

Richland County

HHS & Veterans Standing Committee

January 31, 2024

NOTICE OF MEETING

Please be advised that the Richland County Health and Human Services & Veterans Standing Committee will convene at **9:30 a.m., Thursday, February 8, 2024** in the Richland County Board Room of the Courthouse at 181 W. Seminary Street, Richland Center, WI and via videoconference and teleconference using the following information:

WebEx access and meeting documents can be found at:

<https://administrator.co.richland.wi.us/minutes/hhs-and-veterans/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or HHS & Veterans Standing Committee Chair Ingrid Glasbrenner at 608-604-5086 or ingrid.glasbrenner@co.richland.wi.us (email).

Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Proof of Notification
4. Approve Agenda
5. Approve Previous Meeting Minutes
6. Public Comment

VETERANS SERVICE OFFICE

Consent Items:

7. 2023 VSO Budget Summary

Administrative Report:

8. Veterans Services Officer, Karen Knock

HEALTH & HUMAN SERVICES

Consent Items:

9. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000)
10. 2023 HHS Budget Summary & Richland County Placement Report
11. 2023 HHS Contract Monitoring Report
12. Behavioral Health Unit Structural Changes

Action Items:

13. Approve HHS Contracts, Agreements, and Amendments
14. Approve appointment of Jeremy Walsh to the Transportation Coordinating Committee

Administrative Report:

15. Public Health 140 Review
16. Director, Tricia Clements

Closing:

17. Future agenda items
18. Adjournment

BOH : *Board of Health Agenda Item: Per the Richland County Board Body Structure, the two citizen-veteran members are non-voting members for items specific to the Board of Health.*

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Committee.

CC: Committee Members
WRCO Broadcasting

DHS Southern Regional Office –Larissa Tomczak
DCF Southern Regional Office –Wendean Marsh

County Clerk
County Administrator

Richland County

HHS & Veterans Standing Committee

Richland Observer
Valley Sentinel
Wisconsin Public Radio

DPH Southern Regional Office – Joseph Larson
Greater WI Agency on Aging Resources, Inc.
Dr. Neil Bard

Courthouse Bulletin Board
Department Heads
County Board Supervisors

Richland County

HHS & Veterans Standing Committee

February 2, 2024

NOTICE OF MEETING

Please be advised that the Richland County Health and Human Services & Veterans Standing Committee will convene at **9:30 a.m., Thursday, February 8, 2024** in the Richland County Board Room of the Courthouse at 181 W. Seminary Street, Richland Center, WI and via videoconference and teleconference using the following information:

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Amended Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Proof of Notification
4. Approve Agenda
5. Approve Previous Meeting Minutes
6. Public Comment

VETERANS SERVICE OFFICE

Consent Items:

7. 2023 VSO Budget Summary

Administrative Report:

8. Veterans Services Officer, Karen Knock

HEALTH & HUMAN SERVICES

Consent Items:

9. HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000)
10. 2023 HHS Budget Summary & Richland County Placement Report
11. 2023 HHS Contract Monitoring Report
12. Behavioral Health Unit Structural Changes

Action Items:

13. Approve HHS Contracts, Agreements, and Amendments
14. Approve appointment of Jeremy Walsh to the Transportation Coordinating Committee
- ★ 15. Approve CCS Coordinating Committee Membership List

Administrative Report:

16. Public Health 140 Review
17. Director, Tricia Clements

Closing:

18. Future agenda items
19. Adjournment

BOH : *Board of Health Agenda Item: Per the Richland County Board Body Structure, the two citizen-veteran members are non-voting members for items specific to the Board of Health.*

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CC: Committee Members

DHS Southern Regional Office –Larissa Tomczak

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HHS & Veterans Standing Committee

WRCO Broadcasting
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Greater WI Agency on Aging Resources, Inc.
Dr. Neil Bard

County Administrator
Courthouse Bulletin Board
Department Heads
County Board Supervisors

Richland County

HHS & Veterans Standing Committee

January 11, 2024

The Richland County Health and Human Services & Veterans Committee convened on Thursday, January 11, 2024 in the County Board room at 181 W. Seminary Street, in person, via videoconference, and teleconference.

Committee members present included, Ingrid Glasbrenner, Ken Rynes, Lee Van Landuyt, Francis Braithwaite. Donald Seep, Cindy Chicker, and Sherry Hillesheim attended by WebEx.

Committee Members Absent: Kerry Severson, Timothy Gottschall, Dr. Jerel Berres,

Department heads, staff, and public present were Tricia Clements, Stephanie Ronnfeldt, Meghan Rohn, Jaymie Bruckner, Jessica Tisdale, Roxanne Klubertanz-Gerber. Brandi Christianson, Brandie Anderson, Briana Turk, and Barb Scott attended by WebEx.

Agenda:

1. **Call to order:** Committee Chair Ingrid Glasbrenner called the meeting to order at 9:34 a.m.
2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Ken Rynes.
3. **Proof of notification:** Committee Chair Ingrid Glasbrenner verified that the meeting had been properly posted.
4. **Approve Agenda:** Motion by Ken Rynes, seconded by Francis Braithwaite to approve the agenda and proper posting. Motion Carried.
5. **Approve Previous Meeting Minutes:** Motion by Lee Van Landuyt, seconded by Francis Braithwaite to approve the December 14, 2023, Health & Human Services & Veterans Standing Committee minutes. Motion carried.
6. **Citizen Comments:** No citizen comments were offered.

Veterans Service Office

Consent Items:

7. **2023 VSO Budget Summary:** Karen Knock reported that the Veterans Services Office Budget Summary Report has been posted in the Health & Human Services and Veterans Standing Committee folder for members to review. Approximately \$16,000 was returned to the general fund for 2023 due to the AARPA funds that were received. There were no other major updates to report. Don Seep questioned why the \$3000 for needy families was not used. Karen Knock explained there were no requests received.

Administrative Report:

8. **Veterans Services Officer, Karen Knock:** Veterans Services Officer, Karen Knock, provided highlights and program updates for the Veterans Services Office including an increase in their walk-in and call volume and the various services people are seeking this time of year. Discussion was held regarding some of the specific numbers provided in the forms and walk-in tracking reports.

Karen Knock left the meeting.

Health & Human Services

Consent Items

9. **HHS Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000):** The Health and Human Services Expenditure Report was made available for review.

Richland County

HHS & Veterans Standing Committee

10. 2023 HHS Budget Summary & Richland County Placement Report: The Health and Human Services Budget Summary and Richland County Placement Report were made available to the committee and Stephanie Ronnfeldt provided highlights and noted there will still be some expenses coming in for 2023.

11. 2022 HHS Contract Monitoring Report: The Health and Human Services Contract Monitoring Report was made available in the committee folder for review. Jaymie Bruckner reviewed some of the contracts that were over utilization.

Action Items:

12. Approve Amended HHS contracts, Agreements, and Amendments:

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2023 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-11-2024)		
FAMILY SUPPORTS SERVICES LTC	Due to an increased care need for parenting and safety support services for families being served in the Child & Youth Services Unit. (Westby)	<i>Original Contract Amount:</i> \$9,500 To a total amount not to exceed \$18,000.
FERGUSON CONSULTING, LLC	To provide Mental Health Therapy Clinical Supervision for staff providing Mental Health Outpatient Therapy to persons being served by the Behavioral Health Services Unit. (Richland Center)	<i>Original Contract Amount:</i> \$2,500 To a total amount not to exceed \$2,600.

Motion by Lee Van Landuyt, seconded by Francis Braithwaite to approve the amended 2023 contracts. Motion carried.

Richland County

HHS & Veterans Standing Committee

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2024 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (1-11-2024)		
VIROQUA NUTRITION COUNSELING, LLC	To provide Recovery Education and Wellness Management services for client enrolled in Comprehensive Community Services (CCS) and being served by the Behavioral Health Services Unit. (Waukesha)	For a total amount not to exceed \$15,000.
FISCAL ASSISTANCE, INC.	To provide Financial Management services for clients enrolled in Children's Long Term Support program (CLTS) and who being served by the Behavioral Health Services Unit. (Madison)	For a total amount not to exceed \$40,000.
IRIS HEALTH CLINIC-WOODS CROSSING	To provide Inpatient AODA services for adults being served by the Behavioral Health Services Unit. (Waukesha)	For a total amount not to exceed \$6,000.
SUNSHINE AND GIGGLES, LLC	To provide child care services to fulfill safety plan implementation for children being served by the Child and Youth Services Unit. (Richland Center)	For a total amount not to exceed \$9,500.
MOE'S TRANSITIONAL LIVING CENTER	To provide group home placement services for youth being served by the Child and Youth Services Unit. (Richland Center)	For a total amount not to exceed \$49,500.

Motion by Lee Van Landuyt, seconded by Ken Rynes to approve the new 2024 contracts. Motion carried.

13. Approve Resolution to Honor Joanne Welsh, Elder Benefit Specialist: Tricia Clements announced that Joanne Welsh has retired after 39 years of service to Richland County. During her service she was an active part in countless events and committees for our community. Motion by Ken Rynes, seconded by Lee Van Landuyt to approve a resolution recognizing the retirement of Joanne Welsh, and forward the recommendation onto the County Board for approval. Motion carried.

Administrative Report:

14. Director, Tricia Clements: Tricia Clements provided highlights and program updates for each unit of the agency including staffing updates, trainings, events, and new and ongoing initiatives. A written handout was provided in the folder for committee members to review. Tricia Clements highlighted several items from the report.

Closing:

15. Future Agenda Items:

16. Adjournment: The next meeting is scheduled for March 8, 2024, at 9:30 a.m. in the Richland County Boardroom and via WebEx. Motion by Ken Rynes, seconded by Francis Braithwaie to adjourn the meeting. Motion carried.

Respectfully Submitted,
Meghan Rohn
Confidential Administrative Secretary

Disbursement History Report

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CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM PROJECT	INVOICE	PO#	SOURCE/JE/ID F 9 BX M BANK FUND & ACCOUNT	LINE ACCOUNT NAME
36427	01/23/24	1575	TECH COM, INC 01/20 597600	36.38		597600		D-012324-224 -	00005 TELEPHONE WF52 10.5550.0000.5225

Disbursement History Report

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CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM PROJECT	INVOICE	PO#	SOURCE/JE/ID F 9 BX M BANK FUND & ACCOUNT	LINE	ACCOUNT NAME
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REPORT TOTALS:				36.38						
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RECORDS PRINTED - 000001

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2024 THROUGH JAN 31, 2024

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
-----		-----	-----	-----	-----	-----	---
10	GENERAL FUND						
5550	VETERAN SERVICE						
0000	PROJECT						
5111	SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0
5112	SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5113	SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5150	SECTION 125 PLAN-CO SHARE	0.00	0.00	0.00	0.00	0.00	0
5151	FICA - COUNTY SHARE	0.00	0.00	0.00	0.00	0.00	0
5152	RETIREMENT - COUNTY SHARE	0.00	0.00	0.00	0.00	0.00	0
5153	DENTAL INSURANCE-CO SHARE	0.00	0.00	0.00	0.00	0.00	0
5154	HEALTH INSURANCE - COUNTY SH	0.00	0.00	0.00	0.00	0.00	0
5155	LIFE INSURANCE - COUNTY SHAR	0.00	0.00	0.00	0.00	0.00	0
5161	HEALTH INS REIMBURSEMENT DED	0.00	0.00	0.00	0.00	0.00	0
5212	VET SVC ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0
5214	COMPUTER SOFTWARE SUPPORT	0.00	0.00	0.00	0.00	0.00	0
5225	TELEPHONE	0.00	0.00	36.38	36.38	36.38-	9999 -----!!!!
5311	POSTAGE AND ENVELOPES	0.00	0.00	0.00	0.00	0.00	0
5319	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
5324	DUES	0.00	0.00	0.00	0.00	0.00	0
5326	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0
5334	REGISTRATION	0.00	0.00	0.00	0.00	0.00	0
5335	MEALS	0.00	0.00	0.00	0.00	0.00	0
5336	LODGING	0.00	0.00	0.00	0.00	0.00	0
5339	MILEAGE	0.00	0.00	0.00	0.00	0.00	0
5341	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0
5819	NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
5906	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
5972	VETERANS OUTREACH	0.00	0.00	0.00	0.00	0.00	0
5999	BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT		0.00	0.00	36.38	36.38	36.38-	9999 -----!!!!
TOTAL: VETERAN SERVICE		0.00	0.00	36.38	36.38	36.38-	9999 -----!!!!
TOTAL: GENERAL FUND		0.00	0.00	36.38	36.38	36.38-	9999 -----!!!!

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2024 THROUGH JAN 31, 2024

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
-----		-----	-----	-----	-----	-----	---
10	GENERAL FUND						
5551	SOLDIERS AND SAILORS FUND						
0000	PROJECT						
5141	PER DIEM - COMMISSION	0.00	0.00	0.00	0.00	0.00	0
5151	FICA - COUNTY SHARE	0.00	0.00	0.00	0.00	0.00	0
5328	FLAGS	0.00	0.00	0.00	0.00	0.00	0
5331	FLAG HOLDERS	0.00	0.00	0.00	0.00	0.00	0
5339	MILEAGE - COMMISSION	0.00	0.00	0.00	0.00	0.00	0
5719	AID	0.00	0.00	0.00	0.00	0.00	0
5999	BILLS-NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT		0.00	0.00	0.00	0.00	0.00	0
TOTAL: SOLDIERS AND SAILORS FUND		0.00	0.00	0.00	0.00	0.00	0
TOTAL: GENERAL FUND		0.00	0.00	0.00	0.00	0.00	0

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES
VOUCHERS – FEBRUARY 8, 2024**

Unit	Number of Vouchers	Amount
Richland County Health and Human Services 2023 Expense Reports	16	\$ 8,685.90
Richland County Health and Human Services 2023 Admin Vouchers	2	\$ 118.34
Richland County Health and Human Services 2024 Admin Vouchers	14	\$ 16,703.18
Richland County Health and Human Services 2023 Prepaid Vouchers	13	\$22,348.70
Richland County Health and Human Services 2024 Prepaid Vouchers	7	\$9,071.58
TOTAL	52	\$56,927.70

FINANCIAL SYSTEM
2/06/2024 14:01:13

Disbursement Edit Listing

GL302L-V

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.			PROJECT.....	NAME.....	PAYM		
			CNTY ALTER VENDOR	ALTER NAME.....			
D-02082024-273	1	WF52	63.5563.0000.5339	MILEAGE			
			-	001059 HHS JANUARY MILEAGE		1,286.40	
				BRENNUM/RUTH			
				001059 VENDOR TOTAL		1,286.40	
D-02082024-273	2	WF52	63.5563.0000.5339	MILEAGE			
			-	006368 HHS JANUARY MILEAGE		1,079.37	
				BUTTERIS/WILLIAM OLE			
				006368 VENDOR TOTAL		1,079.37	
D-02082024-273	3	WF52	63.5563.0000.5339	MILEAGE			
			-	004163 HHS JANUARY MILEAGE		28.14	
				DREA/WILLIAM			
				004163 VENDOR TOTAL		28.14	
D-02082024-273	4	WF52	63.5563.0000.5339	MILEAGE			
			-	002688 HHS JANUARY MILEAGE		57.62	
				FLICK/PAMELA H			
				002688 VENDOR TOTAL		57.62	
D-02082024-273	5	WF52	63.5563.0000.5339	MILEAGE			
			-	004628 HHS JANUARY MILEAGE		196.98	
				GIESEKE/VIRGINIA			
				004628 VENDOR TOTAL		196.98	
D-02082024-273	6	WF52	63.5563.0000.5339	MILEAGE			
			-	002503 HHS JANUARY MILEAGE		70.35	
				HARDY/DANIEL			
D-02082024-273	7	WF52	63.5563.0000.5335	MEALS			
			-	002503 HHS JANUARY MEALS		7.39	
				HARDY/DANIEL			
				002503 VENDOR TOTAL		77.74	
D-02082024-273	8	WF52	63.5563.0000.5339	MILEAGE			
			-	004599 HHS JANUARY MILEAGE		1,019.74	
				HILL/JANICE			
				004599 VENDOR TOTAL		1,019.74	
D-02082024-273	9	WF52	63.5563.0000.5339	MILEAGE			
			-	001930 HHS JANUARY MILEAGE		414.06	
				HUBBARD/JANICE J			
				001930 VENDOR TOTAL		414.06	
D-02082024-273	10	WF52	63.5563.0000.5339	MILEAGE			
			-	001038 HHS JANUARY MILEAGE		1,149.05	
				JONES/SHARON			
				001038 VENDOR TOTAL		1,149.05	

MILEAGE EXPENSE

FINANCIAL SYSTEM
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Disbursement Edit Listing

GL302L-V

DATA-JE-ID....	LINE#	BANK	FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....		1099-INFO	VENDOR NAME.....	PAYM		
			CNTY	ALTER VENDOR	ALTER NAME.....		
D-02082024-273	11	WF52	63.5563.0000.5339	MILEAGE			
			-	006338 HHS JANUARY MILEAGE		684.07	
				MALY/CINDY L			
				006338 VENDOR TOTAL		684.07	
D-02082024-273	12	WF52	63.5563.0000.5339	MILEAGE			
			-	004448 HHS JANUARY MILEAGE		96.48	
				MALY/KATHY			
				004448 VENDOR TOTAL		96.48	
D-02082024-273	13	WF52	63.5563.0000.5339	MILEAGE			
			-	004546 HHS JANUARY MILEAGE		881.05	
				MCCARTHY/DONALD			
				004546 VENDOR TOTAL		881.05	
D-02082024-273	14	WF52	63.5563.0000.5339	MILEAGE			
			-	004449 HHS JANUARY MILEAGE		631.14	
				MCKITTRICK/SANDRA			
				004449 VENDOR TOTAL		631.14	
D-02082024-273	15	WF52	63.5563.0000.5339	MILEAGE			
			-	006110 HHS JANUARY MILEAGE		399.99	
				MORAN/PAMELA			
				006110 VENDOR TOTAL		399.99	
D-02082024-273	16	WF52	63.5563.0000.5339	MILEAGE			
			-	002512 HHS JANUARY MILEAGE		35.51	
				OLSON/VICKI L			
				002512 VENDOR TOTAL		35.51	
D-02082024-273	17	WF52	63.5563.0000.5339	MILEAGE			
			-	002000 HHS JANUARY MILEAGE		648.56	
				RICHTER/ARNOLD JOSEPH			
				002000 VENDOR TOTAL		648.56	
				WF52 BANK TOTAL		8,685.90	

Disbursement Edit Listing

GL302L-

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WAR
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#. PROJECT.....			1099-INFO VENDOR	NAME.....	PAYM		
			CNTY ALTER VENDOR	ALTER NAME.....			

D-02082024-274	11	WF52	56.5511.0000.5315	COMPUTER SUPPLIES			
	36362592	12/28		@FY@ HHS ACCT #2771316		38.34	
			-	000577 STAPLES, INC DBA: QUILL			
				000577 VENDOR TOTAL		38.34	
D-02082024-274	10	WF52	56.5502.0000.5157	SERVICE SECTION - TRAINING			
	AR0175011			@FY@ HHS #AR-0001924		40.00	
			-	001802 UW MADISON			
D-02082024-274	9	WF52	56.5502.0000.5157	SERVICE SECTION - TRAINING			
	AR0178867			@FY@ HHS #AR-0001924		40.00	
			-	001802 UW MADISON			
				001802 VENDOR TOTAL		80.00	
				WF52 BANK TOTAL		118.34	

VOUCHERS 2023

FINANCIAL SYSTEM
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Disbursement Edit Listing

GL302L-V

DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARN
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#. PROJECT.....			1099-INFO VENDOR	NAME.....	PAYM		
			CNTY ALTER VENDOR	ALTER NAME.....			
D-02082024-275	16	WF52	59.5581.0000.5532	RENT			
FEBRUARY			-	HHS ROCKBRIDGE RENT		400.00	
				006091 BETHLEHEM LUTHERAN CHURC			
				006091 VENDOR TOTAL		400.00	
D-02082024-275	22	WF52	56.5503.0000.5315	COMPUTER SUPPLIES			
NV06250			-	HHS CUST #12083465 1/2		41.42	
				001390 CDW LLC DBA-			
D-02082024-275	17	WF52	53.5507.0000.5319	OFFICE SUPPLIES			
PH47375			-	HHS CUST #12083465 1/29		13.76	
				001390 CDW LLC DBA-			
				001390 VENDOR TOTAL		55.18	
D-02082024-275	15	WF52	59.5588.0000.5532	RENT			
FEBRUARY			-	HHS RC MEAL SITE		300.00	
				000152 CITY OF RICHLAND CENTER			
				000152 VENDOR TOTAL		300.00	
D-02082024-275	7	WF52	63.5563.5310.5352	VAN REPAIRS & MAINTENANCE			
306645			-	HHS CUST #7942372 1/29		54.34	
				002413 FILLBACK FORD CHRYSLER			
				002413 VENDOR TOTAL		54.34	
D-02082024-275	8	WF52	59.5588.0000.5322	FOOD SUPPLIES			
286233 JAN			N 01	HHS MEALS RC		7,937.50	
				006390 KETTNER/CHRISTOPHER E			
D-02082024-275	9	WF52	59.5583.0000.5322	FOOD SUPPLIES - CAZENOVIA			
286233 JAN			N 01	HHS MEALS CAZENOVIA		1,812.50	
				006390 KETTNER/CHRISTOPHER E			
D-02082024-275	10	WF52	59.5583.0000.5322	FOOD SUPPLIES - CAZENOVIA			
286233 JAN			N 01	HHS MEALS CAZENOVIA		36.00	CR
				006390 KETTNER/CHRISTOPHER E			
D-02082024-275	11	WF52	59.5581.0000.5322	FOOD SUPPLIES			
286233 JAN			N 01	HHS MEALS ROCKBRIDGE		868.75	
				006390 KETTNER/CHRISTOPHER E			
D-02082024-275	12	WF52	59.5588.0000.5322	FOOD SUPPLIES			
286233 JAN			N 01	HHS MEALS RC FROZEN		2,724.00	
				006390 KETTNER/CHRISTOPHER E			
				006390 VENDOR TOTAL		13,306.75	
D-02082024-275	24	WF52	59.5580.0000.5319	SUPPLIES			
53675			-	HHS 1/19 INV		418.56	
				002360 NUTRI-SYSTEMS CORPORATIO			
				002360 VENDOR TOTAL		418.56	

VOUCHERS 2024

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Disbursement Edit Listing

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DATA-JE-ID....	LINE#	BANK	FUND.&.ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WARI
TRAN-DATE. INVOICE.....			FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#. PROJECT.....			1099-INFO VENDOR	NAME.....	PAYM		
			CNTY ALTER VENDOR	ALTER NAME.....			
D-02082024-275	18	WF52	56.5511.0000.5319	OFFICE SUPPLIES			
36796908			-	HHS ACCT #2771316 1/22		148.33	
				000577 STAPLES, INC DBA: QUILL			
D-02082024-275	19	WF52	56.5511.0000.5319	OFFICE SUPPLIES			
36851665			-	HHS ACCT #2771316 1/24		83.30	
				000577 STAPLES, INC DBA: QUILL			
				000577 VENDOR TOTAL		231.63	
D-02082024-275	4	WF52	53.5507.0000.5326	ADVERTISING			
374036			-	HHS ADV #22262 1/2/24		256.00	
				000648 WOODWARD COMMUNICATIONS			
D-02082024-275	5	WF52	56.5502.0000.5326	ADVERTISING			
377262			-	HHS ADV #22262 1/2/24		304.00	
				000648 WOODWARD COMMUNICATIONS			
D-02082024-275	6	WF52	56.5502.0000.5326	ADVERTISING			
377263			-	HHS ADV #22262 1/2/24		304.00	
				000648 WOODWARD COMMUNICATIONS			
				000648 VENDOR TOTAL		864.00	
D-02082024-275	21	WF52	59.5583.0000.5970	CONTRACT SERVICES			
FEBRUARY			-	HHS CAZENOVIA MEAL SITE		350.00	
				000751 ST ANTHONYS SCHOOL			
				000751 VENDOR TOTAL		350.00	
D-02082024-275	2	WF52	56.5511.0000.5297	REFUSE COLLECTION			
			-	HHS ACCT #1012 JAN		287.00	
				004598 TOWN & COUNTRY SANITATIO			
D-02082024-275	3	WF52	56.5511.0000.5297	REFUSE COLLECTION			
			-	HHS ACCT #1012 FEB		287.00	
				004598 TOWN & COUNTRY SANITATIO			
				004598 VENDOR TOTAL		574.00	
D-02082024-275	20	WF52	56.5511.0000.5360	MAINT & CLEANING SUPPLIES			
502971			-	HHS ACCT #100526 1/31		15.58	
				000902 WALSHS ACE HARDWARE			
				000902 VENDOR TOTAL		15.58	
D-02082024-275	23	WF52	56.5477.0000.5214	COMPUTER PROGRAM CHANGES			
30005637350			-	HHS ACCT #73467 1/11		33.14	
				002815 WAYSTAR, INC			
				002815 VENDOR TOTAL		33.14	
D-02082024-275	14	WF52	56.5404.0000.5324	DUES & SUBSCRIPTIONS			
			-	HHS WABS 2024-2025		35.00	
				004095 WI ASSN OF BENEFIT SPECI			
				004095 VENDOR TOTAL		35.00	

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Disbursement Edit Listing

GL302L-

DATA-JE-ID....	LINE#	BANK FUND.&ACCOUNT.....	DESCRIPTION.....	CHECK	AMOUNT	ERRORS AND WAR
TRAN-DATE. INVOICE.....		FORMULA.....	TRANSACTION DESCRIPTION.			
F/P CLAIM.. P.O.#.	PROJECT.....	1099-INFO VENDOR NAME.....	PAYM			
		CNTY ALTER VENDOR ALTER NAME.....				

D-02082024-275	13	WF52 56,5511.0000.5249	MAINTENANCE / BUILDING			
4814332			HHS CUST #258241 2/21/24		65.00	
		-	000935 COPESAN SERVICES INC DBA			
			000935 VENDOR TOTAL		65.00	
			WF52 BANK TOTAL		16,703.18	

2023-2024 PREVIOUSLY PAID VOUCHERS

	Check #	Date	Vendor Name	Description	Account #	2024	2023
1	36223	1/12/2024	US Bank National Association #6167	County Clerk Pays		\$ 20.00	\$ 7,748.29
2	36386	1/18/2024	AmerisourceBergen #6407	#3154196134	56.5402.0000.5304	\$ -	\$ 7,346.82
3	36387	1/18/2024	GFC Leasing #601	Cust #10RC04	56.5511.0000.5313	\$ -	\$ 315.69
4	36388	1/18/2024	Grant County Health Dept #1103	4th Quarter Billing	56.5401.0000.5970	\$ -	\$ 2,125.00
5	36389	1/18/2024	Richland Center Utilities #650	Acct #080460001	56.5511.0000.5222	\$ -	\$ 2,024.07
6	36390	1/18/2024	Walshs Ace Hardware #902	Acct #100526	56.5511.0000.5249	\$ -	\$ 140.22
7	36449	1/25/2024	CDW-G #1390	Cust #12083465	53.5507.0000.5319	\$ -	\$ 50.52
8	36450	1/25/2024	Tech Com Inc./Genuine Telecom #1657	Acct #581900	56.5511.0000.5225	\$ -	\$ 657.82
9	26451	1/25/2024	Language Line Services #1640	HHS Acct #9020531051	56.5503.0000.5216	\$ -	\$ 699.92
					56.5401.0000.5999	\$ -	\$ 304.17
10	36453	1/25/2024	WI Electric Power/WE Energies #975	Acct #0701008505-00001	56.5511.0000.5226	\$ -	\$ 390.32
11	36385	1/18/2024	Running Inc #4273	TCP Invoice	56.5408.0000.5999	\$ 140.00	\$ -
12	36448	1/25/2024	Arkansas State Police	Background Check	56.5502.0000.5999	\$ 25.00	\$ -
13	36485	1/30/2024	Capital One - Walmart #2005	#607399	56.5408.0000.5999	\$ -	\$ 53.26
					56.5511.0000.5999	\$ 72.52	\$ -
					56.5531.0000.5992	\$ 174.96	\$ -
14	36486	1/30/2024	County of Dane #6181	2024 Allocation	56.5533.0000.5970	\$ 2,000.00	\$ -
15	36486	1/30/2024	Division of Quality Assurance #1054	Certification Renewal #1797	56.5477.0000.5999	\$ 1,650.00	\$ -
				Cert Renewal #1797	56.5478.0000.5999	\$ 1,650.00	\$ -
				Cert Renewal #1797	56.5477.0000.5999	\$ 1,100.00	\$ -
				Cert Renewal #1797	56.5478.0000.5999	\$ 1,100.00	\$ -
				Cert Renewal #2563	56.5472.0000.5999	\$ 1,100.00	\$ -
16	36487	1/30/2024	Tech Com Inc./Genuine Telecom #1657	Acct #33500	59.5588.0000.5225	\$ 39.10	\$ -
17	36488	1/30/2024	Morris Newspaper/Observer #669	Adv #2071	63.5566.0000.5326	\$ -	\$ 101.80
18	36489	1/30/2024	Symons Rec Center #750	Invoice #4227	56.5407.0000.5970	\$ -	\$ 390.80
TOTAL						\$ 9,071.58	\$ 22,348.70

PREVIOUSLY PAID

1/08/24 STATEMENT DATE - 12/07/23-1/8/24 CHARGES						
US Bank National Association #6167 Acct #4866-9100-1450-2740						
		Vendor Name		Year	Account #	Amount
1	12/5/23	Pearson		2023	56.5477.0000.5312	\$ 455.80
2	12/6/23	DOJ Records		2023	56.5405.0000.5999	\$ 10.00
3	12/8/23	Kwik Trip		2023	56.5408.0000.5999	\$ 80.00
4	12/7/23	Amazon.com		2023	56.5511.0000.5360	\$ 39.19
5	12/7/23	Amazon.com		2023	63.5563.0000.5319	\$ 70.37
6	12/8/23	Etsy		2023	56.5408.0000.5999	\$ 31.11
7	12/12/23	Kareo Tebra Technologies	Nov	2023	56.5477.0000.5214	\$ 447.10
					56.5472.0000.5214	\$ 986.51
					56.5481.0000.5999	\$ 345.51
					56.5401.0000.5999	\$ 324.88
8	12/12/23	Amazon.com		2023	56.5531.0000.5992	\$ 119.97
9	12/14/23	Amazon.com		2023	53.5507.0000.5319	\$ 65.89
					63.5563.0000.5319	\$ 65.89
10	12/18/23	Etsy		2023	56.5408.0000.5999	\$ (1.62)
11	12/18/23	UWLAX		2023	53.5507.0000.5326	\$ 122.50
				2023	56.5520.0000.5334	\$ 122.50
12	12/17/23	Verona Hyatt		2023	56.5484.0000.5992	\$ 258.00
13	12/18/23	UWCC		2023	56.5472.0000.5325	\$ 149.00
14	12/18/23	Pesi		2023	56.5481.0000.5157	\$ 36.91
15	12/19/23	Kwik Trip		2023	56.5408.0000.5999	\$ 150.00
16	12/21/23	Richland Locker		2023	56.5408.0000.5999	\$ 69.99
17	12/21/23	Auto Zone		2023	56.5408.0000.5999	\$ 50.00
18	12/21/23	Parkview Motel		2023	56.5514.0000.5999	\$ 250.00
19	12/21/23	Amazon.com	CLTS	2023	56.5546.0551.5992	\$ 31.99
20	12/23/23	Amazon.com		2023	56.5407.0000.5320	\$ 166.94
21	12/23/23	Amazon.com	CLTS	2023	56.5546.0551.5992	\$ 213.05
22	12/24/23	Amazon.com		2023	56.5407.0000.5320	\$ 32.98
23	12/24/23	Amazon.com	CLTS	2023	56.5546.0551.5992	\$ 63.05
24	12/26/23	Exxon Mobil		2023	63.5563.5310.5352	\$ 40.00
25	12/26/23	Exxon Mobil		2023	63.5563.5310.5352	\$ 40.00
26	12/27/23	Amazon.com	CCOP	2023	56.5484.0000.5992	\$ 529.00
27	12/27/23	DOJ Records		2023	53.5507.0000.5999	\$ 10.00
28	12/27/23	Etsy Inc	CLTS	2023	56.5546.0551.5992	\$ 68.84
29	12/28/23	Domestic Abuse Inter		2023	56.5477.0000.5325	\$ 1,011.95
30	1/1/24	Workplace		2023	56.5511.0000.5214	\$ 276.00
31	12/29/23	Little People of America	CCOP	2023	56.5484.0000.5992	\$ 750.00
32	12/29/23	Madison Children's Museum	CCOP	2023	56.5484.0000.5992	\$ 125.00
33	12/30/23	Amazon.com	CLTS	2023	56.5546.0551.5992	\$ 39.99
34	1/3/24	Kwik Trip		2024	56.5408.0000.5999	\$ 100.00
35	1/5/24	DOJ Records		2024	59.5588.0000.5999	\$ 20.00
TOTAL						\$ 7,768.29

2023 Health and Human Services Budget

Expenses	2/1/2024		Current Month = 100%						
Program	Total	2023 Budget	Actual	% Utilized		Core Budget Balance (Through December)		Placement Funds (Through December) Funds 44/54	
Administrative Services	1,055,348					Revenues (with Tax Levy)	7,438,674	Budget for all Placements	1,385,000
Staff		763,757	563,160	73.7%		Anticipated Revenue	452,219	Budget	1,385,000
Building & Operating Costs		291,591	276,883	95.0%		Received Revenue	6,030,370	- All Placement Expenses	-1,408,728
Public Health	335,192							Fund 54/44 balance	-23,728
Public Health		335,192	208,510	62.2%		Minus Expenses	-7,208,554		
Aging & Disability Resource Center	1,042,575					Anticipated Expenses	-74,439	Adult (Fund 54)	
Elderly Services		365,273	346,942	95.0%		Actual Expenses	-7,134,115	Budget	705,000
Nutrition		256,053	288,847	112.8%				- Expenses in Fund 56*	0
Resource Center		421,249	401,544	95.3%		Equals Budget Balance	230,121	- Expenses	-660,672
Economic Support Unit	971,094					MH Institute Charges Through December	352,681	Fund 54 balance	44,328
ES Programs		971,094	865,804	89.2%		Anticipated MH Institute Charges Remaining	0		
Child & Youth Services	829,130					MHI Charges To Date	352,681	Children (Fund 44)	
Children & Youth Programs		745,247	603,952	81.0%				Budget	680,000
CPS Contractual Services		83,883	66,325	79.1%		Chargeback		- Expenses in Fund 56*	0
Behavioral Health	4,492,510					Budget Balance Prior to Chargeback	230,121	- Expenses	-748,056
MH Outpatient / Crisis Services		778,818	563,913	72.4%		Chargeback for MH Institute Thru December (that have not occurred)	102,375	Fund 44 balance	-68,056
AODA Outpatient		215,092	87,822	40.8%		New Core Budget Balance after Chargeback	332,496		
CCS		2,873,893	2,318,490	80.7%					
Adult Protective Services		93,881	85,553	91.1%		Fund 34 Projected Year End Balance for Carryover	0		
Treatment Court		157,614	116,127	73.7%		Fund 63 Projected Year End Balance	0		
Birth to Three Program		195,933	188,456	96.2%		*MH Institute charges go to Fund 56 as reduction in revenue			
Children with Disabilities		177,280	151,786	85.6%		**MHI anticipated charges do not include any expected insurance reimbursements			
HHS Board Approved Budget	8,725,849	8,725,849	7,134,115	82%		***Balance rolls to General Fund			
						****Unused balance goes to Fund 18 for reinvestment in transportation program			

RICHLAND COUNTY

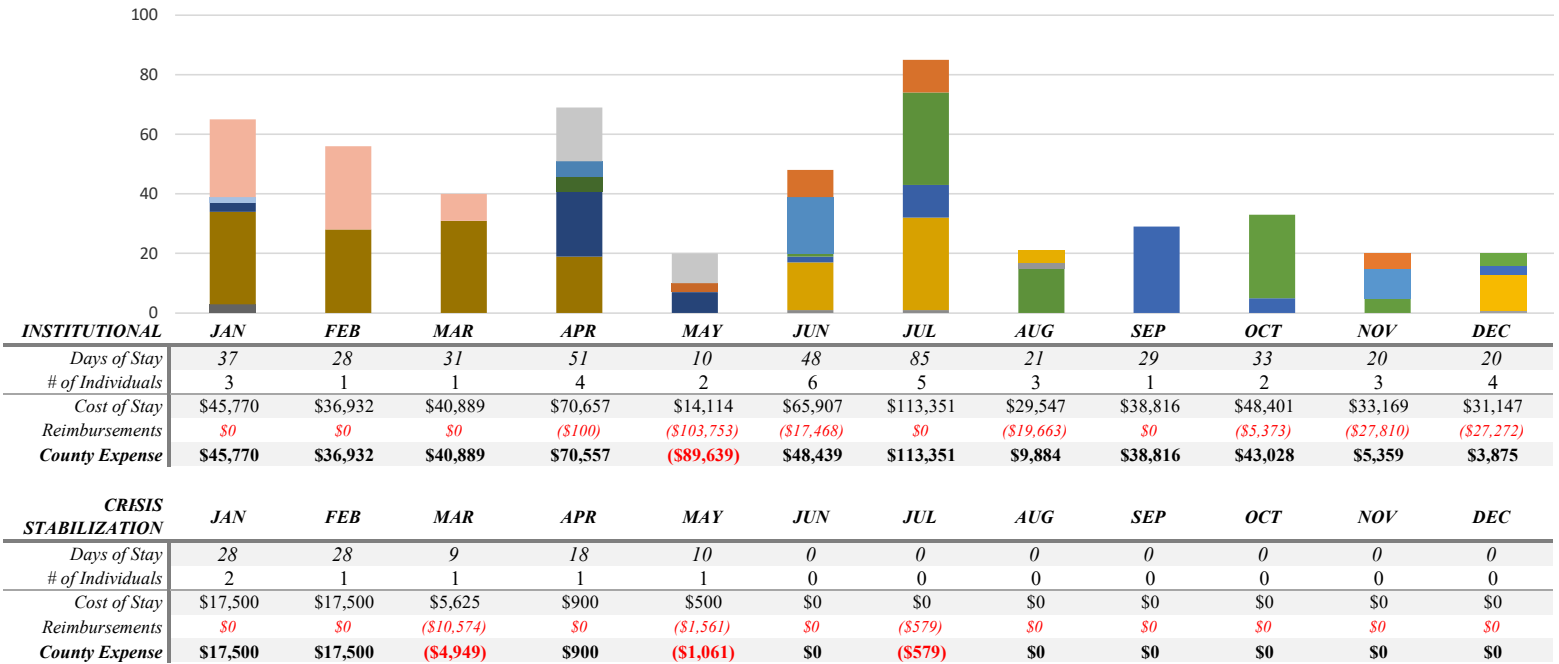
2023 ADULT PLACEMENTS

Fund 54

ADULT INSTITUTIONAL AND INPATIENT PLACEMENTS

Includes Mental Health Institutes, Trempealeau County Health Care, private inpatient hospitals, detox facilities, and crisis stabilization facilities

Cost Range: \$365 to \$1,448 per day



YTD ADULT CRISIS STABILIZATION

Days of Stay 93
 # of Individuals 3
 Cost of Stay \$42,025
 Reimbursements (\$12,714)
 County Expense \$29,311

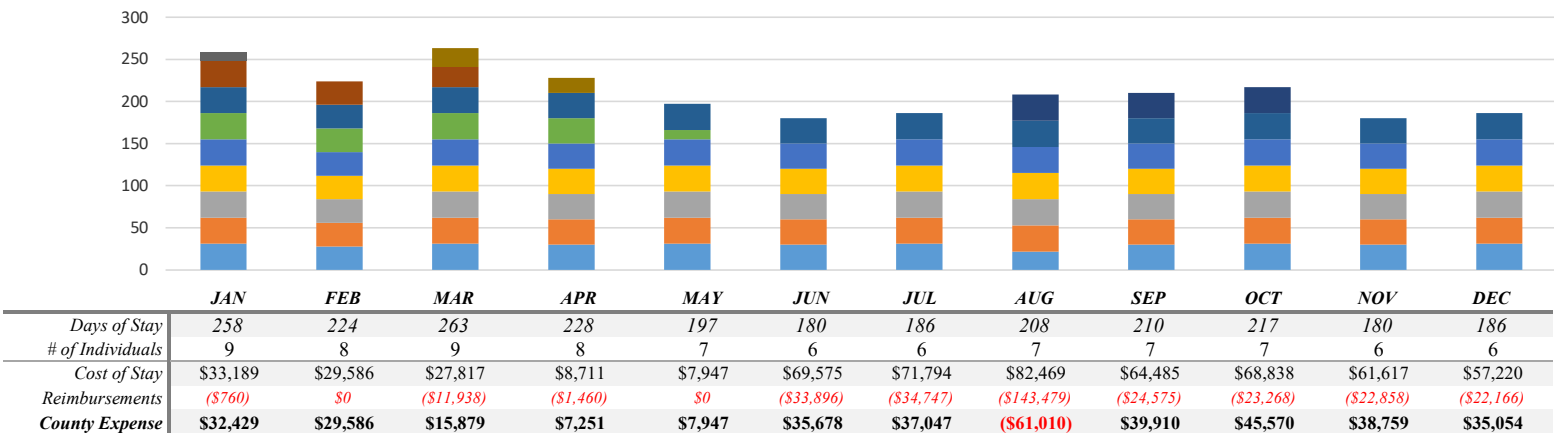
YTD ADULT INSTITUTIONAL

Days of Stay 413
 # of Individuals 22
 Cost of Stay \$568,700
 Reimbursements (\$201,439)
 County Expense \$367,261

ADULT COMMUNITY RESIDENTIAL PLACEMENTS

Includes Community-Based Residential Facilities and Adult Family Homes

Cost Range: \$81 to \$1,600 per day



YTD ADULT RESIDENTIAL

Days of Stay 2537
 # of Individuals 11
 Cost of Stay \$583,247
 Reimbursements (\$319,147)
 County Expense \$264,100

FUND 54 BEGINNING BALANCE	\$705,000	
TOTAL EXPENSE IN FUND 54:	\$660,672	94% utilized
FUND 54 REMAINING BALANCE	\$44,328	

RICHLAND COUNTY

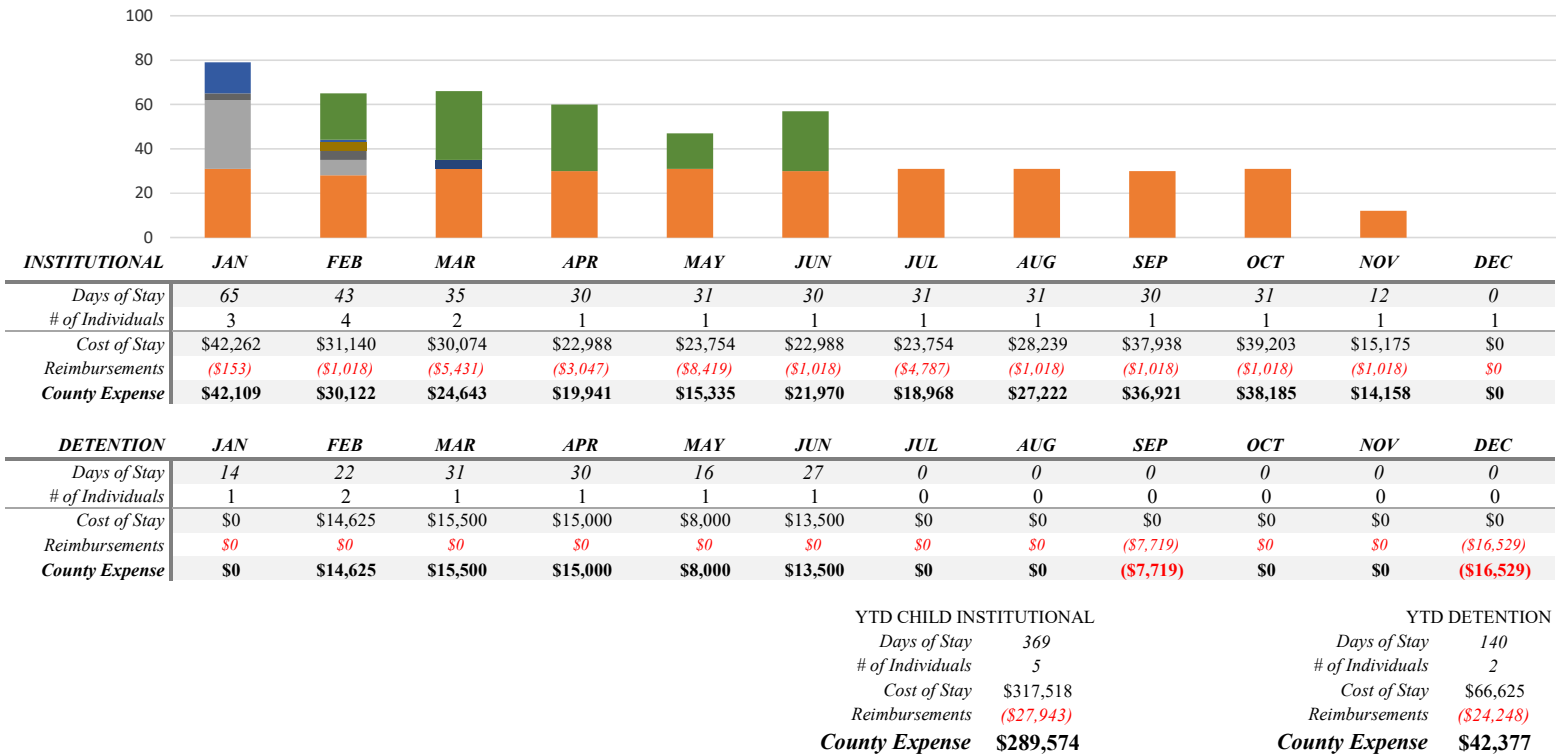
2023 CHILD PLACEMENTS

Fund 44

CHILD INSTITUTIONAL, INPATIENT, AND DETENTION PLACEMENTS

Includes mental health institutes, private inpatient hospitals, children's residential care centers, as well as secure and non-secure detention facilities

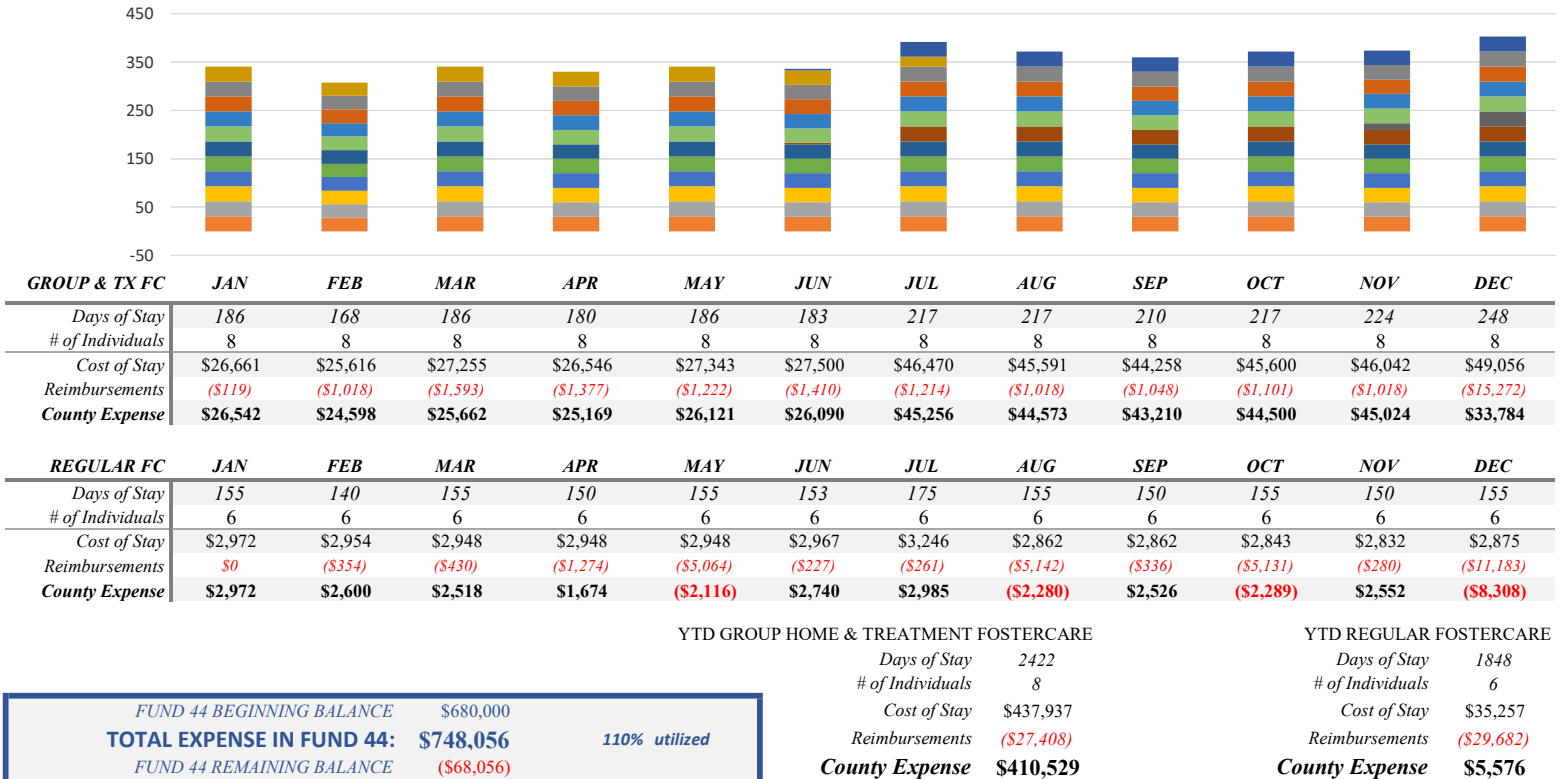
Cost Range: Institutional \$267 to \$1,475 per day; Secure/Non-Secure Detention \$130 to \$190 per day



CHILD FOSTERCARE AND TREATMENT FOSTERCARE PLACEMENTS

Includes regularly licensed fostercare homes, licensed treatment fostercare homes, and youth group homes

Cost Range: Group Hm \$170 to \$253; Tx FC \$74 to \$140 per day; Regular FC \$13 to \$67 per day



Contract Monitoring Report

Contract Utilization should be at or below 100% for
December reporting

2023

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
A & J Family Homes and Services, LLC	Brandi Christanson	\$285,000.00	\$64,788.97	December	\$64,788.97	\$220,211.03	22.73%
Annika Mersmann	Brandi Christanson	\$49,500.00	\$13,015.00	December	\$13,015.00	\$36,485.00	26.29%
Arneson Counseling	Brandi Christanson	\$15,000.00	\$2,883.00	December	\$2,883.00	\$12,117.00	19.22%
Community Service Associates dba Pauquette Center for Psychological	Brandi Christanson	\$30,000.00	\$0.00	December	\$0.00	\$30,000.00	0.00%
CORE Treatment Services, Inc.	Brandi Christanson	\$9,500.00	\$5,800.00	December	\$5,800.00	\$3,700.00	61.05%
Cornerstone Foundation dba Lucky Star 3 Corporation	Brandi Christanson	\$250,000.00	\$179,590.08	December	\$179,590.08	\$70,409.92	71.84%
Coulee Region Psychiatric Services, S.C.	Brandi Christanson	\$45,000.00	\$34,500.00	December	\$34,500.00	\$10,500.00	76.67%
Dean Saner, Psy. D.	Brandi Christanson	\$20,000.00	\$11,863.69	December	\$11,863.69	\$8,136.31	59.32%
Diane's Adult Family Home	Brandi Christanson	\$100,000.00	\$91,384.25	December	\$91,384.25	\$8,615.75	91.38%
Driftless Counseling, LLC dba Trailhead Therapy and Mentoring	Brandi Christanson	\$900,000.00	\$808,146.38	December	\$808,146.38	\$91,853.62	89.79%
Ellen Adult Family House	Brandi Christanson	\$6,000.00	\$0.00	December	\$0.00	\$6,000.00	0.00%
Evergreen Manor III	Brandi Christanson	\$75,000.00	\$0.00	December	\$0.00	\$75,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Evergreen Manor, Inc.	Brandi Christanson	\$75,000.00	\$33,589.06	December	\$33,589.06	\$41,410.94	44.79%
Ferguson Consulting, LLC	Brandi Christanson	\$2,600.00	\$2,568.25	December	\$2,568.25	\$31.75	98.78%
Fitness Choices	Brandi Christanson	\$49,500.00	\$5,322.57	December	\$5,322.57	\$44,177.43	10.75%
Gundersen Lutheran Administrative Services, Inc.	Brandi Christanson	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
Hailey Schneider	Brandi Christanson	\$100,000.00	\$39,328.49	December	\$39,328.49	\$60,671.51	39.33%
Hansen Assessment and Educational Services	Brandi Christanson	\$16,000.00	\$12,900.00	December	\$12,900.00	\$3,100.00	80.63%
Highland Spring Counseling, LLC	Brandi Christanson	\$17,500.00	\$15,945.00	December	\$15,945.00	\$1,555.00	91.11%
Iris Health Clinic-Woods Crossing	Brandi Christanson	\$1,800.00	\$0.00	December	\$0.00	\$1,800.00	0.00%
Jean Warrior, Ph.D.	Brandi Christanson	\$30,000.00	\$13,110.00	December	\$13,110.00	\$16,890.00	43.70%
Jessica Leinberger Counseling, LLC	Brandi Christanson	\$49,500.00	\$23,766.25	December	\$23,766.25	\$22,583.75	48.00%
KSMS Our House, LLC dba Our House Reedsburg Memory Care	Brandi Christanson	\$26,000.00	\$15,198.40	December	\$15,198.40	\$10,801.60	58.46%
Lutheran Social Services of WI & Upper Michigan, Inc.	Brandi Christanson	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
Midwest Center for Psychotherapy and Sex Therapy	Brandi Christanson	\$5,000.00	\$0.00	December	\$0.00	\$5,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Midwest Monitoring and Surveillance	Brandi Christanson	\$15,000.00	\$2,073.00	December	\$2,073.00	\$12,927.00	13.82%
Miramont Behavioral Health	Brandi Christanson	\$49,500.00	\$20,544.00	December	\$20,544.00	\$28,956.00	41.50%
Northwest Counseling & Guidance Clinic	Brandi Christanson	\$90,000.00	\$85,602.67	December	\$85,602.67	\$4,397.33	95.11%
Options Lab, Inc.	Brandi Christanson	\$15,000.00	\$10,522.50	December	\$10,522.50	\$4,477.50	70.15%
Orion Family Services	Brandi Christanson	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
Pine Counseling	Brandi Christanson	\$25,000.00	\$0.00	December	\$0.00	\$25,000.00	0.00%
Pleasant Ridge Homes, LLC	Brandi Christanson	\$150,000.00	\$4,293.30	December	\$4,293.30	\$145,706.70	2.86%
Red Maple Consulting Services, LLC	Brandi Christanson	\$49,500.00	\$12,567.45	December	\$12,567.45	\$36,932.55	25.39%
Roots Residential Adult Family Homes, LLC	Brandi Christanson	\$100,000.00	\$64,458.90	December	\$64,458.90	\$35,541.10	64.46%
RTP (WI), S.C. dba Array Behavioral Care	Brandi Christanson	\$130,000.00	\$57,627.40	December	\$57,627.40	\$72,372.60	44.33%
Schmitt Woodland Hills	Brandi Christanson	\$5,000.00	\$0.00	December	\$0.00	\$5,000.00	0.00%
Shay Rehabilitation & Psychological Services, INC dba	Brandi Christanson	\$300,000.00	\$188,163.09	December	\$188,163.09	\$111,836.91	62.72%
Tellurian, Inc.	Brandi Christanson	\$115,000.00	\$44,035.00	December	\$44,035.00	\$70,965.00	38.29%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
The Change Group, LLC	Brandi Christanson	\$49,500.00	\$591.91	December	\$591.91	\$48,908.09	1.20%
Therapy Without Walls, LLC	Brandi Christanson	\$49,500.00	\$0.00	December	\$0.00	\$49,500.00	0.00%
TLC Senior Home Care, LLC	Brandi Christanson	\$85,000.00	\$71,693.04	December	\$71,693.04	\$13,306.96	84.34%
Trempealeau County Health Care Center	Brandi Christanson	\$270,000.00	\$0.00	December	\$0.00	\$270,000.00	0.00%
VARC, Inc.	Brandi Christanson	\$49,500.00	\$5,061.89	December	\$5,061.89	\$44,438.11	10.23%
Viroqua Nutrition Counseling, LLC	Brandi Christanson	\$15,000.00	\$0.00	December	\$0.00	\$15,000.00	0.00%
Vista Care Wisconsin	Brandi Christanson	\$840,000.00	\$742,334.35	December	\$742,334.35	\$97,665.65	88.37%
Wisconsin Family Ties	Brandi Christanson	\$36,000.00	\$0.00	December	\$0.00	\$36,000.00	0.00%
You Are Enough Counseling, LLC	Brandi Christanson	\$49,500.00	\$27,929.66	December	\$27,929.66	\$21,570.34	56.42%
Impact Community Planning Group, LLC	Brandie Anderson	\$15,725.00	\$15,105.00	December	\$15,105.00	\$620.00	96.06%
BI Incorporated	Jessica Tisdale	\$5,000.00	\$0.00	December	\$0.00	\$5,000.00	0.00%
Children's Hospital of Wisconsin Community Services-Children's	Jessica Tisdale	\$250,000.00	\$70,525.00	December	\$70,525.00	\$179,475.00	28.21%
Chileda Institute	Jessica Tisdale	\$300,000.00	\$283,365.20	December	\$283,365.20	\$16,634.80	94.46%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Community Care Resources	Jessica Tisdale	\$180,000.00	\$96,737.25	December	\$96,737.25	\$83,262.75	53.74%
Family Services of Northeast Wisconsin	Jessica Tisdale	\$160,000.00	\$16,593.46	December	\$16,593.46	\$143,406.54	10.37%
Family Support Services, LTD	Jessica Tisdale	\$18,000.00	\$16,172.61	December	\$16,172.61	\$1,827.39	89.85%
Forward Home for Boys	Jessica Tisdale	\$110,000.00	\$108,503.55	December	\$108,503.55	\$1,496.45	98.64%
Midwest Monitoring and Surveillance	Jessica Tisdale	\$5,000.00	\$60.00	December	\$60.00	\$4,940.00	1.20%
Moe's Transitional Living Center	Jessica Tisdale	\$115,000.00	\$110,033.00	December	\$110,033.00	\$4,967.00	95.68%
Oxford House, Inc.	Jessica Tisdale	\$600.00	\$0.00	December	\$0.00	\$600.00	0.00%
Platteville Family Resource Center	Jessica Tisdale	\$15,000.00	\$10,000.00	December	\$10,000.00	\$5,000.00	66.67%
Sunshine and Giggles LLC	Jessica Tisdale	\$9,500.00	\$0.00	December	\$0.00	\$9,500.00	0.00%
A & J Vans, Inc. dba A & J Mobility	Laurie Couey	\$25,000.00	\$0.00	December	\$0.00	\$25,000.00	0.00%
Autism Society of Greater Wisconsin	Laurie Couey	\$11,000.00	\$750.00	December	\$750.00	\$10,250.00	6.82%
Children's Hospital of Wisconsin Community Services-Children's	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
Christian Servants Home Care, LLC	Laurie Couey	\$30,000.00	\$8,324.50	December	\$8,324.50	\$21,675.50	27.75%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Community Care Resources	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
Cooperative Educational Service Agency (CESA) 3	Laurie Couey	\$15,000.00	\$1,980.00	December	\$1,980.00	\$13,020.00	13.20%
CR Therapy	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
Dane County Fence and Deck Company Inc., DBA Fence World of	Laurie Couey	\$49,500.00	\$21,808.00	December	\$21,808.00	\$27,692.00	44.06%
Discovery Play School Inc.	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
Easter Seals of Wisconsin, Inc.	Laurie Couey	\$11,000.00	\$1,127.00	December	\$1,127.00	\$9,873.00	10.25%
Elevation Dance Academy	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
In2Great Children's Therapy, LLC dba Motiv8 Children's Therapy	Laurie Couey	\$10,000.00	\$0.00	December	\$0.00	\$10,000.00	0.00%
J & B Medical Supply	Laurie Couey	\$20,000.00	\$15,181.68	December	\$15,181.68	\$4,818.32	75.91%
Logan James Herr Foundation Inc. DBA Logan's Heart and Smiles	Laurie Couey	\$49,500.00	\$23,050.00	December	\$23,050.00	\$26,450.00	46.57%
Lori Knapp, Inc.	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
M Squared NC, LLC dba Action Fence	Laurie Couey	\$49,500.00	\$19,474.00	December	\$19,474.00	\$30,026.00	39.34%
Memorial Hospital of Boscobel, Inc.	Laurie Couey	\$75,000.00	\$11,647.40	December	\$11,647.40	\$63,352.60	15.53%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Music on the Move Music Therapy Services	Laurie Couey	\$10,000.00	\$0.00	December	\$0.00	\$10,000.00	0.00%
National Seating and Mobility	Laurie Couey	\$11,000.00	\$837.20	December	\$837.20	\$10,162.80	7.61%
Paquette Therapy, LLC	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%
Premier Financial Management Services	Laurie Couey	\$180,000.00	\$148,551.12	December	\$148,551.12	\$31,448.88	82.53%
Rural Wisconsin Health Cooperative	Laurie Couey	\$75,000.00	\$56,213.26	December	\$56,213.26	\$18,786.74	74.95%
Soaring Skills, LLC	Laurie Couey	\$25,000.00	\$2,152.38	December	\$2,152.38	\$22,847.62	8.61%
St. Joseph's Health Services, Inc.	Laurie Couey	\$75,000.00	\$39,100.16	December	\$39,100.16	\$35,899.84	52.13%
Symons Recreation Complex	Laurie Couey	\$15,000.00	\$3,812.00	December	\$3,812.00	\$11,188.00	25.41%
The Change Group, LLC	Laurie Couey	\$25,000.00	\$206.00	December	\$206.00	\$24,794.00	0.82%
The Gym-Boree LLC	Laurie Couey	\$11,000.00	\$1,350.00	December	\$1,350.00	\$9,650.00	12.27%
United Seating and Mobility, LLC DBA Numotion	Laurie Couey	\$11,000.00	\$2,457.90	December	\$2,457.90	\$8,542.10	22.34%
Whispering Pines Custom Builders, LLC	Laurie Couey	\$5,000.00	\$0.00	December	\$0.00	\$5,000.00	0.00%
Wisconsin Badger Camp	Laurie Couey	\$11,000.00	\$0.00	December	\$0.00	\$11,000.00	0.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Wisconsin Family Ties	Laurie Couey	\$5,000.00	\$855.00	December	\$855.00	\$4,145.00	17.10%
Bethel Home Helping Hands	Roxanne Klubertanz-	\$3,000.00	\$0.00	December	\$0.00	\$3,000.00	0.00%
Bethlehem Lutheran Church	Roxanne Klubertanz-	\$4,800.00	\$4,800.00	December	\$4,800.00	\$0.00	100.00%
Center Pharmacy	Roxanne Klubertanz-	\$2,000.00	\$0.00	December	\$0.00	\$2,000.00	0.00%
City of Richland Center	Roxanne Klubertanz-	\$3,600.00	\$3,600.00	December	\$3,600.00	\$0.00	100.00%
Drfitless Area Ink, LLC dba Task Fairy	Roxanne Klubertanz-	\$2,000.00	\$0.00	December	\$0.00	\$2,000.00	0.00%
Harvest Guest Home	Roxanne Klubertanz-	\$2,000.00	\$0.00	December	\$0.00	\$2,000.00	0.00%
Lori Knapp, Inc.	Roxanne Klubertanz-	\$9,000.00	\$3,094.57	December	\$3,094.57	\$5,905.43	34.38%
Mazo Catering	Roxanne Klubertanz-	\$79,800.00	\$76,875.75	December	\$76,875.75	\$2,924.25	96.34%
Richland County Food Service	Roxanne Klubertanz-	\$130,000.00	\$65,724.70	December	\$65,724.70	\$64,275.30	50.56%
Richland Electric Cooperative	Roxanne Klubertanz-	\$1,500.00	\$0.00	December	\$0.00	\$1,500.00	0.00%
Schmitt Woodland Hills	Roxanne Klubertanz-	\$9,000.00	\$379.45	December	\$379.45	\$8,620.55	4.22%
St. Anthony's Parish	Roxanne Klubertanz-	\$14,000.00	\$4,200.00	December	\$4,200.00	\$9,800.00	30.00%

Provider Name	Manager	Contract Amount	Amount Expended	Current Month Invoiced	Total Amount Expended	Balance	% Utilized
Symons Recreation Complex	Roxanne Klubertanz-	\$5,000.00	\$2,264.82	December	\$2,264.82	\$2,735.18	45.30%
Village Caregiving, LLC	Roxanne Klubertanz-	\$3,000.00	\$1,792.50	December	\$1,792.50	\$1,207.50	59.75%
VRI	Roxanne Klubertanz-	\$2,500.00	\$244.65	December	\$244.65	\$2,255.35	9.79%
Bindl Snowplowing	Stephanie Ronnfeldt	\$6,500.00	\$5,944.00	December	\$5,944.00	\$556.00	91.45%
Passages, Inc.	Stephanie Ronnfeldt	\$2,600.00	\$2,600.00	December	\$2,600.00	\$0.00	100.00%
Southwest Wisconsin Workforce Development Board	Stephanie Ronnfeldt	\$325,000.00	\$166,084.99	December	\$166,084.99	\$158,915.01	51.10%

Richland County Health & Human Services and Veterans Standing Committee

Agenda Item Cover

Agenda Item Name: Behavioral Health Unit Structural Changes

Unit	Behavioral Health Services	Presented By:	Brandi Christianson/Tricia Clements
Date of Meeting:	February 8, 2024	Action Needed:	Consent
Disclosure:	Open Session	Authority:	Health and Human Services/Veterans Committee/County Administrator
Date submitted:	February 7, 2024	Referred by:	HHS

Recommendation and/or action language: Consent to:

- 1.) Changing the title and duties of the “Children’s Long-Term Support and Birth to Three Supervisor” to the “Behavioral Health Unit Supervisor.”
- 2.) Filing the leased service facilitator position that is listed in the Staff Authorization Table.

Pending approval of the county administrator.

Background: The Behavioral Health Unit is the biggest unit at Richland County Health and Human Services. It is made up of 16 county employees and 3 contracted medical providers. There are at least 10 different programs, and 7 grants that need to be overseen. Currently the Behavioral Health Unit Manager oversees 8 of these programs, and the Children’s Long-Term Support and Birth to Three Supervisor oversees the other two. All of these different program and grants make it difficult for one person to effectively run the unit.

Changing the title of the Children’s Long-Term Support and Birth to Three Supervisor to the Behavioral Health Unit Supervisor would help assist the unit manager with all day-to-day activities that take place in the Unit. The Behavioral Health Supervisor would get trained in all the different programs, be the first point of contact for staff questions, and take the lead on the Comprehensive Community Services program. This will allow the unit manager to focus on grant reporting, program compliance, expanding programs and maximizing revenue. Additionally, the manager will have more time dedicated to overseeing the current placements.

Currently the Children’s Long-Term Support & Birth to Three Supervisor carries a caseload of clients. With the changing of the position, we would need to fill the authorized, but not filled, service facilitator position. The service facilitator would be responsible for the assessment and enrollment of consumers into the CLTS and/or CCS programs, setting up the plans and associated services and monitoring of the services set in place.

Attachments and References:

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	No financial impact		

The changes would be at no cost to the county as it will be funded by grants and the CCS program.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

AMENDED CONTRACTS/AGREEMENTS/MOUS

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2024 AMENDED HHS CONTRACT/AGREEMENT/MOU APPROVALS (02-08-2024)		
HANSEN ASSESSMENT AND EDUCATIONAL SERVICES	<p>Request Board approval to enter into a contract with <u>Hansen Assessment and Educational Services</u> to provide supervision and education to the staff in the Child and Youth Services Unit. (Viroqua)</p>	<p><i>Original Contract Amount: \$16,000</i></p> <p>Requesting Board approval to enter into a contract with <u>Hansen Assessment and Educational Services</u> for an additional \$5,000 with a total amount not to exceed \$21,000.</p>

NEW CONTRACTS/AGREEMENTS/MOUS

RICHLAND COUNTY HEALTH AND HUMAN SERVICES 2024 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (02-08-2024)		
Hidden Springs Clinic	<p>Request Board approval to enter into a contract with <u>Hidden Springs Clinic</u> to provide therapeutic contact between child and parent for family being services by Child and Youth Services Unit. (Westby)</p>	<p>Requesting Board approval to enter into a contract with <u>Hidden Springs Clinic</u> for a total amount not to exceed \$9,500.</p>

Richland County Health and Human Services Board

AGENDA ITEM SUMMARY

Agenda Item Name: Approve New Transportation Coordinating Committee Member

Unit:	ADRC	Presented By:	Roxanne Klubertanz-Gerber
Date of Meeting:	February 8, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	January 19, 2024	Referred by:	Transportation Coordinating Committee (TCC)

Recommendation and/or action language: Appoint Jeremy Walsh to the Transportation Coordinating Committee (TCC), replacing Cole Pyfferoen, and forward the recommendation onto the County Administrator for review and submission to the County Board for approval.

Background: The Aging & Disability Resource Center coordinates both the Volunteer Driver Escort Program and a Public Transportation Program. The TCC is an advisory committee of the Richland County Transportation Program and is a part of regulating and developing transportation services in Richland County. The committee meets four times per year.

The TCC consists of appointed county board members, community members, one HHS staff member, and service organizations. Terms for this appointment are three years in length with a maximum of two terms/six years, not including partial terms. Jeremy Walsh has been approved by the TCC to fill the currently vacant “Transportation Providers – Proprietary – PVM” position.

Attachments and References:

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Financial Review: \$30 per meeting and mileage of \$.51/mile.

(please check one)

X	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

Richland County Health and Human Services & Veterans Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve New Comprehensive Community Services (CCS) Coordination Committee Membership List

Unit:	Behavioral Health Services	Presented By:	Brandi Christianson
Date of Meeting:	February 8, 2024	Action Needed:	Vote // County Administrator // County Board
Disclosure:	Open Session	Authority:	
Date submitted:	January 26, 2024	Referred by:	CCS Coordination Committee

Recommendation and/or action language: Appoint the following new membership list to the Comprehensive Community Services (CCS) Coordination Committee, and forward the recommendation onto the County Administrator for review and submission to the County Board for approval.

Member's Name	First Appointed	Representing
Brandi Christianson	09/14/2023	HHS – Behavioral Health Services Manager
Mackenzie Fisher	09/14/2023	HHS- Staff
Elizabeth Muth	09/14/2023	HHS-Staff
Dr. Jerel Berres	05/12/2022	HHS & Veterans Standing Committee Member
Nathan McBain	09/14/2023	Consumer
Anna Clarson	09/14/2023	Consumer
Connie Welte	09/14/2023	Consumer
Charlie Hillman	12/09/2021	Consumer
Jessica Brown	02/08/2024	Community Mental Health/Substance Abuse Advocate

Background: The CCS Coordination Committee is responsible for reviewing the annual Quality Improvement Plan and the Comprehensive Community Services Plan for Richland County CCS Programming. The Comprehensive Community Services Coordination Committee reviews changes to policies and practices related to CCS Services in Richland County.

In an effort to increase attendance at the committee meetings, Health & Human Services began offering per diems and mileage reimbursement to committee members in early 2022. These meetings are held at least quarterly and are a requirement of the CCS Program. Meeting agendas and minutes are recorded and will be offered to the County Clerk's Office.

Attachments and References:

Refer to Resolution #14-32	
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Financial Review: A \$30.00 meeting per diem plus mileage would be paid to committee members.

(please check one)

Richland County Health and Human Services & Veterans Standing Committee

AGENDA ITEM SUMMARY

x	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	No financial impact		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Health & Human Services and Veterans Standing Committee

Agenda Item Cover

Agenda Item Name: Public Health 140 Review

Unit	Public Health	Presented By:	Brandie Anderson, Health Officer
Date of Meeting:	2/8/2024	Action Needed:	No Action Needed
Disclosure:	Open Session	Authority:	
Date submitted:	2/5/2024	Referred by:	Brandie Anderson, Health Officer

Recommendation and/or action language: No action requested/needed.

Background: Public Health Departments in Wisconsin are required to complete a DHS 140 Review process every 5 years. Richland County Public Health has a scheduled 140 review that will occur on March 7th, 2024 at 1:00 p.m. at the RCHHS building with the public health unit.

Attachments and References:

DHS 140 Review Possible Discussion Questions	DHS 140

Financial Review: N/A

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

DHS 140 Review Possible Discussion Questions

Grouped by Topic

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Introduction

Local health departments (LHDs) perform a valuable service to the people of Wisconsin by administering and providing public health services and expertise. [Wisconsin Stat. ch. 251](#), [Wis. Admin. Code ch. DHS 140](#), in conjunction with other [applicable Wisconsin state statutes and administrative code](#) constitute the knowledge, expertise, and services required of LHDs to operate in the state.

Preparing for the Discussion

A LHD may find the following suggestions helpful to prepare for the on-site visit discussion.

- Reading state statute and rule text related to public health.
 - Suggested Wisconsin Statutes
 - [Wisconsin Stat. ch. 251](#) Local Health Officials
 - [Wisconsin Stat. ch. 252](#) Communicable Diseases
 - [Wisconsin Stat. ch. 253](#) Maternal and Child Health
 - [Wisconsin Stat. ch. 254](#) Environmental Health
 - [Wisconsin Stat. ch. 255](#) Chronic Disease and Injuries
 - Suggested Wisconsin Administrative Code
 - [Wisconsin Admin. Code ch. DHS 139](#) Qualifications of Public Health Professionals Employed by Local Health Departments
 - [Wisconsin Admin. Code ch. DHS 140](#) Required Services of Local Health Departments
 - [Wisconsin Admin. Code ch. DHS 142](#) Access to Vital Records
 - [Wisconsin Admin. Code ch. DHS 144](#) Immunization of Students
 - [Wisconsin Admin. Code ch. DHS 145](#) Control of Communicable Diseases
 - [Wisconsin Admin. Code ch. DHS 146](#) Vaccine-Preventable Diseases
- Reviewing the possible discussion questions, provided below.
- Reviewing the LHD's documentation required by Wisconsin State Statutes and Administrative Code.

- Annual reports as per [Wis. Stat. § 251.06\(3\)\(h\)](#) and [Wis. Admin. Code § DHS 140.05\(2\)](#).
- Board of Health meetings as per [Wis. Stat. § 251.04\(5\)](#).
- Community Health Assessment (aka Community Health Needs Assessment), as per Wis. Admin. Code §§ DHS [140.04\(1\)\(c\)1](#) and [140.04\(1\)\(g\)3](#).
- Community Health Improvement Plan, as per [Wis. Stat. § 251.05\(3\)\(c\)](#) and Wis. Admin. Code §§ DHS [140.04\(1\)\(a\)1.c](#), [140.04\(1\)\(g\)3-4](#), [140.04\(1\)\(h\)2](#), and [140.05\(1\)\(a\)1](#).
- Local Health Officer qualifications, as per [Wis. Stat. § 251.06\(1\)](#).
- Thinking about the work the LHD does in regard to Wisconsin State Statutes and Administrative Code.
- Determining who will participate in the in-person discussion.
NOTE: Best practice is to involve staff and members of the governing entity.
- Considering any challenges or barriers the LHD faces in meeting the needs of the community.
- Considering what type of support from DHS or others may increase the capacity of the LHD.

Possible Discussion Questions (Grouped by Topic)

Jurisdiction and Structure

- Describe the structure and jurisdiction of the LHD.
- What programs and services are offered by the LHD?
 - What are your major programs/initiatives?
 - ...by foundational public health model area, national public health performance standard, essential services?
 - What LHD programs/initiatives do you consider innovative?

Board of Health

- Explain how the appointed members reflect the diversity of your jurisdiction and meet the requirements of a board of health. [[Wis. Stat. § 251.03\(1\)](#)]
- How does the board of health employ qualified public health professionals? [[Wis. Stat. § 251.04\(8\)](#)]
- Describe frequency of board of health meetings. [[Wis. Stat. § 251.04\(5\)](#)]
- How has the board of health assessed public health needs and advocated for the reasonable and necessary provision of public health services within the past year? [[Wis. Stat. § 251.04\(6\)\(a\)](#)]
- Describe how the board of health develops policy and provides leadership that:
 - Fosters involvement and commitment of the community.
 - Advocates for equitable distribution of public health resources.
 - Is consistent with public health needs in the jurisdiction of the board of health. [[Wis. Stat. § 251.04\(6\)\(b\)](#)]

Community Health Strategist [Level III]

- How has the LHD led the collection of data? [[Wis. Admin. Code § DHS 140.06\(1\)](#)]

- How was this data utilized to guide public health planning and decision-making at the local level?
- Provide an example of the LHD serving as the public health expert within the jurisdiction to elected officials, stakeholders, and community partners, including data and research. [[Wis. Admin. Code § DHS 140.06\(2\)](#)]
- What efforts is the LHD currently undertaking to identify and address factors impacting population health by implementing evidence-informed and emerging practices? [[Wis. Admin. Code § DHS 140.06\(3\)](#)]
- Describe the LHD's current activity related to addressing factors that impact health where we live, learn, grow, work, and play (social determinants of health). [[Wis. Admin. Code § DHS 140.06\(4\)](#)]

Surveillance and Investigation

[[Wis. Stat. § 251.05\(2\)\(a\)](#); [Wis. Admin. Code § DHS 140.04\(1\)\(a\)](#)]

- Provide an example of how the LHD regularly and systematically collects, assembles, analyzes, and makes available information on the health status of the community.
- How are health problems, environmental public health hazards, and social and economic risks that affect the public's health identified? [[Wis. Admin. Code § DHS 140.04\(1\)\(a\)1.a.](#)]
- Describe how assessment data is used to inform decisions. [[Wis. Admin. Code § DHS 140.04\(1\)\(a\)1.b.](#)]
- What recommendations have been developed by the LHD in regard to policy, programs, and interventions? [[Wis. Admin. Code § DHS 140.04\(1\)\(a\)1.c.](#)]
- How do you ensure assessment data is reflective of all populations within your jurisdiction?

Communicable Disease Control

[[Wis. Stat. § 251.05\(2\)\(a\)](#); [Wis. Admin. Code § DHS 140.04\(1\)\(b\)](#)]

- Describe how the LHD provides surveillance, investigation, prevention, and control of communicable diseases, including the prompt reporting of suspect and confirmed communicable diseases directly to the department, or directing nurses and physicians to report suspect and confirmed communicable diseases directly to the department. [[Wis. Stat. § 252.05\(1\)](#)]

Level II: Foundational Public Health Services

[[Wis. Admin. Code § DHS 140.05\(1\)\(a\)](#)]

- Communicable disease control is a foundational area under the foundational public health services model. Describe how the LHD:
 - Provides support, leadership, and resources in the foundational area of communicable disease control.
 - Engages the public health system and utilizes evidence-informed service delivery in the foundational area of communicable disease control.
 - Provides, evaluates, and reports to the community and local board of health on progress and performance in the foundational area of communicable disease control.

Other Disease Prevention

[[Wis. Stat. § 251.05\(2\)\(a\)](#); [Wis. Admin. Code § DHS 140.04\(1\)\(c\)](#)]

- Describe how the LHD develops and implements interventions intended to reduce the incidence, prevalence, or onset of chronic diseases, or to prevent or ameliorate injuries. [[Wis. Admin. Code § DHS 140.04\(1\)\(c\)1.](#)]
 - How do these interventions align with community needs and the most recent state public health agenda?
- Describe LHD efforts to increase access to health care services for the jurisdiction. [[Wis. Admin. Code § DHS 140.04\(1\)\(c\)3.](#)]
- When developing and implementing other disease prevention interventions, how are populations of color, American Indians, rural populations, and others experiencing health inequities considered?

Level II: Foundational Public Health Services

[[Wis. Admin. Code § DHS 140.05\(1\)\(a\)](#)]

- Chronic disease and injury prevention is a foundational area under the foundational public health services model. Describe how the LHD:
 - Provides support, leadership, and resources in the foundational area of chronic disease and injury prevention.
 - Engages the public health system and utilizes evidence-informed service delivery in the foundational area of chronic disease and injury prevention.
 - Provides, evaluates, and reports to the community and local board of health on progress and performance in the foundational area of chronic disease and injury prevention.
- Access and linkage to health services is a foundational area under the foundational public health services model. Describe how the LHD:
 - Provides support, leadership, and resources in the foundational area of access and linkage to health services.
 - Engages the public health system and utilizes evidence-informed service delivery in the foundational area of access and linkage to health services.
 - Provides, evaluates, and reports to the community and local board of health on progress and performance in the foundational area of access and linkage to health services.

Emergency Preparedness and Response

[[Wis. Admin. Code § DHS 140.04\(1\)\(d\)](#)]

- Describe plans, processes, and systems in place that allow the LHD to prepare for and respond to public health emergencies.
 - How is the continuity of operations considered?
- What strategies exist to protect the health of vulnerable populations during a disaster, outbreak, or emergency? [[Wis. Admin. Code § DHS 140.04\(1\)\(d\)8.](#)]

Health Promotion

[[Wis. Stat. § 251.05\(2\)\(a\)](#); [Wis. Admin. Code § DHS 140.04\(1\)\(e\)](#)]

- How has the LHD developed and implemented interventions, policies, and systems to promote practices that support positive public health outcomes and resilient communities?
- Describe an example of the LHD providing public education to promote the health of the public.
- Describe the LHD's communication and outreach processes.
 - How is health literacy considered in the development of materials?
 - How is feedback from the public and community partners gathered?
 - Does the communication and outreach process change in the event of a public health emergency?

Level II: Foundational Public Health Services

[\[Wis. Admin. Code § DHS 140.05\(1\)\(a\)\]](#)

- Maternal, child, and family health is a foundational area under the foundational public health services model. Describe how the LHD:
 - Provides support, leadership, and resources in the foundational area of maternal, child, and family health.
 - Engages the public health system and utilizes evidence-informed service delivery in the foundational area of maternal, child, and family health.
 - Provides, evaluates, and reports to the community and local board of health on progress and performance in the foundational area of maternal, child, and family health.

Human Health Hazard Control

[\[Wis. Stat. § 251.05\(2\)\(a\); Wis. Admin. Code § DHS 140.04\(1\)\(f\)\]](#)

- Describe the LHD practice for reporting and investigating occurrences of occupational disease, environmental disease, or exposure to a human health hazard. [\[Wis. Admin. Code § DHS 140.04\(1\)\(f\)1.\]](#)
- Describe partnerships with other entities to control human health hazards within your jurisdiction.

Level II: Foundational Public Health Services

[\[Wis. Admin. Code § DHS 140.05\(1\)\(a\)\]](#)

- Environmental public health is a foundational area under the foundational public health services model. Describe how the LHD:
 - Provides support, leadership, and resources in the foundational area of environmental public health.
 - Engages the public health system and utilizes evidence-informed service delivery in the foundational area of environmental public health.
 - Provides, evaluates, and reports to the community and local board of health on progress and performance in the foundational area of environmental public health.

Level III: Environmental Health Program

- Describe participation, and provision of environmental health expertise, in the development of community plans. [[Wis. Admin. Code § DHS 140.06\(5\)\(a\)](#)]
- Describe practices related to providing or arranging for the availability of services authorized under [Wis. Stat. ch. 254](#), such as for toxic substances, indoor air quality, animal-borne or vectorborne disease, and human health hazards? [[Wis. Admin. Code § DHS 140.06\(5\)\(b\)](#)]
- How does the LHD collect, review, and analyze environmental and community health data to manage, control, and prevent environmental factors that may adversely affect the health, safety, or well-being of individuals or the community? [[Wis. Admin. Code § DHS 140.06\(5\)\(c\)](#)]
- What agreements does the LHD currently have established with state agencies to provide or arrange for environmental health services? [[Wis. Admin. Code § DHS 140.06\(5\)\(d\)](#)]
- Is the LHD administering regulations of the board of health or other local governing body? [[Wis. Admin. Code § DHS 140.06\(5\)\(e\)](#)]

Policy and Planning

[[Wis. Admin. Code § DHS 140.04\(1\)\(g\)](#)]

- What is your agency's process for maintaining internal operating policies and procedures?
- How does the LHD coordinate planning and serve as a source of information and expertise in the development and implementation of policies affecting public health? [[Wis. Admin. Code § DHS 140.04\(1\)\(g\)1.](#)]
- Describe the LHD's efforts to engage diverse populations and consideration of adversely impacted populations in the development, adoption, and implementation of policies impacting public health. [[Wis. Admin. Code § DHS 140.04\(1\)\(g\)2.](#)]
- Please provide the date of the last community health assessment (CHA) and the start and end dates of your community health improvement plan (CHIP) developed with partners. [[Wis. Admin. Code § DHS 140.04\(1\)\(g\)3.](#)]
 - List the health priorities.
 - Provide examples of partners working on each priority.
 - Provide a progress summary and evaluation for each priority as of 2019.
- How does the CHIP development process cultivate community ownership throughout the development and implementation of the plan? [[Wis. Admin. Code § DHS 140.04\(1\)\(g\)4.](#)]
- Describe any involvement of the LHD to promote land use planning and sustainable development activities to create positive health outcomes. [[Wis. Admin. Code § DHS 140.04\(1\)\(g\)6.](#)]

Level III: State Public Health Agenda

- How is the LHD providing or arranging for other services that the LHD determines appropriately address objectives or services in the most recent state public health agenda? [[Wis. Admin. Code § DHS 140.06\(6\)](#)]

Leadership and Organizational Competencies

[[Wis. Admin. Code § DHS 140.04\(1\)\(h\)](#)]

- Who are the LHD's partners and stakeholders? [[Wis. Admin. Code § DHS 140.04\(1\)\(h\)1.](#)]
 - How are they involved with the development of the LHD's goals? [[Wis. Admin. Code § DHS 140.04\(1\)\(h\)2.](#)]
- Describe the LHD's access to legal or corporate counsel.
- How is the LHD implementing processes within public health programs that create health equity? [[Wis. Admin. Code § DHS 140.04\(1\)\(h\)5.](#)]
- How does the LHD maintain confidentiality of records with personally identifiable information?

Performance Management and Quality Improvement

- How is progress towards LHD goals, such as strategic plan, CHIP, and others tracked, monitored, and evaluated over time? [[Wis. Admin. Code § DHS 140.04\(1\)\(h\)4.](#)]
- How does the LHD identify areas for improvement?

Level II

- What activity surrounding performance management and quality improvement is the LHD currently engaged in? [[Wis. Admin. Code § DHS 140.05\(1\)\(c\) and \(d\)](#)]
 - Describe future plans to enhance these efforts.
 - Describe barriers to implementation.
 - Describe training available to staff.

Level III

- Describe efforts to develop and implement methods to collect performance data, evaluate goals, conduct quality improvement, and report progress to advise organizational decisions. [[Wis. Admin. Code § DHS 140.06\(7\)](#)]
- How is the agency quality improvement plan implemented and integrated throughout the organization? [[Wis. Admin. Code § DHS 140.06\(8\)](#)]

Workforce Development

- How are continuing education and other training opportunities provided to LHD staff? [[Wis. Admin. Code § DHS 140.04\(1\)\(h\)7.](#)]
 - ALTERNATIVE: How is the LHD promoting professional development?
- Describe your process for checking licenses or certifications before hiring staff and reviewing licenses and certifications on a regular basis.

Level II

- Has the LHD included core public health competencies and credentialing requirements in all department job descriptions? [[Wis. Admin. Code § DHS 140.05\(1\)\(b\)1.](#)]
 - Is this prohibited by local governing body?
- Describe the efforts to assess staff core public health competencies in order to identify department training needs. [[Wis. Admin. Code § DHS 140.05\(1\)\(b\)2.](#)]

- Describe how annual performance evaluations and personal development plans are completed, unless prohibited by the local governing body. [[Wis. Admin. Code § DHS 140.05\(1\)\(b\)3.](#)]

Public Health Nursing Services

[[Wis. Admin. Code § DHS 140.04\(1\)\(i\)](#)]

- How are public health nurses involved in applying nursing and public health principles in assessment, development, and implementation of the LHD's services?
 - Including coalitions, community efforts, CHA and CHIP, etc.

Annual Reporting

- Describe how the LHD's annual report of operations is developed and shared to the board of health and the public.

Overall LHD Questions

- Describe any barriers the LHD is experiencing.
- Tell us how technical assistance or support could be helpful.

Quality Improvement Questions

- What were your expectations when the review process began?
- Describe the value of the review process.
- How can the review process be improved?
- Describe your vision for the role of the state in the review process.
- How can the in-person discussion be improved?
- How can the review questions be improved?

After the In-Person Review Discussion

After the in-person review discussion, DPH review team members will summarize information gathered during the visit and allow the LHD to review and comment. The SHO will use the review summary document to determine the LHD's level of service. After the SHO determines the LHD level, a letter will be sent to the LHD's Board of Health Chair and the LHO. DPH will also offer to present the LHD level certificate to the LHD.

Appendix A



**WISCONSIN DEPARTMENT
of HEALTH SERVICES**

Division of Public Health
Office of Policy and Practice Alignment

DHS 140 Review Notes

[Click here to enter name of local health department.](#)

Date: [Click here to enter date of on-site visit.](#)

Review Level:

Onsite Visit Participants

Local Health Department Representatives	
Name	Title
Wisconsin Department of Health Services (DHS), Division of Public Health (DPH) Staff	
Name	Bureau/Office and Title

Contact Information for Post DHS 140 Review Correspondence

Name and address of board of health chair:	Name and address of county board chair, mayor or other local official:

Highlights, Strengths, and Impacts of Efforts from Level I, II, or III

Area	Highlight

Best Practice Opportunities for Public Health Practice, Function, and Staffing

Area	Opportunities

Discussion Notes

Area	Summary
Local Health Officer Qualifications	
Jurisdiction and Structure	
Board of Health	
Community Health Strategist [Level III Only]	
Surveillance and Investigation	
Communicable Disease Control	
Level II: Foundational Public Health Services (FPHS): Communicable Disease Control	
Other Disease Prevention	
Level II: FPHS: Chronic Disease and Injury Prevention	

Area	Summary
Level II: FPHS: Access and Linkage to Health Services	
Emergency Preparedness and Response	
Health Promotion	
Level II: FPHS: Maternal, Child, and Family Health	
Human Health Hazard Control	
Level II: FPHS: Environmental Public Health	
Level III: Environmental Health Program	
Policy and Planning	
Level III: State Public Health Agenda	
Leadership and Organizational Competencies	

Area	Summary
➤ Performance Management and Quality Improvement	
➤ Workforce Development	
Public Health Nursing Services	
Annual Reporting	

February 2024 Updates

ADRC

The ADRC has filled the Elder Benefit Specialist (EBS) position. Kayla Williams, our current Disability Benefit Specialist (DBS), will start in the position on February 26th. Along with this, we are currently interviewing for her Disability Benefit Specialist position. Having Kayla transition from the DBS position to the EBS position will help with having a seamless transition for both positions.

Tanya Webster, Nutrition Program Coordinator has been trained in the Evidence Based program Bingocize. This 10-week course is a fun way to improve health and quality of life for individuals over 60. Tanya will be providing the first offering in May. Anyone interested in participating can reach out to the ADRC for more information.

The ADRC participated in the January Homelessness Point in Time Count on January 26th. There were seven volunteers canvassing the county for individuals experiencing homelessness along with law enforcement. It is a national count that is completed twice a year. It is a way for Southwest CAP to be able to secure data needed to apply for grants to help individuals experiencing homelessness and to help prevent homelessness in our local community.

The ADRC is now offering a new program through NC State University called Eat Smart, Move More, Weigh less. This is an evidence-based program that is offered utilizing Older Americans Act funding and is online. It is a 15-week online weight-management program delivered by a live Registered Dietitian Nutritionist. The ADRC has a limited number of slots for this program. Anyone interested in learning more, and signing up, should contact the ADRC.

Behavioral Health

Outpatient Clinic:

Our Psychologist, Psychiatrist, and Psychiatric Nurse Practitioner are currently booking out 3-4 months at this time. During the month of January, our Psychiatric Nurse received 8 referrals to our providers.

Comprehensive Community Services (CCS):

In the month of January, we received 7 CCS referrals. Our 3 CCS workers have caseloads of around 10, and will be slowly moving up to state average of 15-18 cases within the next months as a result of the increasing numbers of referrals.

Crisis:

In the month of January we had 33 Northwest Connections notes come in. Our crisis worker had responded to three mobile calls in the month of January. We currently have 8 people on settlements or commitments. 2 people successfully finished the terms of their settlement and commitment in January, and it was able to expire.

Mental Health & Substance Abuse (AODA):

We added a new AODA counselor to our team and she started at the end of January. The state has accepted our application to become a DHS 75.50 clinic. This license will allow us to be an integrated behavioral health clinic, instead of having two separate license for substance abuse and mental health. The next step is for a surveyor to review our policies, and then have a site visit. 6 mental health

assessments and 1 AODA assessment were completed during the month of January. One of our mental health therapists completed a week-long Domestic Violence training. She is excited to be able to offer this new treatment opportunity to the community.

APS:

Our APS worker had 18 referrals in the month of January.

Treatment Court:

Treatment Court had 1 graduation at the beginning of January. During the month of January, Treatment Court had one referral. They currently have 13 people in the program.

Birth to Three (BT3)

During the month of January, we had 7 referrals for BT3.

Children's Long-Term Support (CLTS)

During the month of January, we had 3 referrals for CLTS.

Coordinated Services Team (CST):

During the month of January, we had 0 referrals for CST.

Unit Highlight

"I have a client (whom I met while she was incarcerated, when I was doing jail therapy) self-refer and continue to do therapy at HHS after she was released. During this time in therapy she was able to process and learn healthy boundaries and relationships, improve self-care, continue her path in recovery and sobriety and learn new parenting skills in our sessions. Due to her work in sessions and attending all other meetings needed. Her children have now been reunified and are back living at home with her!" – Bryanna Miller, MS, MFT
Mental Health Therapist

Public Health

Our next community vaccine clinic is scheduled for Thursday, February 22nd, 2024 from 9:00 AM to 4:00 PM. This includes all VFC (Vaccine for children) along with Flu Shots. We also have the COVID vaccine available for children through VFC for children that qualify (uninsured/underinsured). We continue to offer the incentive cards from SWCAP which are Kwik Trip \$25 gift cards that can be offered to persons who are disabled or ages 60 and over to get a flu shot. We have been able to distribute a few of these cards and will continue to promote this through messaging. Public Health staff have created more messaging to promote our clinics on social media and through SWCAP.

We have ordered and awaiting the COVID vaccine for the Bridge Access Program (BAP) for uninsured/underinsured adults. When this arrives, we will create messaging to promote this product for the public for those who are eligible.

Respiratory illnesses are on the rise and public health would like to continue to remind and caution people to make efforts to prevent the spread of illnesses at this time and to stay home if you are sick. Respiratory illness within this region include COVID, Influenza, and RSV.

The public health unit is working on creating a strategic plan. This has not been updated in recent years, and will be necessary to show we are working on this for our 140 Review. Public Health Staff continue to meet more regularly in preparation of this meeting.

February is the month to promote heart health and our PH specialists will promote through messaging and also created an article for the ADRC newsletter for this topic.

Public Health Unit successes to highlight for the month of January would be that we distributed all radon test kits that were available in the month of January and have more on the way; this is assumed to be in response to radio promotion of radon awareness month! We have also seen more calls/interest from families scheduling for upcoming vaccine clinics. Finally, PH staff will be gathering and organizing some information that details some of our specific PH work tasks that may be helpful information for the board to know; our hope is to have information to provide monthly updates.

- 9 Lead cases received and addressed from October to present.
- 23 animal bite cases processed since October.
- 151 birth packets mailed in 2023, and 16 so far in 2024.
- 697 communicable disease cases received in our WEDSS system and staff handled 287 of these cases directly.
- School Flu Immunizations were 261 doses given for the 2023 fall season which was 25 doses higher than the previous year.
- Environmental Health Complaints handled by our staff since Troy's departure has been 11.
- Since the new year, 27 Radon kits have been distributed in 2024.
- 1 Maternal Child Home health visit since the start of 2024.

Economic Support

Richland County ESS made it through January 2024. January was, indeed, a busy month. The following statistics are for just phone calls handled. This does not include the casework that is required to be completed by staff.

Month Of January In the Year of:	Total calls handled by Capital Consortium:	Out of those, Richland County handled:	Percentage of calls Richland Co ESS handled:
2023	26,936	2,694	10%
2024	27,839	3,384	12%

The following statistics are for the rest of the casework/tasks ESS are required to do. Casework includes these items that are handled within the CARES Worker Web (CWW) system: Applications, Renewals, Six Month Report Forms (SMRFs), Documents, Discrepancies, Alerts, and ACCESS change reports. There are several tasks within each of these items.

Month Of January In the Year of:	Total non-phone tasks handled by Capital Consortium:	Out of those, Richland County handled:	Percentage of non- phone tasks Richland Co ESS handled:
2023	86,285	7,506	8%
2024	115,090	11,175	9%

In addition to those responsibilities for Richland County ESS, they are required to be the in-office On-Call Worker one to two times per month. This means they are available to the agency staff and visitors (by phone or walk-in) who have questions regarding public assistance benefits. The On-Call ESS answers general questions and case specific questions for those customers who stop in at the office or call in to the local agency. These On-Call workers also handle issuing the temporary Quest cards, any in-person appointments that customers request, and assist customers with getting to their drug tests in the Public Health Unit (for the Foodshare program). In January of 2024, there were 50 of these types of contacts.

Richland County ES unit received a little more money left over from the ARPA funds, so we are back to doing some overtime. We have 3 workers who have volunteered to do the overtime. We schedule our overtime to be at the same time as Dane County does theirs, as that assures that a Lead and Supervisor will be available for our staff, if needed. Dane County pays for a Lead and for a Supervisor to be available during all scheduled overtime. We will do overtime until we run out of the ARPA funds.

The state has pushed out Health Care premium payments for children and MAPP participants to June or July. The premium payment requirements were originally going to be resumed April 1, 2024.

Child and Youth Services

Jessica Tisdale has taken one of the open case manager positions in the unit. This has created an opening for the Unit Manager. This position will be posted by the end of the month. Until the position is filled, Brittney Writz, supervisor, will be continuing in her role and taking on some of the Manager duties. In addition, we are having two experienced workers from another county provide some support, education and supervision to the unit.

Amanda Garbacz will be starting on February 12 as a case manager. She has child protective services experience in another state. We are looking forward to her starting. With Amanda starting, all positions in the unit are filled expect for the manager.

Marissa Banker is currently going through her basic intake training. Once completed this will allow her to be on call and complete all the duties of intake.