

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
January 14, 2021

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30a.m. on January 14, 2021 by Kerry Severson virtually via Zoom.

Members Present: Kerry Severson, Dr. Jerel Berres, Van Nelson, Debra Kyser, Cindy Chicker, and Ingrid Glasbrenner.

Members Absent: Bradley Wegner

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

Approve Amended Agenda and Posting: Motion by Dr. Berres, seconded by Deb Kyser to approve the agenda and proper posting. Motion carried.

Approve December 10, 2020 Health and Human Services Board Minutes: Kerry Severson declared the December 10, 2020 Health and Human Services Board minutes approved.

Directors Report: Tracy Thorsen reported that staff in the Behavioral Health Unit are working to implement the Illness Management and Recovery curriculum, for the Comprehensive Community Services Program. This is an evidence-base model that provides education and skill development for individuals with serious mental illness. The unit has also added a Relapse Prevention group to its substance abuse treatment services, and a Prime for Life class was recently conducted for youth who received underage drinking citations.

The Aging and Disability Resource Center has begun working on the three-year Aging Plan for Richland County which guides how the Aging programs and services that are funded by the Older Americans Act are provided. Once public input is received and the plan is developed, the plan and budget will be brought forward for approval by the Commission on Aging and Disability Committee, the Health and Human Services Board, the County Board, and then finally submitted to the Greater Wisconsin Agency on Aging Resources (GWAAR). The Aging and Disability Resource Center is also continuing its partnership with the Symons Recreation Complex to provide Health Promotion workshops to citizens who are over the age of 60. Classes include Tai Chi and Strong Bodies. It was also announced that the Project Lifesaver Program will start in Richland County next week and the Aging and Disability Resource Center has received its first application which has been forwarded onto the Sheriff's Department who will apply the wristband to an individual.

The Economic Support Unit continues to operate differently during the public health emergency. Foodshare renewal interviews have been waived until June 30th and Emergency Supplemental Food Share is scheduled to be issued again this month, bringing household issuances to the maximum they can receive. Badgercare and Medicaid recipients are not being required to complete renewals to prevent individuals from losing benefits during the pandemic and premiums for some medical programs continue to be waived. As of January 6, 2021, the Wisconsin Home Energy Assistance Program has assisted 571 households with their heating bills, an increase of 3.25% from the same time last year. It was announced that the Richland Area Childcare Task Force was invited to present at the next meeting of the City Council to provide an update on the work that has been done to support childcare providers.

Tracy Thorsen reported that two Child and Youth Services staff, Brittney Wirtz and Katie Blaha, have passed all the requirements needed to obtain their Social Work Certification credentials. It was noted this is a professional milestone for them and a benefit to the agency.

The Community Services Building remains closed to the public due to the continued high percentage of positive COVID-19 cases, and services continue to be provided virtually with in-person services being provided only when necessary and appropriate. Staff continue to work both remotely and in the office. It was reported that since the last meeting of this Board only one staff person needed to be in isolation due to symptoms. Tracy Thorsen thanked the staff who have been providing direct client services. These staff are considered to be in the healthcare provider 1A group, and as a result, are receiving the COVID-19 vaccine. Preparations have started for when the rest of the staff included in the 1B essential workers group will be eligible for the vaccine.

Health Officer Update and COVID-19 Response: Rose Kohout reported that Richland County is seeing a leveling of the number of COVID cases and noted this comes in tandem with a decrease in numbers of individuals being testing. Over time the three categories considered when evaluating workload burden are also slowly improving, moving from critically high to a moderate level. Rose Kohout noted that her primary focus at this time is preparations for the administration of vaccines to the community. It was reported that training has been completed however, Public Health is still waiting for approval to submit their Readiness Checklist, and the approval of two community based vaccination sites. Public Health continues to regularly meet with Administration, Emergency Management, Hospital staff and Pharmacy staff.

The Senior Nutrition Program continues to operate as contactless as possible. In December it was learned that individuals were wanting to provide donations and as a result, Public Health was able to enter into an agreement with Southwest Partners to act as an organization who's 501C3 designation would allow those wishing to donate to do so, and a repository would be created for these funds.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for January 14, 2021 was reviewed. The following items required additional discussion:

Voucher #6 – Cardmember Services: This was to pay for replacement locks for staff office doors.

Voucher #10 – CDW Government INC.: This was to pay for additional components of a surveillance camera system that was purchased last year.

Voucher #12 - JCOMP Technologies: This was to pay for the annual payment for SmartNets.

Voucher #14 & #15 – JCOMP Technologies: This was to pay for a laptop and docking station for a limited term employee in the Public Health Unit.

Voucher #22 - #41 – Quill Corporation: This was to pay for COVID supplies, copy paper, and various janitorial supplies; such as paper towels, garbage liners, etc.

Voucher #46 – Sanofi: This was to pay for Influenza Vaccines.

Voucher #68 - #59 - Shopping News: This was to pay for the soliciting of snow plow bids and the advertisement of two vacant positions.

Pre-Paid Vouchers

Voucher #3 – Pesi, Inc.: This was to pay for two trainings that are being charged to the Comprehensive Community Services Program.

Voucher #5 – Prevention Research Inst: This was to pay for instructor trainings for the Prime for Life classes.

Voucher #11 – Kwik Trip: This was to purchase incentives for the Treatment Court clients.

Voucher #12 – Richland Cty K9 Fund: This was to purchase incentives for the Treatment Court clients.

Voucher #13 – Richland Family Restaurant: This was to purchase incentives for the Treatment Court clients.

Voucher #14 – Richland Locker #667: This was to purchase incentives for the Treatment Court clients.

Voucher #10 – JCOMP Technologies: This was to pay for the annual bill for encryption services.

Motion by Dr. Jerel Berres, seconded by Van Nelson to approve the 2020 & 2021 Richland County Health and Human Services vouchers including prepaid vouchers as listed below. Motion carried.

2020 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2020 Expense Reports	12	\$6,322.21
Richland County Health and Human Services – 2020 Admin Vouchers	21	\$29,986.67
Richland County Health and Human Services – 2021 Admin Vouchers	5	\$1,499.65
Richland County Health and Human Services – 2020 Prepaid Vouchers	15	\$15,188.26
TOTAL	53	\$52,996.79

2020 Budget Summary: Robin Hampton noted an error on the 2020 Health and Human Services Budget Report for December 31, 2020. Part of the maintenance staff expenses was entered into the building and operating costs line. When the correction is made, percentage utilization for staff becomes 93.6% and 72.9% for building and operating costs. While utilization should be 100%, there are still expenses anticipated to come in. Public Health has been over utilized this year, primarily as a result of the pandemic, however a significant amount of COVID funds were received to assist in covering these costs. Elderly services have trended low due to the reduction of utilization of the Transportation Program, which is also a result of the pandemic. Mental Health Outpatient services are showing 91.4% utilization, and it was noted this is primarily due to unfilled positions, and the Comprehensive Community Services Program, while also underutilized at 80.2% is approximately two months behind on invoices.

Robin Hampton noted an additional month's worth of revenues is anticipated to still come in and an estimated \$300,000 in additional expenses. Without the chargeback process occurring, the Health and Human Services core budget balance is (-\$511,034), however if this chargeback process were to occur, the actual Health and Human Services core budget would be \$188,974. The charge back process was again reviewed, as well as circumstances that impacted the County Clerk's Office's ability to complete the process this year.

Causes for the surplus being projected were explained. It was reported that the 2019 WIMCR number was confirmed and Health and Humans Services received a return of \$40,000. It was also noted that earlier on in the year an extensive audit of WIMCR was conducted, and the audit resulted in an additional \$70,000. Enhanced funding in the amount of \$55,000 was then received from the Income Maintenance Department. All of these factors combined contributed to the surplus and cannot be relied upon every year.

Placement Presentation & Richland County Placement Report: Tracy Thorsen, Myranda Culver and Jessica Stanek presented a PowerPoint presentation to assist Board Members in understanding placement types, costs, and mandates. Topics reviewed in the presentation were: a review on how to read the placement report, confidentiality, authority to make placements, reasons placements are made, least restrictive requirements, types of placements, funding sources, means of preventing or reducing the length of stay, and challenges affecting placements.

In the month of November, Adult Institutional and Inpatient Placement costs totaled \$63,945, bringing the year to date expenses to \$794,669. Adult Crisis Stabilization expenses for the year have totaled \$41,876. Adult Community Residential Placement expenses totaled \$70,556 in the month of November, bringing the year to date total to \$373,506. Year to date expenses in Fund 54 as of November totaled \$1,210,051 leaving a deficit of (\$727,773).

Child Institutional costs in the month of November totaled \$16,361 bringing the year to date expenses to \$221,145. Detention expenses in the month of November were \$6,600 bringing the year to date total to \$43,325. Child Group Home and Treatment Foster Care expenses totaled \$27,401 bringing the year to date total to \$194,864. November expenses for regular Foster Care totaled \$3,796 bringing the year to date total to \$27,265. Year to date expenses through the month of November in Fund 44 totaled \$486,600 leaving \$40,741 of funds remaining.

Tracy reviewed the comparison of placement expenses and budgeted tax levy, noting placement costs are the highest they have ever been. It was noted that if the \$551,000 of 2019 Health and Human Services Core Budget funds that were returned to the General Fund in 2020 were utilized to cover this overage, in addition to the projected \$188,974 Health and Humans Services core budget surplus for 2020, there would still be a projected shortfall of between (\$100,000 to \$150,000).

Discussion was held regarding the causes of the steady increase shown in placement costs since 2014. Tracy Thorsen noted there are multiple factors, including more placement expenses being placed into the placement funds opposed to being a part of the agency's core budget. Another factor are several substantial placements that have occurred.

2020 Contract Monitoring Report: Angie Rizner reviewed the 2020 Contract Monitoring Report and those contracts that currently exceed 92% utilization were reviewed; noting that most invoicing should be through November. Kareo is showing it is over utilized, however they have already billed through the month of December.

Approve Contracts, Agreements, and Amendments (Summary #1): Angie Rizner noted that there is a revised Summary.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2020 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-14-2021)		
ANU FAMILY SERVICES	To provide treatment foster care services to a child being served by the Children's Services Unit. (Hudson)	For a total amount not to exceed \$3,000.

Motion by Debra Kyser, seconded by Kerry Severson to approve the new 2020 agreement. Motion carried.

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES
2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-12-2020)**

ANU FAMILY SERVICES	To provide treatment foster care services to a child being served by the Children’s Services Unit. (Hudson)	For a total amount not to exceed \$15,000.
CHILEDIA INSTITUTE	To provide residential care center services to a child being served by the Children’s Services Unit. (La Crosse)	For a total amount not to exceed \$45,500.
GUNDERSEN HEALTH SYSTEM-GUNDERSEN ST. JOSEPH’S HOSPITAL AND CLINICS & GUNDRSEN BOSCOBEL AREA HOSPITAL AND CLINICS	To provide occupational and/or physical therapy services to Birth to Three Program children being served by the Behavioral Health Services Unit. (Hillsboro and Boscobel) <i>This will require County Board approval.</i>	For a total amount not to exceed \$100,000.
STARLITE MOTEL	To provide housing to an individual being served by the Behavioral Health Services Unit. (Richland Center)	For a total amount not to exceed \$9,500.

Motion by Van Nelson, seconded by Cindy Chicker to approve the new 2021 HHS contracts, and forward those necessary onto the County Board for approval. Motion carried.

Personnel Updates: Tracy Thorsen reported that Cassandra Sanders has been hired as an Information and Assistance Specialist, effective January 4, 2021. It was also noted that Cassandra Sanders will be an internal transfer, moving from the Economic Support Unit of Health and Human Services. Agency resignations that were reported included: Jean Hanko, Temp/Casual Nutrition Site Worker (Germantown), effective December 11, 2020; Cassandra Sanders, Economic Support Specialist, effective January 4, 2021; Daniel Owen, Temp/Casual Driver/Escort Driver, effective January 4, 2021; and Andrea Speth, Economic Support Specialist, effective January 22, 2021. There was also a Southwest Workforce Development Board leased position that ended on December 31, 2020, Debra Mitchell, LTE Receptionist.

Advertising is occurring for the vacant Temp/Casual Driver/Escort position, and two Economic Support Specialists positions. Interviewing is taking place for two vacant Mental Health Therapist positions, and all other vacant positions remain on hold.

Approve the Transfer of Funds from Fund 63 Transportation Program to Fund 56 Health and Human Services (Summary #2): Each year indirect costs incurred by Health and Human Services can be charged to the Transportation Program to cover the cost of the Administration of the program. Motion by Debra Kyser, seconded by Van Nelson to approve the transfer of \$10,000 from the Transportation Program Fund 63 to Health and Human Services Fund 56, and the balance of Fund 63 go to Fund 18 to fund future transportation expenses, and forward the recommendation onto the Finance and Personnel Committee and County Board for approval. Motion carried.

Approve the Transfer of Funds from Fund 40 Children’s Community Options Program to Fund 56 Health and Human Services. (Summary #3): Risk reserve funds are received from the Department of Health Services to assist with the cost of the Children’s Long-Term Support Services. Unused funds may be placed into an interest bearing account, however the account may not exceed 15% of the total annual amount allocated. During 2020 this limit was exceeded by \$3.48. To rectify the situation, the purchase of Zoom Business Account licenses would adequately spend down the risk reserve in addition to increasing services to children with disabilities. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the transfer of \$199.90 from the Children’s Community Options Program (CCOP) Risk Reserve Fund 40 to Health and Human

Services Fund 56 for the purchase of a Zoom Business Account Licenses and forward the recommendation on to the Finance and Personnel Committee and County Board for approval. Motion carried.

Approve Secure Email Encryption Software Purchase: Due to HIPAA requirements, emails containing protected information must be sent securely. As email becomes the primary means of communications with other providers, the purchase of the Gateway Appliance be a more cost effective and efficient way to provide secure encryption for the entire agency. Motion by Debra Kyser, seconded by Van Nelson to approve the purchase of Barracuda Email Security Gateway at a cost not to exceed \$3,000. Motion carried.

Approve Coordinated Services Team Committee Membership List (Summary #4): During the December Coordinating Services Team Coordinating Committee meeting, membership changes were made to allow for continued compliance with membership terms for the 2021 calendar year. Motion by Ingrid Glasbrenner, seconded by Debra Kyser to approve the membership list of the Coordinated Services Team Coordinating Committee and forward the recommendation onto the Committee on Committee and County Board for Approval. Motion carried.

Approve New County Positions Included in the 2021 Budget (item postponed at November 12, 2020 meeting): Tracy Thorsen noted this continues to be placed on the agenda in the event that more information is known or further direction is given from the Finance and Personnel Committee. Time is being requested on the February agenda of the Finance and Personnel Agency seeking guidance on the topic.

Adjourn: The next meeting is scheduled for February 11, 2021 at 10:30 a.m. Motion by Van Nelson, seconded by Debra Kyser to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary