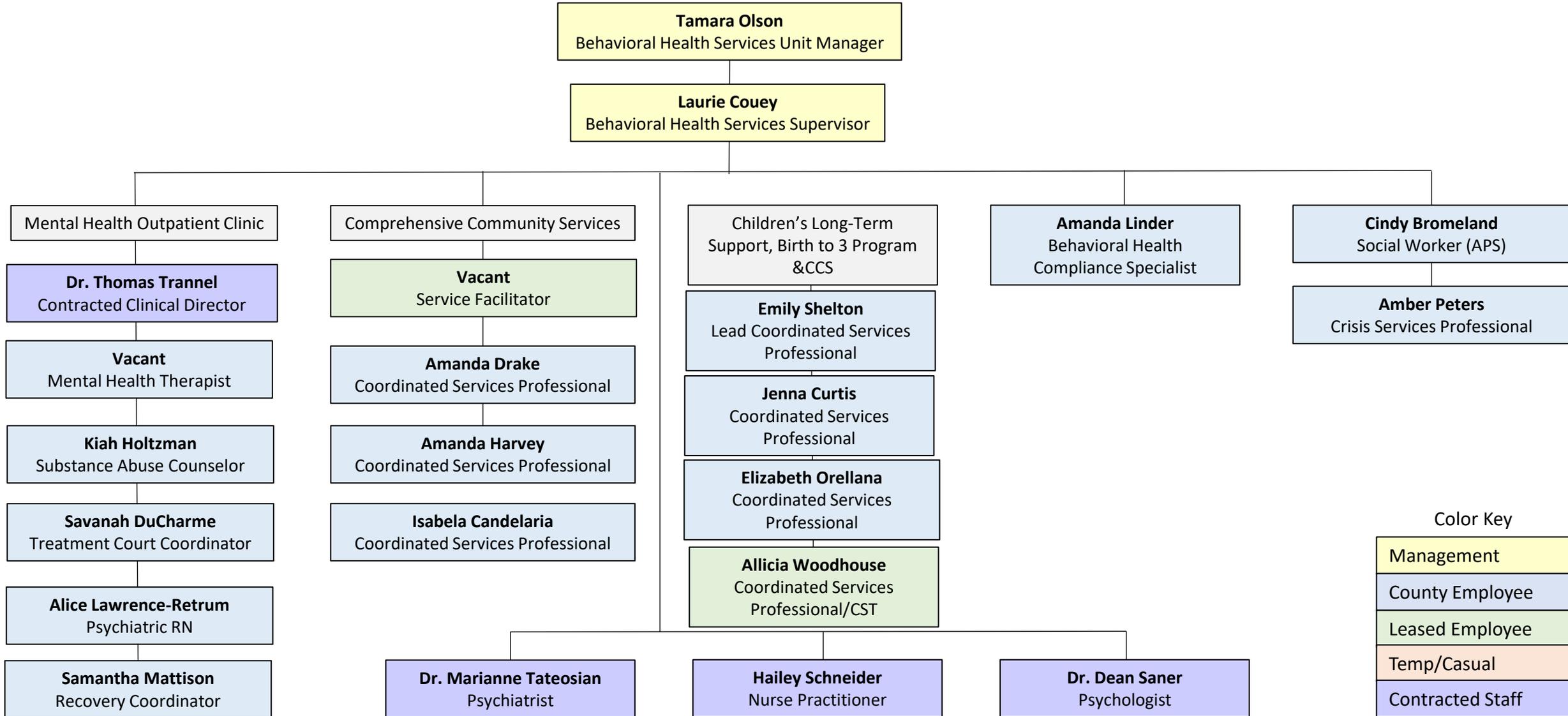
Richland County Health & Human Services Aging & Disability Resource Center Organizational Chart



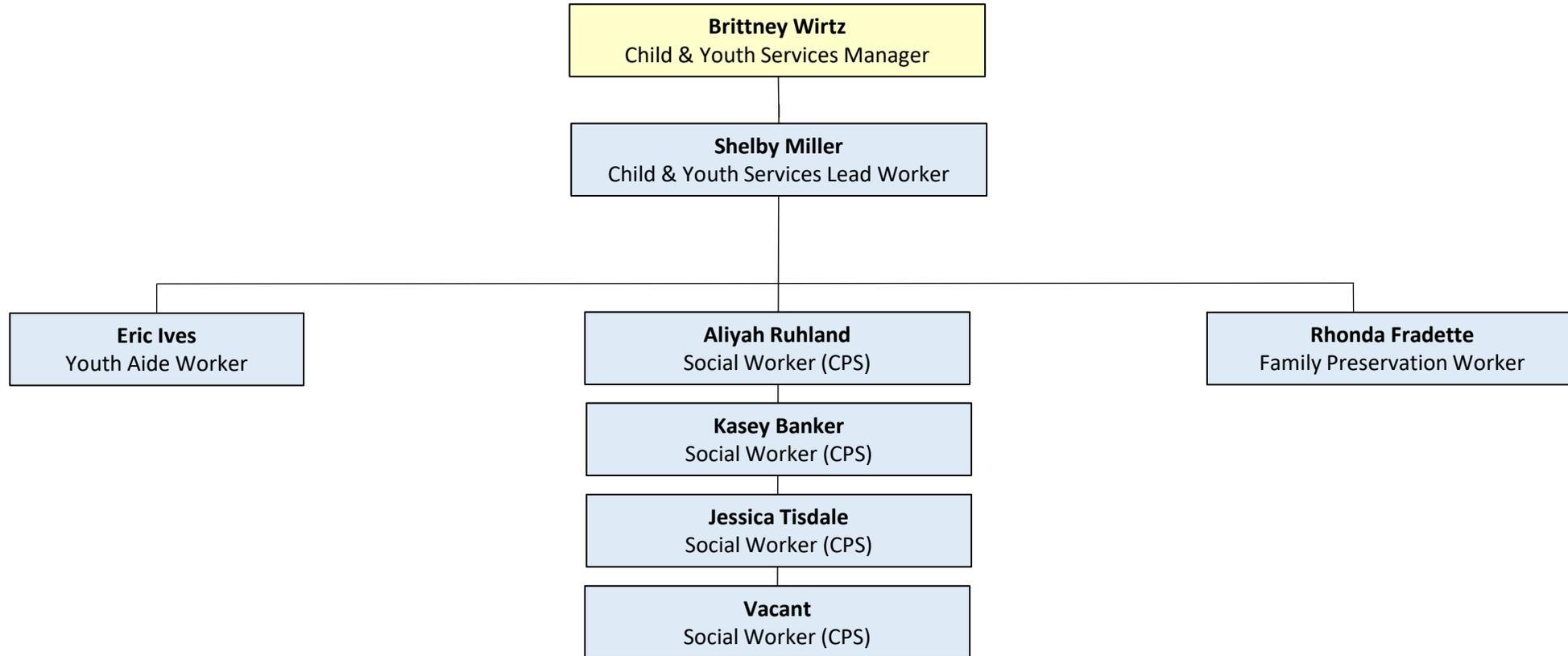
Color Key

Management
County Employee
Leased Employee
Temp/Casual
Contracted Staff

Richland County Health & Human Services Behavioral Health Services Unit Organizational Chart



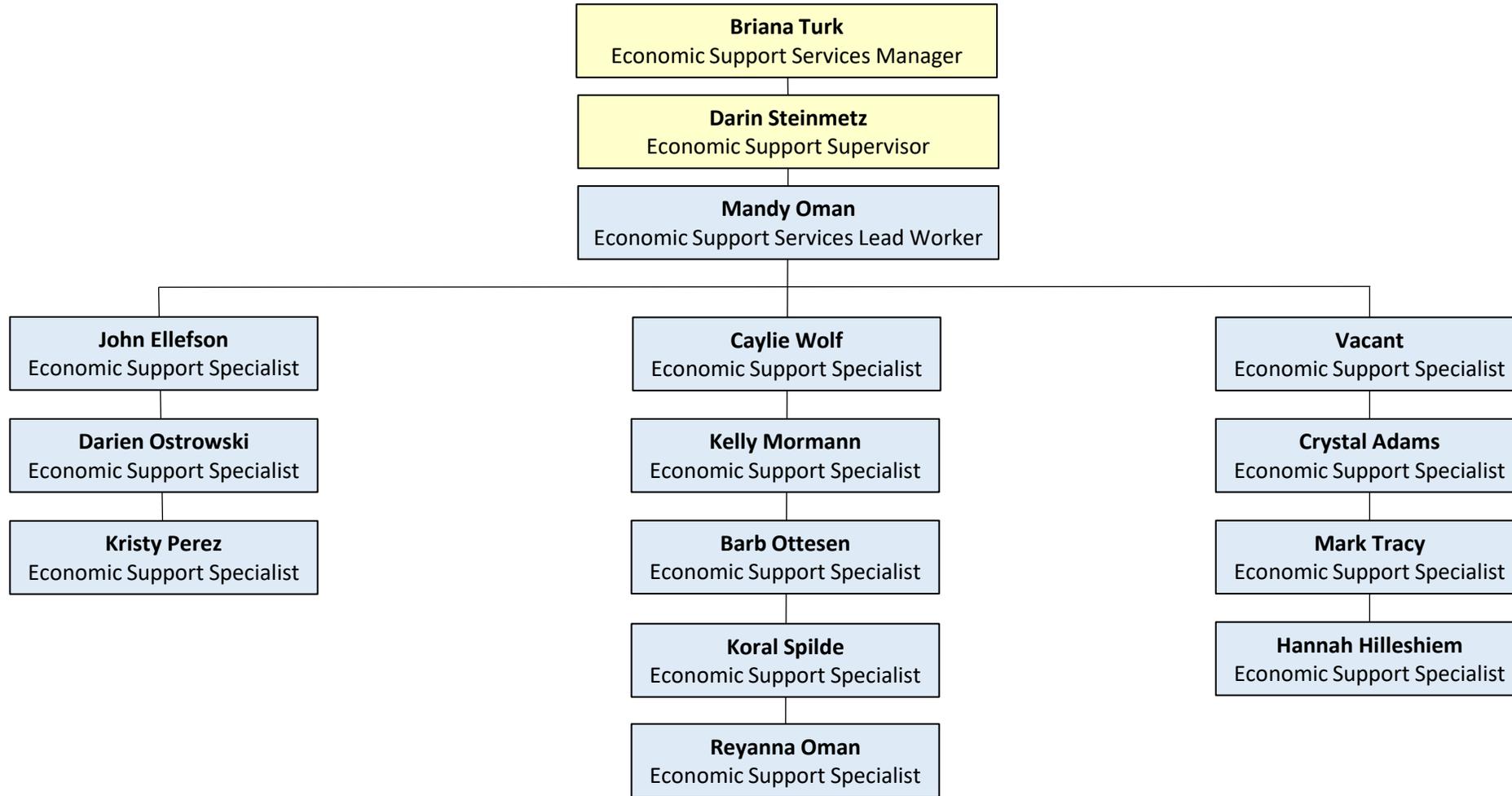
Richland County Health & Human Services
Child & Youth Services Unit
Organizational Chart



Color Key

Management
County Employee
Leased Employee
Temp/Casual
Contracted Staff

Richland County Health & Human Services
Economic Support Services Unit
Organizational Chart



Color Key

Management
County Employee
Leased Employee
Temp/Casual
Contracted Staff

Richland County Health & Human Services
Public Health Unit
Organizational Chart



Color Key

Management
County Employee
Leased Employee
Temp/Casual
Contracted Staff

Contract Monitoring Report 2025 - December

2025

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
5 Door Recovery/Catholic Charities of Madison	Brandi Christanson	\$15,000.00	\$3,600.00	February	\$3,600.00	\$11,400.00	24.00%
Annika Mersmann	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%
Arneson Counseling	Brandi Christanson	\$100,000.00	\$102,017.47	December	\$102,017.47	(\$2,017.47)	102.02%
C. Bailey, LLC	Brandi Christanson	\$49,500.00	\$9,515.98	December	\$9,515.98	\$39,984.02	19.22%
CESA 3	Brandi Christanson	\$15,000.00	\$0.00		\$0.00	\$15,000.00	0.00%
Christian Servants Home Care, LLC	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%
Community Service Associates dba Pauquette Center for Psychological	Brandi Christanson	\$30,000.00	\$7,023.12	October	\$7,023.12	\$22,976.88	23.41%
Corazon Counseling and Wellness	Brandi Christanson	\$0.00	\$0.00	January	\$0.00	\$0.00	0.00%
CORE Treatment Services, Inc.	Brandi Christanson	\$25,000.00	\$8,060.00	November	\$8,060.00	\$16,940.00	32.24%
Cornerstone Foundation dba Lucky Star 3 Corporation	Brandi Christanson	\$260,000.00	\$171,568.12	December	\$171,568.12	\$88,431.88	65.99%
Coulee Region Psychiatric Services, S.C.	Brandi Christanson	\$50,000.00	\$36,162.50	December	\$36,162.50	\$13,837.50	72.33%
Dean Saner, Psy. D.	Brandi Christanson	\$50,000.00	\$37,687.50	December	\$37,687.50	\$12,312.50	75.38%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Deep Rooted Consulting, LLC (Jessica Gellings)	Brandi Christanson	\$49,500.00	\$52,322.74	December	\$52,322.74	(\$2,822.74)	105.70%
Diane's Adult Family Home	Brandi Christanson	\$180,000.00	\$178,421.15	December	\$178,421.15	\$1,578.85	99.12%
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Brandi Christanson	\$1,500,000.00	\$683,077.52	August	\$683,077.52	\$816,922.48	45.54%
Evergreen Manor	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%
Evergreen Manor III	Brandi Christanson	\$49,500.00	\$0.00		\$0.00	\$49,500.00	0.00%
Growing Wise LLC (Katie Nicole Anderson)	Brandi Christanson	\$70,000.00	\$67,343.44	December	\$67,343.44	\$2,656.56	96.20%
Hailey Schneider	Brandi Christanson	\$140,000.00	\$107,616.00	December	\$107,616.00	\$32,384.00	76.87%
Hansen Assessment and Educational Services	Brandi Christanson	\$20,000.00	\$15,075.00	December	\$15,075.00	\$4,925.00	75.38%
Iris Health Clinic-Woods Crossing	Brandi Christanson	\$20,000.00	\$0.00		\$0.00	\$20,000.00	0.00%
Jefferson County Human Services Department	Brandi Christanson	\$9,500.00	\$1,910.00	December	\$1,910.00	\$7,590.00	20.11%
Jessica Leinberger Counseling, LLC	Brandi Christanson	\$49,500.00	\$6,510.54	May	\$6,510.54	\$42,989.46	13.15%
Living Whole With Brittany, LLC	Brandi Christanson	\$49,500.00	\$2,730.20	December	\$2,730.20	\$46,769.80	5.52%
Lutheran Social Services of WI & Upper Michigan, Inc.	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
Madison Behavioral Health, LLC Shorewood Behavioral Health	Brandi Christanson	\$24,500.00	\$0.00		\$0.00	\$24,500.00	0.00%
Memorial Hospital of Boscobel, Inc.	Brandi Christanson	\$75,000.00	\$0.00		\$0.00	\$75,000.00	0.00%
Midwest Monitoring and Surveillance	Brandi Christanson	\$10,000.00	\$2,672.31	November	\$2,672.31	\$7,327.69	26.72%
Miramont Behavioral Health	Brandi Christanson	\$75,000.00	\$0.00		\$0.00	\$75,000.00	0.00%
Mystic Creek Adult Family Home	Brandi Christanson	\$10,000.00	\$0.00		\$0.00	\$10,000.00	0.00%
Northwest Counseling & Guidance Clinic	Brandi Christanson	\$105,000.00	\$104,122.76	December	\$104,122.76	\$877.24	99.16%
Options Lab, Inc.	Brandi Christanson	\$20,000.00	\$11,335.00	December	\$11,335.00	\$8,665.00	56.68%
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%
Pine Counseling, Inc.	Brandi Christanson	\$13,500.00	\$13,325.00	December	\$13,325.00	\$175.00	98.70%
Red Maple Consulting Services, LLC	Brandi Christanson	\$220,000.00	\$210,661.49	December	\$210,661.49	\$9,338.51	95.76%
Roots Residential Adult Family Homes, LLC	Brandi Christanson	\$750,000.00	\$564,970.56	December	\$564,970.56	\$185,029.44	75.33%
RTP (WI), S.C. dba Array Behavioral Care	Brandi Christanson	\$140,000.00	\$36,475.53	August	\$36,475.53	\$103,524.47	26.05%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Seasons Counseling, LLC	Brandi Christanson	\$49,500.00	\$11,027.04	December	\$11,027.04	\$38,472.96	22.28%
Shay Rehabilitation & Psychological Services, INC dba	Brandi Christanson	\$95,000.00	\$78,772.62	May	\$78,772.62	\$16,227.38	82.92%
St. Joseph's Health Services, Inc.	Brandi Christanson	\$75,000.00	\$47,688.40	December			
Symons Recreation Complex	Brandi Christanson	\$10,000.00	\$6,117.00	December	\$6,117.00	\$3,883.00	61.17%
Tellurian, Inc.	Brandi Christanson	\$115,000.00	\$32,432.00	December	\$32,432.00	\$82,568.00	28.20%
The Gym-Boree LLC	Brandi Christanson	\$11,000.00	\$2,000.00	December	\$2,000.00	\$9,000.00	18.18%
Tiffany K. Olson, LLC	Brandi Christanson	\$275,000.00	\$9,313.37	December	\$9,313.37	\$265,686.63	3.39%
TLC Senior Home Care, LLC	Brandi Christanson	\$95,000.00	\$32,087.50	May	\$32,087.50	\$62,912.50	33.78%
Tracey Benton, LLC	Brandi Christanson	\$285,000.00	\$207,493.64	December	\$207,493.64	\$77,506.36	72.80%
Trempealeau County Health Care Center	Brandi Christanson	\$280,000.00	\$0.00		\$0.00	\$280,000.00	0.00%
Vista Care Wisconsin	Brandi Christanson	\$815,000.00	\$372,317.33	July	\$372,317.33	\$442,682.67	45.68%
Willow Creek Behavioral Health	Brandi Christanson	\$20,000.00	\$0.00		\$0.00	\$20,000.00	0.00%
Wisconsin Family Ties	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
You Are Enough Counseling, LLC	Brandi Christanson	\$125,000.00	\$34,925.04	December	\$34,925.04	\$90,074.96	27.94%
Children's Services Society of WI (Children's WI)	Brittney Wirtz	\$175,000.00	\$33,366.24	December	\$33,366.24	\$141,633.76	19.07%
Community Care Resources	Brittney Wirtz	\$200,000.00	\$0.00		\$0.00	\$200,000.00	0.00%
Family Support Services, LTD	Brittney Wirtz	\$9,500.00	\$0.00		\$0.00	\$9,500.00	0.00%
Forward Home for Boys	Brittney Wirtz	\$300,000.00	\$99,344.22	June	\$99,344.22	\$200,655.78	33.11%
Hidden Spring Clinic	Brittney Wirtz	\$9,500.00	\$0.00		\$0.00	\$9,500.00	0.00%
Platteville Family Resource Center	Brittney Wirtz	\$9,500.00	\$0.00		\$0.00	\$9,500.00	0.00%
Positive Alternatives, Inc.	Brittney Wirtz	\$95,000.00	\$31,615.11	May	\$31,615.11	\$63,384.89	33.28%
Sunshine and Giggles LLC	Brittney Wirtz	\$9,500.00	\$1,825.00	March	\$1,825.00	\$7,675.00	19.21%
Symons Recreation Complex	Brittney Wirtz	\$1,000.00		June			
Wisconsin Community Services - Bakari Center RCC	Brittney Wirtz	\$125,000.00	\$124,937.92	May	\$124,937.92	\$62.08	99.95%
Southwest Wisconsin Workforce Development Board	Kali Levy	\$200,000.00	\$178,313.70	December	\$178,313.70	\$21,686.30	89.16%
Bethal Helping Hands	Roxanne Klubertanz-	\$2,500.00	\$0.00		\$0.00	\$2,500.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Bethlehem Lutheran Church	Roxanne Klubertanz-	\$4,800.00	\$4,800.00	December	\$4,800.00	\$0.00	100.00%
Driftless Area Ink dba Task Fairy	Roxanne Klubertanz-	\$3,500.00	\$0.00		\$0.00	\$3,500.00	0.00%
Lori Knapp Crawford, Inc.	Roxanne Klubertanz-	\$7,500.00	\$78.00	January	\$78.00	\$7,422.00	1.04%
Mazo Catering	Roxanne Klubertanz-	\$160,000.00	\$125,141.80	December	\$125,141.80	\$34,858.20	78.21%
Reva's Cleaning Service	Roxanne Klubertanz-	\$2,500.00	\$500.00	August	\$500.00	\$2,000.00	20.00%
Symons Recreation Complex	Roxanne Klubertanz-	\$3,500.00	\$1,285.40	December	\$1,285.40	\$2,214.60	36.73%
Village Caregiving, LLC	Roxanne Klubertanz-	\$5,000.00	\$3,142.75	November	\$3,142.75	\$1,857.25	62.86%
VRI	Roxanne Klubertanz-	\$2,500.00	\$0.00		\$0.00	\$2,500.00	0.00%
Leo Burhagen	Stephanie Ronnfeldt	\$2,000.00	\$1,300.00	December	\$1,300.00	\$700.00	65.00%
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Tamara Olson	\$1,500,000.00	\$1,016,860.70	December	\$1,016,860.70	\$483,139.30	67.79%
TLC Senior Home Care, LLC	Tamara Olson	\$95,000.00	\$0.00		\$0.00	\$95,000.00	0.00%

Myranda Hege

From: Sandra Kramer
Sent: Sunday, February 8, 2026 6:45 PM
To: Myranda Hege
Cc: Derek S. Kalish; Tricia Clements
Subject: Re: 1st Thursday of the month

Thank you,

Sandra M. Kramer
Richland County Supervisor District 4
sandra.kramer@co.richland.wi.us

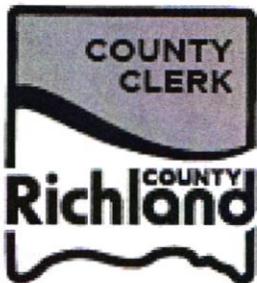
From: Myranda Hege <myranda.hege@co.richland.wi.us>
Sent: Thursday, February 5, 2026 10:58:37 AM
To: Sandra Kramer <sandra.kramer@co.richland.wi.us>
Cc: Derek S. Kalish <derek.kalish@co.richland.wi.us>; Tricia Clements <tricia.clements@co.richland.wi.us>
Subject: 1st Thursday of the month

Sandy,

Per what I can see on the County Board calendar the only other repeating meeting that happens on the 1st Thursday of the month is the BOA meeting and it goes from 3pm till 5pm.

I have cc'ed Derek and Tricia on this email so if they know of any other meeting that happens on that date but does not show on the calendar, they can weight in.

Best,
MH



Myranda H. Hege
Deputy County Clerk
Accounts Payable Specialist
181 W Seminary Street
Richland Center, WI 53581
P: 608-647-2197
F: 608-647-6134
<http://co.richland.wi.us>

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

Agenda Item Name: Pine Valley Addendum

Department:	Pine Valley	Presented By:	Brittany Paulus
Date of Meeting:	February 5, 2026	Action Needed:	Vote
Date submitted:	January 27, 2026	Referred by:	County Administrator

Recommendation and/or action language:

Request that the changes to Pine Valley's addendum be reviewed and approved.

Background:

Pine Valley Compensatory Policy is being changed to follow the county policy with an exception for managers who are able to work on the floor.

Attachments and References:

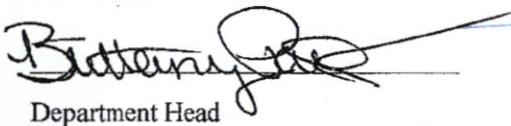
Pine Valleys corrected Addendum, noted you will see all changes.

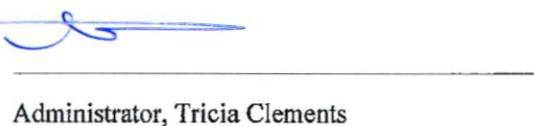
Financial Review:

None

(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 type="checkbox"/>	No financial impact		


Department Head


Administrator, Tricia Clements

RESOLUTION NO. 26 - XX

Resolution to Approve Addendum Changes to Align with Richland County Personnel Policy Updates for Pine Valley Community Village.

WHEREAS, a goal of Administration at Pine Valley Community Village is to maintain personnel policies and work rules that are consistent, current, and aligned with Richland County standards; and

WHEREAS, Richland County has undertaken updates to its Handbook of Personnel Policies and Work Rules to ensure consistent implementation across all county departments; and

WHEREAS, Pine Valley Community Village maintains certain employment provisions within an administrative addendum that must be updated to reflect and align with these County-level changes; and

WHEREAS, aligning the Pine Valley Community Village addendum with the updated Richland County personnel policies promotes consistency, compliance, and equitable application of employment practices; and

WHEREAS, the appropriate Community Health and Human Services has reviewed and considered the proposed addendum revisions and recommends approval;

NOW, THEREFORE, BE IT RESOLVED by the County Board that Pine Valley Community Village approves the proposed changes to its administrative addendum in order to align with the updated Richland County Handbook of Personnel Policies and Work Rules; and

BE IT FURTHER RESOLVED that these addendum changes shall be implemented to ensure consistency with County policy while maintaining operational needs specific to Pine Valley Community Village; and

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

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE COUNTY BOARD
MEMBERS OF THE COMMUNITY & HEALTH
SERVICES STANDING COMMITTEE
(05 MARCH 2026)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

SANDRA KRAMER
LARRY ENGEL
MARY MILLER
ALAYNE HENDRICKS
ROD PERRY
DANIEL MCGUIRE

DATED: MARCH 17, 2026

PINE VALLEY ADDENDUMS AND ADDITIONS TO RICHLAND COUNTY PERSONNEL POLICIES

Updated as 01/20/2026

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**RICHLAND COUNTY
PINE VALLEY COMMUNITY VILLAGE
ADDENDUM TO PERSONNEL POLICIES
SUBJECT TO APPROVAL BY PINE VALLEY BOARD OF TRUSTEES**

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

1. Definitions

Refer to County Handbook

2. Extent of the Handbook

Executive and Finance Committee shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney or county administrator may be made. Reclassification or changes in salary levels will be determined by the Executive and Finance Committee and County Board.

3. Management Rights:

Refer to County Handbook

4. Equal Opportunity Policy:

Refer to County Handbook

5. Terms and Conditions of Employment

a. Office Hours:

• **Normal work hours:**

Shall be 8:00 A.M. to 4:30 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:30 P.M., 2:00 P.M. to 10:30 P.M., 10:00 P.M. to 6:30 A.M. The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.

• **Work Day:**

The normal workday shall consist of one (1) consecutive eight and one half (8:30) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one half (8:30) hours shall receive meal and break periods pursuant to the current practice.

The paid time per shift shall be 8.00 hours for the following positions:

Director of Nursing
Clinical Reimbursement Coordinator/RN Manager
PV Business & Financial Service Manager
Social Services Supervisor
Social Worker
Human Resources Director

Registered Nurse Manager
Registered Nurse Supervisor
Assisted Living Nurse Supervisor
Manager of Information Systems
Nursing Administrative Assistant
Food Services Supervisor
Activity Aide
Payroll & Accounts Payable Clerk
Billing Specialist

- **Work Week:**

The normal work week for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period. Management work week consists of Monday through Friday at 10 days per pay period.

- **Schedules:**

Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon the determination by the Pine Valley Administrator that a change in the schedules and hours of work is necessary. The Pine Valley Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 weeks' notice to the employees.

- The Pine Valley Administrator is authorized to temporarily reduce the number of work hours of a consenting full-time employee if it is in the best interest of the Department.

b. Call Back Pay:

Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.

c. Pay Period:

All employees shall be paid every other Friday by direct deposit. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.

d. Time Paid

Employment Categories: A workday is defined as the equivalent of one (1) 8 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

- **Full-time:**

Employees working at least 9 days or 72 hours in a 14-day pay period in a designated full-time position.

- **Part-time:**

Employees working at least six (6) days or 48 hours in a 14-day pay period in a designated part-time position. Benefits for part-time employees will be half of what a full-time employee receives.

- **Call-in:**

Employees who have five or less scheduled shifts or less than 40 hours in a 14-day pay period in a designated call-in position. On call must be scheduled for a minimum of 2 days per month.

If you are unable to fulfill the call-in requirements, you must get approval from your direct supervisor and human resources.

- **Wages:**

Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day will not be paid and a report forwarded to the Pine Valley Administrator, indicating such, which could result in disciplinary action

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for 2 weeks, after which he/she will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

- **Shift Differential:**

Registered Nurses, Licensed Practical Nurses, Nursing Assistants, CNA's except those employees whose positions are listed in "Compensatory Time", who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour premium, added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of \$1.50 hour.

- **Weekend Differential:**

All Employees, except those employees whose positions are listed under the heading "Compensatory Time", will receive hourly premium pay, whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to regular rate of pay.

- **Weekend on call pay:**

The person holding the full-time positions of Clinical Reimbursement Coordinator/RN Manager, Director of Nursing, Nurse Manager and Nurse Supervisor are required to be on call approximately one weekend a month and the on-call pay is \$25.00 per 8-hour shift, for regular weekends, and \$35.00 per 8-hour shift for a weekend that falls on a holiday.

- **Charge nurse pay:**

Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses serving as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.

- **Premium Pay:**

Premium Pay for Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses is only applicable to weekend obligated staff members and will be as follows:

CNA- \$3.00 more per hour above step 6

LPN- \$4.00 more per hour above step 6

RN- \$5.00 more per hour above step 6

- e. **Accident and Injuries:**

All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to Human Resources. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

f. Health Examinations:

A two-step Mantoux skin test will be given at Pine Valley. Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has had a test.

g. Breaks:

Employees working a full 8-hour shift will be entitled to one paid 20-minute break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10-minute paid break. Employees who work 6 or more hours will be scheduled for a 30-minute unpaid lunch break.

h. Lactation Accommodation:

During their shift, to comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers' who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employees' breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

• Procedure:

- 1) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door, if possible, window covering, etc.)
- 3) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4) Jokes or harassment based on this activity will not be tolerated.
- 5) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or to Human Resources.

i. Leave of Absence:

The Pine Valley Administrator has authority to grant employees leave of absence without pay

for up to six months when justified. Leave of absence may be extended for an additional six months if authorized by the County Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County Handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work-related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job-related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees will be able to work under a light duty status in the event of a work-related injury. You must provide a doctor's note indicating the restrictions you are under to accommodate your needs.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

j. Flexible Work Schedule:

See County Handbook

k. Length of Service:

Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.

l. Performance Evaluations:

All staff shall be evaluated 3 months after hire. Prior to completing their probationary period, staff must accrue 468 hours of actual work or be employed for 3 months to pass probation, whichever is greater. This will allow for review by the Pine Valley Administrator and Department Head for successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 12 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The Pine Valley Administrator will be evaluated by the County Administrator. Pine Valley Department Heads will be evaluated by the Pine Valley Administrator. Department Heads will evaluate their staff. The Performance Appraisal is a tool to clarify work standards, view level of performance, evaluate job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.

m. Personnel File:

Inquiries regarding employees should be directed to Human Resources or the Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The Pine Valley Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.

n. Time Clock and Badges:

Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title. It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at (608) 649-4371. If for any reason the employee must have his/her time validated, the immediate Supervisor, Department Head or Pine Valley Administrator must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the Pine Valley Administrator, Department Head or their designated representative.

Cr 1/1/12; Res 12-1; Eff 7/17/12, Res. 12-87, Performance Eval modified; Eff. 1/15/13, Res. 13-15, Differential modified; Eff. 1/21/14, Res. 14-22, Part-Time reworded, Lactation added; Eff. 3/17/15, Res. 15-41, Perf Eval. Modified; Eff. 4/18/17, Res. 17-41, modified 1. c., 3., 4., 5., 7., 11., & 13., Eff. 5/16/17, Res. 17-49, Differential Pay; Eff 8/21/18, Res. 18-104, Differential Pay; Eff 10/30/18, Res. 18-152, Pay period; Eff. 12/10/19, Res. 151, A. 2., 3., 5., 6., 10., 14., 15., B. 7., 9., 11., 16., Days in Bank, C. 2., D. 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 5.a, revise positions, d. edit differential, f. & l. revised;

Compensation and Fringe Benefits for Full and Part-time Employees

Call-in employees do not receive fringe benefits, except as noted.

1. Health Insurance:

Refer to County Handbook

The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the Pine Valley Administrator. The Pine Valley Administrator may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County Administrator's office to find out the premium due date, and then submit the premium to the County Administrator's office.

2. Dental Insurance:

Refer to County Handbook

3. Retirement Plan

Refer to County Handbook

4. Life Insurance

Refer to County Handbook

5. Section 125 Flex

Refer to County Handbook

6. Holidays:

Please see County Handbook in Regards to the Paid Holidays.

- a. To qualify for holiday, pay, employees must work all regularly scheduled work time for one scheduled workday immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
- b. For full-time and part-time employees who are required to work holidays will be scheduled on a rotating basis to share the responsibility equitably. No employee should consistently work the same major holidays unless voluntarily agreed.
- c. Employees may trade holiday shifts with prior written approval from the supervisor.
- d. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their Holiday Pay.
- e. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their Holiday Pay.
- f. Hours Worked on a Holiday: If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
- g. Call-in employees will receive time and one half in addition to their Holiday Pay for all hours worked on a holiday.
- h. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as their personal holiday.
- i. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- j. Personal holidays need to be used in the calendar year, or they are forfeited.
- k. Holidays Falling on Weekends or employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- l. Employees may observe special religious holidays by submitting their request through their immediate department head. Holiday or Vacation shall be used, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- m. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- n. Employees on lay-off do not receive holiday pay.

7. Bereavement:

Refer to County Handbook/Policy.

8. Compensatory Time:

Effective January 1, 2026- Please see County Handbook in regards to Compensatory time. Compensatory time must be approved by the Administrator prior to the earning of this.

For the following positions, you will receive your hourly rate in addition to your salary in the event that you are required to work on the floor outside of your normal working hours.

Nurse managers

Director of Nursing

Maintenance director

9. Overtime:

Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

10. Sick Leave:

Refer to the County Handbook

11. Accrued Sick Leave:

Refer to County Handbook

12. Days in Bank:

Refer to County Handbook

13. Workers Compensation:

In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's compensation to equal the employee's full day's pay.

Pine Valley will accommodate light duty restrictions in the event of injury occurring during work.

14. Voluntary Sick Leave Donation: See County Handbook

15. Unused Sick Time:

See County Handbook/Policy.

16. Vacation:

See County Handbook/Policy

17. Resignation/Retirement Notice:

See Handbook of Personnel Policies

18. Family and Medical Leave:

Pine Valley will administer Family Medical Leave in accordance with the County Policy.

19. Symons Complex Employee Privileges:

See Handbook of Personnel Policies.

20. Military Leave:

Pine Valley will administer Military Leave in accordance with the County Policy.

Cr. 1/1/12, Res. 12-1, Family and Medical and Military Leave modified; Eff. 3/17/15, Res. 15-41, Sick leave & Vacation modified and 6. d., h., i., 8., 10., 11.; Eff. 7/18/17, Res. 17-69, Holidays; Eff. 3/20/18, Res 18-35 Sick Donation; Eff 5/15/18, Res 18-55, Compensatory Time; Eff 5/15/18, Res 18-56, Sick Time, Days in Bank; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 8. Positions, 10. revised;

Rules of Conduct

1. Department Heads' Responsibility:

Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension:

- a. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
- b. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
- c. Possession of a dangerous weapon on nursing facility premises.
- d. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a "need to know" based on what is required to do their job. Breach of confidentiality.
- e. Willful damage to facility property.
- f. Insubordination.
- g. Disorderly or immoral conduct in or around the facility.
- h. Falsification of employment applications.
- i. Conviction for the violation of a criminal law.
- j. Falsification of nursing facility records.
- k. Conduct endangering the welfare of a resident or another employee, or facility property.
- l. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
- m. Violation of the Residents Bill of Rights.
- n. Smoking on facility grounds, includes use of e-cigarettes.
- o. Failure to obtain permission from the Supervisor to leave job or premises during working hours.
- p. Punching or swiping another employee's timecard or badge or requesting another employee to punch or swipe your timecard.
- q. Un-excused Absence.
- r. Failure to follow safety practices or policies or personnel handbook.
- s. Sleeping on duty or unavailable/engaged while on duty.

- t. Unauthorized posting or removal of bulletin board items.
- u. Unauthorized distribution of literature.
- v. Unauthorized solicitation in or around the nursing facility premises.
- w. Organization of activities for any group or groups on the nursing facility time and premises without permission of the Pine Valley Administrator.
- x. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
- y. Failure to report an accident or injury.
- z. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.
- aa. Refusing to report for a physical, laboratory test or x-rays when requested by the Pine Valley Administrator of the Nursing Facility.
- bb. Unsatisfactory work performance as based upon the employee performance evaluation.
- cc. Failure to follow supervisor's directions.
- dd. Repeated failure to be at the workstation ready to work at the starting time.
- ee. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
- ff. Stopping work before time specified or overstaying rest or lunch periods.
- gg. Failure to follow facility parking restrictions.
- hh. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long-distance calls & failure to reimburse the facility for toll calls.

Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction. When an employee's conduct is considered to be cause for disciplinary action his/her supervisor will inform him/her verbally or in writing.

3. No Department Head or County employee shall:

- a. Use or attempted use of his/her position to secure any preferential or unlawful rights or advantages for himself/herself or others.
- b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
- c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.
- d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.

4. Sexual Harassment Policy:

Refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

5. Violence in the Workplace:

Refer to Handbook of Personnel Policies and Facility Policy.

6. Grievances:

Definition of a Grievance

A grievance is a formal concern or complaint raised by a staff member regarding:

- Workplace policies or practices
- Working conditions
- Interpersonal conflicts
- Harassment, discrimination, or retaliation
- Perceived unfair treatment
- Any violation of facility policy, law, or ethical standards

Step 1 – Informal Resolution (Optional)

- Employees are encouraged to address concerns directly with the person(s) involved when possible.
- Supervisors should be approached to help mediate informal resolutions.

Step 2 – Formal Written Grievance

- If the issue cannot be resolved informally, the employee should complete a **Staff Grievance Form** and submit it to their immediate supervisor or the Human Resources (HR) department.
- If the grievance involves the immediate supervisor, the form should be submitted directly to HR or the Administrator.

Step 3 – Submission Timeline

- Grievances should be submitted within **10 business days** of the incident or awareness of the issue.

Investigation Process

- The Supervisor, HR, or Administrator will acknowledge receipt of the grievance within **3 business days**.
- An impartial investigation will be conducted, which may include:
 - Interviews with the complainant, witnesses, and involved parties
 - Review of relevant documents or records
- Investigations should be completed within **15 business days**, unless circumstances require more time (in which case the employee will be informed).

Resolution

- Findings and decisions will be documented in writing.
- The resolution will be communicated to the employee in person (when possible) and followed by a written summary.
- Corrective actions, if any, will be implemented promptly.

Confidentiality

- All grievance matters will be handled as confidentially as possible.
- Information will be shared only with those directly involved in the investigation and resolution process.

Protection from Retaliation

- No employee will be retaliated against for filing a grievance in good faith.
- Retaliation should be reported immediately and will be investigated as a separate offense.

Appeal Process

- If the employee disagrees with the resolution, they may submit a written appeal to the Administrator within **5 business days** of receiving the decision.
- The Administrator's decision will be final.

Recordkeeping

- HR will maintain grievance records in a secure file for **at least 3 years** in compliance with applicable laws.

Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. e. struck, f.-j. relettered,

Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff:

1. Hiring: See County Handbook

2. Temporary Vacancies:

Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

3. Probation Period:

The purpose of the probation period is merely to require that the job performance of all employees who are new to a county position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three (3) months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the Pine Valley Administrator's approval.

Any employee's probationary period can be extended up to a maximum of an additional six months. This decision will be made by the Pine Valley Administrator.

Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the County Administrator's office regarding the status of the probationary employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification

Refer to Handbook of Personnel Policies

5. Dismissal or Suspension: See County Handbook

6. Termination/Layoff/Reduction of Hours due to Lack of Work:

Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss

of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, you will not receive any unused accumulated vacation time.

In the event that you are laid off, Pine Valley may do the following:

- a. Pay you your normal pay for up to 30 days
- b. Pay out your vacation you accumulated at point of lay off
- c. Pay out your comp balance up to 40 hours
- d. If you are flex time you will not be paid out that balance

7. Non-disciplinary Termination/Layoff

Refer to Handbook of Personnel Policies.

8. Complaints Procedures

Refer to Handbook of Personnel Policies.

Cr. 1/1/12, Res. 12-1, 3. Reworded, 5. a., b. & c. Modified; Eff. 3/17/15, Res. 15-41, Hiring modified; Eff. 9/19/17, Res. 17-89, Probation; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. reworded;

Reimbursement

1. Lodging:

Refer to Handbook of Personnel Policies.

2. Meals

Refer to Handbook of Personnel Policies.

a. Mileage

Refer to Handbook of Personnel Policies.

b. Other Expenses

Refer to Handbook of Personnel Policies.

c. Registration Fees

Refer to Handbook of Personnel Policies.

d. Expense Vouchers

Refer to Handbook of Personnel Policies.

Cr 1/1/12, Res. 12-1; Eff. 1/16/18, Res. 18-2, added 7.;

Miscellaneous Personnel Provisions:

1. Change of Address or Status:

Refer to Handbook of Personnel Policies.

2. Official County Bulletin Board:

Refer to Handbook of Personnel Policies.

3. Employee Bulletin Board:

Refer to Handbook of Personnel Policies.

4. Equipment:

Refer to Handbook of Personnel Policies.

5. Telephone Policies:

Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.

6. Notification of Absence:

Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of two hours is required according to our Absenteeism Policy.

7. Two No Call No Shows = Voluntary Termination Policy

Purpose

To ensure consistent attendance and accountability in maintaining safe and effective care for residents, this policy defines the conditions under which failure to report or communicate absences is treated as voluntary resignation.

Policy Statement

Employees who fail to report for their scheduled shift and do not notify their supervisor **for two occurrences within a rolling 12-month period** will be considered to have voluntarily resigned from their position.

Definitions

- **No Call No Show:** Failure to report for a scheduled shift **and** failure to notify the designated supervisor or scheduler prior to the start of the shift.

Reporting Absences

1. Employees must call the facility and speak with a nurse to call in.
2. Notification must occur at least 2 hours prior to the start of your shift.
3. Leaving a voicemail or text message does not count unless confirmation is received.

Consequences

- **First Occurrence:** Documented as "No Call No Show." Verbal or written warning issued.

- **Second Occurrence (within 12 months):** Employee will be deemed to have voluntarily resigned effective the last date worked.
- **Two Consecutive No Call No Shows:** Immediate voluntary resignation (job abandonment).

Exceptions

- Medical emergencies or situations outside the employee's control may be reviewed with documentation.
- FMLA or other protected leave laws will be honored per federal and state regulations.

8. Weather Conditions:

If employees are unable to report to work due to weather conditions, they should notify their supervisor. If weather conditions improve, employees should call in to see if they should report to work. Days missed due to weather conditions will be taken as vacation, personal day, sick day, If you do not have any time off benefits, you will need to make up hours to ensure that you worked the required hours for your status and benefits.

9. Jury Duty:

Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their workstation.

10. Ambulance or Fire Department Volunteers:

Refer to Handbook of Personnel Policies.

11. Break Room:

Refer to Handbook of Personnel Policies.

Use of Computers, Software & Internet:

Employees are required to adhere to Pine Valley's Policies as well as the county policy on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.

12. Picture Identification Badge:

All staff shall be issued a picture identification badge by the Centralized IT MIS Department. Time Badges are required for all employees, except the Pine Valley Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.

13. Training Opportunities/In-service Education:

Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their department head. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. Staff are required to attend meetings at the facility as these will not be recorded, additionally, you will be required to review Relias to ensure compliance of continued education. Employees are required to attend the fire in-service, and all

other in-services required by the department head or administration.

14. Gifts or Gratuities

Employees are not allowed to accept gifts or gratitude due to state and federal regulations.

17. County Workspaces and Personal Property

Refer to Handbook of Personnel Policies.

18. Parking:

Employees are to park in the lower-level parking lot.

19. Service Awards:

Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five-year intervals beginning with the fifth year of employment.

20. Suggestion box:

This box is located in the employee breakroom for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestions with the appropriate person.

21. Professional Ethics:

- a. All information concerning the condition or wellbeing of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the Pine Valley Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
- b. Information regarding the residents' diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
- c. No one shall abuse any residents. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment resulting in physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.

22. Mail:

All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.

23. Resignation:

Resignations must be submitted in writing two weeks prior to the last day of work for all employees apart from Department Heads and Licensed Personnel who shall be required to give thirty days' notice.

24.Smoking Regulations:

Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.

25.Fire & Disaster Plan:

Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to ensure that employees are familiar with these plans.

26.Security:

Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

27.Lost and Found:

The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

Cr. 1/1/12, Res. 12-1; Eff. 3/17/15, Res. 15-41, Weather conditions modified; Eff. 4/18/17, Res. 17-41, change Dept name change, revised 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title;

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name

Date

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

Agenda Item Name: Opioid Settlement Fund Grant Application

Department:	HHS	Presented By:	Stephanie Ronnfeldt
Date of Meeting:	03/05/2026	Action Needed:	Resolution
Date submitted:	02/12/2026	Referred by:	

Recommendation and/or action language:

Review and recommend approval of grant applications to the full county board from the Opioid Settlement Funds. One grant applications have been submitted by Richland County Treatment Court.

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. These grant requests are to be reviewed by the Community and Health Services Committee and their recommendation is to be sent to the full county board for final approval.

Attachments and References:

Reference Resolution 24-41; Attached: 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		

Stephanie Ronnfeldt
Digitally signed by Stephanie Ronnfeldt
Date: 2026.02.12 16:27:04 -06'00'



Department Head

Administrator, Tricia Clements

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

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Stephanie Ronnfeldt
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 Date: 2026.02.12 16:27:04 -06'00'

Department Head

Administrator, Tricia Clements

RICHLAND COUNTY

Opioid Steering Committee Funding Request Form



APPLICATION

ORGANIZATION NAME: Richland County Treatment Court

MAILING ADDRESS: 221 W. Seminary St

CITY: Richland Center **STATE:** WI **ZIP CODE:** 53581

CONTACT PERSON (first and last name): Savanah Huber **TITLE:** Treatment Court Coordinator

PHONE NUMBER: 6086495792 **EMAIL:** savanah.huber@co.richland.wi.us

GRANT PROJECT TITLE: All Rise National Conference 2026

GRANT AMOUNT REQUEST: \$ 5,000.00 **TOTAL COST OF PROJECT/INITIATIVE:** \$ 5,000.00

TYPE OF ORGANIZATION:

Non-Profit County Agency County Department School District

City/Village/Township State/Federal Agency Other: _____

Project Start(date): 7/20/26 **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:

The Richland County Treatment Court was established in 2017, through the Treatment Alternative & Diversions (TAD) grant. Since our implementation we have provided services for 45 participants. We have worked with countless other residents to connect them with treatment resources and services. The Richland County Treatment Court mission is to promote present and future community safety by reducing recidivism of criminal offenders who are substance dependent by using evidence-based practices. The guiding principle of these treatment courts is the belief that every person has value and the power to change their lives and become sober, responsible citizens, thereby improve their lives, the lives of their families and our community as a whole.

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 *Savanah Huber* **Date:** 2/12/26

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

As a rural community we have limited providers and resources. We hope to gain knowledge from other rural communities on best-practices, limited resources, and how the community can better support the individuals that we serve. This conference has content for treatment courts of every region and size.

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

Our goal is to obtain the highest level of education and training offered by the National Association of Drug Treatment Court Professionals. At least 8 team members will attend the All Rise National Conference and participate in a minimum of 3 workshops each to enhance knowledge and skills. By June 2027, the team will implement 2 new practices or program improvements to ensure continued alignment with national standards and strengthen overall program effectiveness.

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

Identify team members to attend the All Rise National Conference
Review the conference agenda and training sessions that are most applicable to the program
Develop a travel budget
Complete conference registration

Attend the conference
Participate in outbreak sessions, workshops, peer networking events that are focused on best practices, participant engagement, and program sustainability.
Collect resource materials from several different exhibits, vendors, and presenters.

document the key takeaways and obtain materials to implement new or newly learned practices, such as participant incentives and supervision strategies
Begin planning for continued professional development

Long Term:

We hope to maintain integration of evidence based practices gained through conference attendance , track improvements that were made to the program as a whole and participant outcomes, to show the value/need for ongoing professional development.

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

This is an annual conference, however this would be Richland County's first time attending it. We are only requesting funds to attend one year. By investing in staff training and collaboration opportunities, the programs capacity is strengthened and able to deliver effective evidence based services to participants and maintain long term program success, which is to ultimately reduce recidivism within the community, change the lives of the participants, and be sober responsible citizens.

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 amount requested reflects the increased cost of lodging associated with the national conference. While the initial approved application was under budget, registration fees have since increased, and updated lodging rates for 8 people have resulted in a higher overall expense than originally projected.

Initial budget was projected at registration costs being \$895/person, it has increased to \$960/person. Updated room costs are \$255/night x 8 people x 5 days = \$10,200

RESOLUTION NO. 26 - XX

Resolution Awarding Opioid Settlement Fund Grants To Applicants 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 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 two applications meeting the grant requirements have been reviewed by Community Health Services Committee and are 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 Treatment Court in an additional amount of \$5,000 for attendance at the 2026 National All Rise Conference in order to gain knowledge from other rural communities on best practices to better support the individuals served; and

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

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE COUNTY BOARD
MEMBERS OF THE COMMUNITY & HEALTH
SERVICES STANDING COMMITTEE
(5 MARCH 2026)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

SANDRA KRAMER
LARRY ENGEL
MARY MILLER
ALAYNE HENDRICKS
ROD PERRY
DANIEL MCGUIRE

DATED: MARCH 17, 2026