



PORTAGE COUNTY

HEALTH AND HUMAN SERVICES BOARD MINUTES

RUTH GILFRY BUILDING - CONF RM
103&104

MONDAY, SEPTEMBER 14, 2020

817 WHITING AVENUE

4:30 PM

STEVENS POINT, WI 54481

1. REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone: dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 484 495 721 then press #

To attend this meeting by video: go to

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzlwMDE2ZjltYTk2OS00N2RmLTk3NmUtM2EwOGZlYjUzZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%2258fc5ad1-e62-4368-aa0d-4c068960d8b3%22%2c%22Oid%22%3a%2230f5f9a5-7975-462c-8515-190a41842ebf%22%7d, in the Join a Meeting box enter: 931 372 073 #.

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to kremerj@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

Face coverings are required for in-person attendance unless an exemption applies.

2. CALL TO ORDER (4:30 PM)

Member's Present: Dodge, Doubek, Gifford, Jarabek, Morrow and Medin

Member's Present via WebEx: Zastrow and Warzynski

Member's Excused: Clark

Also present: Ray Przybelski, Director; Jill Kremer, Office Manager/Recording Secretary; Chris Holman, County Executive (via Microsoft Teams); Jessica Hake, Community Programs Manager (via Microsoft Teams); Kim Vagueiro, Children & Family Services Manager (via Microsoft Teams); Mindy McCord, Assistant to the County Executive; Gary Garske, Public Health Manager (via Microsoft Teams) and Al Hage; Portage County Board Chair

3. APPROVAL OF MINUTES

4. **20-2206** APPROVAL OF MEETING MINUTES OF HEALTH AND HUMAN SERVICES BOARD FOR AUGUST 24, 2020

Documents: [AUG 24 HHS BOARD MINUTES - DRAFT.PDF](#)

A motion was made by Member B. Gifford, seconded by Member J. Dodge, to approve.

5. DIRECTORS REPORTS

6. CORRESPONDENCE

7. PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.



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8. DISCUSSION/POSSIBLE ACTION REGARDING SPECIAL MEETINGS (PORTAGE COUNTY ORDINANCE 3.1.47 & 3.1.48)

- REQUEST FOR SPECIAL MEETING ATTENDANCE
- APPROVAL OF ATTENDANCE OF SPECIAL MEETINGS
- SPECIAL MEETING ATTENDANCE REPORTS

9. AGENDA ITEMS

10. **20-2207** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: INITIAL ASSESSMENT
Documents: [INITIAL ASSESSMENT.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
11. **20-2208** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: TREATMENT PLAN
Documents: [TREATMENT PLAN.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
12. **20-2209** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: DISCHARGED SUMMARY
Documents: [DISCHARGED SUMMARY.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
13. **20-2210** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: INTOXICATED DRIVER PROGRAM: CONFLICT OF INTEREST GUIDELINES
Documents: [CONFLICT OF INTEREST GUIDELINES.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
14. **20-2211** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: INTOXICATED DRIVER PROGRAM: CLIENT INTAKE AND ORIENTATION
Documents: [CLIENT INTAKE & ORIENTATION.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
15. **20-2212** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: INTOXICATED DRIVER PROGRAM: ASSESSMENTS AND DRIVER SAFETY PLANS
Documents: [ASSESSMENTS & DRIVER SAFETY PLANS.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
16. **20-2213** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: INTOXICATED DRIVER PROGRAM: COLLABORATION AND CORRESPONDENCE
Documents: [COLLABORATION & CORRESPONDENCE.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
17. **20-2214** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICIES AND PROCEDURES: INTOXICATED DRIVER PROGRAM: REPORTING REQUIREMENTS
Documents: [REPORTING REQUIREMENTS.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.



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18. **20-2215** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICES AND PROCEDURES:
INTOXICATED DRIVER PROGRAM: MAINTAINING CLIENT RECORDS
Documents: [MAINTAINING CLIENT RECORDS.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
19. **20-2217** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICES AND PROCEDURES:
INTOXICATED DRIVER PROGRAM: QUALITY ASSURANCE
Documents: [QUALITY ASSURANCE.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
20. **20-2218** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICES AND PROCEDURES:
INTOXICATED DRIVER PROGRAM: STAFF TRAINING REQUIREMENTS
Documents: [STAFF TRAINING REQUIREMENTS.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
21. **20-2219** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICES AND PROCEDURES:
INTOXICATED DRIVER PROGRAM: CLIENT RIGHTS AND APPEALS PROCESS
Documents: [CLIENT RIGHTS & APPEALS PROCESS.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
22. **20-2220** DISCUSSION/POSSIBLE ACTION: MENTAL HEALTH CLINIC POLICES AND PROCEDURES:
INTOXICATED DRIVER PROGRAM: PROHIBITION OF ILLEGAL DISCRIMINATION BY THE
PROGRAM AND STAFF
Documents: [PROHIBITION OF ILLEGAL DISCRIMINATION BY THE PROGRAM &
STAFF.PDF](#)
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve.
23. **20-2222** DISCUSSION/POSSIBLE ACTION: REORGANIZATION OF PORTAGE COUNTY HEALTH AND
HUMAN SERVICES COMMUNITY HEALTH NURSE POSITIONS
Documents: [RESOLUTION FOR PH REORG.PDF](#)
A motion was made by Member J. Morrow, seconded by Member J. Dodge, to approve.
24. **20-2223** DISCUSSION/INFORMATION: REVIEW OF AUGUST 2020 VOUCHERS
25. **REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES**
26. **20-2224** MAY GO INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(F) TO CONSIDER CASES
WHICH INVOLVE SOCIAL OR PERSONAL HISTORIES OF SPECIFIC PERSONS WHICH IF DISCUSSED
IN PUBLIC WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT UPON THE PERSON'S
REPUTATION
A motion was made by Member J. Dodge, seconded by Member B. Gifford, to approve. The
motion carried by the following vote:
YES: 8 - B. GIFFORD, C. DOUBEK, D. MEDIN, D. WARZYNSKI, G. ZASTROW, J. DODGE, J.
JARABEK AND J. MORROW
EXCUSED: 1 - J. CLARK
27. **20-2225** RETURN TO OPEN SESSION (IF NECESSARY)
A motion was made by Member J. Dodge, seconded by Member J. Morrow, to approve.
28. **20-2226** DISCUSSION/INFORMATION: POSITION REFILLS
29. **NEXT MEETING DATE**

SEPTEMBER 28, 2020



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30. **ADJOURNMENT (5:20 PM)**

31. **NOTICES**

Notice: Any person who has special needs planning on attending this meeting in-person or remotely should contact Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.