

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
November 8, 2018

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on November 8, 2018 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Debra Kyser, Donald Seep, Linda Gentes, Dr. Jerel Berres, Ingrid Glasbrenner, Kerry Severson and Marty Brewer.

Others Present: Angie Rizner, Myranda Culver, Roxanne Klubertanz-Gerber, Sharon Pasold, Jessica Stanek, Betsy Roesler, Tracy Thorsen, Sue Roseberry and Meghan Rohn.

Approve amended Agenda and Posting: Motion by Debra Kyser seconded by Marty Brewer to approve the agenda and proper posting. Motion carried.

Approve October 11, 2018 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Citizen Comments: Linda Gentes explained that the Veterans Services Office is in search of a location to park their van. It was noted that the parking lot at Health and Human Services is already very full. Linda Gentes stated she would contact the community center to see if they had space available. Roxanne Klubertanz-Gerber added that in a few months the ADRC will be retiring one of their vehicles and a space may be available at that point in time.

Linda Gentes Welcomed Tracy Thorsen, new Health and Human Services Director to the meeting. It was noted that Tracy Thorsen will be working as a contracted employee part-time until her full-time county employment begins December 3, 2018.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 Voucher Report for November 8, 2018 was distributed. The following items required additional discussion:

Vouchers # 36 - JCOMP Technologies: This was to pay for three laptops that were previously approved.

Voucher # 41 – US Postal Service: This was to pay for additional postage to be leaded on the postage meter for the agency.

Voucher # 9 – Cardmember Services: Angie Rizner explained that the agency credit card has a lower credit balance than we are used to and as a result, the balance reaches the credit limit much faster. Pre-payment of this invoice ensures there is enough room for items that are automatically withdrawn, such as our EHR System which utilizes a large amount of our credit limit.

Voucher #4 – Richland Center Utilities: This is a standard monthly charge for the building's utilities.

Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the 2018 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2018 Vouchers

| Unit | No. of Vouchers | Amount |
|---|-----------------|--------------------|
| Richland County Health and Human Services – 2018 Expense Reports | 17 | \$10,210.71 |
| Richland County Health and Human Services – 2018 Vouchers | 30 | \$31,910.25 |
| Richland County Health and Human Services – 2018 Prepaid Vouchers | 09 | \$11,636.17 |
| TOTAL | 56 | \$53,757.13 |

2018 Budget Summary: Myranda Culver distributed the 2018 Health & Human Services Budget as of November 2, 2018, and noted a surplus of \$94,535 in the core budget. Current monthly utilization should be 83%, however utilization is trending at 77%. Placements are still projected to reach close to \$1.3 million.

Linda Gentes noted that the budget that was distributed at a recent Finance and Personnel committee showed an approximate \$55,000 deficit for the Senior Nutrition Program and questioned why this was the case. Myranda Culver stated that she could look into that issue for further explanation. Marty Brewer noted he was under the impression that \$55,000 was the portion of tax levy given to the Senior Nutrition Program every year to make it whole. Discussion was held regarding whether this includes the required match. Sue Roseberry wanted to inform everyone she will be resuming her letter campaign to our new politicians to request an increase in funding for this program.

Linda Gentes stated that while the total budget is good, placement costs are always a large variable. Myranda Culver emphasized the work staff are doing to reintegrate people back into the community through various methods and is hopeful that these costs can decrease over time.

2018 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceed 75% utilization, noting that most invoicing is through September. Angie Rizner noted that most contracts are right on track with the exception of Harmony Place Assisted Living, Northwest Counseling & Guidance Clinic, TLC Senior Home Care, and Chileda. These were all over 75% however they are billed through October and are actually close to being on track. Angie Rizner also noted that this report has been requested by the Audit Committee in the past. Ed Pulvermacher was planning to meet with Tim Gottschall and herself to discuss placements and educate himself, however Tim Gottschall's resignation took effect before this meeting could occur. Kerry Severson suggested that this document would be beneficial for the County Board to see since a lot of these contracts go before them for approval. Angie Rizner highlighted that data for the Winnebago Mental Health Institute was added to the report as requested and currently we have spent \$492,783 at that facility.

Myranda Culver distributed the placements report, outlining Emergency Detentions for the year through August. Occasionally stays at Gunderson Lutheran Healthcare and Southwest Behavioral Health Center are paid if the individual has no insurance available, however so far this year none of these stays have been county funded. The stays we are typically responsible for are at the Winnebago Mental Health Institute, Tellurian Detox, however Tellurian Detox is billed back to the patient. Marty Brewer questioned the rate per day for these various placements. Myranda Culver explained that costs vary between providers but are typically around \$1300 per day. Discussion was held regarding the addition of a cost column to this report.

Discussion was held regarding who pays the initial cost when a patient presents to the Richland Hospital Emergency Room. It was noted that initial costs are the responsibility of the individual, however once there is a court ordered placement for the individual the cost becomes the responsibility of the County. Sharon Pasold

explained how the report is laid out and noted not every entry is necessarily a new client. Sharon Pasold noted she will try to make it more clear for next month.

2019 Budget Update: Myranda Culver noted that there are no major updates at this point other than the announcement that the 2019 Health and Human Services Budget was approved. Marty Brewer highlighted the importance of the County increasing the budgeted amount for placement fund costs to \$1 million. Myranda Culver discussed what types of things are included in placement fund costs. It was questioned if Foster Care costs are included in the placement funds or not. Myranda Culver stated that her understanding was that these are funds for all placements with the exception of Kinship however she will look into this subject deeper. Myranda Culver noted that placement costs for children have been lower this year.

Approve Contracts, Agreements, and Amendments: (Mailout #1): No contracts, agreements or amendments required approval.

Personnel Updates: Myranda Culver was appointed as Interim Director, effective October 29, 2018. Myranda Culver announced the hiring of Tracy Thorsen, Health and Human Services Director, effective December 3, 2018.

Myranda Culver announced the hiring of Jill Shelby, Economic Support Specialist, effective October 29, 2018, and Kimberly Bruder, Children and Families Case Manager, effective December 3, 2018. Dr. Jerel Berres questioned what an Economic Support Specialist does. Myranda Culver explained that these employees work with a Call Center assisting people with their applications for FoodShare, Medical Assistance and other benefits. Linda Gentes added these positions are fully funded. There are currently 12 Economic Support Specialists, one Lead Worker and one Administrative Support position in the Economic Support Unit. Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the hiring of Jill Shelby, Economic Support Specialist, effective October 29, 2018, and Kimberly Bruder, Children and Families Case Manager, effective December 3, 2018. Motion carried. It was noted that Jill Shelby and Kimberly Bruder have each requested 15 days off without pay for the first year of employment.

Myranda Culver requested that Matthew Cram, Mental Health Therapist, pass probation and be placed on regular status effective November 7, 2018. Motion by Kerry Severson, seconded by Debra Kyser to approve the probation period of Matthew Cram, Mental Health Therapist, effective November 7, 2018. Motion Carried.

Myranda Culver reported that Betsy Roesler will be reducing to 20 hours per week, effective January 1, 2019 as approved in the 2019 budget. Myranda Culver noted that Betsy Roesler continues to work to secure additional grant funds. If more funds can be secured, there is always the hope that this position can be restored to full time.

Myranda Culver announced the hiring of Danielle Roelke, Richland School District Crisis Case Worker, through the Southwest Workforce Development Board effective October 29, 2018 through June 30, 2019. Tracy Thorsen, Administrative Consultant, has also been hired through the Southwest Workforce Development Board for up to 16 hours per week effective November 2, 2018. Brittney Wirtz, LTE Family Preservation Worker, has been hired through Southwest Workforce Development Board effective December 3, 2018.

Myranda Culver reviewed our vacant county positions noting that we are currently interviewing to fill a vacant Children and Families Case Manager position. We are not refilling the following vacant full-time county positions at this time in an effort to offer savings to the budget: Clerical II, Secretary, Early Intervention Special Educator, Occupational Therapist, Speech and Language Pathologist, Psychiatric RN, and Public Health RN.

Kerry Severson recognized that he was absent for the previous meeting, and questioned why there are so many vacancies in the Children's Services Unit. Myranda Culver explained that there were several resignations recently for various reasons, one of which was taking a similar position for a much higher rate of pay. Angie Rizner added that in our recruitment for these Social Work positions there were four instances where offers were extended, however offers were declined because the applicants had taken other positions for higher pay.

Discussion was held regarding the Richland School District Crisis Case Worker position. It was noted that this is a fully reimbursed position through the Richland School District. The position is essentially taking someone from our Mental Health Clinic and placing them in the schools. Tracy Thorsen added that the Richland School District used to have a similar position, however when that individual retired the position was not refilled.

Approve Veritas Server Software Renewal: The MIS department approached us regarding the need to renew our current server recovery software. This is typically something that is renewed ever year at a cost of \$546. A 3-year renewal option has been offered at a cost of \$1,639.46. Motion by Marty Brewer, seconded by Dr. Jerel Berres, to approve the purchase of a 3-year essential maintenance Veritas Server Software renewal from JComp Technologies, Inc. totaling up to \$1,639.46. Motion carried.

Approve Laptop Purchase for Administration: A laptop is needed for the new Health and Human Services Director. Angie Rizner noted that the cost has already increased from the time the mailout was sent. Motion by Kerry Severson, seconded by Debra Kyser, to approve the purchase of one laptop and accessories from JComp Technologies, Inc. totaling up to \$2,529.99. Motion carried.

Approve Opioid Crisis Mini-Grant: Myranda Culver explained that this is a new Opioid Mini Grant with funds intended to cover the salary costs of the Health and Wellness Coordinator position. It is a federal grant distributed through the Department of Health Services and the State Department of Public Health. We applied for \$20,000, however there is a possibility that we may be able to get more funding. Myranda Culver reviewed details of the grant. Betsy Roesler explained that the funds are for the coordination of the grant and noted that this coordination would be difficult for a 20 hour per week position. Motion by Marty Brewer, seconded by Debra Kyser, to approve the application and acceptance of Opioid Crisis Mini-Grant from the Wisconsin Department of Health Services totaling up to \$20,000 or more, and forward the recommendation onto the County Board for approval. Motion carried.

Approve Increase in Opioid State Targeted Response (STR) Prevention Services Grant Funds: This grant has already been approved and received, however only \$6,525 was expected. More funding is available than expected so approval is needed for the higher amount of \$13,050. Motion by Debra Kyser, seconded by Ingrid Glasbrenner to approve acceptance of additional funds for the Opioid State Targeted Response (STR) Prevention Services Grant, and forward the recommendation onto the County Board for approval. Motion carried

Approve Purchase of Equipment for the Richland Center Senior Meal Site: Rose Kohout reported that spillage pans and thermal bags need to be replaced at the Richland Center Senior Meat Site. The ADRC of Eagle Country recently received funds to cover the costs of purchasing these items. Angie Rizner noted shipping costs were estimated. Motion by Dr Jerel Berres, seconded by Debra Kyser, to approve the purchase of equipment not to exceed \$3,250 for the Richland Center Senior Meal Site. Motion carried.

Update on the Coordinated Services Team (CST) Coordinating committee: Myranda Culver gave an update from the Rules and Resolutions Committee. It was noted that it is not necessary to take the Coordinated Services Team Coordinating Committee structure back to the County Board to get approval, however our

Comprehensive Community Services Coordinating Committee structure will need to go back to the Rules and Resolutions Committee for approval. Both committees will need to go back to the County Board so per diems can be paid.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Discuss the Manager of Operations Position: Motion by Marty Brewer, seconded by Dr. Jerel Berres to Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to discuss the Manager of Operations Position to include Tracy Thorsen, Angie Rizner and Myranda Culver . Roll Call Vote. Donald Seep, Debra Kyser, Kerry Severson, Linda Gentes, Dr. Jerel Berres, Ingrid Glasbrenner and Marty Brewer all voted for the motion. Motion carried.

Return to Open Session: Motion by Marty Brewer, seconded by Debra Kyser to return to open session. Motion carried.

Adjourn: The next meeting is scheduled for Thursday, December 13, 2018 at 9:30 am. Motion by Marty Brewer, seconded by Dr. Jerel Berres to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary