

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
May 13, 2021

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:33a.m. on May 13, 2021 by Kerry Severson virtually via Zoom.

Members Present: Roll call attendance was taken and Kerry Severson, Dr. Jerel Berres, Van Nelson, Diane Cox, and Cindy Chicker all were present. Ingrid Glasbrenner was not present when the meeting was called to order.

Others Present: Tracy Thorsen, Rose Kohout, Robin Hampton, Jessica Stanek, Angie Rizner, Edie Moore, Kayla Williams, Meghan Rohn, Stephanie Ronnfeldt, Jaymie Bruckner, and Myranda Culver.

Approve Amended Agenda and Posting: Motion by Cindy Chicker, seconded by Dr. Jerel Berres to approve the agenda and proper posting. Motion Carried. Tracy Thorsen noted that item number 19 on the agenda is no longer needed.

Ingrid Glasbrenner arrived at the meeting.

Approve April 8, 2021 Health and Human Services Board Minutes: Kerry Severson declared the April 8, 2021 Health and Human Services Board minutes approved.

Annual Election of Officers: Kerry Severson noted elections needed to take place for the Health and Human Services Board Chair, Vice Chair and Secretary.

Motion by Ingrid Glasbrenner, seconded by Dr. Jerel Beres to nominate Kerry Severson as the Health and Human Services Board Chair. Motion by Van Nelson, seconded by Cindy Chicker to close nominations and cast a unanimous ballot for Kerry Severson as the Health and Human Services Board Chair. Motion Carried.

Motion by Van Nelson, seconded by Cindy Chicker to nominate Ingrid Glasbrenner as the Health and Human Services Board Vice Chair. Motion by Van Nelson, seconded by Jerel Berres to close nominations and cast a unanimous ballot for Ingrid Glasbrenner as the Health and Human Services Board Vice Chair. Motion Carried.

Motion by Van Nelson, seconded by Dr. Jerel Berres to nominate Cindy Chicker as the Health and Human Services Board Secretary. Motion by Van Nelson, seconded by Kerry Severson to close nominations and cast a unanimous ballot for Cindy Chicker as the Health and Human Services Board Secretary. Motion Carried.

Committee Appointments: Tracy Thorsen explained that the interview subcommittee that was historically in place is longer necessary due to the changes made to the Health and Human Services Addendum as a result of the new County Administrator structure. Discussion was held regarding the benefits of continuing to involve Health and Human Services Board members with the interview process when hiring members of management and it was determined this committee should be maintained. This item will be put on a future agenda and language will be drafted within the Health and Human Services Addendum acknowledging this procedure. Motion by Ingrid Glasbrenner, seconded by Van Nelson to keep all existing committee appointments the same for another year. Motion carried.

Directors Report: Tracy Thorsen reported that the Community Services Building has reopened to the public with the requirement that masks be worn. Services are still being offered remotely for individuals preferring to receive services by those means and remote work is still available to staff on a limited basis. The agency continues to evaluate how to incorporate remote work going forward as an ongoing benefit for staff. The replacement of the building's roof began on April 19th and the project has been very noisy. There was an issue due to bundles of insulation being tumbled across the roof causing such strong vibrations that several interior ceiling light deflectors fell into some offices. Fortunately, no one was struck or injured, however the custodian removed the remaining deflectors as a precaution and the contractors were directed to stop the action that was causing the problem.

The Transportation Program completed its 5-year Department of Transportation Site Compliance review, involving a detailed review of the program by federal and state officials, and the reviewer was very complimentary of the program. The Aging and Disability Resource Center has started in person and zoom listening sessions to better prepare for Richland County's 3-year Aging Plan, and sessions will continue through mid-June. Some of the input that has been received so far has included the need for broad band expansion, a grocery store in town, a meal site in Lone Rock, establishing a "friendly callers" network", and a need for caregiver supports.

Julie Bollinger-Jones, Mental Health Therapist, in the Behavioral Health Services Unit was awarded a grant for a 12-week training on Adoption Competency, which focuses on therapeutic work for youth transitioned to adoptive homes. All of the Behavioral Health staff completed a training funded by the Regional Youth Crisis Grant on Gender, Sexual Orientation, and Identity Concerns with Youth Crisis.

Child and Youth Services continue to be very busy intervening to protect children due to the continued increase in abuse and neglect reports, including having to remove some children from parental homes and either place them with other family members or in foster care. This trend has been seen across the state in the month of April. It was also noted that May is National Foster Care Appreciation Month.

Requirements for FoodShare, Badgercare, and Medicaid continue to operate with more relaxed requirements due to the Public Health Emergency. Open Enrollment for the Federally-Facilitated Marketplace for health insurance was also extended and remains open until May 15th. The Wisconsin Home Energy Assistance Program (WHEAP) has assisted 703 households with their heating or electric bills, 100 households with crisis assistance, and 30 households with furnace repairs or replacements. Southwest CAP has also assisted 19 Richland County households under the Wisconsin Emergency Rental Assistance (WERA) program. There is also a new emergency broadband benefit that assists low-income Americans who have struggled to access the internet during the pandemic. Those eligible can receive a discount of up to \$50/month or \$75 on Tribal Land. Additionally, households who qualify may be eligible to receive up to \$100 off the purchase of a laptop, desktop, or tablet if their provider offers this benefit. Participants will be able to apply in various ways, but the preferred method is by contacting their provider directly and if their provider is a participating provider, they will have the most accurate enrollment information.

Health Officer Update and COVID-19 Response: Rose Kohout reported that Public Health staff continue to conduct contact tracing and are actively providing vaccinations in the community. As of Monday, 3,574 doses of the COVID-19 vaccination have been administered through Public Health's efforts.

Information from the Department of Health Services continues to be monitored closely for continued updates and it was noted that guidance is expected soon for the administering of the Pfizer Vaccine for individuals 12 to 15 years old. As a result, surveys are being conducted at local schools to determine the number of individuals in this age range that may be interested in receiving the vaccination. Rose Kohout discussed some of the reasons why case data provided by the Department of Health Services can sometimes be slightly skewed.

It was reported that the Senior Nutrition Program has begun offering a limited number of hot home delivered meals and are continuing with grab and go meals, as well as additional frozen meals for those individuals that have the capacity to store them. The program continues to look at potentially reopening senior dining sites and will be conducting site visits to determine when this can be accomplished safely.

Requiring Masks in County Owned Buildings: Due to the Health and Human Services Board also functioning as the local Board of Health, the Finance and Personnel Committee referred a resolution that would require masks be worn in all County-owned buildings onto the Health and Human Services Board for consideration

Rose Kohout, Public Health Officer, strongly recommended that there be a masking requirement or face coverings be required in all County owned buildings due to the continued risk for variants to spread. While vaccines may be effective against these variations, it is not yet certain. Rose Kohout also noted that the community's ability to reach "herd immunity" has not yet been achieved and children ages 12 to 15 have not been able to receive the vaccine yet. Tracy Thorsen added that masks have been required and continue to be required at the Community Services Building.

Cindy Chicker voiced support for the resolution and added she was astonished that this mandate had not been in place earlier. Kerry Severson questioned what the directive was in the state mandate that was ordered by the Governor and if local municipalities had the option to follow that order. Rose Kohout explained that when the state masking mandate was in place the task of enforcement shifted to local municipalities and as a result there was a certain amount of free will associated with the order. Kerry Severson questioned if this resolution were to be adopted who would enforce it. Rose Kohout noted it would fall to the departments and those staff interacting with the public. Tracy Thorsen added that the drafted resolution states the County Administrator would need to be responsible for enforcement by providing policies and procedures. Dr. Jerel Berres stated that he fully supported the resolution, but questioned how future changes in CDC recommendations could impact it if it were adopted. Rose Kohout explained that when new recommendations are made they would be reviewed and, if appropriate, another resolution would then be necessary to lift the mask requirement.

Ingrid Glasbrenner voiced concerns regarding the ability to enforce the requirements being proposed in the resolution and questioned how many County-owned buildings are already currently requiring that masks be worn. This information was not known. She also questioned what is considered a high level of cases, since numbers continue to trend downward. While this resolution is not intended to be political in nature, County-owned buildings make up a very small portion of the community, and with many small businesses dropping the mask requirements, there is concern that the adoption of this resolution will be viewed as a political statement and not a health statement. It was also noted that given the amount of time individuals in the community have had to be vaccinated, those remaining may have made the decision to achieve immunity by natural means, and therefore reaching the level of community immunity by means of vaccination may prove difficult.

Rose Kohout reviewed the Richland County COVID-19 positive statistics over the last two weeks. Dr. Berres noted the intent of the policy is to protect the employees from those coming into the buildings. Van Nelson and Kerry Severson also voiced concerns regarding enforcement and noted there were departments that were not enforcing masks even when the mandate was in place. Diane Cox commented that as a Public Health Agency we should follow CDC guidelines. Further discussion was held regarding the pros and cons of adopting this resolution as a mask requirement verses a strong recommendation. Rose Kohout emphasized that she is making this recommendation based on science, without political influence and in order for us to promote health throughout the County it is important to take a firm stance. Motion by Cindy Chicker, seconded by Diane Cox to recommend the County Board adopt a resolution that requires masks be worn in all County owned buildings. Ingrid Glasbrenner noted she still felt it should be a recommendation not a mandate. Cindy

Chicker, Dr. Jerel Berres, and Diane Cox voted yes for the motion. Kerry Severson, Ingrid Glasbrenner, and Van Nelson voted no. Motion failed.

Motion by Ingrid Glasbrenner, seconded by Diane Cox, to amend the resolution to strongly recommend masks be worn in all County buildings. Ingrid Glasbrenner, Van Nelson, Diane Cox, and Kerry Severson all voted yes for the motion. Dr. Jerel Berres and Cindy Chicker voted no. Motion carried.

Review and Approve Health and Human Services Vouchers: The Richland County Health and Human Services Voucher Report for May 13, 2021 was reviewed. The following items required additional discussion:

Voucher #39 – Cardmember Services: – This was to pay for a compression vest for a child in the CLTS Program.

Voucher #49 - Cardmember Services: – This was to pay for the renewal of the Agency’s Amazon Prime membership.

Voucher #72 – Cardmember Services: This was to pay to restock a supply of light bulbs.

Voucher #35 – Cardmember Services: This was to pay for a Treatment Court conference.

Voucher #1– Corcoran Healthcare Enterprise: This was to pay for TB skin tests.

Voucher #6 – Fruit Broadcasting LLC: This was to pay for radio advertisements for the drug take back day.

Voucher #8 – Grant CTY Health Department: This was to pay for the quarterly bill for the Environmental Health Coordinator position.

Voucher #11 – Hazelden Publishing: This was to pay for alcohol and drug treatment books.

Voucher #12 – JCOMP Technologies Inc.: This was to pay for Smartnets.

Voucher #77 – JCOMP Technologies Inc.: This was to pay for a laptop for a temp/casual position assisting with vaccine clinics.

Voucher #60 – Nutri-Systems Corporation: This was to pay for more trays and lids for the Meals on Wheels’ Program.

Voucher #20 – RC Truck & Auto Inc. This was to pay for repairs to the door latch on a transportation vehicle.

Voucher #22-27 – The Richland Observer: This was to pay for the monthly bills to the Richland Observer, including multiple position vacancies and a thank you for wearing your mask advertisement.

Voucher #28 – Summit Fire Protection: This was to pay for fire protection services.

2021 Prepaid Vouchers:

Voucher #7 – Walmart: This was to pay for nutrition supplements for an ADRC client.

Motion by Cindy Chicker, seconded by Kerry Severson to approve the 2021 Richland County Health and Human Services vouchers including prepaid vouchers as listed below. Motion carried.

2021 Vouchers

Unit	No. of Vouchers	Amount
Richland County Health and Human Services – 2021 Expense Reports	16	\$6,607.92
Richland County Health and Human Services – 2021 Admin Vouchers	39	\$29,413.83
Richland County Health and Human Services – 2021 Prepaid Vouchers	7	\$9,488.06
TOTAL	62	\$45,509.81

2021 Budget Summary & Richland County Placement Report:

Robin Hampton reviewed the 2021 budget through April noting utilization should be at 33% and highlighted programs that are underutilized at this point in time. Building and Operating costs are at 13.4%, however this is not uncommon for this time of year and utilization will increase as the year progresses. It was explained that Child Protective Services contractual services is at 18% utilization and the Birth to Three Program is at 17.3%, however these are variable services and are based on the number of children being served. Due to the new Crisis/Adult Protective Services position not being filled yet, Mental Health Outpatient Services, as well as Adult Protective Services are also currently underutilized, with Mental Health Outpatient Services at 19.8% and Adult Protective Services at 17.3%.

As of April, revenues totaled \$2,210,265, and expenses totaled \$2,194,838 for a balance of \$15,427 before the chargeback process. After the chargeback process occurs the new core year end projection is \$41,496. Robin Hampton reviewed the chargeback process for the benefit of the new board members.

Tracy Thorsen reviewed the Richland County Placement Report through March, noting there were some reimbursements received for Adult Institutional and Inpatient Placements. It was explained that the Medicare reimbursements will never coincide with the expenses for the same month since reimbursement will not come for several months. Discussion was also held regarding how the reconciliation process works with the Wisconsin Medicaid Cost Reporting (WIMCR) system and these reimbursements are not seen until December of the following year. This amount will then be reflected on the placement report and will be shifted over to the placement funds, not Fund 56.

Crisis stabilization expenses through March totaled \$16,566 and year to date Adult Institutional and Inpatient Placement expenses have totaled \$40,092. Adult Community Residential Placements remain high due to one high cost Comprehensive Community Services placement that will receive reimbursement through Medicaid, and year to date expenses totaled \$203,121. This brings total expenses in Fund 54 to \$259,780, leaving a balance of \$222,498.

Expenses through March for Child Institutional Inpatient totaled \$52,753 and Detention expenses totaled \$22,950. It was noted these detention placements are unusually high due to a long term placement that will be moving to a community placement. Year to date Group Home and Treatment Foster Care expenses totaled \$86,904 and Regular Foster Care totaled \$6,857. Total Expenses in Fund 44 through March totaled \$169,465, leaving a balance of \$357,876. The 2018 to 2021 Comparison of Monthly Placement Expenses graphic was also reviewed, and while 2021 began with historically high placement costs, those have begun to go down. If the trend continues as it currently is, the projected year end placement expenses could reach \$1,716,979. Expense history by placement type was also reviewed.

2021 Contract Monitoring Report: Angie Rizner reviewed the 2021 Contract Monitoring Report for May 13, 2021 and those contracts that currently exceed 25% utilization were reviewed; noting that invoicing should be through March. Angie Rizner explained that the contract for Southwest Wisconsin Workforce Development Board will need to be amended next month due to leased employees not transitioning to County employees. Both the Children's Hospital of Wisconsin Community Services Society and Community Care Resources are over utilized and are on the agenda to be amended. Kareo is also over utilized however, they have billed

through the month of April. Other contracts that are currently showing utilization over 25% but are staff are confident will not need to be amended at this point include: Anu Family Services, Chileda Institute, Fond Du Lac County Department of Social Services, Positive Alternatives, and Cornerstone Foundation dba Lucky Star 3 Corporation.

Approve Contracts, Agreements, and Amendments (Summary #1): Angie Rizner noted a revised summary was provided.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-13-2021)		
CHILDREN'S HOSPITAL OF WISCONSIN COMMUNITY SERVICE SOCIETY	Due to an increased need for treatment foster care and respite children being served by the Child & Youth Services Unit. (Milwaukee) <i>This will require County Board Approval.</i>	<i>Original Contract Amount: \$49,500.</i> To a total amount not to exceed \$130,000.
COMMUNITY CARE RESOURCES	Due to an increased need for treatment foster care and respite children being served by the Child & Youth Services Unit. (Middleton) <i>This will require County Board Approval</i>	<i>Original Contract Amount: 49,500,</i> To a total amount not to exceed \$120,000.

Motion by Ingrid Glasbrenner, seconded by Dr. Jerel Berres to approve the amended 2021 Children's Hospital of Wisconsin Community Service Society contract, and forward the recommendation onto the County Board. Motion carried.

Motion by Ingrid Glasbrenner, seconded by Cindy Chicker to approve the amended 2021 Community Care Resources contract, and forward the recommendation onto the County Board. Motion carried.

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2021 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (5-13-2021)		
ACTION FENCE	To provide home modifications to children with disabilities being served by the Behavioral Health Services Unit (Madison)	For a total amount not to exceed \$25,000.
GUNDERSEN HEALTH SYSTEM – GUNDERSEN BOSCOBEL AREA HOSPITAL & CLINICS	To provide occupational and/or physical therapy services to Birth to Three program children being served by the Behavioral Health Services Unit. (Boscobel)	For a total amount not to exceed \$49,500.
GUNDERSEN HEALTH SYSTEM – GUNDERSEN ST. JOSEPH'S HOSPITAL & CLINIC	To provide occupational and/or physical therapy services to Birth to Three Program children being served by the Behavioral Health Services Unit. (Hillsboro)	For a total amount not to exceed \$49,500.
JACKIE NITSCHKE CENTER	To provide residential AODA treatment to individuals being served by the Behavioral Health Services Unit. (Green Bay)	For a total amount not to exceed \$13,500.

Motion by Dr. Jerel Berres, seconded by Cindy Chicker to approve the new 2021 contracts. Motion carried.

Personnel Updates: Tracy Thorsen reported that Kyla Luther, Substance Abuse Counselor; and Tricia Morzenti, Mental Health Therapist; have both passed their probationary period effective May 16, 2021.

Kayla Williams, Child and Youth Services Supervisor, is also scheduled to pass her probationary period effective June 1, 2021. It was also reported that Kimberly Bruder, Child and Youth Services Case Manager, submitted her resignation effective June 2, 2021.

Advertising is occurring for the vacant Psychiatric RN and two vacant Mental Health Therapist positions. There is upcoming interviewing scheduled for the vacant APS/Crisis Professional, and the Aging and Disability Resource Center Temp/Casual Driver/Escort Driver positions. All other vacant positions remain on hold.

Staff Recruitment & Retention Report: Tracy Thorsen gave a presentation on a Health and Human Services Staff Recruitment and Retention Report and some of the issues the agency continues to encounter. It was noted that data included in the report focused on the 61 regular full time County positions at Health and Human Services, 4 of which are currently vacant. The report also included demographic data for the staff working in the agency, as well as data regarding the longevity of the current staff. Only 13 current staff members have been with the agency for longer than 10 years, and only another 10 have been employed longer than 5 years. The remaining 41 staff members have been with the agency less than 5 years.

Tracy Thorsen identified areas of concern including 64% of staff have been with the agency less than 5 years, there has been an increase in resignations in the last seven months, and it has become increasingly difficult to recruit candidates for open positions. The importance of longevity was discussed. Less experienced staff have a negative overall effect on the agency's ability to provide effective services which help individuals remain healthy, independent, and able to function in the community. Without these effective interventions and services, they are at greater risk of requiring more costly care.

The history of staff attrition, length of employment of staff who have left, and reasons for resignations were reviewed. The last six resignations were due to staff taking comparable positions for between \$3 to \$7 more per hour. Other reasons stated in exit interviews included insufficient vacation benefits, lack of wage increases with seniority, and continued increase in health insurance costs.

A timeline was reviewed that outlined the history of the County wage and benefit changes. The trend shows a pattern of no wage increases with a continued increase in health insurance costs over the last 10 years. A comparison of Richland County wages vs. surrounding county wages was also provided demonstrating the lack of competitiveness.

Tracy Thorsen asked the Board to consider forwarding this report on to the Finance and Personnel Committee and reviewed the two recommendations that were currently being considered. The cost of Option 1 was discussed and it was noted that the cost of \$459,994.32 does not take into account that many of the positions at Health and Human Services are fully reimbursed and therefore this number would be reduced. Robin Hampton estimated that approximately \$217,000 of this cost applied to Health and Human Services and of that approximately 65% or \$141,000 is funded off of allocations and would be no additional cost of the county. Dr. Jerel Beres requested these figures be added to the report. Motion by Ingrid Glasbrenner seconded by Cindy Chicker to forward this report on to the Finance and Personnel Committee. Motion carried.

Approve New Transportation Coordinating Committee (TCC) Member: Ingrid Glasbrenner explained that the term of David Scribbins has expired on the Transportation Coordinating Committee (TCC), and as a result Linda Symons is being recommended as a replacement. Motion by Ingrid Glasbrenner, seconded by Jerel Berres to appoint Linda Symons to the Transportation Coordinating Committee (TCC) and forward the

recommendation onto the County Administrator and Committee on Committees for review and submission to the County Board for approval. Motion carried.

Approve the Application and Acceptance of a United Givers Grants: Jessica Stanek explained that the Aging and Disability Resource Center and the Child and Youth Services Units have historically requested this grant to provide funding for services for Richland County residents who are not eligible to receive certain services for a variety of reasons. The Child and Youth Services Unit receives up to \$1,000 and Aging and Disability Resource Center receives up to \$275. Motion by Cindy Chicker, seconded by Jerel Berres to approve the submission and subsequent acceptance of the United Givers Grant, and forward the recommendation onto the County Board for approval. Motion carried.

Distribute 2020 Annual Report: The 2020 Annual Report was distributed for review and will be reviewed and discussed next month. Tracy Thorsen thanked all of the staff who worked to compile and noted the large amount of time and work that goes into the production of the report.

Adjourn: The next meeting is scheduled for June 10, 2021 at 10:30 a.m. Motion by Dr. Jerel Berres, seconded by Ingrid Glasbrenner to adjourn the meeting. Motion carried.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary