

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 16, 2019

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30 a.m. on May 16, 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, Jayme Walsh, Linda Gentes, Dr. Jerel Berres, Kerry Severson, Marty Brewer and Ingrid Glasbrenner.

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

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

Approve April 11, 2019 Health and Human Services Board Minutes: Rose Kohout noted that there was no intention for the Health and Wellness Coordinator to attend the Senior Expo as stated in the minutes and requested this statement be removed. Motion by Marty Brewer, seconded by Debra Kyser to approve the amended Health & Human Services Board minutes. Motion carried.

Citizen Comments: None.

Welcome New Health & Human Services Board Member: Tracy Thorsen introduced and welcomed Jayme Walsh as a new member to the Health and Human Services Board. Introductions were made for the benefit of Mr. Walsh.

Annual Election of Officers: Linda Gentes noted elections needed to take place for the Health and Human Services Board Chair, Vice Chair and Secretary. Motion by Kerry Severson, seconded by Dr. Jerel Berres to nominate Linda Gentes as the Health and Human Services Board Chair. Motion by Kerry Severson, seconded by Marty Brewer to close nominations and cast a unanimous ballot for Linda Gentes as the Health and Human Services Board Chair. Motion Carried.

Motion by Debra Kyser, seconded by Dr. Jerel Berres to nominate Marty Brewer as the Health and Human Services Board Vice Chair. Motion Carried.

Motion by Marty Brewer, seconded by Debra Kyser to nominate Kerry Severson as the Health and Human Services Board Secretary. Motion Carried.

Discuss Health & Human Services Board Sub-Committee Structure and Process: Tracy Thorsen reviewed the various Health and Human Services Board sub-committees and described some of the committees the agency must have due to either program or statutory requirements. Current members of each committee were also reviewed.

Committee Appointments:

Appointment of Interview Sub-Committee: The interview sub-committee consists of four members and two members are called upon to participate in the interview process when hiring a member of management only. If a situation arises where two members of the committee are not available, other members of the Health and human Services Board may be called upon as alternates. Currently, Ingrid Glasbrenner, Marty Brewer, Linda

Gentes and Debra Kyser serve on this committee. Motion by Marty Brewer, seconded by Dr. Jerel Berres to nominate Ingrid Glasbrenner, Marty Brewer, Linda Gentes and Debra Kyser to the Interview Sub-Committee with all other Health and Human Services Board members acting as alternates. Motion carried.

Appointment of Comprehensive Community Services (CCS) Coordination Committee Representative: Myranda Culver explained the Department of Human Services requirements of the Comprehensive Community Services (CCS) Coordination Committee and noted the committee meets quarterly. Motion by Marty Brewer, seconded by Dr. Jerel Berres to nominate Kerry Severson to the CCS Coordination Committee. Motion carried.

Appointment of Coordinated Services Team (CST) Coordinating Committee Representative: Myranda Culver discussed the responsibilities of this committee, and explained that the Coordinated Services Team (CST) is a Mental Health Case Management Program designed for children which recently merged with the Community Options Program (COP). The committee is required to meet four times a year to approve budget changes and required plans. Motion by Marty Brewer, Seconded by Dr. Jerel Berres to nominate Linda Gentes to the CST Coordination Committee. Motion Carried.

Appointment of Mississippi Valley Health Services Commission Representative: Tracy Thorsen explained the purpose of the Mississippi Valley Health Services Commission was to bring together a group of county representatives to oversee Lakeview Health Care Center placements. If Richland County were to have an individual placed at this facility, there would be a fee paid above the Medicaid rate in order to keep this facility open and available. Linda Gentes currently serves on the committee with Kerry Severson as an alternate and Linda Gentes noted she has not been called upon to attend this meeting in a very long time. Linda Gentes also expressed that she would not like to be appointed to the committee again. Motion by Marty Brewer, seconded by Jayme Walsh to nominate Dr. Jerel Berres to the Mississippi Valley Health Services Commission with Kerry Severson acting as the alternate. Motion carried.

Angie Rizner noted that there is also an agenda item on an upcoming Committee on Committee's agenda to replace Donald Seep on the Regional Aging and Disability Resource Center Board. It was discovered that his term had expired on that committee as well.

Directors Report: Tracy Thorsen announced that the Nutrition Program recently held their volunteer appreciation breakfast and had over 60 people in attendance. The Public Health Unit will also be hosting an intern from the Area Health Education Center for approximately two months and this individual will work closely with the Wellness Coordinator/Substance Abuse Prevention Specialist to address health priorities in the community. Rose Kohout, Public Health Officer, continues to monitor for measles cases in the area however the Influenza season should be nearly completed.

The Richland Mental Health Coalition has worked with local mental health providers and the Richland School District, to finish applying for additional school mental health funds through the Department of Public Instruction. These funds will help support mental health services in both the Richland and Ithaca School Districts. Currently Health and Human Services provides a mental health professional to the Richland School District. The Clinical Services Unit also continues work with the Youth Crisis Grant initiative which is intended to help fund increased training for staff working with children. The focus for 2019-2020 is to add youth crisis stabilization beds in the region.

The Children's Services Unit is nearly fully staffed. Two staff members have returned from family leave, however one of them only part-time, and the last remaining open position has been filled. The required Safety and Basic Intake Training have been completed for the three newest staff in the unit, allowing them to take custody of children and complete juvenile intakes for delinquency charges. It was noted that May is Foster

Care appreciation month and Richland County has received some recent inquiries that are being followed up on. Staff in the Comprehensive Community Services (CCS) Program will be helping to support the Birth to Three and Children's Long Term Support Programs this summer while another staff member is out on family leave.

The Economic Support Unit completed a successful Wisconsin Home Energy Assistance Program (WHEAP) season and the different outreach efforts were effective in reaching families needing assistance. The FoodShare, BadgerCare and Childcare programs all continue to be very busy and the two newest staff in the unit are progressing well in their training.

Two staff members within the Aging and Disability Resource Center (ADRC) are now trained to facilitate "Dementia Live" and are scheduling times within the agency and the community to provide this experience. "Dementia Live" is a virtual dementia experience designed to help people understand what it is like for an individual living with dementia. The Elder Benefit Specialist continues to offer Medicare Maze presentations intended to assist individuals turning 65 years of age how to sign up for Medicare and Social Security. Tracy Thorsen also reported that the Transportation Program recently received the Pine Valley Community Village wheel chair accessible bus that was provided by a 2017 Department of Transportation Section 5310 Grant. It is anticipated that the bus will be available for use within the next few weeks and the new ADRC mini-van will also be delivered soon.

Tracy Thorsen explained that the agency received direction from the Finance and Personnel Committee this month that the 2020 budget will need to be submitted by July 2019. It was explained that is two months earlier than the usual timeline and it can take a couple of months to complete the budget since programs are very specific and complex. As a result, the 2020 Health and Human Service budget will be presented to this committee during the July meeting.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2019 Voucher Report for May 16, 2019 was distributed. The following items required additional discussion:

Voucher #79 – Advocates for Human: This was to pay for wellness recovery books for the Comprehensive Community Services Program.

Voucher #15 – Cardmember Services: This was to pay for a revalidation with Medicaid.

Voucher #27 – Fruit Broadcasting LLC.: This was to pay for the media campaign "Dose of Reality" drug take back day, and was paid for by the Opioid Grant.

Voucher #32 – JCOMP Technologies Inc.: This was to pay for the purchase of computers for the Economic Support Unit that were previously approved.

Voucher #55 – Kalahari Resort: This was to pay for the Wisconsin Association of Treatment Court Professionals Conference which several county staff attended as a required of the Treatment Court Grant.

Voucher #35 – Lockmed: This was to pay for lock boxes distributed to the community.

Voucher #39 – Passages: This was to pay half of the annual payment to support Passages.

Voucher #58 – Richland Observer: This was to pay for three separate advertisements for refilling the vacant Children's Services social worker position, opioid misuse ad, and an in search of residence advertisement for

the Richland County Chapter 980 Committee. Tracy Thorsen briefly explained the purpose of the Chapter 980 Committee.

Voucher #65 – Shopping News Inc.: This was to pay for an in search of residence advertisements for the Richland County Chapter 980 Committee and also Senior Expo and Energy Assistance advertisements.

Voucher #70 – Towne Taxi: This was to pay to transport a client for Treatment Court.

Voucher #78 – WA52: This was to pay for a conference registration for the Wisconsin Association of Treatment Court Professionals Conference.

Marty Brewer asked Robin Hampton if she is “surprised by the way in the County spends money”. Robin Hampton explained that the biggest difference she has noticed is large number of different revenue sources. Motion by Marty Brewer, seconded by Debra Kyser 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 | 16 | \$9,079.02 |
| Richland County Health and Human Services – 2019 Vouchers | 35 | \$43,613.89 |
| Richland County Health and Human Services – 2019 Prepaid Vouchers | 3 | \$180.39 |
| TOTAL | 54 | \$52,873.30 |

2019 Budget Summary & Richland County Placement Report (Mailout #1) Robin Hampton reviewed the 2019 Health and Human Services Budget and noted the post audit report for 2018 is not ready to be submitted, however will be ready next month. Expenses for the 2019 core budget, including Treatment Court, totaled \$1,566,717 through April, putting current utilization at 28%.

Robin Hampton reviewed the charge back process. When expenses are removed from received revenues the core budget is left with a balance of \$130,846. However if the chargeback for mental health institute charges was implemented the balance would increase to \$177,080. This chargeback process was reviewed with the auditors and approval was given to move forward with implementation. Tracy Thorsen explained again that when an individual is placed, payment is taken directly from Health and Human Services allocation instead of being issued a bill. As a result, these costs impact the core budget of Health and Human Services. The chargeback process would move the impact of these expenses to the placement funds where they should be. Marty Brewer stated it appears that the chargeback makes the placement costs look worse. Tracy Thorsen explained that in the past an accurate picture was being given, however because the placement funds were not adequately funded, where these costs were within the county funds was often lost. By utilizing this new process, it will become much clearer as to where these expenses are coming from and being paid. Robin Hampton reviewed the current placement funds and noted expenses are currently listed through March. Total placement costs have reached \$254,099 [\$187,248 for adult placements and \$66,851 for children’s placements].

Tracy Thorsen reviewed the 2019 Placement Report (Mailout #1) and noted there was an error on the previous report with the way data was pulling. As of March, costs for institutional and inpatient placements reached \$70,939 serving 8 individuals, and costs for adult community based residential placements reached \$116,309

serving 7 (not 8) individuals. Child placement costs were also reviewed. Child institutional and inpatient placements reached \$40,246 serving 1 child, and detention facilities continue to have no cost incurred at this time. Group home and treatment foster care costs reached \$20,814 with 2 individuals being served, and regular foster care costs reached \$5,792 with 4 individuals being served. Tracy Thorsen noted that if these expenses remained consistent through the remainder of the year, it would result in a deficit of approximately \$8,000.

Marty Brewer asked if there is any trend of adults moving to the area in order to avail themselves of services. Myranda Culver explained that she would not classify this as a trend. There was a higher occurrence of out of county emergency detentions last year, however not by a large amount. Tracy Thorsen added that this was more of a concern when Family Care was first created due to the increased amount of services available in Richland County opposed to surrounding areas, in addition to reduced waiting lists, but Family Care has been made available statewide.

Dr. Jerel Berres questioned if someone from outside our county is placed in a group home in Richland County, who is then responsible for that payment. Tracy Thorsen explained that if the placement is made by Richland County, it would then be the responsibility of Richland County. If an individual places themselves or if the individual is passing through and is not a Richland County resident, the responsibility of Richland County is for the first 72 hours. During that time, efforts would be made to determine where that individual was from and the financial responsibility would then be transferred to that specific county.

2019 Contract Monitoring Report: Angie Rizner distributed and reviewed those contracts on the report that currently exceeded 33%, noting that most invoicing should be through April. Coulee Region Psychiatric Services, S.C and Evergreen Manor, Inc. are both showing over 33% utilization, however both of these are expected to balance out are not expected to need to be amended. Both Kareo and Trempealeau County Health Care Center will need to be amended due to an additional placement, however another month is needed to determine the new amount. Trempealeau County Health Care Center will also need to go to the Richland County Board due to the contract now exceeding over \$50,000. Marion’s Place is at 37% utilization and is on the agenda later due to the need for a name change. Lori Knapp – Richland, Inc. is currently at 92% utilization, however this provider serves as a fiscal agent for the Children’s Long Term Support Program to pay for certain expenses for parents. Later on the agenda there is a new fiscal agent contract request, as they would eventually stop using Lori Knapp – Richland, Inc. and therefore, the contract will most likely not need to be amended.

Approve Contracts, Agreements, and Amendments (Mailout #2): Ingrid Glasbrenner arrived.

| RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (5-16-19) | | |
|--|--|---|
| AGRACE-AGE AT HOME | To provide personal care, in-home care, and respite to ADRC clients. (Madison) | For a total amount not to exceed \$2,000. |
| FAMILY & CHILDREN’S CENTER, INC. | To provide residential treatment services to a child being served by the Children’s Services Unit. (La Crosse) | For a total amount not to exceed \$49,500. |
| PREMIER FINANCIAL MANAGEMENT SERVICES | To provide financial management services to children with disabilities who are being served by the Children’s Services Unit. (Milwaukee) | For a total amount not to exceed \$49,500. |

Motion by Kerry Severson, seconded by Debra Kyser to approve the new 2019 contracts. Motion Carried.

| RICHLAND COUNTY HEALTH AND HUMAN SERVICES | | |
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| 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-16-19) | | |
| MARION'S PLACE PARTNERSHIP | Name change from Marion's Place. | |

Motion by Debra Kyser, seconded by Kerry Severson to approve the amended 2019 contracts. Motion carried.

Personnel Updates: Tracy Thorsen announced the hiring of Maria Bart, Temporary/Casual Spanish Interpreter, effective April 1, 2019; Brittney Wirtz, Children & Families Case Manager, effective May 13, 2019; and Lisa Kussmaul, Psychiatric RN, effective May 28, 2019. Motion by Kerry Severson, seconded by Ingrid Glasbrenner to approve the hiring of Maria Bart, Temporary/Casual Spanish Interpreter, effective April 1, 2019; Brittney Wirtz, Children & Families Case Manager, effective May 13, 2019; and Lisa Kussmaul, Psychiatric RN, effective May 28, 2019. Motion carried. It was noted that Brittney Wirtz and Lisa Kussmaul have each requested 20 days off without pay within their first year of employment. Dr. Jerel Berres asked if the new hires were local and Tracy Thorsen noted they were. Discussion was held regarding the ongoing issues of housing and child care when it comes to the recruitment of new staff.

Tracy Thorsen reported that Betsy Roesler, Health & Wellness Coordinator, recently secured additional grant funds, and as a result, will be temporarily increasing from 20 hours per week to 40 hours per week, effective April 14, 2019 through August 31, 2019. The leased LTE Fiscal Consultant position held by Tim Gottschall through the Southwest WI Workforce Development Board ended effective May 1, 2010. Scott Hoffman, Rehabilitation Worker leased through the Southwest WI Workforce Development Board, has increase from 20 hours per week to 28 hours per week.

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: Psychiatric RN, Mental Health Therapist, 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.

Approve 2019 Vehicle Memorandum of Understanding (MOU) (Mailout #3): Roxanne Klubertanz-Gerber explained that a new bus was purchased for the Pine Valley Community Village utilizing a 5310 grant and an annual Memorandum of Understanding is required. Motion by Kerry Severson, seconded by Marty Brewer to approve the 2019 Memorandum of Understanding with the Pine Valley Community Village. Motion carried.

Approve the Application and Acceptance of United Givers Grants (Mailout #4): Tracy Thorsen noted that in the past this grant has not been brought before the Board, however when clarification was requested, Corporation Counsel Benjamin Southwick advised that all grants receive approval. Roxanne Klubertanz-Gerber noted most years the Aging and Disability Resource Center, Public Health Unit, and Children's Services Unit apply for United Givers Grants to assist consumers with a variety of expenses. Rose Kohout added that this year, if awarded, Public Health intends to utilize funds to purchased air mattresses and bedding for the emergency shelter. Motion by Debra Kyser, seconded by Kerry Severson to approve the application and acceptance of United Givers Grants totaling up to \$2,275, and forward the recommendation onto the County Board for approval. Motion carried.

Approve the Application and Acceptance of a Substance Abuse and Mental Health Services Administration (SAMHSA) Grants (Mailout #5): Rose Kohout explained that Betsy Roesler recently became aware of funds that would contribute towards the costs of her time spent hosting an educational event regarding underage

drinking being held in Ithaca and replicated again in Richland Center. Motion by Marty Brewer, seconded by Debra Kyser to approve the application and acceptance of a Substance Abuse and Mental Health Services Administration (SAMHSA) Grant totaling up to \$750 with Richland County Health and Human Services being named as the fiscal agent, and forward the recommendation onto the County Board for approval.

Approve Additional Nutrition Advisory Council Members (Mailout #6): Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve Susan Roseberry to represent the Richland County on the Nutrition Advisory Council for a two year term, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve the Creation of an Additional Economic Support Specialist Position and Elimination of the Program Assistant Position (Mailout #7): Stephanie Ronnfeldt explained that after the current Program Assistant position was vacated and re-evaluated, it was determined that the position would be a greater benefit to the unit as an Economic Support Specialist. This request will not financially impact the county since the position is 100% reimbursable through the Wisconsin Home Energy Assistance Program (WHEAP) and Income Maintenance funding. Tracy Thorsen noted that there is some impact agency-wide since this position did provide more of an administrative function in the past, and will reduce back-up capabilities for the Administrative Services Unit. It was noted that the Capital Consortium agrees with this recommendation. Tracy Thorsen explained that this request is occurring out-of-cycle because August and September is typically the time of year when the Economic Support Unit is extremely busy with the Energy Assistance Program and this new position needs to be filled and trained before then. Motion by Marty Brewer, seconded by Dr. Jerel Berres to approve the creation of an additional Economic Support Specialist position and the elimination of the Program Assistant position, and forward this recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Distribute 2018 Annual Report: The 2018 Richland County Health and Human Services Annual Report was distributed for Board members to review. It was noted that this is a good reference on how the agency and programs are organized. Tracy Thorsen will be presenting the report to the full County Board in July.

Update on Community Services Building Flat Roof Project: Marty Brewer reported that our roof was included in the analysis that was recently completed, however it was determined that the primary damage is not the result of hail, but there was hail damage discovered on the side of the building and therefore negotiations continue. Marty Brewer recommended that the estimated amount to replace the roof be included in the 2020 Health and Human Services Budget. Marty Brewer clarified that he was fully aware that this expense would completely break our budget, and did not believe it is the responsibility of this agency to cover the costs, however this project needs to be completed and the costs need to be included somewhere to initiate further discussions. Angie Rizner reviewed quotes that were originally obtained and highlighted that there could be bigger issues hiding below the surface now, such as mold and other structural damage.

Report on WCHSA Spring Conference: Tracy Thorsen attended the Wisconsin Counties Human Service Association (WCHSA) Spring Conference and reported that the main focus was on child welfare. Experts were brought in from around the country and a large concern is the significant amount of trauma that occurs when placing children in any type of foster care. There were also a number of presentations regarding large caseloads and the impacts this has on a variety of things. Tracy Thorsen added that the WCHSA website has many of the conference handouts available.

Convene In Closed Session Per Wis. Statutes 19.85(1)(C) to Conduct the Probationary Performance Evaluation of the Director: Motion by Dr. Jerel Berres, seconded by Marty Brewer to Convene in Closed Session Per Wis. Statutes 19.85(1)(C) to conduct the probationary performance evaluation of the Director to

include Tracy Thorsen. Roll Call Vote. Jayme Walsh, 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 Dr. Jerel Berres, seconded by Debra Kyser to return to open session. Motion carried.

Motion by Dr. Jerel Berres, seconded by Debra Kyser to approve the passing of a probationary period by Tracy Thorsen, Director, effective June 3, 2019 and request that she be placed on regular status. Motion carried.

Adjourn: The next meeting is scheduled for Thursday June 13, 2019 at 9:30 am. Motion by Marty Brewer, seconded by Jayme Walsh to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary