

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
April 11, 2019

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on April 11, 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, Marty Brewer and Ingrid Glasbrenner.

Absent:

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

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

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

Citizen Comments: Linda Gentes discussed the complications that arise as a result of way the Richland County Board and the Richland County Health and Human Services Board meetings are scheduled. While the County Board holds a monthly meeting on the Tuesday following the Health and Human Services Board, any agenda item needing to be forwarded to the County Board must be submitted to the Corporation Counsel by the Wednesday before. In order to meet this timeline, the agenda item would need to be submitted to the Corporation Counsel before the Health and Human Services Board has had the opportunity to convene and vote on the measure. As a result, if approved the resolution drafted by the Corporation Counsel would then need to be pulled from the County Board agenda. Angie Rizner explained that whenever she is sending agenda items to the Corporation Counsel that have not yet been approved she will note on the request that approval is pending.

Marty Brewer discussed the summary he read in the local paper regarding the agency's contracts and expressed his dissatisfaction in regards to the lack of explanation given, and Linda Gentes agreed. The article highlighted large dollar amounts that are being spent, but gave little to no explanation behind why. Tracy Thorsen noted she did not see the article and added that when presenting at the County Board she will be more conscious about this in the future.

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

Allen, Bonnie, and Johanna Strothman, 18478 County Highway U, Viola:

Troy Morris explained that Bonnie Strothman was present at the court hearing on March 14, 2019 and requested an extension from the judge to clean up the property. The request was granted and a deadline of June 1, 2019 has been established for the property to be cleared of the hazard. If the property is not properly cleaned up by that time the County will automatically be granted a court order to do so as of June 13, 2019 and at that point the project could go out for bid. Troy Morris explained contact was made with the daughter of the couple living on the property and he believes this may be why Bonnie Strothman attended the court hearing. He will continue to be in contact with Mrs. Strothman and remind her of the deadline and what needs to be removed. Marty Brewer questioned if the individual who filed the complaint has been updated on the progress of the case and Troy Morris confirmed that they have.

Don seep arrived at 9:42am.

Discussion was held regarding how soon the Board should take action on soliciting bids. Kerry Severson questioned if bids could be solicited now so that if the property is not cleaned up by the deadline the County is ready to proceed with the cleanup. Ingrid Glasbrenner noted that if the property owners are going to clean up the property it will most likely be done within the last few weeks before the deadline and Troy Morris agreed. Angie Rizner briefly explained the bidding process and reminded the Board that ads will need to be run at a cost. If done now vendors will put time and energy into a bid for a project that may not in the end be needed. Troy Morris noted he will be attending the next court date scheduled for June 13th which is the same date as the next Health and Humans Services Board meeting. As a result, after the hearing Troy Morris will attend the Health and Human Services Board meeting and if the property has not been properly cleaned a solicitation for bids can begin. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to begin solicitation of bids if the property is not properly cleaned up by June 13, 2019. Motion carried.

Kerry Severson questioned if a policy should be created to address situations such as these in the future to eliminate the need for Troy Morris to come to the board. Troy Morris explained that the statutes allows him to write citations without the approval of the board, however due to the special circumstances around this case and the fact that County tax dollars could potentially be involved, he was advised by the Corporation Counsel to inform the Board. Troy Morris added that very few cases result in this type of action. Marty Brewer added that the ordnance is the primary guiding tool in this matter. Kerry Severson voiced concern where the funds will come from to pay for this cleanup and Tracy Thorsen noted it was her assumption that it would need to come from the Health and Human Services budget. Kerry Severson voiced concern that if more properties come forward with higher costs the County Board may require that these costs be budgeted for. Donald Seep stated it was his understanding that there may be a statutory requirement that moves that responsibility back to the County or possibly the zoning department, however no one was able to confirm this.

Directors Report: Tracy Thorsen reported that staff across the agency are working to close out 2018 end of year financial and program reports. Work has also begun collecting and organizing information in preparation for the 2018 Annual Report.

Children's Services staff continue to work towards completing the required training that will allow them to take on more of the duties assigned to their positions. Basic Intake Worker Training will be completed this week and will allow staff the ability to take custody of children when necessary, as well as conduct intake conferences. The Children's Services Thrive Program will be partnering with Comprehensive Community Programs (CCS) in order to provide youth services during the summer months. The staff of the Birth to Three (BT3) and Children's Long Term Supports Program (CLTS) participated in an outreach event, Toddler Tech Day, at the Brewer Library.

Prime for Life, an underage drinking class provided by the Clinical Services Unit, started last night. Individuals who receive an underage drinking ticket have the option to take this class as an alternative to paying a fine. Treatment Court will be holding its third graduation on Wednesday, April 17, 2019 at 10:00am in open court, and Tracy Thorsen encouraged those interested to attend.

The Energy Assistance (WHEAP) season is coming to an end and the moratorium is set to expire April 15, 2019. The primary focus leading up to the moratorium is assisting clients in preventing disconnections. The Energy Assistance Program will have booth at the Senior Expo being held at the Community Center on April 17, 2019. Tracy Thorsen explained that the purposed state budget called for an expansion of Medicaid and, if this passes, would create a large increase in work load for Income Maintenance staff. Once the state budget is finalized, it will become clearer as to what direction will be taken in regards to Medical Assistance.

The Public Health Unit will be holding a community listening session in Viola on April 11, 2019. The goal of the session is to learn more about the community and how people perceive its physical, emotional and financial health, as well as what barriers prevent the community from achieving optimal health. Measles cases continue to increase nationwide causing Public Health to remain on high surveillance, however no cases have been reported in Wisconsin. The state is experiencing a late second wave of influenza and people should continue to be aware of this. The Nutrition Program Coordinator will attend the Senior Expo on April 17, 2019 to provide information on nutrition practices and the Senior Nutrition Program. The Health and Wellness Coordinator will also attend the Senior Expo and recently completed a series providing education on substance abuse and training on how to administer Narcan.

Medicare Maze provides information regarding Medicare, Medicare Supplements, Medicare drug plans, Medicare savings programs and Senior Care, and the Aging and Disability Resource Center (ADRC) offers these presentations monthly. Aging and Disability Resource Center staff, as well as the main front desk staff participated in a Dementia Live training that was provided by the Regional Aging and Disability Resource Center, and will be sending two staff members to a Dementia Live Train the Trainer event that will allow them to provide this training to others. The training helps staff better understand what it is like for an individual to live with dementia. The Aging and Disability Resource Center will be holding their driver appreciation lunch on April 25, 2019 and volunteers will receive CPR and seizure training.

Discussion was held regarding the high rate of unvaccinated individuals in the county and the multiple factors that may contribute to this statistic, including financial, religious, medical and personal. Marty Brewer asked about an outbreak of CDIFF. Rose Kohout, Dr. Jerel Berres and Ingrid Glasbrenner explained what the infection is and how it is treated.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2019 Voucher Report for April 11, 2019 was distributed. The following items required additional discussion:

Voucher #1 – Biscuit Factory LLC: This was to pay for a video related to the Opioid Grant that was presented at the high school and other areas.

Voucher #13 – Cardmember Services: This was to purchase specialized clothing for a child with disabilities.

Voucher #17 – Fillback Ford Chrysler: This was to pay for repairs to the 2013 caravan for meal site deliveries.

Voucher #19 – Grant County Health Dept.: This was to pay for a portion of the Environmental Health Coordinator Position shared between multiple counties.

Voucher #23 & #73 – Midwest Monitoring & Surveillance: This was to pay for surveillance equipment for Treatment Court.

Voucher #24 – Monroe County Sheriff's Dept.: This was to pay a fee to serve papers related to a child abuse situation.

Voucher #28 – Prevention Research Institute: This was to pay for workbooks needed for the choices class.

Voucher #40 – RC Truck & Auto Inc.: This was to pay for service work done on the two Aging and Disability Center vans.

Voucher #47, #48, #49 & #50 – Richland Observer: These were to pay for a Children’s Services Unit publication, as well as advertisements for 5 position vacancies.

Voucher #52 – Sage Publications: – This was to pay for workbooks for the AODA and Treatment Court Driving with Care program.

Voucher #55 – Summit Companies: This was to pay for annual fire inspections, the replacement of one fire extinguisher and the service of two fire extinguishers.

Voucher #60 – UW Madison: This was to pay for required training for staff in the Children’s Services Unit.

Marty Brewer discussed his ongoing interest in researching the value of the County leasing or owning a pool of vehicles for staff to utilize. Robyn Hampton explained that due to the unique need for a large number agency staff to travel routinely at the same time, the cost to lease the number of cars needed would exceed what is currently being spent in mileage. Marty Brewer expressed interested in learning what the staff opinion is on having access to a pool of vehicles instead of having to utilize their own personnel vehicles. Tracy Thorsen emphasized the biggest obstacle she sees is the number of vehicles that would be needed, and Kerry Severson questioned where this pool of vehicles would then be stored.

Tracy Thorsen discussed utilizing a pool of vehicles less for day to day tasks and more for scheduled events, such as offsite trainings. Angie Rizner explained the biggest concern she has heard from staff is the fact that the responsibility always falls back on them if something goes wrong. Having a pool of vehicles would help with this issue. Jessica Stanek explained that Jefferson County would purchase old squad cars or confiscated drug vehicles that would be maintained by the County Highway Department and could then be utilized by County staff. Kerry Severson noted it would most likely be more cost effective to use a private vendor than the Highway Department, however agrees that putting the liability on the employee is not appropriate. **Motion by Donald Seep, seconded by Marty Brewer to approve the 2019 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.**

2019 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2019 Transportation Expense Reports	13	\$8,195.07
Richland County Health and Human Services – 2018 Vouchers	0	\$0.00
Richland County Health and Human Services – 2019 Vouchers	38	\$26,959.56
Richland County Health and Human Services – 2019 Prepaid Vouchers	3	\$2,094.42
TOTAL	54	\$37,249.05

Recognition of Don Seep: Tracy Thorsen thanked Donald Seep for his participation on the Health and Human Services Board, and noted his support and commitment to the agency has always been appreciated by the staff. Donald Seep explained how much he has enjoyed the agency and added that he has a great deal of respect for the professionalism and critical work that is done here. Donald Seep went on to acknowledge that he regrets that there is a lack of that appreciation at the County Board level by some. Once off the Board for a period of one year it is his understanding he would be eligible to return to the committee and he would welcome the opportunity if it were to present itself.

Kerry Severson Left the meeting.

2018 Budget Summary: Robin Hampton stated that the auditors will be onsite next week Wednesday to audit the final 2018 budget. While a deficit of \$48,378 was reported last month, it now appears that the budget will balance out. Robin Hampton explained that the state was holding onto funds for the Income Maintenance program from 2016 and 2017 and it was determined that this money needed to be returned to the individual counties, alleviating the previously projected deficit.

2019 Budget Summary & Richland County Placement Report (Mailout #1) The 2019 Health and Human Service Budget Summary and Richland County Placement Report were reviewed. Robin Hampton explained that the budget summary includes expenses through March and the agency's utilization is currently under budget, which is typical for this time of year. The 2018 approved budget was included in the document for ease of comparison and Robin Hampton reviewed the other changes that were made from 2018. The increase of \$13,395 in administrative staff expenses was attributed to the increased in the director's salary, and the \$40,000 increase shown for Building & operations costs is not an actual increase in expenses, but rather is a more accurate reflection of what has been spent over the last several years. In the section pertaining to Public Health and Nutrition, the reduction of \$17,360 for Public Health was a result in the reduction of the Health and Wellness Coordinator position to 50%. The increase of \$2,514 in the Aging and Disability Resource Center expenses was due to a change in the way the time reporting calculations are completed. The Economic Support Unit saw an increase of \$57,124 partially due to wage increases resulting from the wage study, as well as to more accurately reflect what the actual expenses were. The Children's Services Unit budget also saw an increase of \$27,808 due to an increased allocation from the state. The Clinical Services Mental Health Outpatient Clinic did not budget for a practicing physician this year resulting in a decrease in budget of \$88,414.

Separate from the rest of the budget, the Treatment Court budget was also listed on the Budget summary report. The grant is designed to fully fund itself, however including these figures allows transparency since expenses are processed through the budget. Dr. Jerel Berres asked if the clients participating in the program contribute anything financially. Tracy Thorsen explained that while they may contribute a small amount, the majority of the expense is paid by the grant. Robin Hampton added that this is a 5 year grant and this is currently year 3. Ingrid Glasbrenner questioned if after the 5 years is completed if the program is expected to be self-sustaining or if the County will be expected to continuing funding it. Tracy Thorsen explained that other counties have found that maintaining the program results in an overall cost savings and have opted to fund it, however there is also a possibility of applying for another federal grant for additional funding once the first 5 years is complete.

Donald Seep asked what methodology is utilized to determine the success of the program as well as the financial benefits. Tracy Thorsen explained that this topic is currently being discussed, and while there are a lot of statewide statistics that can be looked at. Marty Brewer noted that he attended one of the graduation ceremonies and it was very moving. Ingrid Glasbrenner asked what the approximate cost for the program is. Tracy Thorsen stated that with the grant and the in kind contribution, funds total approximately \$163,000. Debra Kyser asked how many individuals currently participate in the program and Myranda Culver stated she thought it was around 15. Ingrid Glasbrenner asked how long data has been collected regarding this type of programing. Tracy Thorsen offered to bring back additional information on this topic.

Robin Hampton noted a surplus of \$49,812 in the core budget including expenses through March, however placement expenses are only through February. Robin Hampton explained how placement costs from mental health institutes and charges impact Health and Human Service's core budget since these costs are taken directly from revenue. Had there not been any cost incurred at these facilities, the core budget would actually be \$63,546. At this point the county has been extremely lucky to have not incurred a large number of costs at Winnebago Mental Health Institute, however when large expenses do occur the impact to the core budget can

be great. As a result, Robin Hampton is working with the clerk's office to transfer funds back to the core budget from the placement funds to limit the impact to our core budget. Tracy Thorsen clarified that only expenses from Winnebago Mental Health Institute and Mendota Mental Health Institute are taken directly from revenue.

Robin Hampton reviewed the placement funds. The total amount budgeted for adult and children's placements for 2019 was \$1,009,619 and total expenses through February for all placements was \$184,797, leaving a balance of \$824,822. Marty Brewer asked if things were to continue on as they are now, where the budget would fall at the end of the year. Tracy Thorsen explained that if you extrapolated these costs out for the remainder of the year the placement funds would have a deficit of approximately \$99,000, and emphasized the work that is currently being done by both the Clinical Services Unit and the Children's Services Unit to reduce these costs if at all possible through permanency or Comprehensive Community Services. Marty Brewer acknowledged that the budget was again knowingly set lower than what was needed.

Tracy Thorsen reviewed the placement report and noted that in the month of February there were 3 adults in institutional placements, 2 of which were repeats from the month before. There were 8 adults in community residential placements and this is an area where Comprehensive Community Services (CCS) could potentially assist with funding. Tracy Thorsen explained that while this is a possibility, it is a process that will occur over the course of the year and there is a large amount of preliminary that work needs to be completed. The total cost for Fund 54 for was \$137,630.

There continues to be 1 child in an institutional setting, Chilida, and no children in detention placements. There were a total of 6 children in foster care placements, 2 of which were in group foster home settings and 4 in a regular foster home setting. The total cost for Fund 44 was \$47,167.

2019 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceeded 17%, noting that most invoicing is through January or February. Angie Rizner noted that while there are a large number of contracts over 17% utilization. Coulee Region Psychiatric Services, S.C, Jean Warrior , Ph.D, Marion's Place, Northwest Connections, Schmidt Counseling, LLC, TLC Senior Home Care, and Chileda are all over 17% utilization, however they have all billed through March.

Harmony Place Assisted Living is at 23.04% utilization, however there is no longer a placement there and as a result this contract should not need to be amended. Tellurian, Inc. also does not need to be amended at this time even though it is currently at 18.18% utilization since it is expected that these costs too will stabilize.

Driftless Counseling, LLC is currently at 22.35% and will most likely need to be adjusted once it is known if they will be providing services for summer programming. While Kareo billed through March, there was a price increase and as a result this contract will also most likely need to be amended at a later date. Trempealeau County Health Care Center is currently at 122.18% utilization. Angie Rizner explained that the contract was originally created for one individual and there are now two. There is a possibility one of these individuals may move to another placement, therefore it was determined to wait another month to amend the contract when a more accurate dollar amount can be determined.

Angie Rizner noted most of the contracts on page 4 are Children's Long Term Support providers another system must be accessed in order to determine how much has been spent. Robin Hampton is working on getting access to this system.

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 (4/1119)**

<p align="center">BETHEL HOME HELPING HAND</p>	<p>Request Board approval to enter into an agreement with <u>Bethel Home Helping Hands</u> to provide in-home respite, supportive home care and nursing to ADRC clients. (Viroqua)</p>	<p>Requesting Board approval to enter into an agreement with <u>Bethel Home Helping Hands</u> for a total amount not to exceed \$5,000.</p>
<p align="center">PLATTEVILLE FAMILY RESOURCE CENTER</p>	<p>Request Board approval to enter into an agreement with <u>Platteville Family Resource Center</u> to provide psychological testing for parents and children being served by the Children’s Services Unit. (Platteville)</p>	<p>Requesting Board approval to enter into an agreement with <u>Platteville Family Resource Center</u> for a total amount not to exceed \$5,000.</p>

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

Personnel Updates: Tracy Thorsen reported that Kayleigh Desmond, Psychiatric RN, submitted her resignation effective March 26, 2019. Motion by Marty Brewer, seconded by Debra Kyser to approve the resignation of Kayleigh Desmond, Psychiatric RN, submitted her resignation effective March 26, 2019. Motion carried.

Diane Cox has been hired up to 1 hour per week as a leased employee through Southwest Workforce Development Board, effective April 15, 2019 to supervise the educational requirements of new social work staff who are not yet certified. Interviews are currently taking place for a Psychiatric RN, Mental Health Therapist and Children and Families Case Manager. Tracy Thorsen reviewed the vacant county positions not being refilled at this time in an effort to offer a cost savings to the budget including: Program Assistant, Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupational Therapist, Speech and Language Pathologist, Public Health RN and Temp/Casual Nutrition Site Worker.

Donald Seep asked how many employees are currently in the agency. Tracy Thorsen estimated around 60 including leased staff. Donald Seep then asked what type of individual would require a placement that would cost \$35,000 per month. Tracy Thorsen explained that in general these would be an individuals with severe mental health issues who present a danger to themselves or others and need to be in a locked secure facility. Often the individual is identified by a concerned family member, or member of the community who contacts law enforcement or the crisis system. The emergency detention procedure is then followed and a local inpatient setting is attempted to be found first. An institutional setting is typically the last resort. Donald Seep stressed that the board needs to understand that the probability of this happening is real and it needs to be planned for appropriately.

Update on Community Services Building Flat Roof Project: Angie Rizner explained the contractor working between the insurance company and the County was here to inspect the roof for hail damage and at this point in time it does not appear that insurance is going to assist with the cost of repairs. The older portion of the roof looks to be in poor shape and has already been patched in multiple places. He did state there was damage to a few of the sky lights however nothing substantial and a report would be created. The bids received last year were reviewed and it is estimated that the replacement of the roof will cost approximately \$170,000.

Dr. Jerel Berres questioned if anything was budgeted this year for the repairs of the roof. Tracy Thorsen noted that the roof is not included in the budget but was unsure if this was something the County could borrow for. Marty Brewer expressed he did not feel it was appropriate for the cost to come from the Health and Human Services budget. Angie Rizner explained that seal coating the parking lot was budgeted, however that has been put on hold so the new seal coating is not damaged if work on the roof is done.

Update on Human Services Day at the Capital: Linda Gentes and Tracy Thorsen met with Travis Tranel, Todd Novak, Tony Kurtz and Howard Marklein. The Wisconsin Counties Association held a morning session where talking points were provided and a handout was prepared that addressed those points with specific Richland County data. Tracy Thorsen felt like they were listened to. Todd Novak commented that they were “preaching to the choir”, and explained that he has been a foster parent in the past, adopted two foster children, and sits on a mental health committee. Several of the other representatives had aides meet with them instead, and overall it was a beneficial event.

Board Member Attendance at WCHSA Spring Conference May 1-3, 2019: The conference will include various topics relating to the human services field and is located in Elkhart Lake. Tracy Thorsen will be attending and will email the agenda to board members so they can review it and see if they are interested. If board members are interested they should contact Angie Rizner so registration can be arranged.

Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to Discuss the Probationary Performance Evaluation of the Director: Motion by Marty Brewer, seconded by Debra Kyser to Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to discuss the probationary performance evaluation of the director to include Tracy Thorsen. 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 Debra Kyser, seconded by Ingrid Glasbrenner to return to open session. Motion carried.

Adjourn: The next meeting is scheduled for Thursday May 16, 2019 at 9:30 am. Motion by Marty Brewer, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary