

# Richland County

HHS & Veterans Standing Committee

---

June 9, 2022

The Richland County Health and Human Services & Veterans Committee convened on Thursday, June 9, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included Kerry Severson, Lee Van Landuyt, Ingrid Glasbrenner, Dr. Jerel Berres and Cindy Chicker. Don Seep, Timothy Gottschall, and Sherry Hillesheim attended by Web Ex.

Department heads, staff and public present were Karen Knock, Angie Rizner, Meghan Rohn, Jaymie Bruckner, Jessica Tisdale, Rose Kohout, and Roxanne Klubertanz-Gerber. Stephanie Ronnfeldt, Sharon Pasold, Laurie Couey, Myranda Culver, Briana Turk, Administrator Clinton Langreck, Tammy Wheelock, Cheryl Dull and Barbara Scott logged in by WebEx. John Couey and Gabriel Schmitt were present from MIS running the teleconferencing.

Not Present: Danielle Rudersdorf, Ken Rynes.

## Agenda:

1. **Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 10:30 a.m.
2. **Proof of notification:** Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
3. **Approve Agenda:** Motion by Kerry Severson, seconded by Lee Van Landuyt to approve the agenda and proper posting. Motion Carried.
4. **Approve Previous Meeting Minutes:** Chair Ingrid Glasbrenner declared the May 12, 2022 Health & Human Service & Veterans Standing Committee minutes approved.
5. **Public comment:** No public comments were offered.

## **VETERANS SERVICE OFFICE**

### Consent Items:

6. **2022 Veterans Budget Summary:** Karen Knock explained that the Veterans Budget Summary Report has been posted in the Health & Human Services and Veterans Standing Committee folder for members to review, and noted that the only expenses reported were the purchase of flags for Memorial Day and a phone bill. Ingrid Glasbrenner requested that Karen Knock explain some of the different line items on the report so committee members are familiar with the report going forward.

### Administrative Report:

7. **Veterans Services Office Director, Karen Knock:** Karen Knock reported the Veterans Service office has seen an uptick in visitors due to Memorial Day. Approval was given on May 31, 2022 to publish the vacant assistant position in the office and therefore the recruitment process has begun for that position.

*Karen Knock left the meeting.*

## **HEALTH & HUMAN SERVICES**

### Consent Items:

8. **HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** Stephanie Ronnfeldt explained that the purpose of the report is to outline the agencies monthly bills that are paid and prepaid vouchers, which are bills paid out of cycle to avoid late fees. Examples of some reoccurring and common expenses were reviewed.

# Richland County

HHS & Veterans Standing Committee

---

9. **2022 HHS Budget Summary & Richland County Placement Report:** The budget summary document was reviewed, outlining utilization, expenses, revenues, and placements. The charge back process was briefly discussed and it was noted that more detail could be given next month if committee members requested it. Currently Health and Human Services is underutilized at this point in time and has a projected year-end balance of \$31,180 after the charge back process.

The placement report was reviewed by Myranda Culver and Jessica Stanek. The various types of placements were reviewed and trends comparing previous months were highlighted. In April, there was no utilized of crisis stabilization services, and expenses remained at \$11,872. Adult Institutional and Inpatient Placement expenses totaled \$39,951 bringing total year to date expenses to \$92,197. There were eight individuals in Adult Community Residential Placements in April bringing year to date expenses to \$25,925, and total expenses in Fund 54 to \$129,993.

Expenses through April for Child Institutional Inpatient totaled \$59,558. There have been no Detention placements through April of 2022. To date, Group Home and Treatment Foster Care expenses totaled \$155,399 and Regular Foster Care totaled \$14,387 after reimbursements. Total Expenses in Fund 44 through April totaled \$229,344. Jessica Tisdale noted there are some reimbursements anticipated for some subsidized guardianships that the State and federal government are now refunding for on a quarterly basis. Graphs outlining the history of placement types and placement expense comparisons have been placed in the committee folder for review.

10. **2022 HHS Contract Monitoring Report:** Angie Rizner gave an overview of the Contract Monitoring Report, and how it is determined when a contract needs to be amended. For the current report, those contracts exceeding 33% are reviewed, with the assumption that most providers will have billed through the month of April. While some providers exceeded the expected utilization, it was explained that they also submitted bills through the month of May and therefore did not require further review. If the provider is on schedule with billing and is still over the expected utilization, Angie Rizner works with the appropriate manager to evaluate if services are expected to end, or if services are expected to continue, and an amendment needs to be brought before the committee. There are two providers from last month that are being requested to be amended later on the agenda.

#### Administrative Report:

11. **HHS Interim Director, Roxanne Klubertanz-Gerber:** Roxanne Klubertanz-Gerber provided highlights and program updates for each unit of the agency including staffing updates, trainings, events, and updates on new and ongoing initiatives. It was noted that due to an uptick in Covid-19 cases a mask mandate was put back in place within the Community Services Building.
12. **Review HHS 2021 Annual Report:** Roxanne Klubertanz-Gerber explained the purpose and importance of the Annual Report and thanked the various staff that contributed to its completion. The report serves as an excellent resource for understanding the large number of agency programs, data regarding program utilization, and the service needs of the community. Each unit manager took time to review the various sections of the report pertaining to all of the programs and services provided within Health and Human Services. Ingrid Glasbrenner thanked all of the staff for the work that is done within the department. Lee Van Landuyt complemented the report and noted it was very well done and is very informative on the important work that is being done within the department.

# Richland County

HHS & Veterans Standing Committee

Action Items:

**13. Approve HHS Contracts, Agreements and Amendments:**

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2022 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (6-9-2022)		
<b>COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA)3</b>	Due to an increased need for counseling and therapeutic services, including vision assessments, to Birth to 3 Program children who are being served by the Behavioral Health Services Unit. (Fennimore)	<i>Original Contract Amount:</i> \$11,000 To a total amount not to exceed \$20,000.
<b>M SQUARED NC, LLC DBA ACTION FENCE</b>	Due to an increased need for home modifications, specifically the installation of fences, for Children's Long-Term Support Program families who are being served by the Behavioral Health Services Unit. (McFarland)	<i>Original Contract Amount:</i> \$25,000 To a total amount not to exceed \$35,000

Motion by Lee Van Landuyt, seconded by Kerry Severson to approve the amended 2022 contracts. Motion carried.

**14. Approve Paying Mileage to Senior Nutrition Program Home Delivered Meal Drivers:** Throughout the course of the pandemic, the Home Delivered Meal program saw a drastic reduction in the number of volunteers delivering meals from over sixty down to currently only 6. Efforts to increase volunteers have been unsuccessful and as a result, the program is only delivering hot meals three days per week. In an effort to assist in recruiting and retaining volunteer drivers and ensuring the program is able to provide hot meals five days per week to vulnerable individuals in the community, it is being requested that drivers be reimbursed \$.51 per mile starting from the Meal Site and ending each day at the Meal site. Motion by Donald Seep, seconded by Lee Van Landuyt to approve paying Senior Nutrition Program Home Delivered Meal drivers \$.51 per mile starting from the Meal Site and ending each day at the Meal site, and forward the recommendation onto the County Administrator for approval. Motion Carried.

*Cindy Chicker left the meeting*

**15. Approve the Application and Acceptance of United Givers Grants:** Historically the Aging and Disability Resource Center and the Child and Youth Services Unit have applied for United Givers Grant funds annually. The Behavioral Health Unit also intends to apply this year. United Givers awards small grants intended to fund services to Richland County residents who may not otherwise meet eligibility requirements for certain services. It was explained that there is no cost or match for these grant funds and the Aging and Disability Resource Center typically receives \$275 and the Behavioral Health and Child and Youth Services Units may receive up to \$1,000 annually. Motion by Dr. Jerel Berres, seconded by Kerry Severson to approve the application and subsequent acceptance of United Givers Grants, and forward the recommendation onto the County Administrator for approval.

Personnel:

**16. HHS Personnel Updates:** Roxanne Klubertanz-Gerber reported the successful completion of the probationary period for Kelly McCann, Psychiatric RN, effective June 13, 2022; and the hiring of Rose Welsh, Leased Clerical Assistant, effective May 23, 2022. Two resignation were also announced including Lisa Krachey, Adult Protective Services Worker, effective June 17, 2022; and Cindy Robinson, Mental Health Therapist, effective July 1, 2022.

Advertising or interviewing is occurring for the 9 vacant positions including the Adult Protective Services Worker, CLTS & BT3 Case Manager, Comprehensive Community Services Supervisor, 4 Mental Health

# Richland County

HHS & Veterans Standing Committee

---

Therapists, Child & Youth Services Case Manager, and a Child & Youth Services Supervisor. Clarification was provided that vacant positions listed as “on-hold” are positions that are currently not being budgeted for. Cindy Chicker questioned if plans are currently being made to move forward with some of the on-hold positions, particularly the Health and Wellness Coordinator. Discussion was held regarding this position and that it currently exists in many counties. It was noted that this is mostly a funding issue at this time without requesting additional tax levy.

- 17. Quarterly Review of HHS Organizational Chart:** Angie Rizner distributed and reviewed the changes that have occurred in the organizational chart since it was last reviewed. Angie Rizner also explained the color coding system and key codes. All vacancies and new hires were highlighted in each of the units as well.

Closing:

- 18. Reminder – HHS Department Orientation for County Board/Committee Members on 7/19/2022:** A reminder was given that a Health and Human Services Department Orientation will be provided to new Board/Committee members on July 19, 2022. Invitations will be going out soon. It was noted that we will be monitoring RSVPs to avoid the occurrence of a quorum.
- 19. Schedule 2023 Budget Public Hearing - July:** The required public hearing is typically held in the evening of the July meeting. It was determined that the July 14, 2022 meeting will be held at 5:30pm and Ingrid Glasbrenner noted she would like to see the budget summary and consent items discussed again for the sake of the new board members.
- 20. Adjournment:** The next meeting is scheduled for July 14, 2022 at 5:30 p.m. in the Richland County Board room and via WebEx. Motion by Lee Van Landuyt, seconded by Dr. Jerel Berres to adjourn the meeting. Motion carried.

Respectfully Submitted,  
Meghan Rohn  
Confidential Administrative Secretary