

Received 3/10/79

HUMAN RESOURCES CENTER

JOINT COMMITTEE--AGENCY DIRECTORS, BOARD CHAIRPEOPLE AND DESIGNEES
Minutes, Meeting February 26, 1979

PRESENT: Ken Rentmeester, Director, Tris Lahti, Designee and Richard Purcell, Board Chairperson, Portage County Health Department, Rich Porubcansky, Director, Bill McCulley, Designee and Marge Schad, Board Chairperson Portage County 51.42 Board, Ray Bartkowiak, Director, Daryl Kurtenbach, Designee, and Stanley Kirschling, Board Chairperson, Portage County Department of Social Services. Ted Schulfer, Chairman, Portage County Board of Supervisors was also present.

ABSENT: None.

This was the eleventh Joint Meeting between the Board Chairpeople of the Portage County Health Department, Portage County 51.42 Board and Portage County Department of Social Services and the respective administrators for the three agencies. This was the sixth meeting at which respective agency designees were in attendance.

The minutes of the meeting of January 29, 1979 were approved as sent out by Chairperson Schad. The motion to approve the minutes was made by Mr. Kirschling and seconded by Mr. Purcell.

The purpose of this eleventh meeting was to continue discussion of the progress made by the Designees group and by the agency Directors. The Designees were to meet with the Space and Properties Committee and other relevant persons involved in the new building in an effort to coordinate efforts and to see that the basics were being accomplished. The Designees were also to continue with their own efforts in forwarding recommendations concerning physical preparations for occupancy in the building.

Two items were discussed under the heading of "correspondence". The first item was introduced by Mr. Rentmeester. He indicated that he has been asked by Secretary Percy's office to serve on a state-wide committee to study guidelines for the establishment of Human Service agencies under 46.23. Mr. Rentmeester will represent the area of Health. Apparently three other people will serve on this committee. Mr. Rentmeester is somewhat unsure as to what the guidelines will address or who the other committee members are. The first meeting of the committee has been set for the week of March 12, 1979. The Joint Committee saw this as highly advantageous to our efforts to review and evaluate the appropriateness of consolidation for Portage County. Mr. Rentmeester further stated that one of the first assignments of the committee would be to review the study results concerning the four existing human service agencies in Wisconsin. Written results of the Human Service Agencies are now being completed by representatives of Mr. Percy's office.

The second item of correspondence concerned the announcement by Mrs. Schad that the report on progress made by the Committee Chairpeople in studying consolidation was not made at the February meeting of the Portage County Board of Supervisors. She plans to present a report at the March meeting *with assistance by R. Purcell and S. Kirschling.*

The Designees were asked to report on progress they had made since the January meeting. The Designees reported that they had met with Fabian Wysocki, Chairman, of the Space and Properties Committee on Thursday, February 8. Several concerns were expressed to him on that date. The topics included resolution of keys and locks for the Human Resource Center, intercom music system, sound proof room, mail room, library furnishings, signs, vending machines, showers, refrigerator and moving schedule. Mr. Wysocki listened to the concerns of the Designees Committee and suggested that they come to the next Space and Properties Committee, scheduled for February 14 at the Human Resources Center. Mr. Lahti and Mr. Kurtenbach appeared at this Space and Properties Committee meeting.

It has become necessary to communicate quite regularly with the maintenance people. The Board Chairpeople chose not to request a specific or elaborate report from the Designees Committee of the progress made thus far.

The Designees reported that the issue of smoking and coffee on the main floor had caused considerable controversy among the staffs of the three agencies and some concern on the part of the maintenance employees. This stimulated a long discussion concerning whether or not smoking and coffee should be allowed on the main floor. Concern was also mentioned about other articles such as candy bars, fruits and vegetables, etc. Attempts were made to determine what goals would be attempted through the regulation of smoking and coffee, etc. on the main floor. The Committee Chairpeople felt that the goal should be to enhance the credibility and professionalism of the county employees. Mr. Kurtenbach felt this was an admirable goal but wondered if in the pursual of such a goal, the same regulations should apply to all county employees whether they occupied the Human Resources Center or any other building. Recognition was given that the open landscape atmosphere in the Human Resources Center poses unique problems in handling coffee on the main floor without it becoming a disturbing element to clients and others coming in from the outside. The lengthy discussion of this topic ended with a motion by Mr. Purcell and a second by Mr. Kirschling to prohibit smoking and coffee on the first floor of the building. The motion passed by unanimous ballot of the Committee Chairpeople. In addition, the Committee Chairpeople urged that the presence of other articles such as pop, candy bars, fruits and vegetables be discouraged. The Committee Chairpeople recognized that they may not be the final authority in determining such policies but felt that they wanted their feelings to go on record.

Reaction?

Mrs. Schad asked if any of the Directors had received completed questionnaires. The questionnaires were sent out to the respective Human Service agencies in an effort to obtain input from them. None of the Directors had received any correspondence from the respective Human Service agencies. Mrs. Schad indicated that she had not received any either.* Mr. Rentmeester then addressed a section of Michael Schroeder's paper on Human Services that was presented at the University of Wisconsin-Stevens Point in spring, 1978. A section of the article focused on the introduction of creative services rather than waiting until various services were in fact mandated by the State. Mr. Bartkowiak pointed out that the Department of Social Services has traditionally implemented many services including homemaker services, foster care services, and volunteer services before such services were mandated.

The final part of the meeting prior to the Executive Session concerned the merits or lack of merits of consolidation. Mr. Purcell indicated a feeling of frustration about the apparent slow progress made in evaluating consolidation. He indicated that the Joint Committee had met eleven times and that progress in general seemed to be slow. Mr. Purcell would like to see the Joint Committee going on record as moving in the direction of consolidation.

This part of the meeting concluded with a vote by Mr. Purcell, Mrs. Schad and Mr. Kirschling that the Committee Chairpeople go into Executive Session.

The next meeting of the Joint Committee has been scheduled for March 19, 1979. The meeting will begin at 4:00 p.m.

Respectfully submitted,

Daryl Kurtenbach

Daryl Kurtenbach
Acting Secretary

*Thanks, Daryl!
Margaret M. Schad*

* MMS received a phone call from Tom Mackay a few days ago. Through some confusion he had just come into possession of our questionnaire that day. He indicated a reply is forthcoming.

HUMAN RESOURCES CENTER

Received
March 23

JOINT COMMITTEE--AGENCY DIRECTORS, BOARD CHAIRPEOPLE AND DESIGNEES
Minutes, Meeting March 19, 1979

PRESENT: Ken Rentmeester, Director and Richard Purcell, Board Chairperson, Portage County Health Department, Rich Porubcansky, Director, Marge Schad, Board Chairperson, Portage County 51.42 Board, Ray Bartkowiak, Director, and Daryl Kurtenbach, Designee, Portage County Department of Social Services. Ted Schulfer, Chairman, Portage County Board of Supervisors was also present.

ABSENT EXCUSED: Stanley Kirschling, Board Chairperson, Portage County Department of Social Services, Bill McCulley, Designee, Portage County 51.42 Board and Tris Lahti, Designee, Portage County Health Department.

This was the twelfth Joint Meeting between the Board Chairpeople of the Portage County Health Department, Portage County 51.42 Board and Portage County Department of Social Services and the respective administrators for the three agencies. This was the seventh meeting at which respective agency designees were in attendance.

The minutes of the February 26, 1979 meeting were approved as mailed out. A motion was made to do so by Mr. Purcell and seconded by Mrs. Schad.

The purpose of this twelfth meeting was to continue discussion of the progress made by the Designees group and the agency Directors.

Several items were brought forth under the "correspondence" label. The first item concerned a memo written to the Committee Chairpeople by the "Employee's Club Committee". A similar memo had been sent to the agency Directors and the Designees. The Employee's Club Committee is requesting that the profits realized by vending machines in the Human Resources Center be turned back to the employees via the Employee's Club. After several minutes of discussion, Mr. Purcell made the motion that the memo be forwarded to the Finance Committee along with the strong support of the Joint Chairpeople's Committee. In addition Mr. Purcell made a motion for Mrs. Schad to send a letter of acknowledgement to the Employee's Club Committee and a suggestion that they work with Mr. Kurtenbach in obtaining a spot on the agenda of a future Finance Committee meeting. The motion was seconded by Mrs. Schad. The motion passed.

Ken Rentmeester reported that the first meeting of the Central Office Project Experience Committee (COPE) has been postponed. A new meeting date has been set. The purpose of the Committee is to study guidelines for the establishment of Human Service agencies under 46.23.

The third item under correspondence was voiced by Mrs. Schad in that she recently received a phone call from Mr. Tom Mackesay, Director, Jefferson County Human Service Board. Mr. Mackesay

indicated that through some confusion he had just recently received a copy of the questionnaire sent out by the Joint Chairpeople some weeks ago. Mr. Mackesay indicated to Mrs. Schad that he would complete the questionnaire and send it back.

Mrs. Schad asked for a report of the Designee's Committee. Daryl Kurtenbach briefly indicated that the Designee's Committee has continued to work on some of the finer points of preparation for the move to the building. Some potential problem has been experienced with respect to static electricity and the Office System 6 Machine. Staff reaction to the proposed policy of no smoking or coffee drinking on the first floor has been mixed in some instances and not favorable in other instances. Mr. Porubcansky indicated that clinic staff feel very strongly that clients need to have the choice of smoking or not smoking as a part of their clinical interview. It was realized that the possibility exists that Social Services or Health staff may feel the same about their clientele. After some discussion on the issue, the Joint Chairpeople indicated that they intended to stand firm on their proposed policy but would allow some flexibility in that clients would be allowed to smoke if it seemed that this was an absolute need. As a rule however, smoking for all people at the Human Resources Center (including clients and patients) will be discouraged. It was felt that the coffee issue was much more sensitive than that of smoking. Mr. Kurtenbach indicated that the Social Services staff is confused as to what the Joint Committee hopes to achieve by the ban on coffee drinking on the main floor. Mr. Kurtenbach stated that staff members also feel a certain amount of discrimination here.

Mrs. Schad suggested that the Designee Committee might want to spend some time reviewing eating facilities including vending machines as well as what number of Human Resource Center employees might desire to eat their noon lunch at the County Home. It is realized that no commercial eating establishments are within walking distance of the new facility.

Two major items occurred under the part of the meeting designated for reports from Department Heads. The first item was voiced by Mr. Porubcansky. He expressed concern about apparent confusion over what authority and role Department Heads had as opposed to Designees, Designees as opposed to members of the Space and Properties Committee, etc. He indicated that this role and authority confusion is causing problems at this time as we are nearing the completion of the building and when final decisions must be made. Daryl Kurtenbach presented instances where this role confusion has caused problems. The Joint Chairpeople recognized the need to clarify these issues. Therefore, the Joint Chairpeople will arrange for a meeting with the Space and Properties Committee. The Designees will be notified and will be asked to attend. The Joint Chairpeople assured that the Designees

do have some authority and a significant amount of information. The Joint Committee was supportive of the efforts of the Designees and were confident that areas of confusion will be eliminated.

Mr. Rentmeester raised the issue of the resolution on consolidation to be presented to the County Board of Supervisors on March 20, 1979. This stimulated a lengthy discussion concerning the resolution and future implications if passed. Mr. Purcell and Mrs. Schad indicated that they recognize much progress and cooperation has been accomplished thus on the physical construction of the building and on the study phases of possible consolidation or coordination. However, they felt that things might move somewhat smoother if a central person was appointed to have some coordinating authority. The Committee Chairpeople see Mr. Rentmeester as a person available to the Designees if problems occur in the future regarding role or authority. They also see Mr. Rentmeester as meeting with the Directors to continue the evaluation of consolidation or coordination of agency staffs. Mr. Purcell indicated that Mr. Rentmeester would have "administrative authority" over the building. The Committee Chairpeople indicated that Mr. Rentmeester's authority would concern areas central to the building project itself and to the evaluation of consolidation possibilities. His authority would not extend into the areas of everyday agency operations, etc. The Committee Chairpeople also said that Mr. Rentmeester's current appointment as Consolidated Services Coordinator is completely independent of any "Executive Director" position or other similar position that might occur sometime in the future if consolidation as such occurs. Mr. Rentmeester indicated that he saw the working relationship between he and the other two Directors as good and did not foresee any changes, generally.

Some time was also spent discussing the resolution as it mentions the "concept of consolidation". The Joint Chairpeople indicated that the resolution is nothing more than a request for the County Board of Supervisors to go on record supporting the concept of consolidation. Hopefully action on the resolution will give the Joint Chairpeople some input as to where the County Board is at in terms of this concept.

No further Joint Committee Meetings have been scheduled at this time, pending the outcome of the resolution.

Respectfully submitted,



Daryl Kurtenbach
Acting Secretary



Received April 11

HUMAN RESOURCES CENTER
SPECIAL MEETING
BOARD CHAIRPEOPLE, AGENCY DIRECTORS, DESIGNEES
SPACE AND PROPERTIES COMMITTEE, MAINTENANCE PERSONNEL

MINUTES, MEETING MARCH 28, 1979

PRESENT: Ken Rentmeester, Director and Consolidated Services Coordinator, Richard Purcell, Board Chairperson, Tris Lahti, Designee, Portage County Health Department; Bill McCulley, Designee; Marge Schad, Board Chairperson, Portage County 51.42 Board; Ray Bartkowiak, Director, Daryl Kurtenbach, Designee, and Stanley Kirschling, Board Chairperson, Portage County Department of Social Services; Fabian Wysocki, Chairperson; Ernest Wanta and Frank Dernbach, Members, Portage County Space and Properties Committee and Larry Kedrowski, Maintenance Engineer.

This special meeting was called by Marge Schad, Chairperson, Joint Committee. It was called as the result of a request from the Designees Committee and other members of the Joint Committee. It was felt that considerable confusion still existed concerning the role and authority of standing County committees and ad hoc committees that had been organized concerning the construction of the Human Resources Center. In addition, it was felt that discussion among committees concerning the timetable for the move into the new building as well as recommendations concerning vending machines, coffee, and smoking policies would be beneficial.

Initial discussion at the meeting concerned the timetable for the move into the new building. Chairman Wysocki, of the Space and Properties Committee, indicated that his committee is willing to consider a sequential move timetable, with the Health Department moving first, followed by the 51.42 Board second and the Social Services Department third. Arrangements will probably be completed with a local moving company. Larry Kedrowski strongly suggested that furniture be appropriately marked on the top or a side near the top to enable proper identification of what goes where. Additional thought will be given to how the appropriate sizes and the boxes might be obtained to accommodate materials other than furniture. It is still anticipated that the moving process will occur sometime after May 1. Mr. Kedrowski will be in charge of contacting the movers and coordinating the mover's efforts with the respective agencies involved.

Discussion then concerned the issue of vending machines. Mixed opinions were present concerning the appropriateness of an "Employees' Club" being allowed to keep the profits realized from vending machines in the Human Resources Center even if the arrangement was strictly one of a lease between the Employees Club and the respective vending machine distributors. Some members of the Space and Property Committee strongly felt that all proceeds

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should come back to Portage County. Concern was also expressed that things could get out of hand and that a large number of vending machines and other equipment could be placed in the Human Resources Center and also that a change in policy for that building could result in requests for changes in current vending machine policies with respect to other county buildings. A member of the Space and Properties Committee felt that if changes in the current policy for vending machines were implemented in the Human Resources Center, such changes should also be effective for all county employees housed in other buildings. Others felt that a review of the current policy was in order. It is recognized that profits for the vending machines are relatively small, except for the pop machine, which is a moneymaker. No specific decisions were reached after a long discussion. At the request of Chairperson Schad, Mr. Kurtenbach explained at length what he understood the logic of the Employees Club to be. He indicated that the Employees Club was created to enhance a feeling of continuity and coherence among the 100 plus employees soon to occupy the Human Resources Center. The Employees Club in no way intends to make any money but rather to have minimal funds available to finance expenditures that it would be deemed not appropriate for the county to finance. Two examples were given, one being of the possible purchase of a used refrigerator for the lounge area and the second for the purchase of park benches to enable the employees and the public to enjoy a noon lunch or just the scenery of the wooded area located behind the Human Resources Center. Mr. Kurtenbach further added that it was unfortunate perhaps that the memorandum sent to various committees by the Employees Club did not indicate that the intent was to lease the machines directly rather than for the county to purchase them, maintain them and have the employees Club receive profits. It was recognized that the largest percentage of patronage paid to the vending machines would come from the employees of the building.

The issue of coffee on the main floor was also discussed. Larry Kedrowski indicated real concern about damage that could be done to carpeting from coffee. He indicated that coffee will darken the carpet unless it is cleaned up immediately following spillage. He recommended that coffee not be allowed on the main floor. The issue of smoking soon followed with the general consensus that smoking would not be condoned on the main floor. Committee chairpeople indicated that a client would be allowed to smoke if it seemed that such activity was absolutely necessary to the therapeutic effort. Staff members, however, are not allowed to smoke under any circumstances.

The question arose at this time as to who had the ultimate authority to determine whether smoking and coffee drinking would be allowed in the Human Resources Center. Mr. Wysocki indicated his opinion that the Committee Chairpeople have this authority. Mr. Purcell indicated that if that was the case, he

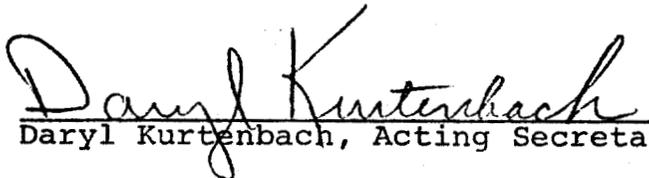
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felt the issue of coffee and smoking on the first floor had been settled because in an earlier Joint Committee meeting, the Committee Chairpeople had voted to endorse a policy that coffee drinking and smoking not be allowed on the first floor.

Discussion then turned to roles, responsibilities and authority of the various committees involved. Daryl Kurtenbach indicated that he has not felt that there has been a communication problem but rather a problem concerning authority. He indicated that the designees are confused as to whom they specifically report to and how their authority compares with that of the standing committees of the Portage County Board of Supervisors, etc. Mr. Wysocki indicated that, in his opinion, the role and authority of the Space and Properties Committee ends with the completion of the building. He did not see it necessary for that committee to be contacted unless thoughts were given to significant remodeling of the building. He further indicated that the actual running of the building with respect to in-house policies was up to the respective agencies involved.

At this time the meeting was adjourned. Several members present then went to the Human Resources Center for an on-site inspection.

Respectfully submitted,


Daryl Kurtenbach, Acting Secretary



MINUTES
JOINT CHAIRMAN COMMITTEE
COUNTY CONFERENCE ROOM
APRIL 24, 1979

Received
May 1, 1979
MMS

PRESENT: Marge Schad, Board Chairperson, Portage County 51.42 Board; Stanley Kirschling, Board Chairperson, Portage County Department of Social Services; Richard Purcell, Board Chairperson, Portage County Health Department; Ken Rentmeester, Director and Consolidated Services Coordinator; Ted Schulfer, Chairperson, Portage County Board of Supervisors; Ray Bartkowiak, Director, Portage County Department of Social Services; Rich Porubcansky, Director, Portage County 51.42 Board.

The meeting was called to order by Chairperson Schad at 4:00 p.m.

Minutes of the prior two meetings were read and approved by the committee.

Discussion on flexibility of committee policy was brought up. It was decided to work the current decisions and review it at a later date for possible updating.

The position description of the consolidated services coordinator was distributed. This has been approved by the Personnel Committee.

Ken Rentmeester distributed a county assessment plan from Columbia County. The assessment plan was reviewed by the committee. Board members will peruse it and review it at a later date in greater detail.

Mr. Rentmeester presented a process plan. An overhead presentation was made. The following timetable was presented: Phase I - May 1 through Sept. 30th. Phase I is the key to determine if Portage County will consolidate under S.S. 46.23. Phase II - October 1, 1979 through March 1980. In this phase an organizational structure will be developed and if all systems are go, a resolution would be submitted to implement the consolidation under S.S. 46.23. Phase III - May 1, 1980 - ongoing.

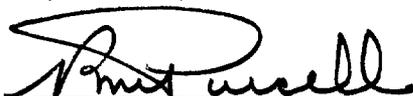
General discussion followed. Ray Bartkowiak questioned the time frame. It was pointed out that there is some flexibility built in and at least a target time frame was necessary. Committee was in agreement with the plan as set up by Mr. Rentmeester.

Appreciation was extended by Chairperson Schad for Daryl Kurtenbach's efforts in acting as secretary for the committee in the past. Future meetings will have a secretary supplied by Mr. Rentmeester.

The next meeting will be May 21st at 4:00 p.m. at the new facility.

Meeting was adjourned.

Respectfully submitted,


Richard Purcell, Acting Secretary

MINUTES
JOINT CHAIRMAN COMMITTEE
CONFERENCE ROOM 1
MAY 21, 1979

PRESENT: Marge Schad, Board Chairperson-Portage County 51.42 Board; Stanley Kirschling, Board Chairperson-Portage County Department of Social Services; Richard Purcell, Board Chairperson-Portage County Board of Health; Claude Skibba, Board member-Social Services Committee; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Department of Social Services; Rich Porubcansky, Director-Portage County 51.42 Board.

OTHERS: Joy Cardin, WSPT radio station; Mark O'Keefe, student observer.

The meeting was called to order by Chairperson Schad at 4:00 p.m..

A Motion was made by Mr. Kirschling and Seconded by Mr. Purcell to accept the Minutes of the April 24th meeting as written. All in favor. Motion carried.

Mr. Rentmeester reviewed the Racine Project with board members. Highlighted in his synopsis were areas including purpose, structure, accomplishments, administrative layers, personnel and services. A single board is functioning in the Racine Project in lieu of the four separate boards that previously governed. There seems to be minimal problems with regard to this board's structure and duties. Mr. Skibba requested a copy of this Project. The board will further peruse this information.

Mr. Kirschling, Mr. Skibba, and Mr. Bartkowiak shared the concerns of the Social Services Committee regarding the organizational structure and line of authority as it relates to the consolidated services coordinator's role. Each member expressed their opinions and concerns. It is the Joint Chairmen's opinion that the job description adequately describes the functions of the position as it pertains to consolidation. They expressed their concerns that information discussed at the Joint Chairmen meetings be shared with respective board members at each of the committee's monthly meetings. In general, it was felt that there is a good working relationship between all three department heads.

Mr. Rentmeester gave an update on the consolidation. So far, three task forces are being set up. They are: (a) Budget Task Force which is comprised of Ray Bartkowiak, Rich Porubcansky and Ken. They will investigate similarities and dissimilarities within the three budget processes. (b) Personnel Organization Task Force with a membership of the three department heads and the three department designees. They will analyze the best possible use of personnel. (c) Building Policies Task Force which will be comprised of six persons, two from each section. This committee will be comprised mainly of line staff personnel. They will be meeting with Mr. Rentmeester for direction. Mr. Rentmeester has also been attending C.O.P.E. meetings and sharing all appropriate information with the board. The next C.O.P.E. meeting will be in Stevens Point next week (May 30th and 31st). Mr. Rentmeester felt that the progress is a little slower than he anticipated due to the move.

The next meeting will be June 25, 1979, Monday, at 4:00 p.m. in Conference Room 1 of the Ruth Gilfry Human Resource Center. The meeting was then adjourned.

Submitted: Susan Rutta-Admin. Asst.

MINUTES
JOINT CHAIRMEN COMMITTEE
CONFERENCE ROOM 1
JUNE 25, 1979

PRESENT: Marge Schad, Chairman-Human Services Board; Stanley Kirschling, Chairman-Social Services Board; Richard Purcell, Chairman-Portage County Board of Health; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Dept. of Social Services; and Rich Porubcansky, Director-Portage County Human Services Board.

The meeting was called to order by Chairman Schad at 4:00 p.m..

A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to accept the Minutes of the May 21, 1979 meeting as written. All in favor. Motion carried.

Mr. Rentmeester reported that Dick Hoekstra will be setting up a field trip to either Jefferson or Columbia County at the end of July. The three department heads will be attending and if the joint chairmen wish to go arrangements can be made for them. The main goal is to assess the fiscal and management reporting systems citing the similarities and dissimilarities. It was suggested that the chairmen might find it beneficial to discuss consolidation issues with other elected officials or the county executive. If this field trip is not satisfactory, another one can be made. Board members will be informed of the final details for this field trip.

Mr. Rentmeester reported that the Budget Task Force has had one meeting. Members include the three department heads. They are looking into the fiscal and management reporting systems of each section. The Building Policies Task Force will be meeting soon. Jerry Koepfel is the chairman of the six-person committee. The Personnel Task Force will hold its first meeting July 12th. The committee consists of the three department heads and the three department designees. The committee will be looking into the functions, positions, grades, etc. of all personnel and making some recommendations. The Management Support System Task Force will be represented by Sue Rutta, Pat Boyer and Pam Helgemo. They will look at all the clerical functions in the three departments (typing, filing, data management) and make recommendations to Mr. Rentmeester for consolidated services in that area.

Mr. Rentmeester reported that all three departments are completely moved into the new facility. There are no major problems although the dictating equipment has not been installed as yet and the parking lot for employees is not completed. Wenzler Associates are looking into the parking lot matter and Dictaphone Corporation has been contacted.

The last meeting of the COPE committee had been cancelled but Mr. Rentmeester reported that the next one will be the first week in July at which time the members will draft a final version of the guidelines.

A report on Jefferson County was distributed to the members along with an assessment of Jefferson County. Mr. Rentmeester reemphasized that all the reports obtained through the COPE committee are confidential. The report indicates that the consolidation of the services positively affected the work and services of this county. Areas surveyed were: accessibility, comprehensiveness, continuity, effectiveness, efficiency, etc.. Members were urged to read the report at their convenience.

Mr. Bartkowiak was asked for his views on consolidation as well as his goals. Mr. Bartkowiak stated his goals were to provide improved services at no increase or less money to the residents of Portage County or to provide more services for the same cost. He stated that he has not seen anything presented in the way of consolidation yet that has changed his mind in this area. He is not convinced that a county this size having a single coordinator could bring better services for less. The whole idea of consolidation at this time disturbs him.

Mr. Rentmeester was asked for his views. He indicated that consolidation was the right way to go. All data presented was of a positive nature. Cooperation from Mr. Porubcansky has been excellent; with Ray, because of his stance, questionable. The Board felt that there is an impasse between the three department heads. The Board felt that a decision would have to be made very shortly on the consolidation issue -- possibly by September or October.

The next meeting date was set for July 30th at 4:00 p.m.. The Board will hear a report on the Task Forces at the next meeting. A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to adjourn the meeting. All in favor. Motion carried.

Submitted: Sue Rutta
Admin. Asst.

MINUTES
JOINT CHAIRMEN COMMITTEE
CONFERENCE ROOM 2
AUGUST 13, 1979

PRESENT: Marge Schad, Chairman-Human Services Board; Stanley Kirschling, Chairman-Social Services Board; Richard Purcell-Chairman-Portage County Board of Health; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Dept. of Social Services; Rich Porubcansky, Director-Portage County Human Services Board; Dick Hoekstra, Division of Health; and Ted Schulfer, Chairman-Portage County Board of Supervisors.

The meeting was called to order by Chairman Schad at 4:00 p.m..

A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to approve the Minutes of the June 25, 1979 meeting as written. All in favor. Motion carried.

Mrs. Schad indicated that she had received a letter regarding endorsement of a resolution on family planning which had been referred to the Joint Chairmen Committee from the County Board of Supervisors. The resolution required parents of minor children to be notified if their child requested assistance from a family planning agency. Mr. Rentmeester indicated that he had consulted with the family planning agency operating out of the Ruth Gilfry Resources Center on this matter. Ken stated that about 100 minors receive services from family planning and that the agency felt that 95% of these minors would not come in for assistance if their parents were to be notified. The Committee discussed the letter and decided to postpone action at this time.

Mr. Rentmeester gave the committee an update on consolidation planning. The task forces, Ken related, are still operating and are getting some results. There has been a meeting with all supervisory staff persons (approximately 16 individuals) about one and one-half weeks ago to give them an update on consolidation and also to throw out a model and get their reactions and feedback. Rentmeester said the model stresses comprehensive and specialized services with coordination of services to individuals the primary goal. The reaction from the supervisors has been favorable. The supervisors will be meeting again to familiarize themselves with all staff positions and purposes of each section. They will then return to their section, analyze how the proposed model will work, and report back at the next meeting. A new model will then be designed as a result of this input. Mrs. Schad questioned how long it would take to cross-train the individuals in the comprehensive services area. Mr. Rentmeester felt that it would take about one year from the time that the three departments were consolidated. He indicated that consolidation of services would probably occur in the Operations Section (clerical, data management, fiscal) first. Mr. Hoekstra felt that there would be leeway for this county in regards to financial and data reporting. He also felt that the state could be of some help to Portage County in pointing out stumbling blocks that have occurred in other pilot counties. A question was raised as to the qualifications of the director for the combined agencies. Mr. Rentmeester indicated that there is no specific set of qualifications for the director in the statutes. The Committee could set their own specific guidelines and qualifications. Mr. Rentmeester felt that the primary negative aspect with consolidation is that some employees still feel uncertainty as to how consolidation will affect the reporting and accounting systems to the state. He also felt that another negative aspect was the different personalities in the three departments although this was not a major concern. Mr. Kirschling questioned whether it would be possible to work out the funding aspect with the state. Mr. Rentmeester indicated that the agency would have to sit down

with the state and work out a format to use. Mr. Hoekstra indicated that Portage County could consider going to a computerized system such as Wood County has. He indicated that Wood County has a very functional system and can retrieve any specific data for reports and statistics. Mr. Schulfer questioned that if we went to consolidation would we be able to dissolve the structure if it was not adequate for Portage County. Mr. Hoekstra indicated that Portage County could write into the resolution that we would try it for two years with the option to keep or dissolve the system. Mr. Rentmeester felt that with the option written into the resolution, staff might feel more negative about consolidation and hesitant to accept the system for fear their efforts would be in vain. Mr. Rentmeester indicated that the consolidation could be dissolved by submitting another resolution before county board. Mr. Hoekstra agreed with Mr. Rentmeester. Mr. Hoekstra stated that he could see benefits with have a consolidated location. He felt that the attitudes and morale of the staff has been greatly improved since being in the building.

Mr. Rentmeester reported that Rich Porubcansky, Ray Bartkowiak, Daryl Kurtenbach, Mr. Hoekstra, and he made a field trip to Jefferson County. The morning, Ken said, was spent with the director while the afternoon was directed at the staff personnel. The director felt that because of the consolidation some benefits were derived. They were: (1) flexibility in the use of money (2) some initial savings (3) central focus for accountability of clients (4) could have their own personnel system (5) standardized forms used. Mr. Rentmeester indicated that the afternoon session was also beneficial. The staff at Jefferson County have gone to the team concept with two persons working with multiproblem situations and now do not have any job titles outside of the standard human service specialist. Ken reported that the staff feel the system is good and that they are providing better service to the client. Mr. Porubcansky stressed the comment made by Jefferson County--that is, if you don't have adequate time to devote to consolidation don't do it. Mr. Rentmeester felt that consolidation would work for Portage County and was very optimistic about the results it could bring to residents of Portage.

Mrs. Schad reported that the Joint Chairmen Committee had been asked by the Personnel Committee to review the three departments' requests for new personnel and make some recommendation to them on the position. Mrs. Schad requested Mr. Rentmeester's opinion on the requests. Mr. Rentmeester felt that he did not have enough information to make a sound recommendation but felt that two areas should be reviewed -- (1) will the position be needed if we consolidate or not (2) positions that could be tentatively approved and reviewed if the building is consolidated. The position requests for all departments was discussed. It was the consensus of the committee that conditional approval be given to all the positions until we determine if we consolidate. Each position could be available but if we consolidate the positions won't necessarily be filled unless there is a need.

Mr. Rentmeester was directed by Mrs. Schad to create some type of a document to report as to what he has found as to the advantages or disadvantages of consolidation. The committee would also like to review a skeleton resolution for consolidation and also know the structure for the new human services board.

Mr. Rentmeester requested some feedback from the committee as to the receptionist position in the new building. He indicated that at present the position is not filled because of lack of clerical time. A volunteer will be available from 11-2 each day and that there may be a person from the family planning services to act as receptionist for the rest of the time. Another possibility is that part of the clerical position that the human services section was requesting could be used to fill this vacancy. There was a general discussion. No action was taken.

Plans for consolidation hearing was discussed. It was felt that the next step would be to involve all three committees in a joint meeting. September 12th at 7:00 p.m. was chosen as this day. The next Joint Chairmen Committee meeting will be September 4th at 4:00 p.m.. The meeting was then adjourned.

Submitted: Susan Rutta
Admin. Asst.

MINUTES
JOINT CHAIRMEN COMMITTEE
CONFERENCE ROOM 4
SEPTEMBER 4, 1979

PRESENT: Marge Schad, Chairman-Human Services Board; Stanley Kirschling, Chairman-Social Services Board; Richard Purcell, Chairman-Portage County Board of Health; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Dept. of Social Services; Rich Porubcansky, Director-Portage County Human Services Board; and Gene Kemeter, Stevens Point Daily Journal.

The meeting was called to order by Chairman Schad at 4:00 p.m.

A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to approve the Minutes of the August 13, 1979 meeting as written. All in favor. Motion carried.

Mrs. Schad distributed a letter from the Portage County Commission on Women to the Board members. No action had to be taken on the correspondence.

Mr. Rentmeester reviewed the position paper of the Joint Chairmen Committee with the members. He stated that the background information was based upon local and state viewpoints. Potential advantages of consolidation were discussed. Mr. Rentmeester felt that the staff would be cooperative in any structure we came up with. Mr. Porubcansky indicated that staff have and will have input as to what the structure will look like and that this should help in selling whatever structure is arrived at. Mr. Kirschling indicated that relatives shouldn't treat other relatives because that causes too many problems. On page 6, paragraph 2a, the word "consumer" was changed to "citizen". Page 6, paragraph 3, assume was changed to "assure" and the advisory committee was changed from "primarily composed of consumers and service providers" to "providers of services, citizens of the community, and representatives of those citizens receiving the services". The Joint Chairmen felt that the advisory committees should be receiving per diem. The Committee reviewed the organizational structure. The organizational structure will be brought along in phases. The Committee felt that this structure should be labeled Phase I. Mrs. Schad questioned whether it was appropriate to keep the County Home where it was located in the organizational chart. Mr. Porubcansky stated that he could see no reason why it should come under the 51.42 Board but that it should be kept under this structure no matter where it was placed. Mr. Purcell also felt that it was important that we don't spin off the County Home now. He stressed that it was more important to get a director and not spin off anything. Mr. Purcell stated that the advertisement for a director would be handled in the same manner as we do for any other county position. The salary of the director was discussed. The Committee felt that it should fit into the current salary structure within the county and that it should be commensurate with the position and responsibility. Mr. Rentmeester was asked to get comparison salaries from other counties. It was felt that the new Board would be the appropriate committee to make such salary recommendations. The draft of the consolidation resolution was read. In paragraph 7 the words "county board" was inserted after 1980 and before elections. A new paragraph was inserted to read "AND BE IT FURTHER RESOLVED that this action shall be effective the first day of November 1979." A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to accept the amended committee position paper on consolidation which also included the draft of the resolution. All in favor. Motion carried.

Mrs. Schad asked Mr. Bartkowiak's position on this paper. Mr. Bartkowiak stated that he didn't see anything on the disadvantages in this paper. He stated that if you have a position paper both the advantages and disadvantages should be noted. Mrs. Schad stated that we can have the disadvantages as we discussed previously at our fingertips in case anyone is interested. Mr. Purcell stated that the committee would want Mr. Bartkowiak's support on the recommendations and if he couldn't give them, the committee would like to know. Mr. Bartkowiak stated that all the counties are in an experimental phase and that he prefers to be more conservative and take only the good that comes out of the experimentation. Mr. Purcell stated that the committee felt that now is the time to consolidate. That it was a unique opportunity for Portage County. Mrs. Schad stressed that this system is not chiseled in granite. Mr. Bartkowiak questioned if there would be any problem consolidating in mid year. Mr. Rentmeester indicated that there would not be any apparent problems. He indicated that the county would write to Percy and within 10 days Percy would notify the state agencies of our consolidation. The method of reporting won't change until we want to change. The state will accept old formats until we can come up with changes we want to see and propose them to the state.

Plans for the three board meeting were discussed. The revised report, data on salary and list of disadvantages will be available for the meeting. The meeting was then adjourned.

Submitted: Sue Rutta

MINUTES
COMBINED MEETING OF
BOARD OF HEALTH, SOCIAL SERVICES, AND 51.42 BOARD COMMITTEES
SEPTEMBER 12, 1979

PRESENT: Marge Schad, Chairman-Human Services Board; Richard Purcell, Chairman-Portage County Board of Health; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Dept. of Social Services; Rich Porubcansky, Director-Portage County Human Services Board; Cecil Bender-Member, Board of Health; Marion Lassa-Member, Board of Health; Dr. Wm. Kreul-Member, Board of Health; Jerry Kaczmarek-Member, Board of Health; Claude Skibba-Member, Social Services Committee; Robert Steinke-Member, Social Services Committee; Paul Kaczmarek-Member, Social Services Committee; Kim Erzinger-Member, Human Services Board; Robert Decker-Member, Human Services Board; Al Czech-Member, Human Services Board; Dave Varney, Eugene Zdroik, Ken Sand, Dennis Tierney, and Dr. Anne Schierl-Members, Human Services Board.

ABSENT: Stanley Kirschling, Chairman-Social Services Committee; Dr. Albert Kohn and Dr. Gene Numsen-Members, Portage County Board of Health.

OTHERS PRESENT: Ted Schulfer, County Board Chairman; Joy Cardin-WPSPT; Barb Kranig, Steve Pray, Matt Musgrave; Gerry Peterson, Pete Zimmerman, Daryl Kurtenbach and Lydia Fang - members of the Social Services Department; Dick Mayhew and Bill McCulley-members of the Human Services Department; Maria Boario and Betty Doyle-members of the Health Department.

The meeting of the Human Services Committee, Social Services Committee, and Board of Health was called to order at 7:00 p.m. by the chairman of the Joint Chairmen Committee, Mrs. Schad. The members of the three committees were introduced.

Mrs. Schad stated that the purpose of the combined meeting was to share with members of the committees a report that was put together by the Joint Chairmen on consolidation. The Joint Chairmen Committee has been meeting monthly over the past two years with the department heads of the Center in an effort to formulate recommendations for the consolidation of the three departments.

Mr. Rentmeester was asked by Mrs. Schad to give a brief up-date on the consolidation process so far. Mr. Rentmeester indicated that the state and local background would give the members the data they would need to know on the up-date for consolidation. Mr. Rentmeester reviewed the background information and proceeded to expand on the advantages of consolidation. Mr. Rentmeester then read through the recommendations of the Joint Chairmen Committee, the proposed resolution, and a copy of Phase I of the Organizational Chart.

Mrs. Schad then asked for any comments, questions, concerns from any of the board members. Mr. Purcell stated that the reason this meeting was called was because the Joint Committee needed the other members' support and that it was time we got the issued before the county board floor. Mr. Tierney questioned the structure of the advisory committee. He felt it should be spelled out with more clarity. He felt that in describing the composition of the advisory committee it would be better to have the wording indicate "may" instead of "would" in determining board composition (last sentence in Section 3). Mrs. Schad indicated that the intent was to keep the existing committees as they are. The question was also raised about the definition

of providers of services. Mr. Porubcansky stated that you don't have to equate providers with vendors. The providers of services mean such things as doctors, dentists, etc.. Mr. Decker felt that if the language was clarified it could be satisfactory (the paragraph discussing the advisory committee). Mrs. Schad indicated that all appointments could be confirmed by the county board to avoid a conflict of interest. Mr. Skibba questioned if there was any problems with the way things were being done now. Mrs. Schad stated that the three individual committees don't make coordinated decisions. With one department she stated there would be the added plus of having one total staff and budget flexibility instead of three. Mr. Czech questioned recommendation #1 page 5 -- does this mean that we would have to hire another person? Mrs. Schad felt that this would not necessarily be true --that what the committee is envisioning is that there would only be one director and that the other directors now would be phased into other appropriate job responsibilities but that no one would lose their jobs. Mr. Czech questioned who would fill the directorship. Mrs. Schad expected to see anyone who would qualify to apply for the position of the director. Mr. Sand thought that it was just another layer of bureaucracy with no greater efficiency. Mr. Rentmeester stated that on the surface that's how it seems but in the end you end up lowering your administrative staff. Now there are three administrative assistants for the clerical section; in the end, there could be one. The same is true for the directors. Mr. Czech questioned if there was going to be a cut in staff. Mr. Rentmeester responded that you will not see a cut in staff but a decrease in the increases in requests for additional staff. Mr. Decker replied that you don't have an immediate reduction in staff right away. You can increase services or reduce staff later on. Mr. Skibba stated that only five counties in the state have gone consolidated--couldn't we wait and learn from their mistakes? Mrs. Schad stated that we have been thinking about consolidation for 4 years and have studied it in depth for 2 years. A question was raised about input on consolidation. Mr. Rentmeester commented that he hopes to get further input from the rank and files and is glad there is a public hearing on consolidation so that interested citizens can comment too. Mr. Zdroik questioned what was going to be the legal barriers in obtaining the personnel management system indicated in the report. Mr. Decker stated that Portage County could file with the WERC for unit clarification. That can't happen, stated Decker, until the county board takes action positively on consolidation and we are considered as one group. The employees, he also said, could petition themselves. Mr. Czech stated that he didn't like recommendation #1 (new board with one director) at all. Mrs. Schad stated that the organizational chart listed in back of the report is only phase I. Mr. Sand questioned that if you have people doing duplicate work, can you change job descriptions. Mr. Rentmeester stated that that would be possible and also when a person would leave his employment, the job description could be changed at that time also. Mr. Sand stated he was all in favor of the consolidation if you could show a dollar savings. Mr. Rentmeester stated that at this point in time it was too soon to look at staff cuts, etc.. Mr. Skibba questioned that if we consolidated and it didn't work out what would happen then. Mrs. Schad indicated that there would have to be a resolution to dissolve the consolidation. Mr. Skibba stated that if that was the case and we had hired a director and paid him a good wage then the good salary would have been wasted. Mrs. Schad stated that we should go on the assumption that the consolidation is going to work. Mr. Schulfer stated that Portage County should go on the assumption that this will work and have faith in it. He stressed that Portage County can't bury its head in the sand and say it won't work. Mr. Schulfer felt that we can't wait for the state to tell us to consolidate. Mr. Erzinger questioned why it would take a 2/3's vote of the county board to remove the director. Mrs. Schad indicated that that part of the recommendations was taken from state statutes and was probably put in to protect the director. Mrs. Schad stated that she could see the boards taking the following steps: (1) create human services board; (2) make recommendations for appointments to this committee and have them confirmed; (3) have the human services board meet and organize

and determine their goals; (4) be effective as of November 1st; (5) board would write a job description for the director and hire him; (6) get the director's position confirmed by county board; (7) proceed with work ahead for this committee. Mr. Schulfer stated that he could see that whoever is on this new committee would only probably get one other committee besides this one to serve on since this committee will be meeting quite regularly and have a lot to accomplish. Mr. Tierney stated that on page 8, section 12 he felt that the words "one or more" should be deleted. Mrs. Lassa questioned how much cross-training would be needed by the staff to be functional. Mr. Rentmeester stated there was no handle on this. It would depend on what the staff felt they could do. So far we don't know who or what can be done. Mrs. Lassa stated that one of the things to come out of consolidation would be the flexibility of funds and support staff. Mrs. Schad indicated that there would also be flexibility of professional staff. Mr. Rentmeester stated that Portage County would realize their greatest changes with administration and support staff. Peter Zimmerman requested clarification on the advisory board structure. Mr. Purcell stated that the human services board would be an eleven-member committee which would have direct authority over this building and personnel. Mr. Zimmerman stated that there might be a possible inequity in regard to the five member positions representing citizens. There is none representing social services. Mr. Purcell stated that while there was no citizen representation on the new board with regard to social services, that department is represented by three county board members on that committee. Mrs. Schad stated that she felt that a supervisor is a member of the county board first and the committee second. She also indicated that the board composition can be changed with as many as 7 county board members and 4 lay people. Mr. Porubcansky stated that the board can be composed of between 30-60% county board members. Mrs. Kranig stated that the social services department had a meeting that morning regarding the consolidation. The social services department is for consolidation so long as they see a sign of increased services but that they were objecting to the board structure. A petition has been signed by staff members and two proposed board structures were included. They were: 2 board and 2 citizen members from 51.42; 2 board and 2 citizen members for health; 3 board members for social services; or have 2 board and 2 citizen members for 51.42; 2 board and 1 citizen member for health; and 2 board and 2 citizen (from advisory committee) members for social services. The recommendations and petition was given to Mrs. Schad. Mrs. Kranig stated that social services' staff was concerned with the representation because social services does offer a greater mix of services and there are complex federal and state rules to adhere to. They wanted to have someone who was aware of all these complex issues. Matt Musgrave expressed his concern with the data. He stated that it supports alleged efficiency but that all the data has been supplied from subjective sources. No objective person has looked for this data so that you could only interpret this data positively. Mr. Decker stated that since this is the only data available, we must go with it but still keep in mind the source and conditions of the data. There being no additional comments on the position paper, Mrs. Schad indicated that the Joint Chairmen Committee would do more work on it keeping in mind all the suggestions given. The members from all three committees were thanked for their participation in the meeting. The meeting was then adjourned.

MINUTES
JOINT CHAIRMEN COMMITTEE
CONFERENCE ROOM 2
SEPTEMBER 24, 1979

PRESENT: Marge Schad, Chairman-Human Services Board; Richard Purcell, Chairman-Portage County Health Department; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Dept. of Social Services; Rich Porubcansky, Director-Portage County Human Services Board.

EXCUSED: Stanley Kirschling, Chairman-Social Services Board.

OTHERS Assemblyman David Helbach and Gene Miller representing WSPT.

PRESENT:

The meeting was called to order by Chairman Schad at 4:00 p.m.

A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the Minutes of the September 4th and September 12th meeting as written. All in favor. Motion carried.

There being no correspondence to discuss the Board reviewed the suggested changes for the position paper. The Advisory Committee structure was changed to reflect the state statute language -- "...a new Community Human Services Board shall determine the composition of these advisory committees which at that time shall include representatives of providers of services, citizens of the community, and of those citizens receiving services."

The Board composition was then studied. After discussion on the board membership it was decided to have seven members represent the county board and four members represent concerned citizens. The seventh member will be the county board chairman. The term citizen board was incorporated before membership when determining the expiration time. The board composition should read as follows: "... Seven of the members shall be members of the county board of supervisors at the time of appointment and throughout their respective terms. Four of the members shall be citizens with recognized..... Citizen board members shall serve..... the terms of one-third of the citizen board members shall expire each year." Section 2B sub. 1 was changed to read "1. The three committee chairmen who current constitute the Joint Chairmen Committee and also the county board chairman." Section 2b sub. 3 was changed to read "3. Four citizen members; and two from the 51.42 Board."

Section 4d sub 8 was also amended to read "... particular policy considerations. (As referred to in page 6, Section 3 - Advisory Committee)." to further clarify that subsection.

Discussion also ensued on section 4d, sub 12. It was decided to delete the words one or more. The section shall read as follows: "12. Shall oversee the operation of service delivery programs."

The organizational structure flow sheet was then discussed in depth. It was decided that two documents should be prepared. The first document should incorporate only the director and board structure (both old and new). The second document should show a general flow chart of current and prospective ratios of employees using the umbrella approach.

Joint Chairmen Committee Minutes
September 24, 1979
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The draft resolution was then examined. Paragraph 6 was changed to comply with the board composition as reflected in the position paper. The paragraph should read: "BE IT FURTHER RESOLVED..... Members (seven county board supervisors and four citizens)...". The committee was also asked to review paragraph 3 and recommend stronger language for that paragraph. Some proposed wording might be "create a system that not only will be beneficial for all citizens but consumers alike".

Mr. Porubcansky questioned if the committee should receive the District Attorney's approval of the resolution before it goes to the county board to make sure that there would be no problem in regards to Affirmative Action.

The next meeting will be October 2, 1979, Tuesday, at 4:00 p.m. at the Ruth Gilfry Human Resources Center in Conference Room 4. The meeting was then adjourned.

Submitted: Sue Rutta

MINUTES
JOINT CHAIRMEN COMMITTEE
CONFERENCE ROOM 4
OCTOBER 2, 1979

PRESENT: Stanley Kirschling, Chairman-Portage County Social Services Board; Richard Purcell, Chairman-Portage County Board of Health; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Department of Social Services; and Rich Porubcansky, Director-Portage County Human Services Board.

EXCUSED: Marge Schad, Chairman-Human Services Board.

The meeting was called to order by Acting Chairman Kirschling at 4:00 p.m..

A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to approve the Minutes of the September 24th meeting as written. All in favor. Motion carried.

There was no correspondence to discuss. The Board then reviewed all the changes that had been incorporated into the Joint Chairmen Committee report. Any questions regarding the report and consolidation were answered by Mr. Purcell and Mr. Rentmeester. Mr. Purcell also questioned if the resolution should spell out that per diem should be paid to advisory members. It was the feeling of the Board that this would not be included in the resolution but would be made known at the time the resolution is discussed. A Motion was then made by Mr. Purcell and Seconded by Mr. Kirschling to approve the report and resolution as written and present it to the county board at the October meeting. All were in favor. Motion carried.

Mr. Purcell asked for the backing of this consolidation by all the department heads present. He felt it was necessary to proceed with this project for the betterment of Portage County. Mr. Bartkowiak stated that regardless if the consolidation effort passes or not he felt that just being in one building has contributed greatly to services and understanding of the different agencies involved.

The meeting was adjourned at 5:00 p.m.. The next meeting date was not set. Members will be contacted when one is needed.

Submitted: Sue Rutta

MINUTES
JOINT CHAIRMEN COMMITTEE
CONFERENCE ROOM 2
OCTOBER 29, 1979

PRESENT: Stanley Kirschling, Chairman-Portage County Social Services Board; Richard Purcell, Chairman-Portage County Board of Health; Marge Schad, Chairman-Portage County Human Services Board; Ken Rentmeester, Director and Consolidated Services Coordinator; Ray Bartkowiak, Director-Portage County Dept. of Social Services; Ted Schulfer, Chairman-Portage County Board of Supervisors.

EXCUSED: Rich Porubcansky, Director-Portage County Human Services Department.

The meeting was called to order by Chairman Schad at 4:00 p.m..

A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to approve the Minutes of the October 2, 1979 meeting as written. All were in favor. Motion carried.

Mrs. Schad expressed her thanks to everyone for their cooperation in all the work that had been done for the consolidation. Mr. Purcell indicated that he had received a position paper from Secretary Percy regarding the state and local governments working cooperatively in program areas. Mr. Schulfer and Mr. Kirschling requested copies of that paper. Mr. Rentmeester was asked to read a letter that will be sent to Secretary Percy regarding county board action on consolidation and the appropriate resolutions. Mrs. Schad asked the Board's input on any changes that should be incorporated into the letter. There were none. Mrs. Schad then signed the letter and requested a copy for her files. Mr. Bartkowiak indicated that he had attended a workshop and had an opportunity to talk with Carol Austin. Ms. Austin, who was speaking at the workshop, relayed information that Mr. Ira Cutler, Director of the Racine County consolidated services, had been looking for a different position during the summer. Mr. Bartkowiak suggested that Mr. Cutler would be a very knowledgeable candidate for our consolidated director position. Mr. Rentmeester indicated that Mr. Cutler's circumstances had changed since this summer and that he was unaware that he was looking for other employment. Depending on the route that the new board determines to go, Mr. Cutler could be a candidate.

There was a general discussion as to the composition of the new board. Members in addition to Mrs. Schad, Mr. Kirschling and Mr. Purcell recommended were: Bob Decker, Dave Varney, and Dennis Tierney representing Human Services; Marion Lassa, Dr. Numsen, and Dr. Kreul representing Health; Bob Steinke representing Social Services; Mr. Ted Schulfer as the Chairman of the County Board of Supervisors. The main duties for this board will be to organize and set priorities and also to recruit a new director. Mr. Rentmeester indicated at this time that he would be a candidate for this position. The three chairmen will contact their candidates and let Mr. Rentmeester know the results. Mr. Rentmeester will then draft a letter to Mr. Schulfer and the Committee on Committees regarding the recommendations so that the County Board can act on the appointments at the November meeting. The members of this committee (Community Human Services Board) will probably only be assigned one other committee due to the amount of work needed to establish this as a working committee. A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to approve the selection of names for membership on the Community Human Services Board and make the recommendations to Mr. Schulfer and the Committee on Committees. All in favor. Motion carried. Mr. Bartkowiak stated he would like to see the Social Services Advisory Committee continue in some kind of capacity since all members are very active and helpful. Mr. Schulfer also said he had been approached by the Drug and Alcohol Council who also wished to have participation in the board. A tentative date for the new board to meet was set as Nov. 26th at 7:00 p.m. in the Ruth Gilfry Center. This will be the last meeting of the Joint Chairmen Committee. The meeting was then adjourned. Mr. Schulfer also requested that in the new reorganization of this committee that the county board chairman not be asked to sit on the board.

COMMUNITY HUMAN SERVICES BOARD MINUTES
NOVEMBER 26, 1979

The Community Human Services Board met on Monday, November 26, 1979 at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Human Resources Center.

Members present: David Varney, Stanley Kirschling, Bob Steinke, Dick Purcell, Marge Schad, Dr. Kreul, Ted Schulfer, Marion Lassa, and Jerry Kaczmarek.

Members excused: Dennis Tierney and Bob Decker.

Others present: Ken Rentmeester, Consolidated Services Coordinator; Ray Bartkowiak, Director of Social Services; Rich Porubcansky, Director of Human Services; Gene Kemmeter, and Delbert Helmueller, Director of Alda House.

The meeting was called to order by acting chairman, Mrs. Schad. Each member of the Board introduced themselves. The floor was then opened for nominations to the position of chairman. A Motion was made by Mr. Kaczmarek and Seconded by Mrs. Lassa to nominate Mrs. Schad as chairman. There were no further nominations for this position. Mr. Kaczmarek made the motion to close nominations for chairman which was Seconded by Mr. Purcell. All were in favor of the motion to elect Mrs. Schad to position of chairman. Motion carried. Mrs. Schad then asked for nominations for the position of vice-chairman. A Motion was made by Mr. Kirschling and Seconded by Mr. Kaczmarek to nominate Mr. Purcell for the position. A Motion was also made by Mr. Purcell and Seconded by Mr. Schulfer to nominate Mrs. Lassa for the vice-chairmanship. There were no further nominations. A Motion was then made by Mr. Kirschling and Seconded by Mr. Steinke to close nominations. A voice vote was taken on the nominations followed by a hand vote. Results: 6-Purcell; 3-Lassa. Mr. Purcell was elected to the vice-chairman position. Mrs. Lassa was thanked for her willingness to serve in this capacity.

Mrs. Schad stated she had talked to Larry Reuter in Madison regarding the formation of a community human services department and Mr. Reuter indicated that a formal letter from Secretary Percy favoring this formation will be forthcoming. The state is very interested in Portage County's development since this would be the first time that a health department had been consolidated with Social Services and Human Services. Mrs. Schad requested that all Board members receive a copy of Secretary Percy's previous letter indicating the state's plan for working with the local governments. Mr. Rentmeester then reviewed the Board's functions, powers, and duties as outlined in the state statutes and Joint Chairmen Report. Questions were answered by Mrs. Schad, Mr. Purcell, and Mr. Rentmeester.

There was a preliminary discussion of the priorities and timetable for the Board during the interim from November 1979 to April 1980. Mr. Rentmeester lead the discussion in which he indicated that some of the top priorities might be: (a) a mission statement; (b) examination and review of new positions allocated for 1980; (c) need for information to familiarize members in areas where there is insufficient program data; (d) need to appoint a director; (e) need to recruit a business manager; (f) need for unit clarification in building; (g) need for salary adjustment and personnel system; (h) may have to have letter of intent before end of year to request consolidated funding; (i) need for standardizing agency policies, personnel policies, program accountability, and internal reporting systems; (j) need for staff involvement to make staff aware of consolidation. Mr. Rentmeester felt that the short-term changes would be in the areas of management and funding while the long-term changes would come in program areas. The Board

was in favor of having draft material ready for their reaction at the next meeting. Mr. Rentmeester will have a draft ready on positions for 1980 and the mission statement. The Board also requested a copy of state statute 46.23 for each member.

Mr. Rentmeester was also asked to have available a listing of goals and objectives that the Board would be able to prioritize at later meetings.

Mr. Rentmeester reported that at the request of the Joint Chairmen Committee, he had contacted the state and confirmed that the new committee could select a department director in whatever manner would be consistent with county personnel policy. The Board has three options for the recruitment of a new director. They are: (1) appoint one from the present directors; (2) recruit from within; (3) recruit on a broader scale. The last option of outside recruitment is not feasible since no additional administrative positions are to be added in the reorganization of the new department. Mrs. Schad suggested that a subcommittee be established to look into the hiring procedure, salary, etc.. There was a general discussion on this matter. It was the Board's feeling that the entire committee should be actively involved in the total process of hiring the director. Mr. Rentmeester distributed a draft of the position description for the future director for the Board's review and discussion. Mr. Rentmeester was requested to get additional information on salary and other pertinent data for the Board's perusal at the next meeting. The Board requested that this material be sent out prior to the next meeting.

The next meeting date was set as December 12th at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Human Resources Center. The Board will try to have a standardized meeting date of the second Tuesday of each month. At the December meeting, an advanced calendar of meeting times will be set up. The Board will also go into Executive Session at the next meeting to discuss the director's salary, hiring procedure, and any other appropriate issues regarding this position. The meeting was adjourned by Mrs. Schad.

PLEASE NOTE -- THE MEETING TIME HAS BEEN CHANGED TO 4:30 P.M. ON DECEMBER 12TH

COMMUNITY HUMAN SERVICES BOARD MINUTES
DECEMBER 12, 1979

The Community Human Services Board met on Wednesday, December 12, 1979 at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Human Resources Center.

Members present: Bob Steinke, Marge Schad, Marion Lassa, Stanley Kirschling, Dick Purcell, Ted Schulfer, Bob Decker, Jerry Kaczmarek, Dennis Tierney, and Dr. Kreul.

Member excused: David Varney.

Others present: Ray Bartkowiak, Director of Social Services; Ken Rentmeester, Consolidated Services Coordinator; Dick Mayhew, Development Disabilities Coordinator; Bill McCulley, Coordinator of Mental Health/Chemical Dependency Systems; and Gene Kemmeter representing the Stevens Point Daily Journal.

The meeting was called to order by Chairman Schad. A Motion was made by Mr. Schulfer and Seconded by Mr. Steinke to approve the Minutes of the November 26th meeting as written. All were in favor of the motion. Motion carried.

Mrs. Schad read a letter dated December 6th from Secretary Percy indicating his approval of the consolidation of the three departments and also his department's technical assistance in this endeavor. In addition to the special Human Services Development Team, the county should feel free to continue to use the resources available to us on a regional level. The letter praised the efforts of the Joint Chairmen Committee and the County Board in this consolidation.

Mr. Rentmeester had been asked to prepare a draft of the Mission Statement for the new department in cooperation with Mr. Bartkowiak and Mr. Porubcansky. Mr. Rentmeester reviewed the draft of the Mission Statement with the Board. Mr. Rentmeester pointed out that the target area is the "family" and that the department will endeavor not to foster a reliance upon the services of the department but move them appropriately through the system. Once the draft of the Mission Statement is approved by the Board, Mr. Rentmeester indicated that it will be forwarded to the staff and other interested agencies for their comments. The finalized version of the Mission Statement will then be presented to the Board for their final approval. A general discussion followed. Motion was made by Mr. Purcell and Seconded by Mr. Schulfer to approve the draft of the Mission Statement at this time. All were in favor of the Motion. Motion carried.

Mr. Rentmeester stated that before the department could request consolidated aids from the state, the Board must approve this measure. There was a brief discussion on this matter. A Motion was made by Mr. Schulfer and Seconded by Mr. Steinke to approve the department seeking consolidated aids from the state. All were in favor of the Motion. Motion carried.

A Motion was made by Mr. Steinke and Seconded by Mr. Kirschling to adjourn to closed session to discuss the function, salary, and selection of a department director. A roll call vote was taken. All were in favor of the Motion. Motion carried.

The Board reconvened to take action on the function, salary and selection of a department director. A Motion was made by Mr. Decker and Seconded by Mr. Steinke to: (1) adopt the job description as presented at the last meeting; (2) job range set at Grade 25 for the position; (3) job opening with job description should be posted in the three departments. Resumes and letter of interest should be in by December 17th with the interviewing of the candidates on December 19th at 4:30 p.m. in closed

session. The appointment of a director will take place that same night after all candidates have been interviewed. All were in favor of the Motion. Motion carried.

As per the direction of the Board, Mr. Rentmeester prepared, along with Mr. Porubcansky and Mr. Bartkowiak, a list of recommendations on which positions approved for 1980 they felt should be filled immediately and which ones they felt should be reviewed. The Board was in favor of the recommendations. A Motion was made by Mr. Steinke and Seconded by Mr. Purcell to approve the recommendations that had been presented. All were in favor of the Motion. Motion carried.

Mr. Rentmeester asked the Board's approval on the draft of the Business Manager's position. Mr. Rentmeester gave a brief history of the position and expanded on the requirements of the position. Mr. Rentmeester felt that a person having a strong background in Business Administration was needed because of the diversity of accounting backgrounds needed and because of the fiscal and management techniques required. Mr. Tierney requested that "and any other duties as assigned by the Community Human Services Director" be added to the "Work Elements" of the job description - Section C. He also suggested that "knowledge of computer systems" be changed to "knowledge of data processing systems". Board members were asked for their comments. A Motion was then made by Mr. Schulfer and Seconded by Mr. Purcell to approve the amended job description of the Business Manager. All were in favor of the Motion. Motion carried. The recommendations will be referred to the Personnel Committee for their action and approval.

The meeting was adjourned. The next meeting will be on Wednesday, December 19, 1979, at 4:30 p.m. in Conference Room 2 of the Ruth Gilfry Center.

COMMUNITY HUMAN SERVICES BOARD MINUTES
DECEMBER 19, 1979

The Community Human Services Board met on Wednesday, December 19, 1979 at 4:30 p.m. in Conference Room 2 of the Ruth Gilfry Human Resources Center.

Members present: Bob Steinke, Marge Schad, Marion Lassa, Stanley Kirschling, Dick Purcell, Ted Schulfer, Bob Decker, Jerry Kaczmarek, Dennis Tierney, Dr. Kreul and David Varney.

Others present: Ken Rentmeester, Consolidated Services Coordinator.

The meeting was called to order by Chairman Schad. A Motion was made by Mr. Steinke and Seconded by Mr. Varney to approve the Minutes of the December 12, 1979 meeting as written. All were in favor of the motion. Motion carried.

Mrs. Schad indicated that she had only one piece of correspondence and since that pertained directly to the interview process she would respond to it in Executive Session.

A Motion was then made by Mr. Decker and Seconded by Mr. Varney to adjourn into Executive Session. Roll call vote was taken. All were in favor of the Motion. Motion carried. The purpose of the Executive Session was to interview candidates for the position of department director.

A Motion was made and Seconded to reconvene to take action on the selection of a department director. Roll call vote was taken. All were in favor of the Motion. A Motion was made by Mr. Tierney and Seconded by Mr. Purcell to accept the appointment of Mr. Rentmeester as director with a salary of \$26,500 for 1979 and a 9% increase to become effective on January 1, 1980. All were in favor of the Motion. Motion carried.

The Community Human Services Board will meet on the following dates at 7:00 p.m. in the Ruth Gilfry Human Resources Center in Conference Room 1: January 8, 1980; February 5, 1980; March 11, 1980; and April 8, 1980.

The meeting was then adjourned by Mrs. Schad.