

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 9, 2019

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 9:33a.m. on January 9, 2020 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, Kerry Severson, Ingrid Glasbrenner and Marty Brewer.

Absent: Dr. Jerel Berres and Jayme Walsh.

Others Present: Tracy Thorsen, Robin Hampton, Angie Rizner, Myranda Culver, Stephanie Ronnfeldt, Sharon Pasold, Roxanne Klubertanz-Gerber, Meghan Rohn, and Rose Kohout.

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

Approve December 12, 2019 Health and Human Services Board Minutes: It was noted that Jayme Walsh was listed as having attended the December 12, 2019 Health and Human Services Board meeting and should have been listed as absent. Motion by Ingrid Glasbrenner, seconded by Marty Brewer to approve the corrected Health and Human Services Board Minutes. Motion carried.

Citizen Comments: Linda Gentes noted that the City of Richland Center passed an ordinance banning utilizing cats and dogs as part of research methods. As a result, Richland County will be considering if any action needs to be taken at the County level.

Directors Report: Tracy Thorsen reported that the Comprehensive Community Services Program and Mental Health Outpatient Clinic completed a recertification audit conducted by the Wisconsin Division of Quality Assurance. Compliments were received pertaining to the services that are being provided and feedback has given on areas of improvement. Recertification was granted for two additional years. The Adult Protective Services worker continues to participate in Richland County's interdisciplinary team as a requirement for elder abuse funding. This team meets with the Coordinated Community Response Team for Domestic Violence to prevent abuse and neglect for adults at risk. In the Birth to 3 Program there has been a transition of Occupational Therapy services. These services are contracted through the Richland Hospital, however there has been a change in the provider being utilized.

A new crisis regionalization opportunity will be taken advantage of due to new legislation taking effect in 2020. The new legislation requires the Department of Health Services to reimburse counties for both the federal and non-federal shares of Medicaid eligible services. Tracy Thorsen explained that in the past counties have only been reimbursed for the federal portion, only about 60% of the total cost, leaving the remainder to be covered by the County. By regionalizing it provides additional revenues to help fund crisis services, but we will be required to maintain some county funding. Coordination will occur with Sauk, Juneau and Columbia Counties.

Tracy Thorsen reported that the CDC has elevated Wisconsin to a high Influenza activity level. The Public Health Unit is currently experiencing a severe staffing shortage after the resignation of a Public Health Nurse, and is down to only the Public Health Manager and the Nutrition Program Coordinator.

The Aging and Disability Resource Center successfully hosted “Steering into the Skid”, which 107 community members attended, and a similar event will be held next year. The Transportation Program was able to take over 50 people to tour the Rotary Lights display. Staff are currently working on the creation of the 2020 outreach calendar, and so far events include Medicare Maze, Dementia Live and a Dementia Capable training for local law enforcement.

The Economic Support Unit has assisted 552 households with Energy Assistance as of January 1, 2020. As of February 1, 2020 BaderCare Plus childless adults with income over 50% of the poverty level will be required to pay a premium of \$8 per month in order to continue to receive that benefit. An opportunity will also be given to participate in a health survey which could potentially reduce this premium. These same individuals will be required to answer a question regarding drug treatment needs, and depending on the answer, the individual may be eligible for a reduced premium.

The Child and Youth Services Unit has filled the new Case Manager position and that individual has started this week. Agency wide, a group of staff have been working with Emergency Management Director, Darin Gudgeon on the disaster response preparedness plan. Health and Human Services is responsible for providing Public Health Services, shelter, food, clothing, and crisis counseling in the event of a disaster situation and the group is developing plans and procedures to make sure staff is ready to respond if such an event would occur. The Management team will also be conducting annual planning in the next couple weeks, similar to the process that occurred last year, and will be using the staff survey that was conducted earlier this year.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for January 9, 2020 was distributed. The following items required additional discussion:

2019 Vouchers

Voucher #61- Cardmember Services: This was to pay for the new Public Health vaccination refrigerator.

Voucher #63 – Cardmember Services: This was to pay for smart technology for conference rooms G and C.

Voucher #4 – CDW Government Inc.: This was to pay for upgrading computers so they can be utilized in the event an employee’s equipment breaks down.

Voucher #5 – CDW Government Inc.: This was to pay for mounts and adapters for the new equipment purchased for conference rooms G and C.

Voucher #1 – CDW Government Inc.: This was to pay for the camera system that was previously approved.

Voucher #2 – CDW Government Inc.: This was to pay for the backup power supply for the phone system that was previously approved.

Voucher #17 – Jcomp Technologies Inc.: This was to pay for new a computer for Robin Hampton that was previously approved.

Voucher #15 & 16 – Jcomp Technologies Inc.: This was to pay for the wireless access points and support that was previously approved.

Voucher #18 – Jcomp Technologies Inc.: This was to pay for APS staff to have laptops vs desktops.

Voucher #96 – Marco Holdings LLC.: This was to pay for part the of the phone system controller that was previously approved.

Voucher #25 - #46 – Quill Corporation: These were to pay for quill purchases, stocking up on supplies for 2020 as well as maintenance items, and a paper folder.

Voucher #77 – Richland Observer: This was to pay for advertising for open positions due to the difficulty with filling these vacancies.

Voucher #95 – Shi International Corp.: This was to pay for seven iPads that were previously approved.

Voucher #97, #80, & #81 – Shopping News Inc.: This was to pay for advertising for open Public Health Nurse positions and envelopes for 2020.

Voucher #82, #83 & #84 – Strang Heating & Electric: This was to pay for the replacement of ballasts, the movement of a thermostat, and other electrical repairs.

Voucher #86 – Wertz Plumbing & Heating: This was to pay for the repair of a furnace.

2020 Vouchers

Voucher #2 – Behavioral Health Training Partnership: This was to pay for Behavioral Health staff to have access to web-based trainings and is a requirement for regionalization.

2019 Prepaid Vouchers

Voucher #2 – Vericor LLC.: This was to pay for a cool cube to ensure vaccines stay cool when taken out of the office.

Motion by Marty Brewer, seconded by Kerry Severson to approve the 2019 and 2020 Richland County Health and Human Services vouchers including prepaid vouchers listed below. Motion carried.

2019 & 2020 and Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2019 Expense Reports	17	\$8,174.10
Richland County Health and Human Services – 2019 Admin Vouchers	30	\$48,448.19
Richland County Health and Human Services – 2020 Admin Vouchers	5	\$1,129.65
Richland County Health and Human Services – 2019 Prepaid Vouchers	3	\$1,481.60
TOTAL	55	\$59,233.54

2019 Budget Summary & Richland County Placement Report (Mailout #1): Robin Hampton distributed the 2019 Health & Human Services Budget as of December 31, 2019, showing an overall core budget surplus of \$186,914. Utilization should be at approximately 100%. The Aging and Disability Resource Center Elderly Services and Mental Health Outpatient Clinic are both over 100% utilization, however there are also revenues being brought in to cover these expenses. Comprehensive Community Services (CCS) is also at 180% utilization. Upon closer review, this budget line was set much lower for 2019 at \$758,770, compared to where expenses ended in 2018 at closer to \$1.1 million. When taking this into account, had the budget been set closer to where 2018 ended this increase would not appear as drastic. Adult Protective Services is only showing 51 % utilization, however a senior employee retired and was replaced with a lower paid new

employee. Robin Hampton also announced that we received our final WIMCR results and was happy to announce a budget neutral result.

Tracy Thorsen reviewed the Richland County Placement Report, highlighting that while November was a lower expense month for Adult Institutional and Inpatient Placements, December will most likely be a higher expense month. Adult Residential Placements saw an increase in the month of November due to no longer being able to capture Comprehensive Community Services (CCS) funding. Total expenses in Fund 54 through the month of November equated to \$718,900 leaving a \$131,073 deficit.

Child Institutional, Inpatient, and Detention Placements saw an increase in November. Foster Care and Treatment Foster Care Placements have remained fairly stable regarding costs. Total expenses in Fund 44 through the month of November equated to \$375,544, leaving a \$151,797 surplus. When applied to Fund 54 this leaves an overall positive balance through November in the placement funds.

Tracy Thorsen reviewed the 2019 year-end projections. When taking into account the current cost of placements through November, it is estimated that total placement expenses will equate to approximately \$1,220,475. When reviewing the various funding sources, including the 2018 carry-over transferred to Placement Fund 54 and the 2019 projected year-end funds remaining in the Health and Human Services Core Budget, these revenues are estimated to be approximately \$1,302,082 leaving a potential overall surplus of \$81,607.

2019 Contract Monitoring Report: Angie Rizner distributed the 2019 Contract Monitoring Report and reviewed those contracts that currently exceeded 92%, noting that most invoicing should be through November, however some have only invoiced through October. Kareo is showing 94% utilization, however they have invoiced through December. Tellurian, Inc. is showing 159% and will need to be amended later on the agenda.

Approve Contracts, Agreements, and Amendments (Mailout #2): Angie Rizner distributed a revised mailout.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 NEW HHS CONTRACT/AGREEMENT APPROVALS (1-9-2020)		
COMMUNITY CARE RESOURCES	To provide respite care to children with disabilities being served by the Behavioral Health Unit. (Middleton)	For a total amount not to exceed \$11,000.
GALAXIE SKATE CENTER	To provide recreation/alternative activities to children with disabilities being served by the Behavioral Health Unit. (Richland Center)	For a total amount not to exceed \$11,000.
LAKEVIEW CARE PARTNERS	To provide CBRF services to a Behavioral Health consumer who due to mental health issues is unable to live independently. (Waterford)	For a total amount not to exceed \$20,000.
LEXINGTON FITNESS	To provide recreation/alternative activities to children with disabilities being served by the Behavioral Health Unit. (Spring Green)	For a total amount not to exceed \$11,000.

Motion by Kerry Severson, seconded by Marty Brewer to approve the new 2020 contracts. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2019 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-9-2020)		
CITY OF RICHLAND CENTER	Due to an increased need for lawn mowing services to Richland County Health & Human Services. (Richland Center).	<i>Original Agreement Amount: \$6,000</i> To a total amount not to exceed \$6,500
SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD	Due to an increased need for contracted employee services to Richland County Health & Human Services. (Platteville).	<i>Original Contract Amount: \$200,000</i> <i>Amended to: \$270,000</i> To a total amount not to exceed \$280,000
TELLURIAN, INC.	Due to an increased need for crisis stabilization for adults who are unable to live independently and residential substance abuse treatment for Treatment Court participants. (Monona).	<i>Original Contract Amount: \$30,000</i> To a total amount not to exceed \$49,500

Motion Ingrid Glasbrenner, seconded by Kerry Severson to approve the amended 2019 contracts. Motion carried

Personnel Updates: Tracy Thorsen requested that the following employees pass probation and be placed on regular status: Amber Platt, Mental Health Therapist, effective November 30, 2019; Nicole Chitwood, Fiscal Specialist, effective January 22, 2020; and Karla Scott, Clerical Assistant II, effective January 24, 2020. Motion by Ingrid Glasbrenner , seconded by Marty Brewer to approve the following employees pass probation and be placed on regular status: Amber Platt, Mental Health Therapist, effective November 30, 2019; Nicole Chitwood, Fiscal Specialist, effective January 22, 2020; and Karla Scott, Clerical Assistant II, effective January 24, 2020. Motion carried.

Tracy Thorsen announced the hiring of Katie Blaha, Child & Youth Services Case Manager, effective January 16, 2020; Alice Meyer, Nutrition Site Worker (Germantown), effective December 16, 2019; Daniel Owen, Temp/Casual Driver, effective December 16, 2019; and Stanley Scholl, Temp/Casual Driver, effective January 7, 2020. Motion Marty Brewer, seconded by Ingrid Glasbrenner to approve the hiring of Katie Blaha, Child & Youth Services Case Manager, effective January 16, 2020; Alice Meyer, Nutrition Site Worker, effective December 16, 2019; Daniel Owen, Temp/Casual Driver, effective December 16, 2019; and Stanley Scholl, Temp/Casual Driver, effective January 7, 2020. Motion carried. Tracy Thorsen noted there will be no unpaid time authorized for new hires since the revision of the County vacation policy.

Tracy Thorsen reported that resignations were submitted by Brandie Anderson, Psychiatric Nurse, effective January 3, 2020; and Dennis Hribar, Temp/Casual Driver, effective January 1, 2020. Motion by Marty Brewer, seconded by Kerry Severson to approve the resignation of Brandie Anderson, Psychiatric Nurse, effective January 3, 2020; and Dennis Hribar, Temp/Casual Driver, effective January 1, 2020. Discussion was held regarding the advertising efforts being made for the vacant Public Health Nurse and how the wage compares to other nursing positions.

Tracy Thorsen made note that Betsy Roesler has been hired through the Southwest Workforce Development Board, as a Health Educator for up to 10 hours per month, and interviewing is currently taking place for the Comprehensive Community Services Supervisor, Psychiatric RN, and Mental Health Therapist positions.

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.

Quarterly Review of Health and Human Services Organizational Chart: The Richland County Health and Human Services Organizational Charts as of January 9, 2020 were distributed for review and Angie Rizner reviewed changes to the document including new staff and positions.

Consideration of Request for Market-based Wage Grade Adjustment of Psychiatric Nurse and Public Health Nurse Positions (Mailout #3): Tracy Thorsen explained the agency is struggling to recruit for the four nurse positions that are currently vacant and the uncompetitive wage is believed to be one of the biggest factors. Tracy Thorsen contacted Patrick Glynn with Carlson Dettmann who confirmed that the several suggestions that were provided to Pine Valley Community Village would also be appropriate in this situation, first of which was a 2% increase across the entire wage scale. A second suggestion was, given the difficulty experienced with the recruitment of nurses, a market adjustment accomplished by moving nurses up one grade. Tracy Thorsen noted she was hesitant to bring forward this request due to concerns regarding the entire pay plan, and as time goes on these wages all become more outdated. While funding is an issue, there is a need for changes to be implemented across the entire plan.

Rose Kohout explained that after she conducted a survey from Indeed, she concluded that the average wage for Public Health Nurses in the State of Wisconsin was \$28.10. If this request were approved, nurses would move from Grade J, with a pay range of \$24.05 to \$25.14, to Grade K, with a pay range of \$25.73 to \$26.90.

Discussion was held regarding the statutory requirement for a Public Health Nurse to hold a Bachelor's Degree. Rose Kohout explained that while she may be able to get a waiver of some kind to be allow to hire an Associate Degree nurse, the scope of services they are able to provide would then most likely be limited. Ingrid Glasbrenner asked about the potential for reimbursing Associate Degree nurses for going back to school to complete their Bachelors Degree. Angie Rizner reviewed the process for advertising for vacant positions and noted the need for a revision of job descriptions first since there is currently not a Public Health Nurse Position available with only an Associate Degree.

Motion by Ingrid Glasbrenner, seconded by Marty Brewer to approve market-based wage grade adjustment of the HHS Psychiatric Nurse and HHS Public Health Nurse positions by moving these positions to grade K on the County's pay plan (they are currently at grade J), and forward this recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Debra Kyser arrived.

Discussion on Impact of County Administrator: Interviews for the County Administrator will be held on January 16, 2020. Tracy Thorsen noted that once the County Administrator is hired she will report to them.

Adjourn: The next meeting is scheduled for February 13, 2020 at 9:30 a.m. Motion by Marty Brewer, seconded by Kerry Severson to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary