

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
August 8, 2019

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30a.m. on August 8, 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, and Marty Brewer.

Members Absent: Ingrid Glasbrenner.

Others Present: Tracy Thorsen, Robin Hampton, Angie Rizner, Myranda Culver, Stephanie Ronnfeldt, Jessica Stanek, Sharon Pasold, Meghan Rohn, Rose Kohout, Sue Roseberry, Amy Bell-Ferries and Christina Beach-Baumgartner.

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

Approve July 11, 2019 Health and Human Services Board Minutes: Sue Roseberry requested a correction to the minutes and clarified that the state increased funding by \$58 million dollars for Aging Programs across the entire state and these funds did not go directly to the Senior Meal Sites. Motion by Kerry Severson, seconded by Dr. Jerel Berres to approve the amended Health & Human Services Board minutes. Motion carried.

Citizen Comments: None.

Board of Health Presentation by the Department of Health and Human Services: Tracy Thorsen introduced Amy Bell-Ferries and Christina Beach Baumgartner from the Wisconsin Department of Health Services. Tracy Thorsen explained the distinction between being a Human Services Agency and a Health Department. Since this board is both a Human Services Board and a Board of Health, Tracy Thorsen thought it would be beneficial to have the state provide a broad overview of the Wisconsin Department of Health Services and its organizational structure.

Amy Bell Ferries, Wisconsin Department of Health Services Area Administrator, gave an overview of Area Administration and explained their primary role in the Wisconsin Department of Health Services is to act as navigators for the various county human service directors. Area Administration staff can assist with the interpretation of policies and procedures and are also able relay feedback from the counties to the state level.

Medicaid funding was discussed and Amy Bell-Ferries distributed a “quiz” asking how many types of Medicaid existed. It was revealed that there are 28 types of Medicaid administered in Wisconsin and she staff were commended for having the knowledge of all of these various programs. Amy Bell-Ferries reviewed other programs overseen by the Department of Health Services that the county provides, including Adult Protective Services, Aging and Disability Resources, Birth to 3, Economic Support, Outpatient Mental Health, Substance Abuse Programs, and Public Health.

Amy Bell-Ferries highlighted the Comprehensive Community Services (CCS) Program and noted that as of March 31, 2019 there were 7,900 individuals enrolled the program across the state. It was noted that counties are starting to utilize this program as a way to support more administrative staff due to the large increase in the

workload associated with this program. Counties are realizing now that this piece was overlooked and additional fiscal and administrative staff is essential to the program.

Priorities established by the new Secretary, Andrea Paul, were reviewed and Amy Bell-Ferries highlighted her top four, including: Determinants of Health; Prevention, Treatment, and Recovery; Shift in Long-Term Care System; and Department of Health Services will be a high performing organization and a destination workplace.

Wisconsin Statute Chapter 46 was reviewed which focuses on Social Services across the state and describes the role of the Board as well as the Director. The Dunn County Health and Human Services Board Orientation Outline was reviewed and is a nice reference regarding who is responsible for certain tasks.

Christina Beach-Baumgartner, Regional Director-Division of Public Health, discussed the role of Public Health in society and noted she acts as a resource for local Public Health Officers regarding strategic planning, the completion of the Community Health Assessment and Improvement Plan, and various other areas of support. What tasks Public Health Departments are required to do by statute and rule in the state of Wisconsin were reviewed. Administrative Rule 140 was reviewed which outlines the responsibilities of the department and services that must be provided. Examples were given of some of the programs currently operating in Richland County that currently fulfill these requirements.

The Division of Health Services conducted its most recent review of the Richland County Health Department in 2016, and at that time, the department was being assessed at level 2. The breakdown of the three levels of health departments were reviewed and it was noted that as a level 2, Richland County provides 7 additional programs than are statutorily required and is better positioned to meet the community's identified needs than a level one. It was noted there are funding implications regarding the level at which a department is rated.

The role of Local Boards and Public Health authorities were discussed and it was noted that they are truly the link between the Public Health Department/Human Services and a healthy community. As a Public Health Department, a Board of Health is required. The Department of Health Services is the lead authority, followed by local boards, and functions of the Public Health Officer were also reviewed. The primary functions of the Public Health Governance Board were reviewed and included: policy development, resource stewardship, legal authority, partnership engagement, continuous improvement, and oversight.

Directors Report: Tracy Thorsen explained that the income eligibility requirements for Elderly, Blind or Disabled individuals were recently reduced, resulting in more individuals becoming eligible for Medicaid or individuals no longer having a deductible. Unfortunately, daycare shortages continue to be an ongoing issue across the state and while Stephanie Ronnfeldt has been receiving inquiries from individuals interested in becoming certified providers, no applications have been received. Additional outreach strategies are being considered to try and recruit more providers. Outreach will also be done at the Richland County Fair for the 2020 Energy Assistance Program starting in September.

The Child and Youth Services Unit and the Behavioral Health Unit will be sending staff to a training that will allow them to provide a Trauma Informed Parenting Curriculum. The Youth Empowerment Services (YES) Program will be holding a car wash on August 15, 2019 in North Park to wrap up their summer activities. All proceeds will benefit the Sheriff's Department K9 Unit.

The Behavioral Health Unit staff are experiencing staff shortages due to a recent resignation, in addition to the Adult Protective Services Worker and Birth to 3/Children's Long Term Support Case Manager both being on family leave. Fortunately, the staffing issues Northwest Connections was also facing regarding their mobile response capabilities seems to have been resolved.

Information and Assistance Specialists in the Aging and Disability Resource Center (ADRC) have seen a 65% increase in long-term care enrollments, and it was noted that each enrollment can take 6 to 8 hours to complete. In partnership with the Regional Office and the Vernon County ADRC, the first Powerful Tools for Caregivers class is being offered one day per week starting Friday, September 6, 2019. A Listening session was held at the Germantown meal site regarding transportation services and it was noted that many individuals would like to see more “quality of life trips” offered.

August is National Immunization Awareness Month and the Public Health Unit will be working to promote awareness. The first shipment of Influenza vaccine should arrive by the end of the month. The Nutrition Program Coordinator continues to distribute Senior Farmer’s Market Vouchers and is planning on providing information on cooking for one or two people. A needs assessment is also being completed to determine if there is interest in opening a congregate site in the Lone Rock/Gotham area.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services 2019 Voucher Report for August 8, 2019 was distributed. The following items required additional discussion:

Voucher #10 – ASEBA: This was to pay for child behavior checklists for the Behavioral Health Unit.

Voucher #6 – BL Signs LLC.: This was to pay for logos to be put on the Aging and Disability Resource Center van. Funding was provided by the Transportation Trust Fund.

Voucher #24 – Cardmember Services: This was to pay for microwavable containers for the Senior Nutrition Program.

Vouchers #'s 14,13,12,61,60,59,57,56,62,58 – CDW Government Inc.: These were to pay for memory and hard drives for 10 computers, as was previously approved.

Voucher #50 - Passages Inc.: This was to pay the second portion of our yearly pass thru payment to Passages.

Voucher #8 – RC Truck & Auto Inc.: This was to pay for upgrades to the Aging and Disability Resource Center van. Funding was provided by the Transportation Trust Fund.

Voucher #36 – Shopping News Inc.: This was to pay for the advertisement of several vacant positions, an advertisement for the Richland County 980 Committee, and solicitation for bids for the sealcoating of the parking lot.

Voucher #43 - WI Dept. of Justice: – This was to pay for volunteer and staff background checks.

Motion by Debra Kyser, seconded by Kerry Severson 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	17	\$9,784.54
Richland County Health and Human Services – 2019 Vouchers	28	\$26,086.20
Richland County Health and Human Services – 2019 Prepaid Vouchers	2	\$1,696.75
TOTAL	47	\$37,567.49

2019 Budget Summary & Richland County Placement Report: Robin Hampton distributed the 2019 Health & Human Services Budget as of July 31, 2019, showing an overall core budget surplus of \$37,939. Robin Hampton explained that approximately \$40,000 for County Worker’s Compensation costs and an additional \$25,000 for liability coverage for the County typically come through towards the end of the year; however, this year that expense came through early, resulting in our building and operations cost appearing slightly over utilized. Other programs showing overutilization typically also have a corresponding increase in revenue.

Tracy Thorsen reviewed the Richland County Placement Report for August 8, 2019. Adult Institutional and Inpatient Placements increased drastically in June and there is a significant placement that has continued into July. Steps are being taken to move one placement currently located at Trempealeau County Health Care, and this placement would then be funded by Family Care.

Adult Community Based Residential Placements have stayed relatively consistent and the first Comprehensive Community Services (CCS) funded placement will be occurring in July. It is hoped that more will be occurring in August and September. It was noted while there may still be a room and board charge associated with these placements, the services will now be funded by CCS, which is the biggest cost.

Child Institutional, Inpatient and Detention Placements also saw an increase in May and June primarily due to a juvenile detention stay. It was noted that while there was an increase in the amount of days, there was not a large increase in expense. Foster Care and Treatment Foster Care also had two additional placements in June. If placement costs continue as they are through the end of the year, placement funds would see a deficit of approximately \$260,000.

2019 Contract Monitoring Report: Angie Rizner distributed the report and reviewed those contracts that currently exceeded 58%, noting that most invoicing should be through July. The Southwest Wisconsin Workforce Development Board is currently at 63% utilization, however this is primarily due to temporary staff assisting with medical leaves and should not need to be amended. The contract for Lori Knapp – Richland is also over utilized, however this contract is no longer being utilized, and the contract for Northwest Counseling and Guidance Clinic will continue to be monitored. Contracts for Driftless Counseling LLC, Kareo, Marion’s Place Partnership, and Trempealeau County Health Care Center will all need to be amended later on the agenda.

Approve Contracts, Agreements, and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 NEW HHS CONTRACT/AGREEMENT APPROVALS (8-8-19)		
EAU CLAIRE ACADEMY	For the residential placement of a child being served by the Child & Youth Services Unit. (Eau Claire)	For a total amount not to exceed \$49,500.
NORTHWEST PASSAGES, LTD	For the residential placement of a child being served by the Child & Youth Services Unit. (Frederic)	For a total amount not to exceed \$49,500.
THRIFTY WHITE PHARMACY	For supplemental supplies and incontinence products for clients being served by the ADRC. (Richland Center)	For a total amount not to exceed \$2,000.

Motion by Debra Kyser, seconded by Dr. Jerel Berres to approve the new 2019 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-16-19)		
DRIFTLESS COUNSELING, LLC	Due to an increased need for individual skill development and psychotherapy provided to Comprehensive Community Services consumers being served by the Child and Youth Services and Behavioral Health Services Units. <i>This will require County Board approval and is not funded with county tax levy.</i> (Viroqua)	<i>Original Contract Amount: \$200,000.</i> <i>Amended to: \$450,000</i> To a total amount not to exceed \$975,000.
KAREO	Due to an increase in the monthly charge for our Electronic Medical Record (EHR) system utilized by the Behavioral Health Services Unit. (Irvine, CA)	<i>Original Contract Amount: \$15,000.</i> To a total amount not to exceed \$22,000.
MARION'S PLACE PARTNERSHIP	Due to mental health issues are unable to live independently. (Richland Center) <i>This will need County Board approval and is partially funded with county tax levy.</i>	<i>Original Contract Amount: \$36,000.</i> <i>Amended to: \$100,000</i> To a total amount not to exceed \$150,000.
TREMPEALEAU COUNTY HEALTH CARE CENTER	Due to an increased need for Institute for Mental Disease (IMD) Services for adults who due to mental health issues are unable to live independently. (Whitehall) <i>This will need County Board approval and is partially funded with county tax levy.</i>	<i>Original Contract Amount: \$36,500.</i> <i>Amended to: \$195,000</i> To a total amount not to exceed \$225,000.

Motion by Kerry Severson, seconded by Jayme Walsh to approve the amended 2019 contracts. Motion carried.

Personnel Updates: Tracy Thorsen announced the hiring of Karla Scott, Clerical Assistant II, effective July 29, 2019; and Jessica Pechan, Economic Support Specialist, effective August 19, 2019. Motion by Kerry Severson, seconded by Debra Kyser to approve the hiring of Karla Scott, Clerical Assistant II, effective July 29, 2019; and Jessica Pechan, Economic Support Specialist, effective August 19, 2019. Motion carried.

Tracy Thorsen reported that Matt Cram, Mental Health Therapist, submitted his resignation effective July 30, 2019. Motion by Jayme Walsh, seconded by Kerry Severson to approve the resignation of Matt Cram, Mental Health Therapist, submitted his resignation effective July 30, 2019. Motion carried.

Marty Brewer arrived at the meeting.

Tracy Thorsen also noted that Bailey Monson was scheduled to start employment with the agency July 22, 2019 as a Family Preservation Worker, however she had taken a different position elsewhere before she was able to start her employment. Breann Dray has been assisting in the agency as a limited term employee as a Birth to 3 Educator during the medical leave of another staff member and has submitted her resignation, effective August 2, 2019. Jaide Johnson, limited term receptionist, has also submitted her resignation effective August 20, 2019. Katy Paczkowski, Adult Protective Services Worker is currently on an approved leave of absence due to a medical condition and not being eligible for FMLA at this time.

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: Two Psychiatric RN's, Mental Health Therapist, Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupational Therapist, Speech and Language Pathologist, two Public Health RN's and a Temp/Casual Nutrition Site Worker.

Approve New & Updated Position Descriptions Included in 2020 Budget: Tracy Thorsen noted in the presentation of the 2020 budget that two new positions were proposed as well as changes to staff hours. These changes require the job descriptions of the affected positions to be either created or updated and approved. It was also learned that in addition to making changes to the current job descriptions, a request must also be made to have the names of these positions changed in both the County Handbook and Wage Scale. Tracy Thorsen reviewed the positions that were being created including the Comprehensive Community Services (CCS) Supervisor, and the Child and Youth Case Manager, however the Case Manager Position is not a new job but an additional position to the 5 that already exist.

Positions that are proposing a change in hours were also reviewed including: Youth Aide Worker, 35hrs to 40 hrs.; Public Health RN, 35 hrs. to 40 hrs.; Health & Wellness Coordinator, 20hrs to 40hrs; Clerical II (ADRC), 35hrs to 40hrs; Secretary (ADRC), 35hrs to 40hrs; Information & Assistance Specialists, 35hrs to 40hrs; and Economic Support Specialists, 37.5hrs to 40hrs.

Discussion was held regarding the perception in the County of increasing staff to 40 hours. Tracy Thorsen explained the minimal financial impact the change will have and the history of how the department originally came together from multiple buildings working different hours. The goal now is to have consistency within the Health and Human Services Department so the agency can operate more efficiently. Motion by Marty Brewer, seconded by Debra Kyser to approve the new and updated position descriptions included in the 2020 budget and include those position updates in the definitions section of the handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale, and forward this recommendation to the Finance and Personnel Committee and County Board for approval. Motion carried.

Approve Revisions to Resolution 18-10: Tracy Thorsen explained that there are times when an employee may gain a license or certification after they have been employed with the agency for a period longer than 6 months and have already passed the probationary period, therefore moving them to step two on the wage scale. This

mostly affects our Mental Health Therapists and Social Workers. When Resolution 18-10 was passed this situation was most likely not considered, and therefore where to place these employees on the higher grade of the wage scale in these situations was never outlined. Tracy Thorsen explained that since these individuals would have already served a probationary period, she proposed placing them at step 2 of the higher pay grade. Discussion was held regarding making a motion that would be able to be applicable to other positions county wide that may be experiencing the same issue. Motion by Marty brewer, seconded by Debra Kyser to recommend that a statement be added to Resolution 18-10 under General Government “After an employee has successfully passed probation and completes the required coursework for certification/licensure, the employee shall be placed on Step 2 of the appropriate wage grade.”, and forward this recommendation to the Finance and Personnel Committee and County Board for approval. Motion carried.

Adjourn: The next meeting is scheduled for September 12, 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