

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

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:30a.m. on November 14, 2019 by Linda Gentes in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

Members Present: Linda Gentes, Debra Kyser, Jayme Walsh, Dr. Jerel Berres, Kerry Severson, Ingrid Glasbrenner and Marty Brewer.

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

Approve Agenda and Posting: Motion by Dr. Jerel Berres, seconded by Jayme Walsh to approve the agenda and proper posting. Motion carried.

Approve October 10, 2019 Health and Human Services Board Minutes: Motion by Marty Brewer, seconded by Dr. Jerel Berres to approve the Health and Human Services Board Minutes. Motion carried.

Directors Report: Tracy Thorsen noted that the Medicare open enrollment period is in full swing and the Elder Benefit Specialist in the Aging and Disability Resource Center has met with 43 people so far to assist them with the process, and is expecting to meet with at least an additional 73 individuals. Aging and Disability Resource Center staff, along with The Dementia Care Specialist, will be hosting a Dementia Live event on Friday, December 7<sup>th</sup>, 2019. Those interested may register through the Aging and Disability Resource Center receptionist. The Veterans Service Office is joining with 11 Aging and Disability Resource Center's in southwest Wisconsin to host a Veterans Resource Fair at the Alliant Energy Center in Madison on November 19, 2019. Transportation for any Veterans wishing to attend will be provided by the Transportation Program. A reminder was given that The Remembers Project's "Steering into the Skid" will be held on December 12, 2019 at the Richland Center Community Center. The free event includes a light supper, one act play, and facilitated community conversation.

Tracy Thorsen explained that starting February 1, 2020, childless adults who are on BadgerCare and are not exempt from work requirements will begin owing a premium, as well as emergency room co-pays for non-emergent care due to the 1115 Waiver implementation. The Economic Support Unit will be handling the screening process through the call center. This change is estimated to affect roughly 400-600 Richland County residents and as a result, the call volume for the Economic Support Unit is also expected to be impacted. The Economic Support Unit also continues to receive approximately 10-15 applications each day for the Wisconsin Home Energy Assistance program. Stephanie Ronnfeldt discussed the program in greater detail.

The Behavioral Health Unit will be hosting Trauma Informed Care training for Behavioral Health staff, as well as Child and Youth Services Staff. The Adult Protective Services Worker and Crisis Services Worker have been working in collaboration with Corporation Counsel, the Richland Hospital, and local nursing homes to provide legal updates regarding guardianships and power of attorney procedures. Two substance abuse treatment groups have also been started by the Behavioral Health staff, one focused on serving Treatment Court participants and the other is open to those who have had intoxicated driver offenses.

Influenza immunizations continue to be provided by the Public Health Unit. Tracy Thorsen was pleased to report that the Health and Wellness Coordinator, in collaboration with the Richland School District and other partners, were awarded the Drug Free Communities Grant. This grant will provide \$125,000 per year for five

years to support substance abuse prevention efforts. There is also an option of securing another five years of funding later on.

Tracy Thorsen was also very pleased to report that staff hired late last year in the Child and Youth Services Unit are roughly 70% of the way through their training. It was noted it was important to recognize just how long it takes to fully train these staff member, and it puts an even bigger emphasis on the importance of retention. Jessica Stanek and Myranda Culver successfully coordinated a Mandated Reporter training for the largest Comprehensive Community Services Provider (CCS), Driftless Counseling, and it was noted the training went very well.

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

Voucher # 1 – Advanced Business Systems: This was to pay for annual maintenance for the postage machine.

Voucher #58 – Advanced Dairy Solutions: This was to pay for service on the Public Health vaccine refrigerator.

Voucher #81 – Cardmember Services: This was to pay for the database used for CCS provider information and is funded by CCS.

Voucher #82-87, & #108-109 – Cardmember Services: This was to pay for lodging for staff to attend a “Children Come First” conference and was funded by Coordinated Services Team program.

Voucher #95 & #96 – Cardmember Services: This was to pay for Kareo, the Electronic Health Record System.

Voucher #3 – Cottingham & Butler: This was to pay for the wage analysis for the CCS Supervisor position.

Voucher #9, #10, #76, & #77 Midwest Monitoring & Surveillance: This was to pay for testing supplies for Treatment Court.

Voucher #11-42, #50, #54, #55, #78 – Quill Corporation: This was to pay for staff 2020 office calendars, copy paper, and emergency management shelter supplies.

Voucher #105 – Sanofi Pasteur Inc.: This was to pay for Influenza Vaccines.

Voucher #52 – WI Institute for Healthy: This was to pay for an ADRC training on Powerful Tools for Caregivers.

Voucher #2 – WI Family Ties Inc.: (Prepaid) This was to pay for the CST conference registration expenses.

Motion by Marty Brewer, seconded by Dr. Jerel Berres 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	19	\$10,117.17
Richland County Health and Human Services – 2019 Vouchers	34	\$35,113.74
Richland County Health and Human Services – 2019 Prepaid Vouchers	4	\$1,685.16
<b>TOTAL</b>	<b>57</b>	<b>\$46,916.07</b>

2019 Budget Summary & Richland County Placement Report: Robin Hampton distributed the 2019 Health & Human Services Budget as of October 31, 2019, showing an overall core budget surplus of \$201,981. Utilization should be at approximately 83%. The Transportation Program has spent the full allocation for the year, however revenues are received to cover these expenses. Mental Health Outpatient services is also slightly over utilized due to the additional hours of telehealth services being offered, however Robin Hampton explained that they are billable services and therefore revenues will also be received for these expenses. The Comprehensive Community Services Program is continuing to trend high, showing growth in the program.

Placement costs through September 2019 totaled \$211,766 and costs are anticipated to be \$22,766 for the month of October. Without the chargeback process the core balance would be -\$9,785, however with the chargeback process now in place, the core budget is actually showing a surplus of \$201,981. Tracy noted that when the budget was approved last year we did not have the charge back process in place. Now that it has been in place and can be planned for, this charge back should not be expected next year since it has been properly budgeted.

Tracy discussed various reimbursements that came through for adult institutional and inpatient placements in the month of September, including an approximate \$60,000 payment through Medicare and Medicaid for individuals who stayed at either the Winnebago Mental Health Institute or the Mendota Mental Health Institute. These reimbursements resulted in an overall credit. Adult community residential placements also saw a large credit from the Community Recovery Services (CRS) in the amount of \$17,536. Costs are also decreasing as services are moving to Comprehensive Community Services (CCS). Tracy Thorsen reviewed the Richland County Placement Report for November 14, 2019. Adult institutional and inpatient placements saw another decrease in August, as was anticipated due to one placement ending. Total year to date expense for adult institutional placements is \$369,392.

Child institutional, inpatient and detention placements also saw a \$14,182 reimbursement from Medicaid. The total year to date cost of child institutional placements through the month of September is \$152,702 and detention placement costs equate to \$3,379 for the year. Foster Care and Treatment Foster Care placements also stayed consistent in September. Group Homes and Treatment Foster Care Placements have totaled \$109,499 through September, and regular Foster Care placements have totaled \$13,622, giving a balance of \$248,138 in Fund 44.

Tracy Thorsen distributed the 2019 year-end projection. When taking into account the current cost of placements through September, it is estimated that total placement expenses will equate to approximately \$1,268,515. When reviewing the various funding sources, year-end revenues are estimated to be approximately \$1,397,168, leaving a potential surplus of \$128,653. Tracy discussed the factors that could still impact these numbers including the potential for additional placements and the unknown outcome of the Wisconsin Medicaid Cost Reporting Initiative (WIMCR).

2020 Budget Update: Tracy Thorsen reported that the County Board approved the budget, with an additional reduction of \$20,000 in tax levy that was offered from the anticipated state allocation for the Child and Youth Services Unit.

2019 Contract Monitoring Report: Angie Rizner distributed the report and reviewed those contracts that currently exceeded 83%, noting that most invoicing should be through October. Contracts needing to be amended later on the agenda include: Southwest Wisconsin Workforce Development Board, Forward Home for Boys, Northwest Counseling & Guidance Clinic, Regroup Therapy, Inc., TLC Senior Home Care, and Trempealeau County Health Care Center.

Approve Contracts, Agreements, and Amendments:

<b>RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-14-19)</b>		
<b>FORWARD HOME FOR BOYS</b>	Due to an increased need for group home services provided to a youth being served by the Child & Youth Services Unit.	<i>Original Contract Amount:</i> <b>\$25,000</b>  To a total amount not to exceed <b>\$49,500</b>
<b>NORTHWEST COUNSELING &amp; GUIDANCE CLINIC</b>	Due to an increased need for 24/7 crisis intervention telephone services provided to clients being served by the Behavioral Health Services Unit.  <i>This will not require additional County Board approval since the increase is less than 15% of the original contract amount.</i>	<i>Original Contract Amount:</i> <b>\$59,000</b>  To a total amount not to exceed <b>\$67,500</b>
<b>REGROUP THERAPY, INC.</b>	Due to an increase need for telepsychiatry services provided to clients being served by the Behavioral Health Service Unit.  <i>This will require County Board approval.</i>	<i>Original Contract Amount:</i> <b>\$49,500</b>  To a total amount not to exceed <b>\$69,500</b>
<b>SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD</b>	Due to an increased need for contracted employee services to Richland County health & Human Services.  <i>This will require County Board Approval.</i>	<i>Original Contract Amount:</i> <b>\$200,000</b>  To a total amount not to exceed <b>\$270,000</b>
<b>TLC SENIOR HOME CARE</b>	Due to an increased need for adult family home residential care for clients being served by the Behavioral health Services Unit.	<i>Original Contract Amount:</i> <b>\$30,000</b>  To a total amount not to exceed <b>\$49,500</b>
<b>TREMPEALEAU COUNTY HEALTH CARE CENTER</b>	Due to an increased need for Institute for Mental Disease and adult family home residential care for clients being served by the Behavioral Health Services Unit.  <i>This will not require additional County Board approval since the increase is less than 15% of the original contract amount.</i>	<i>Original Contract Amount:</i> <b>\$225,000</b>  To a total amount not to exceed <b>\$255,000</b>

Motion by Kerry Severson, seconded by Debra Kyser to approve the amended 2019 contracts and forward those necessary onto the County Board for approval. Motion carried.

Personnel Updates: Tracy Thorsen requested that the following employees pass probation and be placed on regular status: Nicole Gaudette, Child & Youth Case Manager, effective November 6, 2019; and Brittney Wirtz, Child & Youth Case Manager, effective November 13, 2019. Motion by Kerry Severson, seconded by Jayme Walsh to approve the probationary period of Nicole Gaudette, Child & Youth Case Manager, effective November 6, 2019; and Brittney Wirtz, Child & Youth Case Manager, effective November 13, 2019. Motion carried.

Tracy Thorsen reported that the following employees submitted their resignations: Merlin Leverenz, Temp/Casual Driver/Escort Driver, effective October 29, 2019; and Judy Thompson, Temp/Casual Meal Site Worker (Germantown Meal site), effective November 1, 2019. Motion by Kerry Severson, seconded by Debra Kyser to approve the resignation of Merlin Leverenz, Temp/Casual Driver/Escort Driver, effective October 29, 2019; and Judy Thompson, Temp/Casual Meal Site Worker (Germantown Meal site), effective November 1, 2019. Motion Carried.

Tracy Thorsen also reported that Scott Hoffman, Service Facilitator, has reduced hours from 28 hours per week to 10 hours per week, effective November 5, 2019. Corey Kanable has been hired through the Southwest Workforce Development Board as a Service Facilitator, working 40 hours per week effective November 12, 2019.

Advertising is currently taking place for a Child & Youth Case Manager, CCS Supervisor, Mental Health Therapist, and two Psychiatric RNs. Vacant county positions not being filled at this time in an effort to offer a cost savings to the budget include: Clerical Assistant II, Secretary, Early Intervention Special Educator, Occupation Therapist, Speech and Language Pathologist, and Temp/Casual Nutrition Site Worker.

Approve New Transportation Coordinating Committee Member: Roxanne Klubertanz-Gerber explained that the Transportation Coordinating Committee always includes one employee from Health and Human Services and the current employee, Stephanie Ronnfeldt, tendered her resignation due to scheduling conflicts. Motion by Debra Kyser, seconded by Kerry Severson to approve Darin Steinmetz as a member of the Transportation Coordinating Committee, and forward the recommendation onto the Committee on Committees and County Board for approval. Motion carried.

Approve Laptop Purchases & Software for New 2020 Positions: Tracy Thorsen explained that if the agency is successful in hiring new positions in 2020 it would be beneficial to have equipment ready when they arrive. Updated costs were reviewed in the amount of \$4,000. Motion by Marty Brewer, seconded by Ingrid Glasbrenner to approve the purchase of 2 laptops, software licensing, and docking stations from JComp Technologies, Inc. totaling up to \$4,000. Motion carried.

Approve Computer Purchases & Equipment for the Economic Support Unit: Stephanie Ronnfeldt explained the need for the Economic Support Unit to replace an outdated computer in their intake room as well as replace outdated equipment used by several Economic Support staff. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the purchase of one desktop computer including licensing, 16-24" monitors, 7 Wireless Mice, 6 Wireless Keyboard/Mouse combination sets, and 3 Wireless Ergonomic Keyboards totaling up to \$3,000. Motion carried.

Approve new Public Health Vaccine Refrigerator Purchase: Rose Kohout explained problems with the current refrigerator and costs associated with spoiled vaccines. Public Health is responsible for ensuring the viability of state-supplied vaccines, and would be liable for the full cost of the vaccines if they are lost due to staff

knowingly utilizing a non-functional refrigerator. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the pursuit of bids to replace the medical grade refrigerator, and authorize the expenditure if the cost is under \$5,000. If the cost is over \$5,000, the purchase will be forwarded onto the Finance & Personnel Committee and County Board for approval. Motion carried.

Approve Resolution Requesting the Wisconsin Legislature End the Use of the Personal Conviction Waivers for School and Day Care Center Immunizations: Tracy Thorsen explained that while this agenda item was tabled at the meeting last month, it was request by the Board Chair that the item be placed back on the agenda. After consultation with Corporation Counsel it was understood that, in order for the item to be discussed, a motion would need to be made to do so. Motion by Linda Gentes, seconded by Marty Brewer to put the Resolution Requesting the Wisconsin Legislature End the Use of Personal Conviction Waivers for School and Day Care Center immunizations on the floor. Roll Call Vote. Kerry Severson, Debra Kyser, Dr. Jerel Berres, Linda Gentes, and Marty Brewer all voted yes for the Motion. Jayme Walsh and Ingrid Glasbrenner voted no. Motion carried.

Linda Gentes explained she did not feel the Board had the opportunity to discuss this resolution and wanted that opportunity today. Rose Kohout took the opportunity to educate the Board on her role as the County Public Health Officer, the role of the Public Health Department when it comes to the prevention of disease and disability, and many statistics and facts about vaccinations, their safety and the risk versus reward analysis. Rose Kohout also took the opportunity to explain the purpose behind the resolution and the need reduce exposure for individuals who are truly unable to be vaccinated against preventable diseases.

Dr. Jerel Berres explained that while he is a strong proponent of vaccines, and he has no issues with the medical aspects of the resolution, he does have issues when it comes to the arguments of legality. He noted he does not feel qualified to judge on the legality of such an action. Ingrid Glasbrenner also noted that while she too is pro-vaccine, she also disagrees with where the law should play a role on the issue. Rose Kohout noted that this waiver was provided by the government and therefore would be within their right to remove it. Kerry Severson noted that he is divided on the issue but expressed he would be more willing to support increased education efforts on the importance of vaccines. Motion by Jayme Walsh, seconded by Ingrid Glasbrenner to not forward the Resolution Requesting the Wisconsin Legislature End the Use of the Personal Conviction Waivers for School and Day Care Center Immunizations onto the County Board. Roll Call Vote. Kerry Severson, Debra Kyser, Jayme Walsh, Dr. Jerel Barres, Linda Gentes, and Ingrid Glasbrenner all voted yes for the motion. Marty Brewer voted no. Motion carried.

Review Results of the 2019 Staff Survey: Tracy Thorsen discussed the staff survey and was very pleased that there was over a 90% participation level. The management team reviewed the results and will also be reviewing the results during the All Agency meeting next week. It will also be used as priorities are developed for the coming year.

Discussion on Impact of County Administrator: This item has been left on the agenda in case there is any new action or changes pertaining to this board.

Board Attendance at WCHSA Fall Conference December 4-5, 2019: Tracy Thorsen noted that she will not be able to attend. If any Board members are interested in attending we will help with making the arrangements. Interested people should let us know.

Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to Conduct the Annual Performance Evaluation of the Director: Motion by Jayme Walsh, seconded by Marty Brewer to Convene in Closed Session Per Wis. Statutes 19.85(1)(c) to conduct the annual performance evaluation of the director to include Tracy Thorsen.

Roll Call Vote: Kerry Severson, Debra Kyser, Jayme Walsh, Dr. Jerel Barres, Linda Gentes, Marty Brewer and Ingrid Glasbrenner all voted yes for the motion. Motion carried.

Return to open Session: Motion by Kerry Severson, seconded by Marty Brewer to return to open session. Motion carried.

Adjourn: The next meeting is scheduled for December 12, 2019 at 9:30 am. Motion by Dr. Jerel Berres seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary