

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
July 11, 2019

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 5:00 p.m. on July 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, Jayme Walsh, Dr. Jerel Berres, Kerry Severson, Linda Gentes, Marty Brewer and Ingrid Glasbrenner.

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

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

Introductions and Review Purpose of the Public Hearing: Linda Gentes reviewed the purpose of the Public Hearing and invited those present to speak.

Citizen Comments about the 2020 Budget and Services: Sue Roseberry spoke as an advocate of the Senior Meal Sites. She explained that the state has increased funding for this program by \$58 million dollars for 2020 and she requested that Richland County continue to fund the program at the same level that it has in the past. Discussion took place regarding the inability to charge for meals and therefore the process of collecting donations is utilized. Marty Brewer noted approximately \$58,000 of County tax levy was put into the meal sites last year.

Approve June 13, 2019 Health and Human Services Board Minutes: Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the Health & Human Services Board minutes. Motion carried.

Citizen Comments: None.

Directors Report: Tracy Thorsen offered a condensed Director's Report due to the lengthy agenda. The Public Health Unit submitted a Drug Free Communities Grant that could potentially award \$125,000 per year for 5 years. This grant would support substance abuse prevention efforts in the community. In the Economic Support Unit, the two newest Economic Support Specialist are now fully trained and are able to be taking calls. Quarterly quality of life trips utilizing the Richland County Transportation Bus are being provided by the Aging and Disability Resource Center, and their most recent trip was to the Goose Barn in June.

Tracy Thorsen explained that Northwest Connections has been experiencing staffing shortages, making mobile crisis response services unavailable at times. This shortage is not expected to be long term and staff levels are expected to increase over the next few weeks. The agency's Adult Protective Services Worker will be out of the office on medical leave and Diane Cox will be working to cover these services over the next six to eight weeks. The Children's Service Unit is working in collaboration with the Wisconsin Trauma Project to send two staff members to a training that will enable them to provide Trauma Informed Parenting Training to parents and foster parents, and the YES program continues to provide summer programming for youth in the community.

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

Voucher #1 – Bredlau/Damion: This was to pay the agency’s window cleaning service.

Voucher #16 – Corcoran Healthcare Enterprise: This was to pay for TB testing supplies.

Voucher #50 – Johnson Controls Inc.: This was to pay to replace the batteries in the fire detection panel.

Voucher #34 & 35 – Pesi Inc.: This was to pay for two staff members to attend a conference on psych-pharmacology mental health.

Voucher #20, 21, 22, 23, 23, 25 & 26 – Quill Corporation: This was to pay for general office supplies.

Voucher #70 – Richland Observer: This was to pay for a number of advertisements including a vacant Fiscal Specialist position, Transportation Driver position, Economic Support Specialist position, Chapter 980 Committee ad, and an opioid misuse ad.

Voucher #43 & 44 – Richland School District: This was to pay for half of the years rent and phone for the Rockbridge meal site.

Voucher #48 – WALHDAB: This was to pay for dues to the Wisconsin Association of Local Health Departments and Boards.

Voucher #37 – WI Dept. of Justice: This was to pay for background checks for volunteers and staff.

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	15	\$8,995.22
Richland County Health and Human Services – 2019 Vouchers	33	\$26,472.08
Richland County Health and Human Services – 2019 Prepaid Vouchers	2	\$1,608.18
TOTAL	51	\$37,147.48

2019 Budget Summary & Richland County Placement Report: Robin Hampton distributed the 2019 Health & Human Services Budget as of June 30, 2019, noting placements are through May. Robin Hampton explained that funding is mostly underutilized, and while transportation is showing a slightly higher utilization, these funds are reimbursed, leaving a surplus of \$89,762. For placements, Robin Hampton explained that the June Mental Health Institute charges are underestimated since there is one more charge that is known to be coming in. It was stressed that placement costs for January through May were abnormally low.

Tracy Thorsen reviewed the Richland County Placement Report for July 11, 2019 and noted if expenses remain as they have been through the remainder of the year, it will result in approximately a \$150,000 deficit

in the County's placement funds. While efforts are being made to mitigate some of these costs, this will need to continue to be monitored very closely.

Tracy Thorsen reviewed the process regarding how an individual becomes eligible for Comprehensive Community Services (CCS). If Health & Human Services is able to work with providers to provide services within CCS rules and are able to increase the level and quality of services, it would allow access to another level of funding for Community Residential Placements. It was noted there is already one provider trained and another going through the process. It was emphasized that this is a slow building process.

2019 Contract Monitoring Report: Angie Rizner distributed the report and reviewed those contracts that currently exceeded 50%, noting that most invoicing should be through either May or June. Southwest Workforce Development Board is currently at 53% utilization, has been used more frequently, and will continue to be monitored. Driftless Counseling, LLC, Kareo, and Marion's Place Partnership will all most likely need to be amended in the future, however they will continue to be monitored until it is better known what amount they should be amended to. While currently at 96% utilization, Lori Knapp – Richland is no longer being utilized, therefore this contract should not be an issue.

Approve Contracts, Agreements, and Amendments: No action needed.

Personnel Updates: Tracy Thorsen announced the hiring of Nicole Chitwood, Fiscal Specialist, effective July 22, 2019. Motion by Kerry Severson, Seconded by Marty Brewer to approve the hiring of Nicole Chitwood, Fiscal Specialist, effective July 22, 2019. Motion carried.

Tracy Thorsen requested that Sandi Hinrichs, Temp/Casual Nutrition Driver, pass probation and be placed on regular status effective June 18, 2019. Motion by Kerry Severson, seconded by Debra Kyser that Sandi Hinrichs, Temp/Casual Nutrition Driver, pass probation and be placed on regular status effective June 18, 2019. Motion carried.

Tracy Thorsen reported that Lisa Kussmaul, Psychiatric RN, submitted her resignation effective June 25, 2019. Discussion was held regarding the reason for the resignation since she was employed less than a month and Tracy Thorsen explained Ms. Kussmaul determined the job was not what she expected. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the resignation of Lisa Kussmaul, Psychiatric RN, effective June 25, 2019. Motion carried.

Tracy Thorsen also noted that Laura Dias Radesca has been hired through the Southwest Workforce Development Board as a Service Facilitator up to 40 hours per week effective July 10, 2019; as well as Bailey Monson, Family Preservation Worker, up to 35 hour per week effective July 22, 2019.

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 Computer Purchases & Software for the ADRC: Roxanne Klubertanz-Gerber explained that the Aging and Disability Resource Center was presented with the opportunity to apply for one time funding that they are able to utilize to replace outdated computers within the unit. Older computers would be able to be utilized elsewhere in the agency. Motion by Debra Kyser, seconded by Kerry Severson to approve the purchase of 8 computers including licensing for the software from JComp Technologies, Inc. totaling up to \$11,000, and forward the recommendation onto the Finance & Personnel Committee and county Board for approval. Motion carried.

Approve 2020 Section 5310 Vehicle and Operating Grant Application: Roxanne Klubertanz-Gerber explained this is generally the time of year when 5310 funding needs to be applied for. This funding provides approximately \$26,000 in assistance for the Transportation programs. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to approve the application and acceptance of a 2020 Section 5310 Vehicle and Operating Grant application, and forward the recommendation onto the County Board for approval. Motion carried.

Approve New Commission on Aging & Disability Board Member: Roxanne Klubertanz-Gerber announced that Paul Kinney had previously resigned from the Commission on Aging & Disability Board and Patrick Manning has applied to fill the vacant position. His application has already been approved through the Commission on Aging & Disability Board. Motion by Marty Brewer, seconded by Debra Kyser to approve Patrick Manning as a member of the Commission on Aging and Disability Board, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve the Community Services Building Parking Lot Sealcoating Project: Angie Rizner distributed a revised mailout and discussion was held regarding the need to sealcoat both parking lots of the Community Services Building. Angie Rizner explained that three bids have been received for the project. Fahrner Asphalt Sealers explained they would be able to provide a lower bid if allowed to complete the job during normal business hours, however bids were requested to take into consideration completing the job during non-business hours including the weekend. Angie Rizner noted that Patriot Paving completed the work in the past and was able to start the project late Friday after staff left and completed the job Saturday and Sunday. Discussion was held regarding other aspects of the bids that could be causing the large discrepancy in price. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to award the Sealcoating Project for lots 1 and 2 of the Community Services Building to Patriot Paving totaling \$5,987. Motion carried.

Update on Community Services Building Flat Roof Project: Tracy Thorsen reported that Health & Human Services recently worked with Russ Mohns and he was able to consult with the agency regarding the roof and repairs to the exterior insulation and finish system (EIFS). After examining the property, it was his opinion that the new portion of the roof does not need to be repaired at this time. The old portion of the roof however does need to be repaired as well as the exterior insulation and finish system. Repairs could most likely wait until next year and he would be willing to draft specifications if requested. An estimate was provided that could be utilized for the budget process.

Review Proposed Changes to Organizational Structure: Tracy Thorsen explained that a lot of time has been spent researching how to reduce the work load currently residing on the Manager of Programmatic Services position, currently held by Myranda Culver, while also increasing manager oversight in the Children's Services Unit. In speaking with other agency directors and staff, it became clear that the addition of a Children and Families Case Manager would need to be the first piece of the re-organization to make this happen. In addition, Birth to 3 services and Children's Long-Term Support Services would transition over to what is currently the Clinical Services Unit, leaving Child Protective service and Juvenile Justice Services to become their own unit, to be renamed Child & Youth Services Unit. Tracy Thorsen explained that Jessica Stanek, currently the Child Protective Services/Juvenile Justice Supervisor, would change to the Child & Youth Services Manager with no change in wage.

The next phase in the re-organization would change the name of the Clinical Services Unit to Behavioral Health Services Unit. Myranda Culver would continue to be the manager of the unit and would have a title change to Behavioral Health Services Manager. With the addition of Birth to 3 Services and Children's Long-Term Support Services there will now be three supervisors within the unit: Business Systems Supervisor, currently held by Sharon Pasold; Children's Long-Term Support & Birth to 3 Supervisor, currently held by Laurie Couey; and the Comprehensive Community Services Supervisor, a new position being added in 2020 as a part of this re-organization. Tracy Thorsen explained the role of the new supervisor and the impact the

position plays in the possible expansion of the Comprehensive Community Services program. Motion by Marty Brewer, seconded by Debra Kyser to approve the revised organizational structure proposal as presented. Motion carried.

Approve Updated Position Descriptions: Since multiple position titles are being changed as a result of the re-organization, as well as a few other changes, approval is required to approve these revised job descriptions. Tracy Thorsen met with Patrick Glynn of Carlson Dettman Consulting regarding the changes in the affected job descriptions. While the Child Protective Services/Juvenile Justice Supervisor would be changing to a manager position, he did not feel there was enough change in the duties to warrant an increase in wage grade. Marty Brewer and Kerry Severson noted that they did not agree with Patrick Glynn's assessment.

Tracy Thorsen reported that the Manger of Operations and Manager of Programmatic Services were placed at a higher level of management on the wage scale than the rest of the management staff during the wage study; however, she would like to return them to an equal level of authority with the rest of the management team. Additionally, all positions reporting to the Child & Youth Services Manager and Behavioral Health Services Manager will need to be revised to accurately reflect whom they report to.

Patrick Glynn also reviewed the Licensed Mental Health Therapist position, the Non-Licensed Mental Health Therapist position, and the Certified Substance Abuse Counselor since they are all located in the same grade. Patrick Glynn agreed that this appears to have been overlooked and these three positions should have been separated out into three grades, placing the Non-Licensed Mental Health Therapist at Grade J and the Certified Substance Abuse Counselor at grade I. Early Intervention Special Educators were never included on the wage scale. After review, it was his recommendation the Early Intervention Special Educator be placed at Grade H. Motion by Debra Kyser, seconded by Marty Brewer to approve the updated position descriptions as presented which are a result of the previously approved changes to the organizational structure; reduce the grade of the Mental Health Therapist (Non-Licensed) from Grade K to Grade J; reduce the grade of the Certified Substance Abuse Counselor from Grade K to Grade I; and place the Early Intervention Special Educator position at Grade H with no reduction in wage to the current staff that are in the positions which were moved to a lower grade. Motion carried.

Approve Carlson Dettman Wage Recalibration Expenditure: Tracy Thorsen explained this agenda item was no longer needed.

Review and Approve the 2020 Health & Human Services Budget: Tracy Thorsen distributed and reviewed the proposed 2020 Health & Human Services Budget. A power point presentation was provided highlighting the changes from 2019 to 2020, the priorities of the agency moving forward, and the financial implications of the budget. While the 2020 budget shows a \$1,142,152 increase in expenses from 2019, there is also an increase in revenues or savings accounting for of \$1,258,554. Therefore, Tracy Thorsen strongly emphasized throughout the discussion that Health & Human Services is not requesting an increase in tax levy and is not proposing a reduction in programs or staff.

Tracy Thorsen reviewed the power point presentation outlining the increased expenses and explained the value and necessity of each, as well as how many are interconnected. Not all, but many of the additional expenses are related to the expansion of the Comprehensive Community Services Program and the effort to utilize this program to help fund placement costs. Increased expenses included:

1. Additional payroll in 2020: \$61,111
2. 7% Increase in health insurance costs: \$47,250
3. Step increase cost: \$31,500
4. Two new County Positions: CCS Supervisor, \$89,152 & Child & Youth Case Manager, \$47,903
5. Increased CCS costs due to growth of enrollments and services: \$700,000

6. Increased contracted outpatient mental health services: psychiatric \$49,500, therapist \$57,600
7. Add contract for Private Attorney to address need for additional Corporation Counsel time: \$15,240
8. Increase Public Health Nurse \$6,396 and Youth Aid Worker \$5,898 positions to 40 hrs/wk
9. Restore Wellness Coordinator position from half-time to fulltime: \$30,602

Tracy Thorsen reviewed each expense in detail along with what funding source would be utilized to cover the expense, and the benefits. Increased revenues and savings included:

1. Reduced budgeted health deductible to 85% of total possible expense instead of 100%: \$11,500
2. Additional Mental Health and Substance Abuse Block Grant funding: \$23,800
3. Outpatient insurance revenue: \$50,000
4. DCF Child welfare allocation: \$65,000
5. Increased CCS Expenses are covered by corresponding CCS-MA revenue: \$750,000
6. Mental Health Institutional Placement expenses charged back to Funds 44 & 54: \$358,254

Linda Gentes expressed concern regarding the Health and Wellness Coordinator position and noted that while it is valuable, there is a perception in the community that the tasks being performed by this position are being duplicated by others in the community. Sue Roseberry questioned the grant process and asked if a grant states that certain tasks must be completed and they are not, can funds be withheld. Tracy Thorsen explained that every grant is different; however, this is a possibility.

Dr. Berres questioned what mechanisms are in place to ensure that the new positions being created are accomplishing what is expected. Tracy Thorsen explained benchmarks can certainly be explored, and one example would be looking at the number of placements that are transitioning to Comprehensive Community Services (CCS) providers. Myranda Culver added that the addition of the CCS Supervisor would mirror what other counties are doing.

Discussion was held regarding concerns over the ability to implement the budget as it is being presented, along with concerns regarding the appearance of presenting a budget with such a drastic increase in expenses. Tracy Thorsen acknowledged the board's reasons for being skeptical and agreed there is a certain amount of risk that applies to this type of budget; however, she is confident it can be done as long as it is managed properly. It is also a budget that can produce amazing results, however to function properly it must have all of the pieces working together, and if once piece is taken away it will not produce. Tracy Thorsen also reiterated that while expenses have increased there is no increase in tax levy and these expenses are already being spent in placement costs. Motion by Jayme Walsh seconded Kerry Severson by to approve the 2020 Health & Human Service's Budget as presented. Roll Call Vote. Debra Kyser, Jayme Walsh Dr. Jerel Barres, Linda Gentes, Marty Brewer, Ingrid Glasbrenner and Kerry Severson all voted for the motion. Motion carried.

Adjourn: The next meeting is scheduled for August 8, 2019 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