

**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**March 14, 2019**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on March 14, 2019 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, Kerry Severson and Ingrid Glasbrenner.

Absent: Marty Brewer.

Others Present: Tracy Thorsen, Robin Hampton, Angie Rizner, Myranda Culver, Roxanne Klubertanz-Gerber, Sharon Pasold, Stephanie Ronnfeldt, Jessica Stanek, Troy Morris and Meghan Rohn.

Approve Agenda and Posting: Motion by Dr. Jerel Berres seconded by Ingrid Glasbrenner to approve the agenda and proper posting. Motion carried.

Approve February 14, 2019 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Debra Kyser to approve the Health & Human Services Board meeting minutes. Motion carried.

Abatement of Human Health Hazards on One Property in Richland County:

Allen, Bonnie, and Johanna Strothman, 18478 County Highway U, Viola: Linda Gentes requested this item be moved to the top of the agenda since Troy Morris needed to attend a court hearing regrading this issue. Troy Morris reported that the owners of the property are current on the payment of their taxes and therefore recouping the cost from back taxes is not an option. After speaking with the Corporation Counsel, Troy Morris explained the County is left with three options; Option 1: A law suit could be filed against the property owners in order to collect the money that has not been paid for the first citation that was issued, as well as the court costs, another citation could then be issued; Option 2: Issue a warrant for the arrest of the three property owners of the property; Option 3: Request a court order for the County to clean up the health hazard and bill the cost of the clean up to the property tax roll. Troy Morris explained there is a court hearing today at 10:00am to determine what the next course of action will be and needs the Health and Human Service Board to make a decision as to how they would like to proceed.

Discussion was held regarding the three options available. Troy Morris reminded the Board that there are special circumstances that may interfere with option 1. It was also cautioned that the cost associated with these types of clean-ups in some cases can exceed the worth of the property. Dr. Jerel Berres questioned how much the clean-up of this property is projected to cost. Troy Morris explained that bids were not obtained, however he estimated it could be upwards of \$5,000. Linda Gentes expressed she is not in favor of option 2, since this would not accomplish anything and only cost more money. Ingrid Glassbrenner agreed and added that option 3 is the only option that is truly accomplishing the goal of the abatement of the health hazard. It was also reported that Benjamin Southwick was unable to locate the daughter who is one of three owners of the property.

The process of obtaining a court order for the County to clean up the health hazard was discussed and Angie Rizner clarified that anything over \$5,000 will need to go out for bid. Angie Rizner also questioned if the family would fight to keep anything that could be of value. Troy Morris explained that one of the purposes of the court order would be to eliminate this potential complication and explained what material would be removed and what would remain after the clean-up was completed. Donald Seep questioned how the

townships fits into this process. Troy Morris noted he could not speak to Richland County's process, but in the end the County would be responsible for the final payment.

Troy Morris explained once we request a court order and the order is granted, the County is then committed to cleaning up the property. Ingrid Glassbrenner questioned if once the court order is granted if the family will be notified that if the property is not cleaned up before a certain date the County will be cleaning it and certain items will be lost. Troy Morris noted they will be notified and there are times where this motivates the property owners to make some progress on their own.

Troy Morris explained that the only other option would be to request a 30 day extension from the court to allow time to obtain information regarding how the payment process would work between the township and the county, as well as request bids for the clean-up so a more informed decision can be made. All of this information could be brought back to the April Health and Human Services Board meeting for a vote. Motion by Ingrid Glassbrenner, seconded by Debra Kyser that Troy Morris request from the court a 30 day extension. Motion carried.

Citizen Comments: Linda Gentes announced there will be a water quality program held Saturday March 16, 2019 from 3:00pm to 5:00pm at the Lighthouse Church.

Donald Seep was interested in Tracy Thorsen's reaction to the Governor's purposed budget and the possible impacts to Health and Human Services. Tracy Thorsen explained she is not yet well versed enough with the state budget to be able to provide much feedback. The resolution the County Board passed last month requested \$30 million in additional funding for Child Protective Services, however the Governor's budget increased funding by \$15 million.

Directors Report: Tracy Thorsen explained that the management team has starting internal planning workgroups to identify issues and set program and agency priorities. This will assist with the budget planning process later this summer.

Tracy Thorsen explained that since the end of the government shutdown, activities in the Economic Support Unit have returned back to normal. The unit has seen an increased work load for the Energy Assistance Program primarily due to the end of the moratorium approaching in the middle of April. As a result, people may begin receiving disconnection notices. The program may be able to assist with the payment of a bill to avoid the utility being shut off which often ends up being even more costly.

The Public Health Nutrition Program provided 1500 hours of volunteer time in the last quarter. This is equivalent to three quarters of a full time employee. The Rockbridge meal site is 100% volunteer operated and accounts for a large portion of these volunteer hours. The Public Health Educator is assisting with organizing a Partners for a Drug Free Community presentation that will be held on March 18, 2019 at 5:00pm. The presentation will cover the top 5 questions kids have about alcohol and drugs and how to answer them. Rose Kohout has been attending National Weather Service briefings with Emergency Management to continue to monitor any potential concerns regarding flooding and at this point there are no major concerns.

The Aging and Disability Resource Center (ADRC) held the "Let's Talk About Dementia" informational session at the Lone Rock library and the Richland Center library. There will be another session held today at the library in Viola from 5:00pm – 7:00pm.

Tracy Thorsen updated the Board on the staffing concerns affecting the Children's Services Unit. While there is still a lot of work to be done the state was able to move the training dates up for several of our staff, and it is hoped they will have the training required for on-call completed by the end of May. In the interim Myranda

Culver and Laurie Couey have been assisting with the on-call rotation, however Jessica Stanek has been bearing the majority of the workload. Eric Ives has also been assisting with the on-call rotation and as a result his hours were temporarily increased from 35 hours per week to 40 hours per week. Even with the staff shortage, the Children's Services Unit has been moving several children closer to permanency with guardianships that have been occurring over the last several months.

The Birth to Three program just completed an annual review this week that went very well. The program is implementing the Primary Coaching Method which is evidence based and teaches more therapy practices to parents so they can provide more speech, occupational and physical therapy services to their children. Tracy Thorsen also reported that the Children's Long Term Support program has been providing community outreach at the local school district's "Child Find" and "Toddler Tech" events.

Myranda Culver has started the first Comprehensive Community Services (CCS) Residential Provider Trainings this week which will start the process of moving CCS consumers to fully funded placements, and will also improve service delivery. It is anticipated the program will be initially operational by June 1, 2019. The Richland Mental Health Coalition has been meeting regularly over the last three months to focus on applying for Department of Public Instruction (DPI) funds in order to expand mental health services provided in the schools through a collaboration between Health and Human Services and Richland Schools. There are currently 13 participants in the Treatment Court program, as well as 3 pending referrals. These sessions are open to the public every other Wednesday at 10:00am. Tracy Thorsen noted there is a graduation tentatively scheduled for April 17, 2019.

Tracy Thorsen made the Board aware that she will be taking some vacation time as part of her pre-hire agreement allowing up to 15 days off without pay. She will be out of the office Wednesday, March 20, 2019 through Wednesday, March 27, 2019. Robin Hampton will be the primary contact during her absence, however if there are questions pertaining to a specific program the managers may be contacted as well.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2018 and 2019 Voucher Report for March 14, 2019 was distributed. The following items required additional discussion:

(2018) Voucher #1 - City of Richland Center: This was to pay for snow plowing services in November and December.

Voucher #2 – Call2Test LLC: This was to pay for treatment court monitoring services.

Voucher #4 – Cardmember Service: This was to pay for lodging for the Economic Support Manager to attend a WEAP conference.

Vouchers #9 & #10 – CDW Government Inc.: This was to pay for three computer monitors for telehealth services, and the Adult Protective Services worker.

Vouchers #12 & #13 – City of Richland Center: This was to pay for snow plowing services for January and February.

Voucher #14 – Hynek Printing LLC: – This was to pay for the printing of HIPAA documents.

Voucher #18 – Maris LLC: This was to pay for skills testing for job applicants.

Voucher #22 – NCS Pearson Inc.: This was to pay for a cognitive delay test with Dr. Warrior.

Voucher #35 – Shopping News Inc.: This was to pay for advertising for vacant positions.

Voucher #51 – Wand: This was to pay for a subscription for the Nutrition Program that allows for discount on meals for wheels.

Voucher #1- Dex Media: - This was to pay for advertising for the Aging and Disability Resource Center.

Vouchers #2 & #4 – GFC Leasing: This was to pay for the leasing of the agencies printers. Two months of charges are shown at different amounts due to changing from one type of machine to another.

Linda Gentes asked if we are still consulting with Tim Gottschall through a lease agreement. Tracy Thorsen confirmed that we are, however that is not listed with the vouchers. Linda Gentes wanted clarification if the agency holds one contract with Southwest Workforce Development Board for the various leased staff or several contracts. Tracy Thorsen explained that the agency holds one contract that the board approves. Donald Seep questioned the amount at which a contract needs to be approved by the County Board and Tracy Thorsen clarified that contracts over \$50,000 must be approved by the County Board.

Kerry Severson questioned if the snow plowing service provided by the city was satisfactory this year. Angie Rizner explained the agency needed to purchase additional salt that needed to be applied by our maintenance staff and one fall did occur that may result in a workman’s compensation claim. There were also large snow piles occupying some of the parking stalls and during the process of pushing snow into the street for pick up the equipment was running over the landscaping surrounding the building. Angie Rizner also acknowledged that this season was exceptionally rough and that needs to be taken into account as well. The cost of the services received was also substantially less than anticipated. Tracy Thorsen explained that not all of the appropriate contact information was obtained at the beginning of the season which may have contributed to some of the issues that were experienced. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to approve the 2018 and 2019 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

**2018 & 2019 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2019 Transportation Expense Reports	11	\$5,666.97
Richland County Health and Human Services – 2018 Vouchers	5	\$552.50
Richland County Health and Human Services – 2019 Vouchers	26	\$22,584.81
Richland County Health and Human Services – 2019 Prepaid Vouchers	6	\$3,244.01
<b>TOTAL</b>	<b>48</b>	<b>\$32,048.29</b>

2018 Budget Summary: Robin Hampton distributed the 2018 budget summary report as of March 5, 2019, as well as a handout outlining the cost of mileage by each unit, not including the Aging and Disability Resource Center vans. Robin Hampton explained that the agency has a unique need regarding travel due to multiple staff needing to travel to different locations at the same time on a regular basis. The agency mileage policy was also distributed and it was highlighted that the policy requires carpooling and reimbursement is only granted for one vehicle unless circumstances don’t allow it. This was given simply as a follow up to an inquiry made by Marty Brewer at the previous meeting in case the County would research utilizing a fleet of vehicles.

Robin Hampton went on to explain there were no notable changes in regards to expenses and utilization in the Health and Human Services core budget for 2018. All of the invoices for the Children's Placement's Fund 44 were all in last month and therefore there was no balance change. There was an approximate \$20,000 decrease in expenses in the Adult Placement's Fund 54 due to a credit that was moved back into Fund 54 from Fund 56. All invoices should now be in and these numbers are not expected to change.

Discussion was held regarding the total cost associated with placements for 2018. Linda Gentes noted that in 2018 approximately \$800,000 was budgeted for placements and actual expenses exceeded \$1.2 million. Donald Seep noted that in 2019 \$1 million was budgeted and if a similar year is had the budget would still see a \$200,000 deficit. Tracy Thorsen discussed efforts being made by the Clinical Services Unit to mitigate some of these cost via Comprehensive Community Services (CCS).

Robin Hampton discussed projected and anticipated revenues and noted that approximately \$500,000 have come in since the last report and another \$87,485 is expected for 2018. The total core budget balance projection was discussed and it was noted a deficit of \$48,378 is now anticipated which is a large change from what was reported last month. Robin Hampton explained that after conducting an audit of all of the placement charges and where they impact the budget, a \$99,000 charge was discovered that was posted to the wrong account. As soon as the error was discovered, Robin Hampton contacted Derek Kalish and the cost was charged back. This was not a cost that was anticipated. In addition, approximately half of this charge was mental health institute charges for December of 2017, and was therefore not anticipated for 2018. This occurred because while claiming for December of 2017 was done and revenue was received, it did not happen until much later than usual. Due to payments for these types of placements being taken directly from revenues, \$49,460 had to be deducted from Fund 56 in 2018. In addition to the correction of this error, through reconciling a claiming report it was discovered that a staff member in the Economic Support Unit was claimed twice. This error was self-reported and as a result, approximately \$40,000 needs to be returned.

Tracy Thorsen explained that the presentation of a deficit is not positive news, however the level of depth in which the budget is being reviewed that resulted in the discovery of these errors is promising and will benefit the agency going forward. Expenses for placements are partially in Fund 56 and partially in Fund 54 and work is being done on a process to transfer all expenses to Fund 54. Robin Hampton is working with Derek Kalish and the County Clerk's Office on this process. Tracy Thorsen would like to take the opportunity next month to discuss how Health and Human Services core budget is impacted when allocations are reduced due to placement expenses. Ingrid Glasbrenner asked if overages in the placement budget are covered by the core budget. Tracy Thorsen explained that if the core budget has a surplus it would typically be requested that those funds be transferred to one of the two placement funds.

Dr. Jerel Berres questioned the overage in the building an operating costs. Robin Hampton explained this was due to the department's portion of a County workman's compensation claim. Tracy Thorsen noted in the future she would like to combine the budget update and the placement report agenda items.

Review Richland County Placement Report (Mailout #1) Two reports were given, one for 2018 and another for the first month of 2019. No updates were given regarding either of these reports.

2019 Budget Update: Robin Hampton explained that the first 2019 budget update will be provided at the April meeting when there is enough information to create a meaningful report. Linda Gentes asked how placements are going so far for the year. Miranda Culver explained that while the year has started off relatively quietly, this cannot be seen as an indication of how the year will continue.

Approve Contracts, Agreements, and Amendments:  
2019 New HHS Contract/Agreements Approvals (Mailout #2):

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (3/14/19)**

<p align="center"><b>EVERGREEN MANOR III</b></p>	<p>Request Board approval to enter into a contract with <u>Evergreen Manor III</u> to provide community based residential facility services to an individual being served by the Clinical Services Unit who due to mental health issues is unable to live independently. (Juneau, WI)</p>	<p>Requesting Board approval to enter into a contract with <u>Evergreen Manor III</u> for a total amount not to exceed <b>\$49,500.</b></p>
<p align="center"><b>MIDWEST CENTER FOR PSYCHOTHERAPY &amp; SEX THERAPY</b></p>	<p>Request Board approval to enter into an agreement with <u>Midwest Center for Psychotherapy &amp; Sex Therapy</u> to provide counseling, therapeutic resources and psycho-sexual risk assessments to individuals being served by the Children’s Services and Clinical Services Units. (Middleton)</p>	<p>Requesting Board approval to enter into an agreement with <u>Midwest Center for Psychotherapy &amp; Sex Therapy</u> for a total amount not to exceed <b>\$5,000.</b></p>

Motion by Kerry Severson, seconded by Debra Kyser to approve the new 2019 contracts and forward to County Board for approval. Motion Carried.

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (3/14/19)</b>		
<b>CREATIVE COMMUNITY LIVING SERVICES, INC.</b>	<p>Due to an increased need for adult family home services for an individual being served by the Clinical Services Unit who due to mental health issues is unable to live independently.</p> <p><i>This will require County Board approval and is funded with county tax levy.</i></p>	<p><i>Original Contract Amount: \$100,000</i></p> <p>Requesting Board approval to amend the current contract with <u>Creative Community Living Services, Inc.</u> to a total amount to exceed <b>\$185,000</b></p>
<b>DRIFTLESS COUNSELING, LLC.</b>	<p>Due to an increased need for individual skill development and psychotherapy provided to Comprehensive Community Services consumers being served by the Children's Services and Clinical Services Units.</p> <p><i>This will require County Board approval and is not funded by county tax levy.</i></p>	<p><i>Original Contract Amount: \$200,000</i></p> <p>Requesting Board approval to amend the current contract with <u>Driftless Counseling, LLC</u> to a total amount to exceed <b>\$450,000</b></p>
<b>FITNESS CHOICES</b>	<p>Due to an increased need for recovery education and wellness management provided to Comprehensive Community Services consumers being services by the Children's Services and Clinical Services Units.</p> <p><i>This will require County Board approval and is not funded by county tax levy.</i></p>	<p><i>Original Contract Amount: \$25,000</i></p> <p>Requesting Board approval to amend the current contract with <u>Fitness Choices</u> to a total amount to exceed <b>\$65,000</b></p>

Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the amended 2019 contracts. Motion Carried.

Personnel Updates: Tracy Thorsen announced the hiring of Katy Paczkowski, Adult Protective Services Worker, effective March 4, 2019; Tracie Lee, Resource Center Specialist, effective March 13, 2019; Nicole Mullikin, Economic Support Specialist, effective March 25, 2019; and Savanah Tydrich, Economic Support Specialist, effective March 25, 2019. Motion by Kerry Severson, seconded by Debra Kyser to approve the hiring of Katy Paczkowski, Adult Protective Services Worker, effective March 4, 2019; Tracie Lee, Resource Center Specialist, effective March 13, 2019; Nicole Mullikin, Economic Support Specialist, effective March 25, 2019; and Savanah Tydrich, Economic Support Specialist, effective March 25, 2019. Motion carried. It was noted that Katy Paczkowski and Tracie Lee have each requested 20 days off without pay within their first year of employment, and Nichole Mullikin and Savanah Tydrich have each requested 15 days off without pay within their first year of employment.

Tracy Thorsen noted that Tracie Lee recently resigned less than a month ago. She very quickly regretted the decision and wanted to return and due to her previous experience, the agency benefited greatly from rehiring her. In spite of her experience and benefit to the agency, Tracie Lee was required to restart employment at

step 1 of the wage scale and lost all seniority and benefit time that had been accrued. The situation was discussed with the County Board Chair and she requested that it be discussed with this Board as well. Tracy Thorsen emphasized that no action is being requested and discussion is only being held to bring awareness to the issue. While this does not happen often, the intention of many wage scales to allow for a process for hiring further up the wage scale in certain situations if justified. The County Board Chair questioned if this is something that should be looked at county wide by the Finance and Personnel Committee. Tracy Thorsen noted this would help with both retention and hiring.

Tracy Thorsen reported that Hannah Robertson, Economic Support Specialist, submitted her resignation effective March 1, 2019. Motion by Donald Seep, seconded by Debra Kyser to approve the resignation of Hannah Robertson, Economic Support Specialist, effective March 1, 2019. Motion carried.

The agency is currently interviewing for a vacant Psychiatric RN position and advertising for the vacant Mental Health Therapist position. In an effort to offer savings to the budget the agency is not refilling the following vacant positions at this time: Children & Families Case Manager, Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupational Therapist (28 hours per week), Speech and Language Pathologist (28 hours per week), Public Health RN and a Temp/Casual Nutrition Site Worker.

Quarterly Review of Organizational Chart: The Richland County Health and Human Services Organizational Charts as of March 14, 2019 were distributed for review and Angie Rizner reviewed changes to the document. It was noted that the new hires that were approved today are not yet listed on the document. No significant organizational changes were reported for Administration, the Aging and Disability Resource Center, Children's Services Unit or Economic Support Unit.

In the Clinical Services Unit, the leased Crisis Case Worker position currently held by Danielle Roelke was added to the organizational chart. Angie Rizner explained this is a position that is funded through the Richland School District. Kerry Severson asked if the Treatment Court Coordinator position is funded through a grant. Angie Rizner explained that this position is part of a 5 year grant and Myranda Culver added that the position is under shared management between Health and Human Services and the Richland County Judge.

Angie Rizner noted an error on the Public Health organizational structure and explained that Betsy Roesler, Health and Wellness Coordinator should be changed to a part-time position. Tracy Thorsen noted any changes to any of these structures would be brought to this Board for approval.

Review Board Member Terms: Tracy Thorsen noted that Donald Seep's final term will expire in April of 2019. As a result, next month the Committee on Committees will begin the process of assigning a replacement. Ingrid Glasbrenner will be completing her first term in April 2019 and is eligible for another term.

Approve Computer Purchases for the Economic Support Unit: Tracy Thorsen explained that while MIS recently received approval for the purchase several computers, this is a separate request to purchase 14 additional computers for Economic Support staff and funding would be provided by the Capital Consortium. The computers currently being used by these staff could then be utilized by other staff in the agency who are working on older machines. Motion by Donald Seep, seconded by Debra Kyser to approve the purchase of 14 desktop computers and licensing from JComp Technologies, Inc. totaling up to \$10,000 and forward that recommendation onto the Finance & Personnel Committee and County Board for approval. Motion Carried.

Update on Community Services Building Flat Roof Project: Marty Brewer was not in attendance but had made us aware that there would be no update available regarding the roof until spring.

Attendance at the Human Services Day at the Capital – April 2, 2019: Tracy Thorsen explained that the Wisconsin Counties Association takes part in sponsoring a Human Services Day at the capital and noted there will be opportunities to schedule time with representatives for the area. Tracy Thorsen inquired if there are any Board members interesting in attending the event. The Wisconsin Counties Association will be putting together some talking points and Tracy Thorsen noted it would be good to organize some local data and information regarding how some of those issues effect Richland County. Linda Gentes noted this falls on the same day as the Finance and Personnel Committee meeting. Members interested in attending the event should let Tracy Thorsen know before 12:00pm on Monday, March 18, 2019 and she will add their name to the registration.

Donald Seep questioned what type of relationship the agency has with the Hispanic community, if the agency currently has any staff who are bilingual and if the Board could benefit from an educational piece regarding this topic. Discussion was held regarding what type of information would be presented. Angie Rizner noted a lot of information is collected through the Civil Rights Compliance Plan and this plan was recently completed by a consultant hired by the county and can be viewed on the County's website.

Adjourn: The next meeting is scheduled for Thursday, April 11, 2019 at 9:30 am. **Motion by Kerry Severson, seconded by Debra Kyser to adjourn the meeting. Motion carried.**

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary