

COMMUNITY HUMAN SERVICES BOARD MINUTES
JANUARY 8, 1980

The Community Human Services Board met on Tuesday, January 8, 1980, at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Human Resources Center.

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

Members excused or absent: Marge Schad (excused), Ted Schulfer (absent).

Others present: Ken Rentmeester, Director; Rich Porubcansky, and Assemblyman Helbach.

The meeting was called to order by Vice-Chairman Purcell at 7:00 p.m..

A Motion was made by Mr. Steinke and Seconded by Mr. Varney to approve the Minutes of the December 19th meeting as written. All were in favor of the motion. Motion carried.

There was no correspondence so the meeting was turned over to Mr. Rentmeester for his progress reports. Mr. Rentmeester indicated that the position of business manager has been advertised in Stevens Point, Madison, and Milwaukee. Fourteen applicants have responded to the advertisement. Four of the candidates will be interviewed on January 14th. The timetable for having a business manager on board is February 1st. Mr. Rentmeester indicated that the support section will have one representative on the interview team which will also include Mr. Porubcansky and himself. Mr. Rentmeester felt confident that the position could be filled from this initial interview but if the candidates do not meet the qualifications he will readvertise the position.

Rentmeester reviewed his memorandum to all staff of the Center dated January 2nd in which he indicated he would meet with each program staff section and also each individual in the Human Services and Social Services area. Mr. Rentmeester stated he had received positive feedback regarding the meetings and that during the meeting he will set the tone as to where we are going with the department and also become more aware as to staff needs and contributions.

A Management Meeting has been scheduled for all management/supervisory personnel on Tuesday, January 15th, by Mr. Rentmeester. He briefly outlined his thoughts on the agenda. Mr. Rentmeester has already met with Mr. Porubcansky, Mr. Bartkowiak, and Mr. Kurtenbach regarding their roles in the organization, where Mr. Rentmeester perceives their roles to be, and where they see them to be. Revised job descriptions will be presented to the Board at their next meeting for review. Mr. Rentmeester noted that there was discrepancies in grade and salary levels of employees in all three services and that he would come in with a complete package instead of piecemeal to correct these inequities.

Since the Board had not received Mr. Rentmeester's report on the income maintenance section, he briefly highlighted it outlining the problem areas and his proposed action plan. Mr. Rentmeester indicated that he had met with Mr. Hutchins, Compliance Monitor for the state, and was confident that they were willing to help Portage County get the program in shape and would offer strong support in this area. There was a general discussion as to the cause and solution to the deficiencies. A Motion was then made by Mr. Tierney and Seconded by Mr. Decker to endorse and support the

actions taken in the described Income Maintenance Section Report. All were in favor of the motion. Motion carried.

The Board was given an opportunity to study the Phase I Organizational Structure of the Community Human Services Department. Mr. Rentmeester directed the Board's attention that Phase I was only a starting foundation and that as soon as April there could be incorporated Phase II. The main emphasis of Phase I was to emphasize the single directorship of the organization and incorporate all the support functions under the business manager. Past directors of programs are listed as coordinators and assistant coordinators until position descriptions are redone. The organizational chart was discussed. Mr. Kaczmarek made a Motion which was Seconded by Mr. Varney to accept Phase I of the Organizational Structure as submitted. All were in favor of the motion. Motion carried.

Mr. Rentmeester and Mr. Porubcansky discussed the Collections Unit reorganization with the Board. Prior to consolidation, all three departments made attempts to collect third-party payments individually. Mr. Rentmeester requested that an individual presently working part-time in the home health section doing collections be approved to full-time status and pick up on the collections billing for the Alcohol and Drug Council. There is approximately \$225,000 which can be labeled as "collectable" in 1980 if there is sufficient personnel to pursue collections. Mr. Porubcansky stated that consolidating all the collections aspects into one central Collections Unit would be the first step in taking collectable services seriously. The end process would be that all services that could possibly be collected through third-party billings would be done. At the present time, there is not adequate staff to maintain the unit and pursue claims which can be pursued. A Motion was made by Mr. Tierney and Seconded by Mr. Decker to approve moving the part-time home health billing clerk position to a full-time billing clerk (clerk/typist II) incorporating the duties of the home health section and the alcohol/drug billing clerk. All were in favor of the motion. Motion carried.

Mr. Porubcansky spoke on the renewal of the CETA position which is presently being used in the data management area. Mr. Porubcansky gave a brief history of this position and requested that the Board approve extending this position full-time until November 29th. Mr. Porubcansky stated that the backlog for which this position was required has been brought up to date but that this position could be used one-half time in the data management capacity and one-half time in the Collections unit. This approval would alleviate, at least temporarily, the hiring of a full-time person in the Collections Unit as had been budgeted. A Motion was made by Mr. Steinke and Seconded by Mr. Kirschling to approve the extension of the CETA position until Nov. 29th with that position working approximately half time in data management and one-half time in collections. All were in favor of the motion. Motion carried.

The next meeting of the Board will be on February 5, 1980 at 7:00 p.m. in Conference Room I of the Ruth Gilfry Center. A Motion was then made by Mr. Decker and Seconded by Mr. Kirschling to adjourn the meeting. Motion carried.

COMMUNITY HUMAN SERVICES BOARD MINUTES
FEBRUARY 5, 1980

The Community Human Services Board met on Tuesday, February 5, 1980, at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Human Resources Center.

Members present: Bob Steinke, Marion Lassa, Stanley Kirschling, Bob Decker, Dennis Tierney, Dr. Bill Kreul, David Varney, and Dick Purcell.

Members absent or excused were: Marge Schad (excused) and Jerry Kaczmarek (absent).

Others present: Ken Rentmeester, Director; Rich Porbucansky, coordinator; Daryl Kurtenbach, assistant coordinator; Rosemary Reinwand, income maintenance supervisor; and Deanna McKellips, intern in the human services section.

The meeting was called to order by Acting Chairman Purcell at 7:00 p.m..

A Motion was made by Mr. Schulfer and Seconded by Mr. Steinke to approve the Minutes of the January 8th meeting as written. All were in favor of the motion. Motion carried.

Mr. Rentmeester read a letter from Secretary Percy addressed to Mr. Schulfer regarding the state's approval of our request for consolidated aids. As of January 1, 1980, we will be receiving consolidated aids from the state. With aids being consolidated, Portage County can transfer up to 25% of the funds from one category into another category. The formulas for computing revenues from the state remain the same.

Mr. Purcell indicated that he had been asked to be spokesman on behalf of Mr. Bartkowiak and the Social Services Committee. Mr. Purcell explained that the reason for the deficiencies in the income maintenance section were due to inappropriate staffing in that department due to personnel cuts and not because of inappropriate management.

Mr. Rentmeester reported that the position of business manager has been filled by Mr. Mark Jurgella. Mr. Jurgella will assume his new responsibilities on February 11th. Mr. Rentmeester gave a brief summary of Mark's employment background. There was a total of fourteen applicants for the position. Four were interviewed. Mr. Jurgella will be introduced to the Board at the April meeting.

Rosemary Reinwand, income maintenance supervisor, gave an update on the progress made toward making that section meet the compliance requirements set by the state. Rosemary stated that five new income maintenance assistants have been hired to fill vacancies in her section. Priorities were set in early January to bring Portage County into compliance with the state regulations. These priorities were then revised later in the month according to recommendations by the state. The priorities are as follows: (a) process new cases within 30 day time frame; (b) process manual fuel applications; (c) address changes; (d) food stamp changeovers; (e) intake-all new cases to be put on the computer; (f) case transfers and reviews; (g) case reviews; (h) budget changes. As of this point in time, items A through E have been accomplished. Extra time to feed the majority of cases into the computer has helped in meeting time deadlines to do reviews on a timely basis. Marathon County has agreed to train one person from the I.M. staff to recover third-party monies. This method should be established around May 1, 1980. The recovery of overpayments or fraud referral cannot be pursued until the I.M. staff is thoroughly trained.

The target date for this is July 1, 1980. The staff has now been trained in welfare enumeration and this has begun as of February 5, 1980. The area of protective or vendor payments needs more study before any definite time frame can be set up. The state has agreed to provide some training for the I.M. staff. In addition, Lauri Rettinger and Rosemary have set up group training sessions for the five new employees. New workers will start handling actual cases, under direct and extensive supervision, as of February 20, 1980. As they become fully trained, which will be at about six months of employment or July of this year, the focus will shift. Instead of spending extensive time on just new workers, an in-house system of quality control will be implemented. All employees' work will be randomly sampled starting approximately July 1980. Due to the fact that cases only come up for review every three, six, or twelve month periods and the fact that errors exist now on the majority of cases, it will be approximately 9 to 12 months before the I.M. unit has the majority of all cases in complete compliance. This will be approximately October or November of this year. Ms. Reinwand will continue to meet with Mr. Rentmeester and her staff to insure compliance where needed and improvement in methods whenever possible. The Board asked that updates be given to them at appropriate intervals.

Recommendations regarding the reorganization of the community education and volunteer services functions into the education and training section were reviewed by Mr. Rentmeester with the Board. This section would be under the control of the director. The first position (staff development/volunteer services coordinator) is presently a full-time position. The duties have been expanded to include staff development for the entire building and legislative coordinator. The second position (community educator) is presently a part-time position which would be expanded to full-time. Money has been appropriated by the 51.42 Board for this expansion but it would still require approval by Personnel and County Board. There was a discussion by the board members on both positions. It was recommended that the present full-time position be approved and the second proposed full-time position (community educator) be left at part-time. A Motion was made by Mr. Tierney and Seconded by Mr. Decker to approve the job description of the Volunteer Services Coordinator. All were in favor of the motion. Motion carried. A Motion was made by Mr. Decker and Seconded by Mrs. Lassa to deny the full-time position of the Community Educator. A voice vote and show of hands were taken. Those opposed to the motion (Tierney, Schulfer); those in favor of the motion (Decker, Lassa, Kreul, Steinke, Purcell, Kirschling, and Varney). Motion passed. The position of Community Educator will remain as part-time.

The Board was informed of the noise petition. Mr. Rentmeester gave a brief history of the noise problem in the new facility. The petition was discussed. A Motion was then made by Mr. Purcell and Seconded by Mr. Schulfer to refer the petition to the Space and Properties Committee for their consideration and action. All were in favor of the Motion. Motion carried.

The role and composition of the advisory committees were discussed. Board members were provided with excerpts from the state statute 46.23 regarding advisory committees. Portage County is required by law to appoint one or more advisory committees. Mr. Rentmeester felt it would be logical to ask the current boards to submit names of individuals who might be willing to serve on the advisory committees (health, social services, human services, and county home) each composed of 2-3 individuals from each of the three categories listed in the statutes (persons receiving services, providers of services, and citizens of the community). A Motion was made by Mr. Schulfer and Seconded by Dr. Kreul to have Mr. Rentmeester write letters to the three committees requesting their recommendations for advisory

committee members. The recommendations should be forwarded to this committee by the April meeting and should include between 6-12 names. All were in favor of the motion. Motion carried.

The future structure of the nursing home committee was discussed and reviewed by the Board. It was Mr. Rentmeester's recommendation that the Community Human Services Board retain its control over the county home and that Mr. Porubcansky be appointed to coordinate the county home subcommittee of this committee and also on the advisory subcommittee. A letter will be sent to Mrs. Schad requesting that her committee submit names for the advisory committee representing the county home.

A Motion was made by Mr. Decker and Seconded by Mr. Varney to adjourn the meeting and go into executive session. Roll call was taken. All were in favor of the motion. Motion carried.

Motion was made by Mr. Purcell and Seconded by Mrs. Lassa to reconvene into open session. All were in favor. Motion carried.

Motion was made by Mr. Purcell and Seconded by Mrs. Lassa to accept the management reorganization as outlined by Mr. Rentmeester. All were in favor. Motion carried.

The next meeting will be March 11, 1980 at the Ruth Gilfry Center. The meeting was adjourned.

COMMUNITY HUMAN SERVICES BOARD MINUTES
MARCH 11, 1980

The Community Human Services Board met on Tuesday, March 11, 1980, at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Human Resources Center.

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

Others present: Ken Rentmeester, Daryl Kurtenbach, Ray Bartkowiak, Rich Porubcansky, Dick Hoekstra--Division of Health, and Liz Bajalski representing WSPT.

The meeting was called to order by Chairman Schad at 7:00 p.m..

Mrs. Schad entertained a motion to accept the Minutes of the February 5th meeting as written. Motion was so made by Mr. Schulfer and Seconded by Mr. Varney. All were in favor of the Motion. Motion carried.

Mrs. Schad indicated that she had received a letter from Mr. Bartkowiak regarding proposed membership for the citizens' participation committee. Mrs. Schad thanked Mr. Bartkowiak for being so prompt with the nominations and decided to postpone any decisions on the advisory boards compositions until all nominations were in.

The meeting was then turned over to Mr. Rentmeester for his management update. Ken indicated that he is in the final stages of meeting with all staff from the human services and social services areas. This has taken a great deal of time but Mr. Rentmeester feels it has been very informative and beneficial. The section supervisor from the income maintenance program, Ms. Reinwand, will provide the board with an update on the I.M. section next month. The business manager has been recruited and has been on board for approximately one month. He will address the Board at the next meeting. Phase I of the organizational structure is now almost complete and the department will be entering into Phase II shortly. If the job descriptions for Mr. Kurtenbach and Mr. Bartkowiak are approved at tonight's meeting, all top management positions will have been realigned. Mr. Rentmeester has had an initial meeting with Mr. Hanke from the state personnel office regarding a personnel system. Mr. Hanke has not met with Mrs. Weis, the personnel technician, yet. Mr. Hanke will give Portage County a written report on how to proceed to initiate a personnel system. A report on internal communications will be given tonight. Mr. Rentmeester reported that adequate data has not been formulated as yet on new position requests. Management meetings are scheduled and continue to be a top priority. The meetings will be held regularly for approximately fifteen people. Mr. Rentmeester shared the internal communications network with the Board. Questions were answered. The Board approved of the communications system as proposed.

Mr. Rentmeester introduced Phase II of the organizational structure to the Board. The new phase would become effective April 15th. Comparisons between both phases were reiterated. Phase II should remain in effect for an indefinite period of time. Mrs. Schad indicated that at the March 7th County Home Committee meeting, questions were raised whether the County Home Committee should remain under the Community Human Services Department Board umbrella or should become a free standing committee. The County Home Committee felt that there was a duplication of effort in this present system. Mrs. Schad's recommendation was that supervisors on the Community Human Services Committee should also be appointed to the Nursing Home Committee when the Committee on Committees meets. A question was raised as to the legality of county

board membership on the Nursing Home Committee if the committee were directly answerable to the county board. Mrs. Schad went on record requesting that very careful consideration be given to coordination of the Nursing Home Committee and the Community Human Services Board Committee memberships. Mrs. Schad will again discuss the legality issue and other concerns when the County Home Committee meets. Other questions were answered in regard to the Phase II structure. A Motion was made by Mr. Schulfer and Seconded by Mr. Varney to leave the county nursing home as recommended in Phase II. All were in favor of the Motion. Motion carried. The Motion was then made by Mr. Schulfer and Seconded by Mrs. Lassa to approve Phase II of the organizational plan as submitted. All were in favor. Motion carried.

Mr. Rentmeester discussed reorganization timetables. As of this meeting, the management reorganization should be completed. By next January, the support services section should be reorganized. The program reorganization will be a continuous process since there are at least one hundred different programs to review. Mr. Rentmeester indicated that accomplishments since the coordinated move will be reviewed at the next meeting.

Mr. Porubcansky requested the Board's action on a staff plan for mileage reduction as recommended by the 51.42 Board. Eventually all three departments would have such a plan. Motion was made by Mr. Decker and Seconded by Mr. Steinke that the Board approve this plan for Human Services staff and request a plan for the other divisions of the department to be presented to this board at a future date. There was discussion of the mileage reduction. It was recommended that since a policy has been given to the staff regarding parking in staff parking only instead of client parking, that number 6 on page 1 be removed. The Motion was then made by Mr. Decker and Seconded by Mrs. Lassa to approve the amendment to strike out Item #6 on Page 1. All were in favor of the amendment to the Motion. Motion carried. All were in favor of the amended motion. Motion carried.

Mr. Porubcansky requested the Board's action on the 51.42 Board's recommendation on the 1979 budget deficit of \$48,195. Mr. Porubcansky indicated that the reason for the deficit was due to excessive and unanticipated use of inpatient care for long-term and chronically mentally ill clients. In 1978, funds were turned back to the county almost in the like amount. A non-lapsing account in the amount of \$85,000 would be available to cover the deficit. If it is approved that the funds be taken out of the non-lapsing account then it will be presented to the finance committee for their action. A Motion was made by Mr. Purcell and Seconded by Mrs. Lassa to approve the 51.42 Board's recommendation that funds to cover the deficit be withdrawn from the contingency fund. All were in favor of the Motion. Motion carried.

A Motion was made by Dr. Kreul and Seconded by Mr. Purcell to adjourn into Executive Session. Roll call vote was taken. All were in favor of the Motion. Motion carried.

A Motion was made and seconded to reconvene into open session. All were in favor of the motion. Motion carried. A motion was made by Mr. Decker and Seconded by Dr. Kreul to approve the job descriptions for the coordinator of the social service division and the coordinator of the program management and support section as amended. all were in favor of the motion. Motion carried.

The next meeting will be April 8, 1980, in Conference Room 1 of the Ruth Gilfry Human Resources Center. Meeting was adjourned.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

APRIL 8, 1980

Present:

Marge Schad
Stanley Kirschling
Marion Lassa
Dennis Tierney
David Varney
Bob Steinke
Bob Decker
Dick Purcell
Dr. Bill Kreul

Absent:

Jerry Kaczmarek
Ted Schulfer

Others: Anne Klesmith, R.N.; Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Dick Mayhew, D.D. Coordinator; Steve Tuszka, Social Services; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Mat Musgrave, Social Services; Mr. and Mrs. Mark Helmrich, D.D. foster parents; Anne Schields, D.D. foster parent; Barb Johnson, D.D. foster parent; newsmedia.

The Portage County Community Human Services Board meeting was held on April 8, 1980, Tuesday, at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Center.

The meeting was called to order by Chairman Schad at 7:00 p.m.

1. Approval of the Minutes of the March 11, 1980 Meeting.

Motion made by Mr. Purcell and Seconded by Mr. Steinke to approve Minutes. All were in favor of the Motion. Motion carried.

2. Correspondence.

None.

3. Management Report - Rentmeester.

Mr. Rentmeester reviewed his report on the summary of changes in the department since the consolidation. The three main areas of activity are: (1) management; (2) support services; and (3) program/service delivery. The Board perused Mr. Rentmeester's report and questions were answered. The Board felt it would be appropriate for all county board members to receive a copy of this report which should be sent out under separate cover. The management report was accepted.

4. Discussion of Advisory Committee Membership Recommendations.

The Board reviewed the membership recommendations submitted. A Motion was then made by Mrs. Lassa and Seconded by Mr. Steinke to accept the names as submitted for the advisory committees. All were in favor of the Motion. Motion carried.

5. Discussion of County Nursing Home Governing Structure-Porubcansky.

Mr. Porubcansky reported to the Board that there has been no decision made as to the composition of the Board and the subsequent accountability role. There are only two options: (1) a trustee board with no county board of supervisor members; or (2) affiliated with 46.23 Board. An opinion from the District Attorney is being sought and will be forthcoming.

6. Report: Division of Operations - Jurgella.

Mr. Jurgella reviewed his update report with the Board. Mr. Jurgella requested Board approval to forego the Board's receiving and reviewing of the voucher listings that each Board member receives now and also allow him to approve and sign vouchers without having a Board member do this. A discussion ensued. It was the Board's recommendation that Mr. Jurgella bring back options for the Board at the next meeting.

7. Discussion and Action on Establishment of Support Home Care Program - Porubcansky.

The position which would fulfill this need has already been approved by all committees (Social Services Aide I). There are approximately 80-100 persons presently who could benefit from this service. The position would be to coordinate persons who would be willing to do chore and homemaker services in the homes of persons who would have to be institutionalized if the service was not available. The other 50% of the full-time position would be filled in the areas of social and human service programs. The Board recommended to accept the position. A Motion was made by Mr. Kirschling and Seconded to accept the position and job description as submitted. All were in favor of the Motion. Motion carried.

8. Discussion Regarding Foster Care Policy - Porubcansky.

A proposed department policy on foster care placement for developmentally disabled children was presented by Mr. Porubcansky. It was developed by the staff as a guide for placement of D.D. children and endorsed by the 51.42 Board. It will be brought back for the Board's action at the next meeting. Foster parents Mr. and Mrs. Mark Hemrick, Anne Schields, and Barb Johnson spoke either positively or negatively about the restrictions of this policy. Mr. Helmrick preferred that the maximum number of D.D. children be set at four instead of two and that recommendations numbers 3 and 4 be deleted. Mr. Helmrich would also like to see a right of appeal inserted in paragraph number 5. Mrs. Johnson thought that the policy was good and that one-on-one contact should be encouraged. The D.D. foster parents indicated that communication between the state, local social service organizations and themselves was definitely lacking. The legality of Portage County's restrictions in light of the state's restrictions was questioned. It was the Board's opinion that Mr. Hoekstra be asked to attend a meeting in which human services and foster parents would be present. The meeting would help to work out the concerns of all concerned. A report would be expected back to the 46.23 Board within the next few weeks.

9. Discussion of Future Meeting Structure and Timetables.

The Board discussed future meeting structure and timetables. It was tentatively recommended that there be two scheduled meetings per month -- on the 2nd Tuesday and 4th Tuesday of each month at 7:00 p.m. or at 4:00 p.m.. The first meeting would be primarily for programs and service delivery with the second meeting being taken up with management and finance. A Motion was made by Mrs. Lassa and Seconded by Mr. Purcell to have the next organizational meeting for the 46.23 Board at 7:00 p.m. on April 22nd at which time the format for the meetings and advisory board will be decided. All were in favor of the Motion. Motion carried.

10. Adjourn to Executive Session in Accordance with S. 19.85 (1), (c) to Discuss Employee Compensation.

Motion was made by Mr. Decker and Seconded by Mr. Purcell to adjourn into Executive Session. Roll call was taken. All were in favor of the Motion. Motion carried.

11. Return to Open Session to Take Action on Employee Compensation.

Motion was made by Mr. Steinke and Seconded by Mr. Decker to return to open session. Roll call vote was taken. All were in favor of the Motion. Motion carried.

Motion was made by Mr. Decker and Seconded by Mr. Varney to accept the recommendations on the salary adjustment which would be prorated effective May 1, 1980 and forward the recommendation to the Personnel and Finance Committees. All were in favor of the Motion. Motion carried.

NEXT MEETING: April 22, 1980, Room 1, Ruth Gilfry Center, 7:00 p.m.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

APRIL 22, 1980

Present:

Marge Schad
Marion Lassa
Shirley Gibb
Stanley Kirschling
Dick Purcell
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dave Varney

Absent:

Dr. Bill Kreul

Others: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Daryl Kurtenbach, Coordinator; Bob Steinke, County Board Chairman; Mark Jurgella, Business Manager; Anne Klesmith, Public Health Nurse; Deanne McKellips, student working in the Human Services section; and Lucy Kluck, bookkeeper in the Human Services section.

The Portage County Community Human Services Board meeting was held on April 22, 1980, Tuesday, at 7:00 p.m. in Conference Room 1 of the Ruth Gilfry Center.

The meeting was called to order by the Chairman of the County Board, Mr. Bob Steinke.

4. Selection of Chairman and Vice-Chairman.

The nominations for the position of Chairman were opened by Mr. Steinke. A Motion was made by Mrs. Lassa and Seconded by Mr. Tierney to nominate Mr. Purcell for the position. Nominations were called three times. There were no more nominations. Mr. Kirschling moved that the nominations for chairman be closed. All were in favor of the motion. Motion carried. Question was called. All were in favor of nominating Mr. Purcell as chairman. Motion carried.

The meeting was then turned over to the new chairman, Mr. Purcell.

Mr. Purcell indicated nominations were then open for the position of vice-chairman which must be a county board member. A Motion was made by Mr. Kirschling and Seconded by Mrs. Lassa to nominate Mrs. Gibb as vice-chairman. Nominations were called three times. There were no further nominations. Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to close nominations and cast a unanimous ballot for Mrs. Gibb. All were in favor of closing nominations. Motion carried. The Question was called. All were in favor of nominating Mrs. Gibb vice-chairman. Motion carried.

1. Approval of the Minutes of the April 8, 1980 Meeting.

Motion was made by Mr. Varney and Seconded by Mrs. Schad to approve the Minutes of the April 8th meeting as written. All were in favor of the Motion. Motion carried.

2. Correspondence.

None.

6. Establish Meeting Dates, Times, and Format.

Discussion on the meeting date was held. It had been recommended that two meetings held at 7:00 p.m. on the 2nd and 4th Tuesday might be appropriate. Upon discussion, it was felt that the 7:00 p.m. time would not be workable. A Motion was made by Mr. Erzinger and Seconded by Mr. Varney to have the Board meet on the 2nd and 4th Tuesdays of each month at 4:30 p.m.. All were in favor of the Motion. Motion carried.

The format for the meetings was suggested to the Board. The first meeting of the month will primarily deal with program-service delivery. The second meeting will center around management and finance. The Board agreed that this format would be acceptable. Mr. Purcell stressed that the meetings would be kept open in that any member with a concern could contact Mr. Rentmeester and have that item put on the agenda for discussion at the next meeting.

3. Board Member Introduction.

All members were introduced and gave a synopsis of previous board level experience, personal background and interests in the human service area, and an anticipated accomplishment statement.

5. Discussion of Length of Terms of Board Members.

Mr. Rentmeester reviewed with the members the structure of this Board under state statutes 46.23. It was recommended that under section E of Mr. Rentmeester's memo regarding Board structure that it indicate whom the chairman and vice-chairman is. The terms of the county board members is set at 2 years. The citizen membership was then discussed. It was recommended that the following individuals serve the following terms: Dave Varney- 3 years expiring April 1983; Dennis Tierney - 2 years expiring April 1982; Marge Schad - 3 years expiring April 1983; and Dr. Bill Kreul - 1 year expiring April 1981. A Motion was then made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the terms as indicated above. All were in favor of the Motion. Motion carried.

The Board discussed having a liaison member representing the City Council on this Board. Mr. Kaczmarek had been the liaison member on the Board of Health. It was the Board's feeling that this would be appropriate. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to have a liaison member appointed by the mayor to serve on this Board who would receive per diem but have no voting privileges. All were in favor of the Motion. Motion carried.

7. Discussion of the Roles of the Board, Administrator, and Advisory Committees - Rentmeester.

Mr. Rentmeester reviewed some of the responsibilities of the Board, the administrator, and the advisory committees. A discussion ensued. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to change the word "ownership" in Item #5 under Board, Administration, and Advisory Committee to "stewardship". All were in favor of the Motion. Motion carried.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

APRIL 22, 1980

Present:

Marge Schad
Marion Lassa
Shirley Gibb
Stanley Kirschling
Dick Purcell
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dave Varney

Absent:

Dr. Bill Kreul

Others: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Daryl Kurtenbach, Coordinator; Bob Steinke, County Board Chairman; Mark Jurgella, Business Manager; Anne Klesmith, Public Health Nurse; Deanne McKellips, student working in the Human Services section; and Lucy Kluck, bookkeeper in the Human Services section.

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The meeting was then turned over to the new chairman, Mr. Purcell.

Mr. Purcell indicated nominations were then open for the position of vice-chairman which must be a county board member. A Motion was made by Mr. Kirschling and Seconded by Mrs. Lassa to nominate Mrs. Gibb as vice-chairman. Nominations were called three times. There were no further nominations. Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to close nominations and cast a unanimous ballot for Mrs. Gibb. All were in favor of closing nominations. Motion carried. The Question was called. All were in favor of nominating Mrs. Gibb vice-chairman. Motion carried.

1. Approval of the Minutes of the April 8, 1980 Meeting.

Motion was made by Mr. Varney and Seconded by Mrs. Schad to approve the Minutes of the April 8th meeting as written. All were in favor of the Motion. Motion carried.

2. Correspondence.

None.

6. Establish Meeting Dates, Times, and Format.

Discussion on the meeting date was held. It had been recommended that two meetings held at 7:00 p.m. on the 2nd and 4th Tuesday might be appropriate. Upon discussion, it was felt that the 7:00 p.m. time would not be workable. A Motion was made by Mr. Erzinger and Seconded by Mr. Varney to have the Board meet on the 2nd and 4th Tuesdays of each month at 4:30 p.m.. All were in favor of the Motion. Motion carried.

The format for the meetings was suggested to the Board. The first meeting of the month will primarily deal with program-service delivery. The second meeting will center around management and finance. The Board agreed that this format would be acceptable. Mr. Purcell stressed that the meetings would be kept open in that any member with a concern could contact Mr. Rentmeester and have that item put on the agenda for discussion at the next meeting.

3. Board Member Introduction.

All members were introduced and gave a synopsis of previous board level experience, personal background and interests in the human service area, and an anticipated accomplishment statement.

5. Discussion of Length of Terms of Board Members.

Mr. Rentmeester reviewed with the members the structure of this Board under state statutes 46.23. It was recommended that under section E of Mr. Rentmeester's memo regarding Board structure that it indicate whom the chairman and vice-chairman is. The terms of the county board members is set at 2 years. The citizen membership was then discussed. It was recommended that the following individuals serve the following terms: Dave Varney- 3 years expiring April 1983; Dennis Tierney - 2 years expiring April 1982; Marge Schad - 3 years expiring April 1983; and Dr. Bill Kreul - 1 year expiring April 1981. A Motion was then made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the terms as indicated above. All were in favor of the Motion. Motion carried.

The Board discussed having a liaison member representing the City Council on this Board. Mr. Kaczmarek had been the liaison member on the Board of Health. It was the Board's feeling that this would be appropriate. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to have a liaison member appointed by the mayor to serve on this Board who would receive per diem but have no voting privileges. All were in favor of the Motion. Motion carried.

7. Discussion of the Roles of the Board, Administrator, and Advisory Committees - Rentmeester.

Mr. Rentmeester reviewed some of the responsibilities of the Board, the administrator, and the advisory committees. A discussion ensued. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to change the word "ownership" in Item #5 under Board, Administration, and Advisory Committee to "stewardship". All were in favor of the Motion. Motion carried.

7. Discussion of the Roles of the Board, Administrator, and Advisory Committee - Rentmeester (CONTINUED)

A Motion was also made by Mr. Szymkowiak and Seconded by Mr. Tierney to accept the guidelines as submitted by Mr. Rentmeester with the change listed above and also the following changes: Item #3 from "Make policy" to "Make and evaluate policy." and Item #4, add (c) "Program evaluation" (both Item 3 and 4c for added to the Board section of the memo. All were in favor of the Motion. Motion carried.

8. Decision on Format for Expense Approval - Jurgella.

Mr. Jurgella summarized his memo regarding the Board's review of vouchers and gave a short history of voucher signing by a county board member in all committees. The procedures were discussed with some Board members showing concern regarding supervisor accountability for funds and some for extensive time loss involved in signing vouchers. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to send a resolution to the County Board indicating that due to the volume of vouchers it would no longer be feasible to sign each individual voucher. After more discussion, Mr. Tierney withdrew his Motion. A Motion was made by Mrs. Gibb and Seconded that commencing immediately that the chairman or his appointed designee sign vouchers. It was further moved that the per diem fee would be paid for this responsibility and that a resolution would be brought before this Board at the next meeting to be presented to the County Board to approve not having a supervisor sign vouchers. All were in favor of the Motion. Motion carried.

Mr. Kirschling also indicated that Mr. Bartkowiak would like to have an audit of the Social Services books done for Fiscal Year 1979. Mr. Rentmeester responded that he has contacted the state and that they have agreed to do an audit of both Social Services and Human Services records for FY 1979.

Mr. Jurgella was also asked to determine the volume of vouchers and prepare any other substantiating data for Mr. Purcell's presentation of the resolution to the County Board.

9. Discussion of Board Training Needs.

Mr. Rentmeester requested the Board's input as to what their training needs are. Some areas of concern were: composite of the total delivery of services; meetings at various program agency sites with a short service orientation; funding in general; staffing picture, costs, etc.. It was requested that all members have preread the material so time can be saved at Board meetings. Mrs. Schad also suggested that the members read the Mission Statement again.

Mr. Porubcansky reported that he had received an opinion from the District Attorney indicating that it would be permissible to have the Nursing Home Committee as a sub-committee of this Board.

The meeting was adjourned by Mr. Purcell at 9:30 p.m.. The next meeting will be on May 13th.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

MAY 13, 1980

Present:

Dick Purcell
Marge Schad
Marion Lassa
Shirley Gibb
Dave Varney
Stanley Kirschling
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek

Absent:

None

Others: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Daryl Kurtenbach, coordinator; Dick Mayhew, coordinator; Mat Musgrave, Social Services; Mark Jurgella, business manager; Peggy Hans, Social Services; Debbie Pierce, Social Services; Rosemary Reinwand, Social Services; Lauri Rettinger, Social Services; Mr. Heide, Regional Director for the Division of Community Services; Mr. Hoekstra, Area Administrator for the Division of Community Services; Mark Helmrich, representing foster parents of D.D. children.

The Portage County Community Human Services Board meeting was held on Tuesday, May 13, 1980 at 4:30 p.m. in the Auditorium of the Portage County Home. The meeting was called to order by Chairman Purcell. Mr. Hoekstra and Mr. Heide both from the Division of Community Services were introduced to the Board members.

1. Approval of the Minutes of the April 22, 1980 Meeting.

Motion by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the April 22nd meeting as written. All were in favor of the Motion. Motion carried.

2. Correspondence.

Two upcoming conference brochures were circulated among the Board members. Any member wishing to attend any of the conferences should contact Mr. Rentmeester.

3. Administrator's Report - Rentmeester

A. Discussion of Board Action Log.

Mr. Rentmeester submitted a draft of a Board Action Log for the Board's consideration. This document would be used to record all proposed action by the Board and the final disposition. The log would be maintained by the recording secretary, kept in the office, and reviewed by the Board every 6 months. The Board approved using the log effective today, May 13th.

3. Administrator's Report - Rentmeester (continued).

B. Discussion of Overview of Board Training Program.

Mr. Rentmeester reviewed the five major areas and types of Board training experiences as noted in his memo. The items were discussed. It was recommended that anyone wishing to partake in item #4 (direct experiences) should contact Mr. Rentmeester and also that when clients (as per item #5) are invited to the meetings to discuss services provided that this be routinely done in executive session. Item #6 was added to the memo -- Make members aware of available workshops, seminars, etc. (either available from other agencies or ours) to deepen their understanding and knowledge of the department and programs. Items #1 and #2 will have the most emphasis placed on them. The Board accepted the six major areas and agreed that emphasis should be placed on Board presentations and finance training.

4. Reports and Information

A. Income Maintenance Program Report - R. Reinwand.

Ms. Reinwand reviewed her memo with the Board. She indicated that there are still 120 MA cases that still must be put on computer. Because of the increasing number of clients applying for M.A. and Food Stamps, third-party claims cannot be pursued. We would receive 10% of any monies we would manage to get back. Most amounts are usually in the range of \$1,000-\$2,000. The Food Stamp Program continuation is still uncertain but all economic and political signs look promising. Other terminology was explored by Ms. Reinwand. The Board accept the report.

B. On-Call Responsibility - Porubcansky.

For the past five and one-half years, human service personnel have been on call 24-hours per day. Comp. time had been granted in the amount of 12 hours per month. According to statistics, it has cost Portage County \$18,800 for this service. Since Family Crisis Center is also on call 24-hours per day, it was thought to be a viable alternative. In January, Family Crisis Center was hired to assist in the 24-hour on-call system in addition to the regular human service staff. The human service staff now feel comfortable in having the Crisis Center maintain the on-call system and would like to enter into Phase II. Phase II would mean paying the Family Crisis Center \$10,679 per year for the service and only paying the human service staff on a per episode basis (something that cannot be handled by the Crisis Center). Mr. Porubcansky presented statistics for the Board's perusal for a period from January 14th ending April 30th. Two other categories in this report requested: cost per day and cost per hour of actual services performed. The cost per day during the last 120 days has been \$29.18 (\$56.00/day previously -- \$62.00/hour for actual services performed).

5. Residency Policy - Porubcansky.

Mr. Porubcansky reviewed the intercounty agreement relative to residency and treatment in another county. This policy has been used in Portage County on an informal basis and the department would like to provide this agreement in writing. The Board questioned many of the statements and criteria in the policy. Mr. Porubcansky was asked to have more data on this matter for the

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next meeting. Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to table this agenda item until the next meeting. All were in favor. Motion carried.

6. Developmental Disabilities Foster Care Policy - Porubcansky.

Mr. Porubcansky and Mr. Mayhew addressed the revised foster care policy with the Board. The revised policy statements are a result of a joint meeting with Mr. Hoekstra, human services, and the foster parents. A side letter pertains to present DD homes. The present agreement addresses the status of a child when it turns 18 and also the setting of out-of-county client rates. Future homes will be limited to two children contingent on the number of natural children in the home, ages, etc. An appeal process is also included in the agreement. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad that the Board go on record as supporting the professional judgment of the staff in the matter of determining the DD child's placement with emphasis placed on the development of the child and not on monetary consideration. All were in favor. Motion carried. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to accept the revised policy for D.D. foster care. All were in favor. Motion carried.

7. Policy on Applying for Grants Which Are Consistent with the Board's Goals and Objectives - Rentmeester.

In the past, health and human services have applied for grants which have been consistent with the goals and objectives of the department. The Board was asked to act on the grants when the application was accepted. Mr. Rentmeester recommended that the Board approve staff applying for grants which are consistent with the goals and objectives of the department with final approval of the Board only when we are offered funding. As director, Mr. Rentmeester would approve all grants submitted. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to accept the policy as submitted. All were in favor. Motion carried.

8. Acceptance of Nonmedical Detoxification Grant - Porubcansky.

Mr. Porubcansky requested the Board's approval on a special incentive grant for nonmedical detoxification program in Portage County. A grant in the amount of \$17,226 has been offered by the state to Portage County. The present cost per episode has cost Portage County between \$400-800 in hospital costs. The cost for the proposed facility in the grant would be about \$160-180 per episode. In addition, these costs will try to be recovered through insurance, etc.. Mr. Porubcansky briefly reviewed the content of the grant. Mr. Tierney emphasized that the staff should be encouraged to apply for grants. Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to accept the grant monies. All were in favor. Motion carried.

9. Process for Approval of Expense Vouchers - Jurgella/Rentmeester.

Mr. Jurgella presented the Board with a summary of processed vouchers for the month of April which included dollar breakdown, a budget report for the month of April, and expenditure descriptions. The Board reviewed these and indicated a need to have the AFDC payments broken out of the total in future reports and to have the percentage of YTD budgeted and YTD budgeted amounts. The Board

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9. Process for Approval of Expense Vouchers - Jurgella/Rentmeester (continued).

will review the budget report summary monthly at the second meeting of the month and requested a listing of all vouchers over \$250.00. Mr. Rentmeester and Mr. Jurgella reviewed the proposed resolution. The figure 300 vouchers was changed to reflect 400 vouchers. In paragraph #3 "See sample summary" was added. Paragraph #2 was dropped with the understanding that all vouchers over \$250 would be listed once per month for the Board's information. Any voucher can be perused at the department by any Board member. It was recommended that since there was no resolution on the books regarding the county board member's required signature on vouchers that these guidelines be used as department policy and a copy of the guidelines and substantiating data be sent to the Committee on Committees. A letter will be sent by Mr. Purcell to the committee. The effective date for the phase-in of this new policy is June 1, 1980. A Motion was made by Mr. Varney and Seconded by Dr. Kreul to approve the policy as revised. All were in favor. Motion.

10. Adjourn.

Next meeting will be at 4:30 p.m. in the Library of the Ruth Gilfry Center on Tuesday, May 27, 1980.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

MAY 27, 1980

Present:

Dick Purcell
Marion Lassa
Shirley Gibb
Marge Schad
Dave Varney
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek
Jim Kolloch

Absent:

Stanley Kirschling

Others: Ken Rentmeester, Director; Daryl Kurtenbach, coordinator; Bill McCulley, coordinator; Jerry Koepfel, supervisor-Social Services; Mark Jurgella, business manager; Mike Houlihan, Director of Portage House; Marge Johnson and Nancy Kemmeter representing the Achievement Center.

The Portage County Community Human Services Board meeting was held on Tuesday, May 27, 1980 at 4:30 p.m. in the Library of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell. Mr. Kolloch was introduced to all the Board members and staff.

1. Approval of the Minutes of the May 13, 1980 Meeting.

Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lassa to approve the Minutes of the May 13th meeting as written. All were in favor of the Motion. Motion carried.

2. Correspondence.

Mr. Purcell reported that he had received by certified mail a copy of the audit done on the 51.42 Board for calendar year 1978. Everything was in order but some weaknesses were noted.

Mr. Purcell indicated that a letter has been sent to the Committee on Committees regarding the department's new policy on processing vouchers. As of this date, there has been no comment. The department will continue to operate under the new policy until further notice.

Mr. Rentmeester indicated that he had received a letter addressed to Mr. Schulfer from the state Division of Health and Social Services regarding Youth Aides and Family Funding. This letter and a report on this funding will be taken up later in the meeting.

Mr. Purcell stated that the Mayor has officially appointed Mr. Kaczmarek as liaison to this Board. Mr. James Kolloch, representing District 22, is the new Board member replacing Mr. Mehne.

3. Administrator's Report

A. Appointment of Staff Member Liaison with CAP

Mr. Rentmeester indicated that Mr. Daryl Kurtenbach has been named liaison member to the CAP agency. Ms. Renee Ristow, program coordinator has been named CAP's liaison person to our department. Mr. Rentmeester felt that this coordination effort will eliminate some of the problems which have arisen recently. Ken stated that he had spoken against a grant CAP had applied for because of the duplication and overlap of services and also the cost per capita. Better communication between county agencies and CAP could have eliminated some of the problems in this area. Any member can contact Daryl with problems or concerns in regard to CAP or their services.

Mr. Rentmeester stated that a policy is being formulated to determine how staff members and/or the department can respond when asked to support grants or projects for other agencies.

B. Department of Health and Social Services Mission Statement

Mr. Rentmeester requested that any member having questions or concerns on the mission statements from the different major divisions in Health and Social Services should contact him. The missions statements were given to the Board as informational pieces.

Mr. Rentmeester has had a meeting with superintendent of schools and discussed the department's role with the schools and services that can or are provided in them. Mr. LeRoy Heiser has been appointed to work closely with agencies providing services to schools.

The letter requesting approval of the youth aides capacity building funds was discussed by Mr. Rentmeester and Mr. Koeppel. The \$19,000 would be set aside for a restitution work program in which juveniles who have been involved criminally or with the court would be able to work up to 10 hours per week starting June 9th. The money earned by the juveniles would be divided between take-home pay and restitution pay. CESA will handle the program for social services for \$2,000. There will be eleven work sites for the summer months and eleven work sites for September through December 31st. In order for the program to start, the funds would have to be approved as of this meeting. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to refer the recommendation of approval or disapproval of the funding to Mr. Rentmeester who would then take appropriate action on the matter. All were in favor of the Motion. Motion carried.

4. Business Manager's Report

A. Progress in Reorganizing Support Systems

Mr. Jurgella stated that new payroll forms have been implemented within the total department. In the near future, a departmentwide log will be set up. The budget and budgeting system will be scrutinized along with all data reports.

4. B. Review of Expense Approval Policy

Mr. Rentmeester and Mr. Jurgella shared the finalized format for the policy on approval of expenses. This policy has been forwarded to the members of the Committee on Committees.

C. May Expenditure Report

The Board reviewed the May financial report. AFDC expenses are broken out into a separate line item. Year-to-date budget and percentage budgeted are also included in this report as per the Board's request. Questions and concerns were answered by Mr. Jurgella, Mr. Rentmeester, and Mr. McCulley regarding vouchers submitted for payment over \$250.00

Mr. Rentmeester was requested to have a listing of the number of volunteers who have terminated their services due to insufficient mileage reimbursement. More information regarding the payment of Dr. Garitano for services by the department will also have to be examined in greater detail. Ken was also requested to do the groundwork on this item.

A Motion was made to approve the vouchers as submitted. All were in favor. Motion carried.

5. Flex-Time Work Schedule Recommendations - Porubcansky

Mr. Rentmeester reviewed the recommendations with the Board. He indicated that the Teamsters union has approved the flex-time schedule but AFSCME has not. AFSCME will be looking at the schedule at their next meeting in June. The Teamsters have not accepted the summer hours of 7:30 - 4:00 but AFSCME has. If both locals approve the flex-time, it will have to be referred to the Personnel Committee for action. From the management perspective, it is acceptable if all the entities agree on a standard policy. If this is not possible, the summer hours for the building might have to be recinded by the Personnel Committee. The Board was asked to act on this recommendation. A Motion was made by Mrs. Gibb and Seconded to approve the recommended flex-time schedule as presented. All were in favor of the Motion. Motion carried.

6. Medical Assistance Transportation Policy - Kurtenbach

Mr. Kurtenbach distributed to the members a proposed medical assistance transportation policy. The Division of Economic Assistance initiated changes in their M.A. transportation policy to include payment when free transportation is not available, the agency not being obligated to provide transportation beyond reasonable measure, and transportation involving more than 100 miles round trip from client's home must receive prior written agency approval before departure. A draft of a letter that would be sent to all current recipients of M.A. was reviewed. It was recommended that in paragraph 2, page 1, item #2, sentence #2 be deleted ("If neighbors, friends...."). A Motion was made by Mrs. Schad and Seconded to approve the M.A. transportation policy and amended letter. All were in favor of the Motion. Motion carried.

7. Achievement Center Fund Balance - Jurgella

A summary of fund balance and the proposed settlement of the Achievement Center's carryover account was discussed. It is recommended that \$9,309.94 of the total carry (or 85%) be reimbursed to the Community Human Services Department with the Achievement Center having a cash flow of \$1,177.06. In addition \$7,300 would be put into a bus fund to be used to purchase a replacement bus in 1984. The Center plans on increasing their days of operation which would cost an estimated \$1,734.37. If the aide position which is included in this figure is funded through Title I, the cost of \$340.80 would be turned over to the Human Services Department. A Motion was made by Mrs. Gibb and Seconded by Mr. Szymkowiak to approve the solution as presented for the fund balance at the Achievement Center. All were in favor of the Motion. Motion carried.

10. Maternity Leave Request

A maternity leave of absence was requested by Mrs. Zurawski in the amount of three months. Management is in favor of the three-month leave. A Motion was made and Seconded to approve the maternity leave as requested. All were in favor. Motion carried. The recommendation will be forwarded to the Personnel Committee.

11. Expenditure of Project Income by Portage House - Mike Houlihan

Mr. Houlihan distributed his report to the Board. Income which had been accumulating over the past years will have to be turned into the Division of Corrections. As a result, approximately \$11,000 would be turned in unless it is spent by Portage House. All items must be purchased by June 30th. Mr. Houlihan reviewed his proposed income expenditures with the Board. A Motion was then made by Mr. Tierney and Seconded by Mr. Kolloch to approve the \$2,400 amount for the proposed purchases and set up a mechanism for the approval of an additional \$600 which would be directed through Ken or Rich Porubcansky -- in all a total of \$3,000. All were in favor of the Motion. Motion carried.

8. Adjourn to Executive Session Pursuant to SS. 19.95 (1) (c) to Discuss Support Services Position Description Changes.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to adjourn to executive session. A roll call vote was taken. All were in favor of the Motion. Motion carried.

9. Reconvene to Take Action on Position Description Changes.

A motion was made by Mrs. Schad and seconded by Mrs. Gibb to approve the position changes as amended in executive session and to refer these recommendations to the County Personnel Committee for action. All were in favor of the motion. Motion Carried.

12. Adjourn

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

JUNE 10, 1980

Present:

Richard Purcell
Marion Lassa
Shirley Gibb
Marge Schad
Dave Varney
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek
Jim Kollock

Absent:

Stanley Kirschling

Others: Ken Rentmeester, Director; Daryl Kurtenbach, coordinator; Mark Jurgella, Business Manager; Richard Porubcansky, Associate Director; Bob Steinke, County Board Chairman; Brian Shoup, Director, Council on Alcohol/Drug Abuse; and Bonnie Bressers, representative of the Stevens Point Daily Journal.

The Portage County Community Human Services Board meeting was held on Tuesday, June 10, 1980 at 4:30 P.M. in the Library of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell.

1. Approval of the Minutes of May 27, 1980 Meeting.

Motion was made by Mrs. Lassa and seconded by Mr. Szymkowiak to approve the minutes of the May 27th meeting as written. All were in favor of the motion. Motion carried.

2. Correspondence

Mr. Purcell presented and directed a training brochure to Mr. Rentmeester for possible use by health staff.

Mr. Rentmeester indicated that he had received a letter from Mr. Burton Wagner of the Department of Health & Social Services accompanying an audit completed on the Social Services Department for January, 1975 to December, 1978. Ken gave a brief overview of the audit. Mr. Purcell asked for further research of the audit and Mr. Jurgella was directed to formulate a more specific report to present to the Board.

3. Administrator's Report

A. Future State Program Dollars

Mr. Rentmeester indicated that within 2-3 weeks the department will begin groundwork on the 1981 budget. The Board will probably have fewer dollars available due to the new biennium allocations. Ken reported that currently 90% of the department is funded by state monies. Further information on the 1981 budget is being pursued by staff members.

B. Personnel Committee Action on Board Recommendation Regarding Flex-Time and Personnel Changes

Mr. Rentmeester reported that the Personnel Committee has taken its first step in regard to the flex-time schedule. It has been referred to the AFSCME bargaining unit for action and if approved will return to the Personnel Committee for final approval.

Ken also stated that the Personnel Committee approved staff upgrades for two administrative assistants and approved the requested maternity leave.

C. Listing of Department Memberships

Staff of the departments presented an overview of the organization's memberships. Mr. Porubcansky reported the Human Services memberships which totalled \$136.00; Mr. Rentmeester overviewed the Health section memberships totalling \$150.00; and Mr. Kurtenbach overviewed the Social Services section totalling \$236.00. Total memberships per year were \$ 522.00. Staff reiterated that many benefits/advantages of these memberships were realized such as newsletters, current articles, training news and ongoing information.

A motion was made by Mrs. Gibb and seconded by Mrs. Lassa to accept the administrator's reports. All were in favor of the motion. Motion carried.

4. Report on Pesticide Situation and Investigation Plan for Suspected Health Related Problems

Mr. Rentmeester reviewed the current pesticide situation. Ken said a protocol has been developed to investigate health issues which would include blood and urine tests and screening tests which are sent to a lab in Iowa for further testing. Ken stressed that if a pesticide/health problem is suspected, an investigation by the Department of Agriculture can be conducted in Portage County. The contact for complaints is the Portage County Sheriff's Department. That department in turn will contact the investigator and follow up will begin.

Mr. Erzinger questioned whether complaints have decreased due to the educational process. Ken stated that with the better information out there may have been more complaints with the issue being brought to public attention.

A motion was made to accept the report. All were in favor. Motion carried.

5. Phase I Timetable for Board Training

Mr. Porubcansky presented for board approval a training timetable to take place over the next four meetings. The presentations will include each section of the Community Human Services Department and will be one hour in length. A brief synopsis of each section will be distributed prior to the meetings.

Mr. Purcell questioned whether time for this proposed program would be sufficient prior to beginning the budget cycle and suggested perhaps waiting until budget deliberations are through. Mr. Porubcansky and Mr. Rentmeester stressed the importance of knowing the sections prior to the budget cycle process. Members agreed and directed staff to begin at the next meeting.

6. Advisory Committee Functions and Organizational Structure

Mr. Porubcansky reviewed the outline of the functions and organization of the advisory committees. There will be three advisory committees, one each for health, human services, and social services program areas. The committees for health and human services will have 9 members. The social services committee will have 11. The advisory committees will be taking an indepth look at the programs and services, making recommendations on budget and providing input to the Community Human Services Board. The appointment of members to the advisory committee will be done by this Board. Rich recommended that the advisory committees be responsible for recruitment/delegation of replacement members and that the 46.23 Board make the final decision.

7. Adjourn to Executive Session Pursuant to Section 19.85 (1) (f) to Discuss Appointment of Advisory Committee Memberships

A motion was made by Mr. Varney and seconded by Mr. Szymkowiak to adjourn into executive session. A roll call vote was taken. All were in favor of the motion. Motion carried.

8. Reconvene to Approve Advisory Committee Memberships

A motion was made by Mr. Varney and seconded by Mrs. Schad to approve the nominees for membership on the advisory committees as indicated in executive session. All were in favor of the motion. Motion carried. Mr. Rentmeester said a letter will be sent under Mr. Purcell's signature to the nominees regarding an initial meeting date.

9. Adjourn

A motion was made by Mr. Tierney and seconded by Mrs. Schad to adjourn the meeting at 6:10 P.M. All were in favor of the motion. Motion carried.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

JUNE 24, 1980

Present

Richard Purcell
Marion Lassa
Shirley Gibb
Marge Schad
Dave Varney
Dennis Tierney
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek
Stanley Kirschling

Excused

Eugene Szymkowiak
Jim Kollock

Others: Ken Rentmeester, Director; Daryl Kurtenbach, coordinator; Mark Jurgella, Business Manager; Rich Porubcansky, Associate Director; Bill McCulley, coordinator; Jay Cleve, coordinator; Maria Boario, home health coordinator; Rita Lynch and Barb Kranig, education/training section; Mr. Richards from WSPT; other newsmedia personnel.

The Portage County Community Human Services Board meeting was held on Tuesday, June 24, 1980 at 4:30 P.M. in the Library of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell without a quorum present.

1. APPROVAL OF THE MINUTES OF THE JUNE 10TH MEETING.

Motion made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the June 10th meeting as written. All were in favor of the Motion. Motion carried.

2. CORRESPONDENCE

None

3. ADMINISTRATOR'S REPORT

Mr. Rentmeester stated that letters have been sent to all individuals who will be on the three advisory committees. The first joint meeting of the committees will be on July 9th. Background information and the roles of the committee members will be discussed. The members will then break into their specific advisory committees and begin work in their respective areas. Any committee member wishing to attend the advisory meeting is welcome. The meeting will begin at 3:30 in Conference Room 1.

At the next meeting, Mr. Rentmeester will plan on presenting several proposals from the telephone company. The department is looking forward to being under a single telephone system instead of the present three systems. Mr. Varney suggested that before a proposal is accepted that an alternate solution might be the purchase of our own telephone system. Forward Communications in Wausau will be contacted by Mr. Jurgella for more information and prices on this type of system. If information is available, all options will be presented at the next meeting.

Mrs. Gibb arrived for the meeting which made a quorum. Mr. Purcell asked if Mrs. Gibb would approve the acceptance of the Minutes. Mrs. Gibb approved. Minutes stand accepted.

Mr. Rentmeester stated due to the many facets of the 1981 budget he felt that there should be four meetings in August. Three of the four meetings will deal only with budgets for 1981 while the fourth will be for regular business. The Board approved the August meeting dates as the 5th, 12th, 19th, and 26th. All meetings will be held at 4:30 p.m.. 20th

4. PROGRAM REPORTS:

A. Alcohol And Drug Abuse Section - B. McCulley

The Board heard reports from Mr. McCulley on the Alda House and Woodview. These are both halfway house specifically for either men or women who are recovering from alcohol and drug abuse and need a structured living arrangement and support services to help in their reintegration into the community and reduce the recidivism rate. The board accepted the reports. For specific information on these program, please consult your Program Summary file.

B. Mental Health Section - J. Cleve/B. McCulley

Mr. McCulley presented a report on the community support program. This program's purpose is to reduce institutionalization among the chronic population. In 1980, this approach was expanded to be a comprehensive community support program for the chronically mentally ill in the county. For specific information on this program, please consult the Program Summary file. The board accepted this report.

Dr. Cleve reviewed his annual report for the Mental Health Clinic with the board. For specific information on this program, consult your Program Summary file. The report was accepted.

Questions regarding these and all programs were answered by the staff. Additional handouts were provided by Mr. McCulley and Dr. Cleve on each of the above systems.

C. Developmental Disabilities Section - R. Mayhew

Mr. Porubcansky presented reports on case management, Achieve Center for the Handicapped, Community Industries, and special living arrangements-- group homes for Mr. Mayhew. These four specific programs are part of the developmental disabilities services to clients who are identified as having mental retardation, cerebral palsy, epilepsy, brain damage, autism, or a condition necessitating treatment similar to that of mental retardation. The board was also provided with seven other areas in the D.D. section. Questions were answered. The board accepted the report. For further details, consult the Program Summary file.

4. D. Education and Training Section - R. Lynch/B. Kranig

The Education and Training section is the newest section within the department. Rita and Barb stressed the four major areas of their responsibility: prevention, awareness, support, and resources. For detailed information, see their report.

5. BUSINESS MANAGER'S REPORT:

A. June Expenditure Report

The Board approved the June financial report.

B. Listing of Expense Vouchers

The Board reviewed the voucher listing. Questions were answered. The Board approved the expense listing. Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the vouchers. All were in favor. Motion carried.

6. REQUESTS FOR BUDGET TRANSFERS

Three requests were presented by Mr. Porubcansky for budget transfers. The first request to transfer \$5,601.76 to the mental health outpatient and mental health intervention from various accounts for the tutoring program. A Motion was made by Tierney and Seconded by Erzinger to approve the transfer. All were in favor of the motion. Motion carried.

The second request to transfer \$4,733 from the Norwood Day Service account to pay the Wood County 51.42 Board for services rendered to a Portage County resident living in Kellner. A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to table the transfer until a progress report was received on the client indicating prognosis, length of therapy, etc.. All were in favor of the Motion. Motion carried.

The third transfer request of \$99,202 was accompanied by supporting data distributed by Mr. Porubcansky. The \$99,202 would be transferred from the North Central Health Care Center account to the Norwood account. The advantages of this transfer was discussed in Mr. Porubcansky's memo to the Board. A Motion was made by Mr. Erzinger and Seconded by Mrs. Schad to approve this transfer. All were in favor of the Motion. Motion carried.

7. PERSONNEL:

A. Two Leave of Absence Requests

A leave of absence for medical reasons was requested by Virginia Waltenberg, home health aide. The leave will be for three months. A limited-term employee is being requested by the home health section in conjunction with this leave. The matter was discussed. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the leave and hire a LTE. All were in favor of the Motion. Motion carried. This request will be forwarded to the Personnel Committee for action.

A leave of absence for medical reasons in the amount of 16 days has been requested by Ms. Cheryl Holmes, psychiatric social worker in the mental

health clinic. Prior to this request, Cheryl was given ten days leave of absence in March. Mr. Porubcansky was recommending approval of this request with two stipulations: (1) a decision must be made at the end of August as to whether or not Ms. Holmes would return to a full 40-hour week, and (2) that the clinic is able to provide a quantity of services that is not significantly reduced because of the leave. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the leave of absence for Ms. Holmes. All were in favor of the Motion. Motion carried. This request will be forwarded to the Personnel Committee for action.

Mrs. Gibb suggested that any time personnel matters need action on, they should be considered in Executive Session. A discussion ensued as to whether this would be necessary or not. Mr. Rentmeester was asked to contact the District Attorney's Office for an opinion in this matter.

B. Home Health Care Position

Home health is seeking a LTE position to fill the vacancy created by the leave of absence for Virginia Waltenberg, home health aide. The Board approved the leave and also the LTE position. (See Item #7A on page 3 of the Minutes).

C. Revised Position Description in Division of Mental Health, Alcohol and Drug Abuse, and Developmental Disabilities

Mr. Porubcansky explained the management structure in the mental health and chemical dependency sections. Mr. Porubcansky recommended that additional hours (12-15 per week) of administrative duties in the mental health and chemical dependency be given to Mr. Canales and that seventeen developmentally disabled clients' case management would be taken away from him. This would provide some needed administrative assistance to Mr. McCulley. This position will still remain in the union. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the added job duties. All were in favor of the Motion. Motion carried. Mr. Porubcansky will present the job description to the union for their consideration and action.

8. VOLUNTEER DRIVERS' REIMBURSEMENT

Several meetings ago, it was brought to the Board's attention that there was difficulty in obtaining and keeping volunteer drivers. Some problems with the reimbursement policy have been apparent lately and have caused the loss of several drivers and may cause the loss of several more. Mr. Porubcansky and Mrs. Kranig presented several solutions to the transportation reimbursement problem, but the one they felt would be workable was to set a minimum of \$3.00 for driver reimbursement. Medical Assistance will not reimburse the county for the minimum dollar amount (only 19¢ per mile) so the excess would have to come out of county funds. The total excess should not be more than approximately \$300 for a year. The volunteer driver service is too valuable a program to Portage County not to keep it active. A Motion was made by Mr. Purcell and Seconded by Mr. Tierney to approve the minimum reimbursement rate of \$3.00 per incident. All were in favor of the Motion. Motion carried.

Mrs. Lassa reported that Susan Rutta has been exempted from the union.

9. ADJOURN

The meeting was adjourned at 7:10 p.m.. The next meeting will be on July 8th at 4:30 p.m. in the Library.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

JULY 8, 1980

Present

Dennis Tierney
Stanley Kirschling
David Varney
Dick Purcell
Marge Schad
Marion Lassa
Shirley Gibb
Dr. Bill Kreul
Jerry Kaczmarek
EUGENE SZYMKAWIAK

Excused

Kim Erzinger

Absent *Excused*

Jim Kollock

Others: Ken Rentmeester, Director; Daryl Kurtenbach, coordinator; Mark Jurgella, Business Manager; Rich Porubcansky, Associate Director; Maria Boario, R.N., Home Health Care Supervisor; Tris Lahti, R.N., Community Health Supervisor; Betty Doyle, Dental Hygienist; Patti Hauser, WIC Nutritionist; Bob Schmitz, Director of Environmental Health; Barb Kranig, coordinator; Jay Cleve, coordinator; Sibyl Taylor, Community Health Nurse; human service intern.

The Portage County Community Human Services Board meeting was held on Tuesday, July 8, 1980 at 4:30 p.m. in the Library of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell.

1. APPROVAL OF THE MINUTES OF THE JUNE 24TH MEETING.

The recording secretary indicated that on page 2, paragraph 2 the date of August 19th should read August 20th. Motion was made by Mr. Kirschling and Seconded by Mrs. Schad to approve the Minutes as amended. All were in favor of the Motion. Motion carried.

2. CORRESPONDENCE

A letter from the District Attorney's Office regarding our inquiry on the stipulations for meeting in Executive Session was read by Mr. Rentmeester. It would be at the Board's discretion to meet in closed session for personnel matters such as leave of absences.

3. ADMINISTRATOR'S REPORT

A. Format for New Position Requests

Mr. Rentmeester reviewed the format for new position requests which the supervisors in the four sections requesting staff increases must fill out. These justifications are due to Mr. Rentmeester on July 14th. They will be reviewed and approved or rejected by the director. The Board would review any personnel requests at the next Board meeting and they would then be forwarded to the personnel committee for action.

3. ADMINISTRATOR'S REPORT (continued)

B. Assignment of Staff Support for Advisory Committees

The advisory committees will be meeting on July 9th at 3:30 p.m. at the Center. A general informational session will begin at 3:30 with the individuals breaking into their individual committee structures around 4:00 p.m.. Board members should feel free to attend the meeting. The advisory committees will not be able to have input into the budget this year because of the time frame. The Board will be discussing at a later date who the liaison members between the Board and the advisory committees will be. Section supervisors will be assigned as staff support to these committees.

C. Current Issues

Mr. Rentmeester reported that the business manager has contacted Forward Electronics for their quote on owning our telephone system. The quotes from the telephone company and Forward Electronics should be available for the next meeting. With either system, the overall impact financially will not be too much greater than the cost of the present three individual systems.

Mr. Rentmeester met with the state Community Services personnel today regarding the budgets. Nothing has been presented formally but it was indicated that the four percent decrease initiated by Dreyfus would not affect our present contracts. There should be some final word around August 1st regarding the budgeting process for 1981. This year, the department's budgeting process will have to be very flexible.

Mr. Kurtenbach will give a short presentation to the Board on personnel restructuring currently in progress.

4. PROGRAM REPORTS

A. Community Health Nursing Section - Tris Lahti, R.N.

Mr. Lahti gave a short preview of some of the wellness programs which the community health nurses are involved. These programs included hypertension, prenatal and postnatal services, EPSDT and well-child clinics, along with school health. For detailed goals and objectives on these, consult your program summary file.

B. Home Health Care Section - Maria Boario, R.N.

Miss Boario presented a synopsis of her program. Portage County was one of the last four counties to have a home health care program. This section should make approximately 3,500 visits this year. Miss Boario indicated that Portage County has the lowest cost in the area for services rendered. There has been an increase in clients who are below age 65 receiving the service. Physical and occupational therapy services have been contracted through St. Michael's Hospital to give home health care clients better service. The contract with St. Michael's was signed for six months and will be evaluated for need in 1981. For specific information, see your program summary file.

4. PROGRAM REPORTS (continued)

C. Environmental Health Section - Robert Schmitz

Mr. Schmitz briefly went over his program with the Board. It was noted that the majority of his revenue for 1979 (\$24,646.47) came from individual charges and not the state and federal government. For details of this program, consult your program summary file.

D. Health Promotion Section

1. Women, Infant, and Children Nutrition Program - Patti Hauser

Patti Hauser walked the members through her program. She indicated that more revenue than expected would be coming from the program because of an additional 300 clients. The WIC program began in 1972, but Portage County took it over from LaClinica in 1976. The program summary file provides details on this program.

2. Dental Health Program - Betty Doyle

Betty touched briefly on the services her program provides. In addition to the fluoride mouthrinse program, dental health checks and education in the schools, she also acts as a resource person for teachers and agencies in Portage County. Betty is working at the Jefferson House which is a D.D. foster house once a week doing one-to-one teaching. Betty's program details can be found in the program summary file.

5. STATUS OF DEPARTMENT PERSONNEL SYSTEM RESTRUCTURING - KURTENBACH

Mr. Kurtenbach reported that nearly all the position descriptions for the 120 employees are completed. He has been working very closely with Chris Schultz, personnel director, in this regard. Daryl will be meeting with Chris on the 11th to go over all of the accumulated data. The establishment of a reclassification plan is necessary as a prerequisite to (1) unit clarification, and (2) the delegation of our own personnel system. The Board will be kept up-to-date on this issue.

6. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS. 19.85 (1) (f) TO DISCUSS PERSONNEL ISSUE.

Motion made by Mrs. Schad and Seconded by Mr. Kirschling to adjourn to Executive Session. Roll call vote was taken. Motion carried.

7. RECONVENE TO OPEN SESSION

Motion was made by Dr. Kreul and Seconded by Mr. Kirschling to reconvene to Open Session. Roll call vote was taken. All were in favor. Motion carried. No action was taken at this time on the personnel issue.

8. ADJOURN

Motion was made by Mrs. Schad and Seconded by Mr. Kirschling to adjourn the meeting. All were in favor of the Motion. Motion carried. Meeting was adjourned at 6:35 p.m.,.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

JULY 22, 1980

Present

Kim Erzinger
Jim Kolloch
Dennis Tierney
Stanley Kirschling
Dick Purcell
Marion Lassa
Shirley Gibb
Jerry Kaczmarek
Eugene Szymkowiak
Dave Varney
Marge Schad

Excused

Dr. Bill Kreul

Others: Ken Rentmeester, Director; Daryl Kurtenbach, coordinator; Mark Jurgella, Business Manager; Barb Kranig and Rita Lynch, Education and Training Section; Jay Cleve, coordinator; Jerry Koeppel and Steve Tuszka, section supervisors in Division of Social Services; Mary Boushley, Carole Moore, Steve Pray, Tom Urmanski, Ted Harvey, Pete Zimmerman, Rick Foss, Evelyn Zywicke, Cathy Rhutasel, Mary Schultz and Nancy Strube, staff in the Division of Social Service; Bill McCulley, coordinator.

The Portage County Community Human Services Board meeting was held on Tuesday, July 22, 1980 at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell.

1. APPROVAL OF THE MINUTES OF THE JULY 8, 1980 MEETING

Mr. Szymkowiak's name was added to the list of committee members present at the July 8th meeting. Mr. Kolloch was listed as excused rather than absent in the attendance schedule. A Motion was made by Mrs. Lassa and Seconded by Mr. Kirschling to approve the Minutes as revised. All were in favor of the Motion. Motion carried. The difference between "absent" and "excused" in regard to committee attendance was explained.

2. CORRESPONDENCE

There was no correspondence.

3. ADMINISTRATOR'S REPORT

A. Advisory Committees

The advisory committees have held their first meeting. Both the Human Services Board and the advisory committees have indicated that a liaison member from the main board should attend the advisory committees' meetings. Members should consider their availability for serving as liaisons. This item will be taken up once again in September for action.

3. B. Update on Personnel Committee Action

The two leave of absences have been approved by the Personnel Committee (Waltenberg and Holmes). In addition, the travel reimbursement request for volunteer drivers has been referred to the Transportation Committee for review and recommendation. The request for consideration of a flex-time policy has been denied by the Personnel Committee because they felt it would be unwise to open union contract negotiations in mid-year. This could be an area of negotiation for next year's contract.

C. Commentary and Guidelines on Creating Integrated Human Service Departments Under s. 46.23.

Mr. Rentmeester indicated that the memorandum from Donald Percy is the strongest statement as yet for the endorsement of consolidating agencies under s. 46.23. The memorandum was provided for the members' information. About fifteen other counties are looking into some type of consolidation under s. 46.23. Mr. Rentmeester was a member of the COPE committee who had worked on the guidelines for consolidation.

As a note of information, Mr. Rentmeester indicated that the health department has not received any health complaints as a result of overspraying to his knowledge. The board will be kept updated on this issue.

4. PROGRAM REPORTS:

A. Juvenile Services Section - J. Koeppel

Jerry Koeppel, section supervisor for the juvenile services section introduced his support staff. This section encompasses the areas of agency intake, delinquent youth court services, homemaker services, and unwed mother services. Each section services were previewed with the Board. Each service profile can be found in the program summary file.

B. Family and Elderly Support Services Section - S. Tuszka

Steve Tuszka, section supervisor for family and elderly support services section introduced his support staff. Steve indicated that all of the services provided for in his unit require a plan, goals and objectives, and an agreement for services between the social worker and the client. The cases are each reviewed approximately every 6 months to determine the status. Each social worker must be aware of the client's needs and the resources available in the community to meet the needs in the most efficient and economical manner possible. Each program was discussed with the board. For further details, consult the program summary file.

5. BUSINESS MANAGER'S REPORT:

A. July Expenditure Report

Mr. Jurgella noted that the Youth Aids contract for \$19,000 had been added to the July financial report. The July Expenditure Report only reflects total expenditures for 6½ months instead of 7 months. The

5. BUSINESS MANAGER'S REPORT (continued)

A. July Expenditure Report (continued)

August report will reflect totals through August. The Board accepted the report.

B. Listing of Expense Vouchers

Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the vouchers as submitted. All were in favor of the Motion. Motion carried.

C. Report on State Audit of Social Services

Mark reviewed his memo with the Board regarding Social Services' Audit for January 1975 - December 31, 1978. Mr. Jurgella indicated that three changes should be made to memo: (1) paragraph 5 - change "three" years to "four" years in sentence one; (2) paragraph 6 - change "\$1,000 to "\$1,460.44" in the first sentence; (3) page 2, paragraph 1 - change "\$766.03" to "\$305.59" in the last sentence. Mark indicated that he will emphasize timely audits to the state personnel. The Board accepted the state audit report.

D. Budget Transfer Request

At a prior meeting, a budget transfer request in the amount of \$4,733.00 had been tabled pending further data on the status of the client, costs, etc.. Mr. Jurgella requested that this budget transfer be approved at this time. The client's progress is slow and continued services would have to be offered. This service is costing Portage County \$2.91 per hour for 6-1/2 to 7 hours of service per day by Wood County. We are paying Wood County less than what it would cost us to have services provided at Community Industries in Stevens Point. This transfer request was discussed in depth again. A Motion was made by Mr. Erzinger and Seconded by Mrs. Lassa to Table the transfer request until additional data can be presented for the Board's perusal and action. Data must include prognosis for future spending patterns in instances where services could be provided in Portage County but is not. All were in favor of the motion. Motion carried.

A letter from Mr. Porubcansky on a budget transfer request was reviewed by Mr. Rentmeester regarding possible CETA program cuts for the position of relief manager at Woodview. The Board took no action on this request but expressed their concern and hope that the Personnel Committee would treat this position as high priority and that funds would not be cut. If funds are cut, the Board will then take up the issue. Mrs. Lassa will relay the concerns expressed at the meeting to the Personnel Committee when it meets to determine possible cuts.

6. L.T.E. POSITION IN DIVISION OF OPERATIONS - JURGELLA

Mark discussed the LTE position with regards to leave of absences in the Division of Operations. In essence, the county would only have to pay for 3 months of the 6-month LTE extension because the 3-month leave of absence without pay for Deb Zurawski would offset three additional months pay for the LTE position. This matter was discussed. A Motion was made by Mr. Tierney

6. L.T.E. POSITION IN DIVISION OF OPERATIONS - JURGELLA (continued)

and Seconded by Mr. Szymkowiak to approve the L.T.E. extension until May 29, 1981. An oral vote on the motion was taken on with the results being 10-1 in favor of approval. Mrs. Lassa cast the nay vote. Motion carried. This matter will be forwarded to the Personnel Committee for action.

7. POSITIONS REQUESTS FOR 1981 - RENTMEESTER

Ken brought before the Board for their action one and one-half new position requests for 1981. The child psychologist position would be totally funded with fee-for-service dollars while the half-time community educator would be funded through county dollars. Mr. Rentmeester recommended the approval of both positions. Each position was taken up individually.

Dr. Cleve briefly outlined his report and request to the Board. If approved by Personnel, Finance and County Board, the position would be advertised for in November. There is a great demand for child psychologists and this will be a hard position to fill. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the position request. All were in favor of the motion. Motion carried.

The second position request was for a part-time community educator. Mr. Rentmeester indicated his support for this position. The matter was discussed. It was felt that not enough data had been presented for the Board to approve this position. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to deny the part-time position request. All were in favor of the motion. Motion carried.

8. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS 1981 (1) (F) TO DISCUSS PERSONNEL ISSUES

Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

9. RECONVENE TO OPEN SESSION

A Motion was made by Mr. Kirschling and Seconded to return to open session. All were in favor of the motion. Motion carried.

As per discussion in Executive Session, a Motion was made by Mr. Purcell and Seconded by Mrs. Schad to write a letter to the District Attorney requesting speedy determination on the personnel issue discussed stressing a deadline date of August 1st. All were in favor of the motion. Motion carried. Mr. Rentmeester was asked to carry out this action.

10. ADJOURN

Motion was made by Eugene Szymkowiak and Seconded by Kim Erzinger to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 7:00 p.m..

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MINUTES

AUGUST 5, 1980

Present

Richard Purcell
Marion Lassa
Stanley Kirschling
Eugene Szymkowiak
Margaret Schad
Dennis Tierney
Dr. William Kreul
Jerry Kaczmarek

Excused

Shirley Gibb
Kim Erzinger
David Varney

Absent

James Kollock

Others: Ken Rentmeester, Director; Daryl Kurtenbach, coordinator; Mark Jurgella, Business Manager; Barb Kranig and Rita Lynch, Education & Training Section; Ray Bartkowiak, coordinator; Rich Porubcansky, Associate Director; Tris Lahti, Division of Health; Mat Musgrave, section supervisor in Division of Social Services; Laurie Rettinger, Peggy Hans, and Lydia Fang, staff in the Division of Social Services.

The Portage County Community Human Services Board meeting was held on Tuesday, August 5, 1980 at 4:30 P.M. in Conference Room # 1 of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell.

1. APPROVAL OF THE MINUTES OF THE JULY 22, 1980 MEETING

A motion was made by Mr. Szymkowiak and seconded by Mr. Kirschling to approve the minutes as presented. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE

Mr. Rentmeester reviewed a letter from Bill Niehoff of River Pines thanking the Community Human Services Department for the assistance he received specifically from Jeanne Moss and Karen Gjersvig of the Division of Social Services. They assisted River Pines in working through some difficulties they encountered in getting medicaid reimbursement. A motion was made by Mr. Purcell and seconded by Mr. Szymkowiak to place the letter in file. All were in favor of the motion. Motion carried.

3. ADMINISTRATOR'S REPORT

1. 1981 BUDGET REVIEW PROCESS

Mr. Rentmeester indicated to members that due to the state's inability to make a firm commitment on dollars available to the department for 1981, the August 12th budget meeting would need to be cancelled. A schedule of the budget meetings was distributed and discussed by board members. The dates of those meetings are: August 20th; August 26th; August 28th; and September 9th.

B. CURRENT ISSUES

A copy of the letter that was sent to the district attorney's office regarding the situation in the Income Maintenance section of the department was included for board information. Current investigations are being continued and board members will be informed of any outcome.

Mr. Jurgella noted that at the last meeting the board approved an LTE position for extension on a current CETA position. Since that time the staff member has terminated employment. A current vacancy thus exists and will have to be filled with either an LTE or a full time permanent position.

Board members were informed of a two-day workshop on county budgets sponsored by the Department of Health & Social Services scheduled for August 25th and 26th in Rhinelander.

4. PROGRAM REPORTS

A. CHILDREN'S PROTECTIVE SERVICES - MUSGRAVE

Mat Musgrave, section supervisor of the child protective services section introduced members of his support staff to the board. Mat stated that the goal of his section is to provide a nurturing home environment to children in need. The program was reviewed with the board. For further details, consult the program summary file.

B. INCOME MAINTENANCE - BARTKOWIAK

Ray Bartkowiak introduced Laurie Rettinger, the lead income maintenance worker for the Division of Social Services who commented that the section provides such services as AFDC, Medical Assistance, Food Stamps, University Hospital Patient Authorization and Judicare services. Ray said that Wisconsin pays one of the highest amounts of AFDC in the United States. Members questioned what the standards were for welfare services. Ray mentioned that low welfare standards may be a factor in more individual's eligibility. Eligibility is based on guidelines from a nineteen page manual and if the individual meets these, they are given aid. A motion was made by Mr. Tierney and seconded by Mr. Szymkowiak to set up a pilot program in Portage County and go beyond minimum standards and investigate the claims further. No vote was made on the motion.

Mr. Tierney stated that he felt a system must be set up to avoid defrauding the welfare system. Barb Kranig informed board members there are provisions in the guidelines which state that further information cannot be pursued unless a complaint has been received.

Mr. Purcell requested that further information be gathered and this item be placed on the agenda for future attention.

5. ACCEPTANCE OF GRANT FOR "WHAT NOW" PARENTING GROUP - LAHTI

Tris Lahti, section supervisor, Health Division, informed the Board that a grant in the amount of \$4,000.00 for a What Now parenting class has been approved. Agencies involved include the Health Division, Rice Clinic and St. Michael's Hospital. The state requires that an authorized agency have the fiscal responsibility over the grant. No county monies will be utilized for this program. The request is to have the Portage County Community Human Services Department listed as lead agency. A motion was made by Mr. Tierney and seconded by Dr. Kreul to go forward with the grant with the intention of using the Department as lead agency. All were in favor of the motion. Motion carried.

6. TELEPHONE SYSTEM - JURGELLA

Mr. Jurgella reviewed the recommendation presented to the board regarding the telephone system. Comparisons with the current telephone company and Forward Electronic were discussed. Both systems are comparable, the only difference being the cost factor. Mark recommended that the department purchase the telephone system from Forward Electronics. A motion was made by Mrs. Schad and seconded by Mr. Tierney to accept the recommendation to purchase the Forward Electronics telephone system for the 60-month period and that it be referred on to the Space & Properties Committee. All were in favor of the motion. Motion carried.

7. BUDGET TRANSFER REQUEST - PORUBCANSKY

At a prior meeting, a budget transfer in the amount of \$4,733.00 had been tabled pending further data. Mr. Porubcansky informed the board of the nature of the origin of this client's status, services that have been and are provided, costs which are involved and the prognosis. A motion was made by Mr. Tierney and seconded by Mr. Szymkowiak to approve the budget transfer as presented. All were in favor of the motion. Motion carried.

8. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS 19.85 (1) (f) TO DISCUSS STAFF PROMOTION

Motion was made by Mrs. Schad and seconded by Mrs. Lassa to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

9. RECONVENE TO OPEN SESSION

Motion was made by Mrs. Schad and seconded by Dr. Kreul to return to open session. All were in favor of the motion. Motion carried.

As per discussion in Executive Session a motion was made to approve the promotion of Charm Fournier from a Social Worker I to Social Worker II. All were in favor of the motion. Motion carried.

10. ADJOURN

Motion was made by Mrs. Lassa and seconded by Dr. Kreul to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting adjourned at 6:40 P.M.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
AUGUST 26, 1980

Present

Richard Purcell
Stanley Kirschling
Marion Lassa
Marge Schad
Shirley Gibb
Jim Kollock
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek

Excused

Dave Varney

Others: Ken Rentmeester, director; Rich Porubansky, associate director; Mark Jurgella, business manager; Daryl Kurtenbach, coordinator; Jay Cleve, director of the mental health clinic; Bill McCulley, coordinator; Jim Canales, protective services worker; Brian Shoup, Alcohol and Drug Abuse Council; Bob Kellogg, representative from the Human Service Advisory Committee; and Lucy Kluck, administrative assistant in the Division of Operations.

The Portage County Community Human Services Board meeting was held on Tuesday, August 26, 1980 at 4:30 p.m. in the Library of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell.

1. APPROVAL OF THE MINUTES OF THE AUGUST 5, 1980 MEETING

A Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to approve the Minutes as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE

Mr. Purcell reported that at the last county board meeting, a man made an appearance before the board and requested information on what plans were being made for the relocation of the Alda House. He indicated that the site of the halfway house was to be only temporary. Mr. Purcell requested the county board chairman to refer this matter to the Community Human Services Board for response. This matter was discussed. The Board referred the matter to Mr. Rentmeester who is to contact the appropriate personnel for the history, etc. of the situation. Mr. Rentmeester will then make a recommendation to the Board which will be forwarded to the county board at their next meeting.

Mr. Rentmeester read a letter from the North Central Area Health Planning Association to Mr. Steinke requesting a financial commitment for next year from Portage County in the amount of 9¢ per capita or \$5,093. A representative from the NCAHPA will appear regarding this matter and an update on services they provide at the September 23rd meeting. The letter was put on file until the September 23rd meeting. It will be acted upon at that time.

2. CORRESPONDENCE - continued

A booklet entitled "Permanency Planning for Children" was distributed to the Board for their information. If there are any questions regarding this material, they can be addressed at a later meeting.

An article entitled "More on Cutback Management: Hard Questions for Hard Times" was also distributed to the Board for their information.

3. 1981 PROPOSED BUDGET REVIEW:

A. Department Budget Summaries

Prior to the discussion on the budget summaries, Mr. Rentmeester indicated that the budget prepared for the Board's perusal was a conservative one. This document will be used throughout the year as a reference source and quarterly review by all the management staff. In 1981, the Board may be asked to approve more line item transfers than ever before if they are in the best interest of the programs and the department. The department does not anticipate any new, large programs for 1981 but will be reviewing and prioritizing the present ones. The bottom line figure in terms of county-shared tax monies will be 7.9%. Excesses have been trimmed from section budgets and only sound anticipated revenue has been projected. Many staff hours have been spent in bringing this document before the Board. No action will be taken on the complete budget until after all section budgets are reviewed. Cuts can be made at any time. Ken then reviewed all the summaries with the Board and answered questions.

B. Division of Mental Health, Alcohol and Drug Abuse, and Developmental Disabilities Budget:

1. Mental Health System

The Board reviewed the Mental Health budget. Line items were clarified. It was suggested that items in the outlay line item be pursued this year through the Space and Properties Committee. There is approximately \$60,000 left in the contingency fund for use in this building. The department will investigate this possibility but in the meantime, these items will be left in the budget until such time they can be removed. These items include the cabinets, vanity sink, and kitchen appliances (approximately \$2,000). There was no adjustments made to this budget.

The meeting was adjourned at 6:45 p.m.. The next meeting is scheduled for Thursday, August 28, 1980 at 4:30 p.m. in the Library.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
AUGUST 28, 1980

Present

Dick Purcell
Marge Schad
Dennis Tierney
Dave Varney
Eugene Szymkowiak
Stanley Kirschling
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek

Excused

Marion Lassa
Shirley Gibb
Jim Kollock

Others: Ken Rentmeester, director; Rich Porubcansky, associate director; Mark Jurgella, business manager; Bill McCulley, coordinator; Dick Mayhew, coordinator; Daryl Kurtenbach, coordinator; Maria Boario, R.N. - Home Health Supervisor; Tris Lahti, R.N. - Public Health Nurse Supervisor; Bob Schmitz, Director of Environmental Health; Patti Hauser, WIC nutritionist; Betty Doyle, Dental Hygienist; Jim Canales, protective services worker; Brian Shoup from the Alcohol and Drug Abuse Council; Marlene Miller from the Achievement Center, Paul Rice from the Community Industries; Lucy Kluck from the Division of Operations and other staff from the Achievement Center and Alcohol and Drug Abuse Council; Audrey McNichols, advisory board member.

The Portage County Community Human Services Board meeting was held on Thursday, August 28, 1980, at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center. The meeting was called to order by Chairman Purcell.

1. APPROVAL OF THE BUSINESS MANAGER'S REPORT:

A. August Expenditure Report

The Board reviewed the August Voucher Report. It was noted that this expenditure report includes half the month of July and August. The expenditures are running about 6% below projected levels at this time of year (60.3% in lieu of 66.7%). Travel and operating expenses are being carefully evaluated and this could have caused the reduction to some degree in the amount spent at this point in time.

B. Listing of Expense Vouchers

The Board reviewed the expense vouchers for the month of August which were over \$250. The Board asked Mr. Jurgella to provide for them at the next meeting a breakdown of the allowables on burial costs since they varied extensively. A Motion was then made by Kim Erzinger and Seconded by Mrs. Schad to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

2. 1981 PROPOSED BUDGET REVIEWS (CONTINUED):

B. Alcohol and Drug Abuse System

Mr. McCulley presented his proposed 1981 budget to the Board. He stressed major line items and contracted services. Woodview, it was noted, is only funded through this budget until the end of July when the funds terminate. A grant has been applied for through the state for additional funds to continue Woodview and the Social Detoxification projects. Portage County will find out if we successfully bid on the grant monies in November. The Board requested that Mr. McCulley investigate the possibility of tour the Norwood facilities since a majority of of the budget is paid to them. The Board made no changes to this budget.

C. Developmental Disabilities Section

Mr. Dick Mayhew, coordinator, presented to the Board his proposed 1981 budget for the Developmental Disabilities area. Total program costs for this program are \$465,804. Mr. Mayhew also reviewed his major line items and contracted services with the members. Mr. Paul Rice from the Community Industries presented a synopsis of the cost calculations for services provided by CI to our agency. The Board also requested that a tour of the Community Industries facilities be provided and asked that the Board members be presented with a copy of Community Industries proposed budget. The budget will be provided for the Board members at their next meeting. There were no changes made to this budget at this time.

DIVISION OF COMMUNITY HEALTH SERVICES

A. Environmental Health Section

Mr. Bob Schmitz, director of Environmental Health, presented his 1981 proposed budget. It was noted that the 1981 budget projections decreased in this budget because of a few factors: (1) Outlay is reduced substantially this year; (2) Contractual services have been drastically reduced; (3) Anticipation of higher revenues for 1981. Questions were answered by Mr. Rentmeester and Mr. Schmitz. There were no alterations to this budget.

B. Home Health Care Section

Miss Boario, R.N., Home Health Care Supervisor, presented her 1981 budget request. It was noted that the 1981 proposed salaries include the costs of an additional RN which was included in the 1980 budget but as yet has not been hired. Maria indicated she hopes to come before the Board in September for permission to hire this need person. Contractual services have also taken a substantial increase because the program is offering the services of OT and PT which costs \$25.00 per hour. This line item also includes contracted services of an aide and nurse. Revenues are anticipated to increase because of the additional staff and services. Miss Boario also informed the Board that she will receive the full amount of \$31,000 for a grant she had written in lieu of \$21,000 as had been previously indicated. This program will not cost Portage County any money. The budget was accepted as presented.

C. Public Health Nursing Section

Mr. Tris Lahti, R.N. - Public Health Nurse Supervisor reviewed his 1981 budget proposal with the Board. It was noted that the 1981 figures on page 2 of the request under contracts and equipment repairs had been inverted. The contract line should read \$3,930 and the equipment repairs should indicate \$750.00. It was noted that there was a substantial amount allocated in the budget under outlay and books, films, periodicals because Portage County has taken over the "What Now" program. These line items reflect this point. The Public Health Nursing Section's anticipated program costs for 1981 is \$165,228. There were no changes other than the line item correction.

D. Dental Health Program

Miss Betty Doyle, dental hygienist, presented her 1981 budget. The only line item which reflected any major change was the salary account which reflected the standard 8.5% increase. The total cost of the program is \$18,105. There were no changes to this budget.

E. WIC (Women, Infant, and Children) Nutrition Program

Patti Hauser, WIC nutritionist, presented her proposed budget. Major changes in her line items included salaries, educational material/films, and outlay. Patti's program is totally paid for through state monies. There were no changes made to this budget.

The Board express the opinion that since over \$5,500 was being provided for in the books, films, periodicals accounts of the Public Health Nursing and WIC budgets, that some type of system be used to catalogue and account for these items. Mr. Rentmeester indicated that this would be the responsibility of the Education and Training Section.

3. ADJOURN TO EXECUTIVE SESSION PURUSANT TO SS. 19.85 (1) (f) TO DISCUSS PERSONNEL ISSUES

A Motion was made by Dr. Kreul and Seconded by Mr. Szymkowiak to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

4. RECONVENE TO OPEN SESSION

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to return to open session. A roll call vote was taken. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Tierney and Seconded by Dr. Kreul to approve the Director's attendance at a meeting of the APHA meeting in Detroit during the month of August. All were in favor of the Motion. Motion carried. Since Detroit is within the 250 mile limit, this item will not be referred to Finance or County Board.

A Motion was made by Mrs. Schad and Seconded by Mr. Kirschling to accept the resignation of Miss Rosemary Reinwand of the Income Maintenance Section. All were in favor of the motion. Motion carried.

A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to adjourn the meeting. All were in favor of the motion. Motion carried. Meeting was adjourned at 6:50 p.m.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 9, 1980

Present

Dick Purcell
Stanley Kirschling
Marion Lassa
Marge Schad
Shirley Gibb
Dave Varney
Dennis Tierney
Eugene Szymkowiak
Kim Erzinger
Dr. Bill Kreul
Jerry Kaczmarek

Excused

Jim Kolloch

Others: Ken Rentmeester, director; Mark Jurgella, business manager; Daryl Kurtenbach, coordinator; Bill McCulley, coordinator; John Osinga, Asst. District Attorney; Steve Tuszka, section supervisor; Jerry Koeppel, section supervisor; Ray Bartkowiak, coordinator; Mat Musgrave, section supervisor; Rita Lynch and Barb Kranig, education and training section; Sally Greenwell representing I&R; Lucy Kluck from the Division of Operations.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center on Tuesday, September 9, 1980.

1. APPROVAL OF THE MINUTES OF THE AUGUST 26TH AND 28TH MEETINGS

The minutes of the August 28th meeting were amended to reflect that the Board gave approval for the director to attend the APHA meeting in Detroit during the month of October instead of August. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lassa to approve the amended minutes of the 28th and the minutes of the 26th as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE

A letter addressed to Chairman Purcell from the Achievement Center was read requesting the Board approve their total budget request (an additional \$3,640 not in our budget). This matter was discussed. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to table action on this letter and request the response be done in person. Upon learning that members from the Achievement Center had been present when their request had been considered, Mrs. Gibb and Mr. Tierney withdrew their Motion and Second. A Motion was then made by Mrs. Gibb and Seconded by Mr. Varney to place the letter on file. All were in favor of the Motion. Motion carried.

Mr. Rentmeester indicated that the department had received written word from the state as to the amount of money Portage County could probably anticipate for the 1981 budget year. Mr. Rentmeester stated that this represents 1% more in total dollars than had been projected and recommended to the Board that this amount not be included into the budget figures because the state indicated that the amount allocated might at some future time be cut. The Board concurred with this recommendation.

2. CORRESPONDENCE (continued)

A letter from Mr. Corgiat, Principle of the J.F. Kennedy School, regarding the reduced level of health services by the public health nurse at that school was read. Mr. Rentmeester stated that the nursing supervisor, Mr. Tris Lahti, had contacted the Lincoln Center regarding input into school services provided by his section but had received no response to his letters. Mr. Lahti is attempting to set up a pilot project with the three schools in which services are to be increased. Mr. Rentmeester indicated that Mr. Lahti and he met with the school principles this morning and worked out a temporary solution to this problem. The nursing section will restore minimal level of services to all schools and still increase services in the three schools as previously noted. A study committee will be set up to make recommendations to the health advisory committee regarding school services. Mr. Lahti and Mr. Heiser will recommend membership of the study committee. At the present time, we are spending about \$50,000 for services to the schools. The Board indicated that they should have been informed of any "major policy change" as Mr. Lahti had indicated in his letter and requested that Mr. Lahti be present in the near future to discuss this matter with the Board.

A letter of resignation from Mrs. Holdridge was read. Mrs. Holdridge's resignation is effective 9/19/80. The Board accepted the resignation.

3. APPROVAL OF A LTE POSITION FOR THE ALDA HOUSE VACANCY

Mr. McCulley appeared before the Board to request approval of a LTE position for the Alda House. Mr. McCulley had filled the resident manager vacancy but the night before the resident manager was to assume his duties, he called to indicate he had taken another position. Two persons have been working 12-hour days to cover for this vacancy. A Motion was made by Mrs. Lassa and Seconded by Mrs. Gibb to approve the LTE position until a full-time resident manager can be hired. All were in favor of the motion. Motion carried.

4. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS. 19.85 (1) (f) TO MEET WITH THE ASSISTANT DISTRICT ATTORNEY REGARDING PERSONNEL ISSUES.

A Motion was made by Mr. Erzinger and Seconded by Mrs. Schad to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

5. RECONVENE TO OPEN SESSION TO TAKE ACTION ON PERSONNEL ISSUES.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Erzinger to reconvene to open session. Roll call vote was taken. All were in favor of the motion. Motion carried. No action was taken on the items discussed in Executive Session.

6. 1981 PROPOSED BUDGET REVIEW (CONTINUED)

IV. Division of Social Services:

A. Income Maintenance Section

Mr. Bartkowiak presented the Income Maintenance 1981 budget. This budget reflected an increase in staff development and a decrease in AFDC. The budget reflects a 9.3% increase from the 1980 budgeted amount. The Board was also advised that the costs of burial which are paid for by the state include the actual burial costs to a maximum of \$600 and all the cemetery costs. There were no changes to the budget.

6. 1981 PROPOSED BUDGET REVIEW (CONTINUED)

IV. Division of Social Services (continued)

B. Children's Protection Services Section

Mr. Mat Musgrave presented his section's 1981 budget request. This request represents a 6.6% increase from 1980. Upon review, the Board questioned the amount allocated in the travel line item and seemed to feel that perhaps this could be one area to be decreased. Mr. Musgrave indicated that the \$1,080 in the Treatment Foster Care Services line item only reflected start-up funds for this program and felt that there would be a possibility he would have to appear before the Board for additional funds.

C. Adult And Elderly Services Section

Mr. Tuszka, section supervisor, reviewed his 1981 budget request with the Board. This section's budget represents a 3.5% increase from the 1980 budget. Upon reviewing his budget, Mr. Tuszka noted that the staff development line item should have reflected \$1,900 in lieu of \$1,200. Steve also explained areas of major dollar expenditures. There were no changes in this budget.

D. Juvenile and Homemakers Services Section

Jerry Koeppel, section supervisor, presented his budget which reflects a 102.3% increase from his 1980 budget. The increase reflects an additional \$168,542 in the Youth Aids line item over last year's amount of \$19,000. The Board questioned why the staff development line item for 1980 would be overspent by approximately \$800. Mr. Koeppel indicated that the training requirements for new staff reflected the higher staff development costs. The Board questioned what items in staff development were mandated and must be paid by Portage County. The Board felt it might be advantageous to look into this matter. There were no changes made at this time to the budget.

Because of the lengthy meeting, it was determined by the Board to only hear the budget request of Ms. Greenwell from the I&R service. Ms. Greenwell indicated that in 1979 the budget request of \$11,500 from the three agencies and that they had for 1981 asked for \$12,780 which was an 8% increase. The Community Human Services Department reduced their request to \$12,200 or 6%. The amount of clients being served is continuously increasing--last month they had 450 calls. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to reinstate the full \$12,780 to the Division of Operation's budget. Voice vote was taken which was followed by roll call vote. A tie vote had been cast. Motion failed. Mrs. Gibb then made a Motion which was Seconded by Mr. Tierney to reinstate an additional \$300 or \$12,500 to the I&R request. A voice vote was taken followed by a roll call vote. The vote was 5-ayes, 3 nays. Motion carried. Members casting the opposing votes were: Purcell, Kreul, and Erzinger. The Education and Training Section, Division of Operations, and Administration budgets will be heard at the next meeting with the Board taking action at that time on the total budget.

The meeting was adjourned at 7:10 p.m.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 29, 1980

Present

Stanley Kirschling
Marge Schad
Dave Varney
Kim Erzinger
Dick Purcell
Dennis Tierney
Eugene Szymkowiak
Marion Lassa
Jerry Kaczmarek

Excused

Shirley Gibb
Dr. Kreul
Jim Kollock

Others: Ken Rentmeester, director; Rich Porubcansky, associate director; Mark Jurgella, business manager; Daryl Kurtenbach, coordinator; Jay Cleve, director out-patient services; Maria Boario, Tris Lahti, Bill McCulley, Mat Musgrave, Bob Schmitz, Steve Tuszka, Jerry Koepfel, section supervisors; Barb Kranig, Education and Training Unit; Mr. Bialecki, director of the county home; Mike Houlihan, director of the Portage House; Bob Kellogg representing the Human Services Advisory Committee; Bob Wartinbee, Doug Henderson, and Gloria Schultz representing the North Central Area Health Planning Association.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center on Monday, September 29, 1980.

1. APPROVAL OF THE MINUTES OF THE SEPTEMBER 9, 1980 MEETING.

A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the Minutes of September 9th as written. All were in favor of the Motion. Motion carried.

2. CORRESPONDENCE.

Mr. Rentmeester read two letters of resignation. Mrs. Waltenberg, a home health aide who was on medical leave of absence, cannot return to work for health reasons. Her resignation was effective this month. Mr. Mayhew, coordinator for the developmental disabilities section, has resigned effective September 10th.

The minutes of the September 18th Health Advisory Committee were read in part by Mr. Rentmeester. At that meeting, a motion had been made by Dr. Johnson and Seconded by Brother Gavin to have additional funding put into the Public Health budget for the continuation of the hypertension program. The Board requested that this be taken up when the budgets were being heard.

Because of conflicts in Board members' schedules for the October scheduled meetings of the 14th and 28th, the Board set two new meeting dates as follows. FOR THE MONTH OF OCTOBER ONLY, THE MEETING DATES WILL BE OCTOBER 8TH and OCTOBER 22ND at 4:30 p.m. at the Gilfry Center.

3. PRESENTATION BY BOB WARTINBEE FROM THE NORTH CENTRAL AREAS HEALTH PLANNING ASSOCIATION.

The NCAHPA is a health systems agency (HSA). This organization reviews all new and additional service proposals for a twelve county area and makes recommendations to the state as to whether this services is needed in the area it is being applied for. If an agency's proposal was denied through the NCAHPA and the agency decided to provide the service anyway, then they would not be eligible for Medicare funding through the government. Some of the projects that had a direct impact on Portage County were briefly reviewed. Local support is important for the NCAHPA because local dollars are matched in part by the federal government. The NCAHPA is requesting a 9¢ per capita allocation for 1981. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to support the NCAHPA's request for 1981 of 9¢ per capita or \$5,093. A letter will be forwarded to the County Board and Finance Committee chairmen. All were in favor of the motion. Motion carried.

4. BUSINESS MANAGER'S REPORT FOR SEPTEMBER - JURGELLA.

A. September Expenditure Report.

Mark indicated that the Center has used 69.6% of its total funds through the end of September. This could indicate that the total budgeted amounts might not be completely expended by the end of the year but it is still too early to be sure.

B. Listing of Expense Vouchers.

The Board reviewed the expense vouchers over \$250.00. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to approve the report. All were in favor of the motion. Motion carried.

5. HOME HEALTH CARE RATES AND STAFFING CHANGE - M. BOARIO.

Miss Boario, home health care coordinator, appeared before the Board to request a rate and staffing change. Maria reported that both changes had the endoresement of the Health Advisory Committee. At present, Portage County is charging \$25.00 for nursing visit and \$12.00 per aide visit. Approval has been received by the state to raise rates to \$30.00 per nurse and \$15.00 per aide. A quarterly cost report breakdown for April - June 1980 had been included with the Board packet. Miss Boario also requested the Board's approval to combine two 30-hour part-time positions into one full-time 40-hour position. At present her department consists of the coordinator, one full-time nurse, 2 part-time nurses, 1 part-time nurse position unfilled, and two part-time aides. Maria recommended the pattern be changed to include a coordinator, two full-time nurses, 1 part-time nurse, and two part-time aides. Because of the increase in caseload as reflected in the staffing pattern chart, it is necessary to hire the part-time nurse which had been budgeted for. This part-time position would be combined with the newly created vacancy (also part-time) to reflect the full-time position. There would also be a cost savings to the county. Miss Boario indicated that there were some drawbacks using part-time in the fact that part-time personnel were not always as flexible as was needed and the fact that some of the fringe benefits were not available to them. Miss Boario felt confident that with the full-time status position, she would be able to better complement the services which her section offers to the public. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the rate and staffing pattern request changes. All were in favor of the motion. Motion carried. The personnel change will be referred to the Personnel Committee for their action.

6. 1981 PROPOSED BUDGET REVIEW (CONTINUED):

V. Education and Training Section.

Mrs. Kranig reviewed the 1981 request for the Education and Training unit. This budget reflects a 12.7% increase from 1980 but it also includes some funds relative to the total department, such as staff development for the building and A/V equipment purchase and maintenance. No changes were suggested.

VI. Division of Operations.

Mark Jurgella presented his 1981 budget. This requests reflects a 6.2% increase from last year (\$429,036 to \$456,025). Some of the increases are a direct result of line items which had not previously been included in the health department's budget such as general liability insurance and postage. No changes were made at this time but does include the \$300 for Information and Referral Services added at the last Board meeting.

VII. Central Administration.

The budget for Central Administration (which consists of Rentmeester, Porubcansky, Kurtenbach, and Rutta) reflects a 5.3% increase from 1980. There were no outstanding line items reflected in this budget. No adjustments were made.

7. APPROVAL OF THE 1981 BUDGET.

A Motion was made by Mr. Purcell and Seconded by Mr. Varney to reduce the travel line item in the Child Welfare Service budget by \$1,000. All were in favor of the motion. Motion carried.

A Motion was made by Mrs. Schad and Seconded by Mr. Purcell to increase the staff development line item in the AFDC/Elderly Services budget by \$700 to \$1,900. Motion carried.

A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the staff development requests as indicated for 1981 this year on an experimental basis and to encourage the Finance Committee or Personnel Committee to develop an equitable countywide policy on staff development reimbursement. All were in favor of the motion. Motion carried.

A Motion was made by Mrs. Schad and Seconded by Mr. Purcell to approve the 1981 budget request of the Community Human Services Department as amended. All were in favor of the motion. Motion carried.

8. APPROVAL OF THE COUNTY HOME BUDGET - J. BIALECKI.

Mr. Bialecki, administrator of the county home, presented his 1981 proposed budget to the Board. Mr. Bialecki indicated that 1981 could be a break even year for the home. Even if the county's funds would be reduced by 4.4% (\$57,000) there would be ways to stay within the budget. Alternate plans are being considered if the reduction would have to be made. Mr. Bialecki is projecting an 11% increase for private pay residents at the home. This budget has already been approved by the County Home Committee. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the budget as submitted (\$1,990,685). All were in favor of the motion. Motion carried.

9. APPROVAL OF PORTAGE HOUSE BUDGET - M. HOULIHAN.

Mr. Houlihan presented his 1981 budget request which reflects an approximate increase of 12% (\$100,430 - \$112,091). This program is totally funded by state funds. The program employs five full-time. The average length of stay per client is approximately 90 days. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the budget request as submitted. All were in favor of the motion. Motion carried.

12. APPROVAL OF BOARD POSITION ON THE STATUS OF ALDA HOUSE - R. PORUBCANSKY.

The Board had received in the packets background information on the Alda House location controversy. At a previous county board meeting, Mr. Purcell had been requested to investigate the situation and bring back a recommendation to the county board regarding this controversy. It was the department's recommendation that support for the Alda House be reaffirmed and also that Alda House would only move from the Cypress Street location if a more suitable facility could be found or that if serious and ongoing harm to the neighborhood could be documented. The Board concurred with the recommendation. It was recommended that a letter be sent to Mr. Hoffman with a carbon copy to the county board chairman indicating our position and that the packet of information which had been supplied to each Board member be included with the letters.

Mr. McCulley requested that the Board reconsider having the AA meetings at the Alda House. These meetings, as a concession to people living in the area of Cypress Street, had been discontinued for one year -- until May 1980. Mr. McCulley feels that the program has suffered because of this lack of positive reinforcement for the Alda House clients. It was the Board's recommendation that this matter be taken up at a future date (approximately the end of the year) until a response, if any, would be coming on the Alda House relocation effort. Mr. McCulley thanked the Board for their continued interest in the program.

10. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS. 19.85 (1) (F) TO DISCUSS STAFF PROMOTION AND PERFORMANCE EVALUATION AND SALARY ADJUSTMENTS FOR THE DIRECTOR.

A Motion was made by Mr. Varney and Seconded by Mr. Erzinger to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

11. RECONVENE TO OPEN SESSION TO TAKE ACTION ON EXECUTIVE SESSION PERSONNEL MATTERS.

A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to reconvene to open session. Roll call vote was taken. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Erzinger and Seconded by Mr. Tierney to recommend approval of the promotion of Cathy Rhutasel from Social Worker I to Social Worker II. All were in favor of the motion. Motion carried.

Because of the conflicting data regarding the director's present salary, the Board chose to delay action on the request until October 8th. According to the Board's minutes, the approved salary for Mr. Rentmeester should reflect \$28,885 not \$27,904 as indicated in Accounting Department records.

When questioned on the blood pressure program grant for Portage County, Mr. Rentmeester indicated that Portage County was not a priority area and therefore Mr.

Lahti did not compete for any grant monies. The blood pressure program will still continue but not on the large scale it had been.

Mrs. Lassa requested support by the Board for the personnel policies handbook which is being developed. These written policies will be very instrumental in the continued successful administration of especially this department and all of Portage County.

13. ADJOURN.

The meeting was adjourned at 7:45 p.m. The next meeting will be at 4:30 p.m. on WEDNESDAY, OCTOBER 8, 1980, in Conference Room 1.

Submitted: Sue Rutta, Admin. Asst.

PORTAGE COUNTY HUMAN SERVICES BOARD

ADDENDUM # 8

Board Minutes
November 29, 1979
Ruth Gilfry Center

Members Present

Ms. Margaret Schad
Mr. Alfred Czech
Mr. Kim Erzinger
Mr. Dennis Tierney
Mr. David Varney
Mr. Eugene Zdroik

Members Excused

Dr. Anne Schierl
Mr. Robert Decker

The meeting of the Portage County Human Services Board was called to order at 4:33 P.M. by Chairman Schad. She indicated that this is a public meeting of the Board and that prior notice had been given to the press, radio, and county clerk's office.

I. REPORTS, MINUTES AND COMMENTS1. Review and Approval of minutes of October 25, 1979

* Motion by Varney, seconded by Zdroik to approve the minutes as presented. Approved (6-0).

2. Report: Youth Needs Assessment

Ms. Pat Koepke, Community Educator for the Portage County Council on Alcohol and Drug Abuse reported that the Council will be conducting a youth needs assessment of seventh thru twelfth graders on the subjects of alcohol/drug abuse. The information gained will be useful in developing strategies for attitude change. Dr. Bishop and Mr. Tierney from UWSP will provide project supervision and access to computer time.

3. Report: Six Month Update on ALDA House Location

As part of the five point agreement reached at the May 24, 1979, Human Services Board meeting regarding the location of ALDA House at 1917 Cypress Street, Human Services Board staff were directed to contact neighbors after a period of six months to assess the experience of the neighborhood. A door to door survey of the 53 homes closest in location to ALDA House was conducted by Human Services Board staff. Forty of the neighbors cited no increased problems in the neighborhood since ALDA House's move into the neighborhood, two persons would not respond, five could not be reached, and six objected to having the house located in the neighborhood although no specific incidents of harm to the neighborhood could be cited.

Mr. Robert Hoffman, Mr. Robert Fulton, and Mr. Chester Spangle reiterated their desire to have the house moved to another neighborhood, and spoke of the "inner fears" of those living in the area.

- * Motion by Tierney, seconded by Zdroik to attempt to start a search for a more suitable location for ALDA House with the possibility of relocating to an environment more acceptable and therapeutic to the concept of ALDA House (Approved (6-0)).
- * Motion by Tierney, seconded by Varney to formally commend Richard Porubcansky, William McCulley and Del Helmueller for their dealings with the delicate negotiations with ALDA House, for the harrassment they received from the neighbors and for their diligent and conscientious efforts at making peace and making ALDA House work. Approved (6-0).

4. Report: Collections/Delinquent Account - October

Mr. Porubcansky reported that \$6,134.26 was collected from the mental health clinic accounts in October, 1979. The year to date total is \$77,518.69. a new collection report form was presented and members reached consensus that it was an improvement and should be adopted as soon as possible.

II. ITEMS FOR DISCUSSION AND ACTION

1. Discussion and Action on Expenditures for October- November, 1979

Expenditures in the amount of \$59,294.18 were presented for board approval.

- * Motion by Decker, seconded by Erzinger to approve the expenditures as presented. Approved (6-0).

2. Discussion and Action on Leave of Absence Requests

Mr. Porubcansky presented three leave of absence requests. They were 1) a 3-month maternity leave for Rita Lynch, Information/Referral Coordinator; 2) employee of Portage House requests to leave to travel abroad; and 3) Mike Houlihan, recently elected as President of the Halfway House Federation, may be called upon to travel on Federation business. There may be several instances through the year when administrative leaves may need to be requested.

- * Motion by Tierney, seconded by Zdroik to comment Mr. Mike Houlihan for being elected to the Federation presidency and to accept all three leave of absence requests. Approved (6-0).

3. Discussion and Action Regarding Extension of a 1979 Purchase of Service Contract

Staff presented a request to extend the New Concepts Foundation contract. In the 1979 budget process the contract was reduced to 11 months in an effort to cut administrative/management costs within New Concepts.

- * Motion by Varney, seconded by Zdroik to approve the extension of the New Concepts Foundation contract for December, 1979. Approved (6-0).

V. ADJOURN INTO EXECUTIVE SESSION

Roll Call Vote: Aye: Schad, Erzinger, Czech, Tierney, Zdroik, Varney

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
OCTOBER 8, 1980

Present

Eugene Szymkowiak
Marion Lassa
Marge Schad
Dick Purcell
Shirley Gibb
Stanley Kirschling
Jim Kollock
Dr. Bill Kreul
Dennis Tierney
Kim Erzinger

Excused

Dave Varney
Jerry Kaczmarek

Others: Ken Rentmeester, director; Rich Porubcansky, associate director; Daryl Kurtenbach, coordinator; Mark Jurgella, business manager; Maria Boario, Tris Lahti, and Bill McCulley, section supervisors; Joanne Higgins, Karen Swan, Anne Klesmith, and Sarah Mack, public health nurses; Ray Bartkowiak, coordinator; Lauri Rettinger, I.M. staff member; Mary Schultz and Evelyn Zywicke, homemakers; Bob Kellogg from the Human Services Advisory Committee; Fabyan Wysocki representing Space and Properties Committee; and Mrs. Mertz representing the Women's Resources Center.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center on Wednesday, October 6, 1980.

1. APPROVAL OF THE MINUTES OF THE SEPTEMBER 29, 1980 MEETING.

A Motion was made by Mr. Erzinger and Seconded by Mr. Szymkowiak to approve the Minutes of the September 29, 1980 meeting as submitted. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A letter from Cindy Chelcum of the Human Services Advisory Committee to Mr. Purcell was read. The letter recommended the approval of three new members to this committee. They are Mrs. Herek, Mr. Friess, and Mr. McCormick. The letter was placed on file and will be reviewed at the appropriate time during this meeting.

Mr. Rentmeester indicated that he met with the Finance Committee on Monday night regarding the department budget. At that time, the business administrator indicated that the budget must reflect \$19,000 in expenses for CETA funding. This would raise the county's share of revenue to 10.2% instead of 7.9%. Mr. Rentmeester proposed to add into the budget figures the additional revenue which we will be getting from the state and which had not been included in the budget yet. The adjusted amount would offset the \$19,000 deficit. This matter had been discussed with the business administrator's office. The Board concurred with this decision.

3. REPORT ON THE STATUS OF PERSONNEL RESTRUCTURING AND UNIT CLARIFICATION-KURTENBACH.

Mr. Kurtenbach reported that the Unit Clarification hearing is scheduled for October 28th and 29th. The Portage County policies handbook has been reviewed by the Committee on Committees and will be presented to the County Board on October 21st. The acceptance of the handbook plays an integral part in the county being delegated by the state for their own personnel system and will also play an important part in the decisions regarding unit clarification. At the November 25th meeting, the Board will be presented with class allocation lists, class specs, and class rankings for approval. A tentative time schedule for the completion of the personnel system had been included in the Board's pack. The Board requested periodic updates on this matter.

4. REPORT AND DISCUSSION ON THE SCHOOL HEALTH PROGRAM - T. LAHTI.

Mr. Lahti reviewed some of his philosophy with the Board. He indicated that three major goals of the school health nursing program were: (a) align program with departmental wellness philosophies; (b) impact on more students; (c) continue screening and communicable disease control services. Mr. Lahti indicated that he had sent a letter in April requesting input from Lincoln Center on his proposal to redefine services to schools but had not received any feedback and had not pursued the matter any further. During the second week of the school term, negative feedback began. While Mr. Lahti indicated he had expected some feedback, he had not anticipated that the feedback would go to Board members, etc. and not to himself. The Board indicated that any service or program changes must be relayed to the immediate supervisor who would then relay the information to the Board. Mr. Lahti's decision to reduce services to certain schools was seen as a punishment to the schools who had not accepted the wellness concepts. Any major policy change which affects the citizens of Portage County must come before the Board for approval. Mr. Lahti was requested to return for another meeting with the Board and at that time present his findings and studies on how he arrived at the decision to reduce services in some schools.

When a question arose about geographic areas in which the county is divided into for purposes of service delivery, Mr. Lahti requested that any such calls should be referred to him. Mr. Rentmeester explained that the county is divided into areas to better provide services to the residents, avoid duplication in client services, and reduce staff time and travel.

5. RESOLUTION REGARDING CAP SERVICE'S OPERATION OF THE STATE EMERGENCY FUEL AND UTILITIES ASSISTANCE LOAN PROGRAM - BARTKOWIAK.

The program was briefly reviewed by Mr. Bartkowiak. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the CAP agency's operation of the state emergency fuel and utilities assistance loan program and also the request for project employees for the emergency fuel assistance program. All were in favor of the motion. Motion carried.

6. LOW INCOME EMERGENCY ASSISTANCE PROGRAM STAFFING REQUEST - BARTKOWIAK.

Mr. Bartkowiak indicated that two LTE employees for 5-1/2 months would be needed to staff this program. This request was accepted. The motion referred to in discussion item #5 incorporates this request and approved it.

7. BUDGET TRANSFERS - JURGELLA.

Mr. Jurgella presented, for the Board's approval, a transfer request in the amount of \$1,229.16 from the Social Services Division employee travel account to the outlay account. This request is in response to the I.M. section's need for file cabinets in their offices. The matter was discussed. A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to approve the request. All were in favor of the motion. Motion carried.

Four other budget transfer requests were presented by Mr. Porubcansky. They included: allocation of \$215.00 in excess funds in outlay for the purchase of a sewing machine; transfer \$1,026 from Human Services salaries, \$111 from retirement, and \$63 from social security to the evaluation/testing fees line item (\$1,200); transfer \$22,715 from Winnebago line item to Central State Hospital line item; transfer \$2,906 from the North Central Health Care Center line item to \$1,225 to Clark Co. Health Care Center-Inpatient line item and \$1,681 to Theda Clark Hosp.-Inpatient line item. A Motion was made made by Mr. Tierney and Seconded by Mr. Kollock to approve the transfers as requested. All were in favor of the Motion. Motion carried.

8. LIAISON APPOINTMENTS TO ADVISORY COMMITTEES.

Anyone interested in serving as liaison to the advisory committees is encouraged to advise the chairman or the director of their interest. Action on this item was deferred until the next meeting.

9. APPOINTMENTS OF NEW MEMBERS TO ADVISORY COMMITTEE.

The Board had been presented with a list of advisory committee members. Three of the names which were astericked represent new members serving on the committees since the Board last reviewed appointees. Mr. Porubcansky gave a brief overview of the new members' backgrounds. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to accept the updated advisory committee list. There are still two vacancies in the Social Services Advisory Committee which will be filled by October 22nd. The Board will be advised of the new members.

10. INCREASE IN STAFF TIME FOR FOSTER CARE PROGRAM - PORUBCANSKY.

Mr. Porubcansky requested the Board's approval to increase the staff time for a social worker working with the foster care program from 20 hours to 32 hours on a temporary basis. This increase in hours would be necessary to accommodate emergency situations for out-of-county children. The Board considered the request in depth and determined that by not having this special service available to other counties, it might encourage counties who do not have this service to develop it and become more responsible for the clients in their own counties. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to deny the request for additional staff time and out-of-county special foster care children. All were in favor of the motion. Motion carried. Mrs. Schad noted that this does not preclude bringing up the issue again if necessary.

11. RECOMMENDATIONS ON BUILDING NEEDS - PORUBCANSKY.

Mr. Rentmeester indicated that he had established a committee to look at the existing and future needs within the building. This committee consisted of Mark Jurgella, Steve Tuszka, and Bill McCulley. A letter had been sent to the Finance and Space and Properties Committees regarding these recommendations on September 18th in response to a news release that money from the Gilfry Building Fund would be used for other purposes. The Board is now asked to make recommenda-

tions on this matter and refer them, if appropriate, to Finance and Space and Properties Committee. Mr. Wysocki addressed some of the issues in regard to the request. He did indicate that all building requests must be generated from a formal county board committee and referred to Space and Properties Committee; no other requests would be honored. As of this date, Space and Properties Committee has recommended that of the \$154,000 in the fund, \$100,000 be used for the Highway Department building, \$50,000 be returned to the general fund, and \$4,000 be kept for requests in the Gilfry Center. His committee felt that to make available kitchen facilities would be impossible at this point in time due to the building structure. Mr. Wysocki stated that the maintenance department would be attending to some chores that had not been accomplished as of this date. Mr. Rentmeester reiterated that the memo which was addressed to Finance and Space and Properties Committee was not an attempt to circumvent the Community Human Services Board but an attempt to get some dialogue established with Space and Properties Committee. This was extremely important in view of the recommendations made by Space and Properties Committee to use the available monies for purposes other than this building. It was pointed out that some of the requests as submitted at this time had originally been in the architect's plans but when the building was completed failed to materialize. These revisions had not been relayed to anyone and as a result their impact could not be addressed. Since the timeframe for this discussion item was limited, transparencies which had been prepared to exhibit proposed changes could not be shown. Any member interested in reviewing them can contact the Human Services Department. A Motion was made by Mr. Tierney and Seconded by Mr. Kollock to endorse the concept as indicated in the memo regarding the recommendations for improvements to the Ruth Gilfry Building and to call for an evaluation and investigation as to why certain elements disappeared from the building plans. All were in favor of the motion. Motion carried. A letter will be forwarded to the Finance Committee regarding this matter.

12. ADJOURN.

A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:30 p.m.. The next meeting is scheduled for WEDNESDAY, OCTOBER 22, 1980 at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
OCTOBER 22, 1980

Present

Dick Purcell
Marge Schad
Marion Lassa
Eugene Szymkowiak
Stanley Kirschling
Jim Kollock
Dr. Bill Kreul
Dennis Tierney
Kim Erzinger
Dave Varney
Jerry Kaczmarek
Shirley Gibb

Others: Rich Porubcansky, associate director; Daryl Kurtenbach, coordinator; Mark Jurgella, business manager; Ray Bartkowiak, coordinator; Steve Tuszka, section supervisor; Barb Kranig, Education and Training unit staff person.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center on Wednesday, October 22, 1980.

1. APPROVAL OF THE MINUTES OF THE OCTOBER 8, 1980 MEETING.

A Motion was made by Mrs. Lassa and Seconded by Mr. Kirschling to approve the Minutes of the October 8, 1980 meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Purcell read a letter from the Space and Properties Committee addressed to the Board regarding our letter to them of the 9th indicating our space needs. The Space and Properties Committee and the Finance Committee would like to meet with this Board to discuss our proposed needs. After some discussion, it was decided that a subcommittee of this committee comprised of Dick Purcell, Shirley Gibb, and Kim Erzinger meet with the other two committees and report back to the main body. A Motion was made by Marge Schad and Seconded by Mrs. Lassa that the three delegates (Gibb, Purcell, and Erzinger) form a subcommittee of this Board and meet with the Space and Properties and Finance Committees regarding the space needs for this building. This subcommittee will report their progress to the main Board. All were in favor of this motion. Motion carried.

Mrs. Gibb addressed the background regarding the recent letter and inquiry regarding nominees from the Chamber of Commerce company members for the four family focus awards. These awards were initiated as a result of positive responses from attendance by Mrs. Gibb at the Governor's Conference on Children and Family which Mrs. Gibb had attended. This is a positive approach to show support for the emphasis placed by business on the continuous growth and impact on the families in Portage County. Mrs. Gibb read the letter and indicated that this information was for informational purposes only.

2. CORRESPONDENCE (continued)

Mrs. Gibb asked the Board's endorsement and support for the upcoming Take Back the Night March on October 30th by the sundial at the University. This march is for support for a safe environment at night for children, youth, women, and men. Mrs. Gibb encouraged all people to participate in this event. A motion was made by Mrs. Gibb and Seconded by Mr. Purcell that the 46.23 Board endorse the concept which the march espouses. All were in favor of the motion. Motion carried.

3. BUSINESS MANAGER'S REPORT FOR OCTOBER - JURGELLA.

A. October Expenditure Report.

Mr. Jurgella indicated that the October expenditure report only encompasses 9-1/2 months instead of the full 10-month period. This is due to the early meeting date of the Board. The next report will reflect the eleven-month period.

B. List of Expense Vouchers.

Mr. Jurgella indicated that the Achievement Center reimbursement total reflects payment for two months instead of one month. A motion was made by Mrs. Schad and Seconded by Mrs. Gibb to approve the reports as submitted. All were in favor of the motion. Motion carried.

4. STAFF HOUR CHANGE IN MENTAL HEALTH CLINIC - PORUBCANSKY.

In June 1980, the Board approved a temporary leave of absence request for a staff member of the mental health clinic. This request was for a workweek of 32-hours in lieu of the standard workweek. The situation was to be reevaluated at the end of August to see if the employee would return to the standard 40-hour workweek. Due to medical reasons, the employee would like to continue to work the 32-hour workweek. The additional eight hours needed to complement the employees workweek has been contracted for with two outside individuals who each work four hours per week. Their salaries are paid with the unexpended salary of our employee. Upon reevaluating the situation, it was noted that there has been an increase in the productivity rate having three individuals work the 40 hours rather than one individual. Mr. Porubcansky indicated that since Portage County is benefiting from the present situation, the department will continue the present practice of utilizing three individuals to fill the 40-hour slot. The Board concurred.

5. LIAISON APPOINTMENTS TO THE ADVISORY COMMITTEES - PORUBCANSKY.

Liaison appointments to the advisory committees were discussed. The Board has two options: (1) appoint people from this Board to act as liaisons to the advisory committees, or (2) have a liaison member from each of the advisory committees appointed to this Board. The pros and cons of each option were discussed. It was decided that it would be more advantageous to have one individual from the Board serving as liaison member to the advisory committees. This position would be temporary in nature (approximately one year in duration) until such time that the advisory committees felt more comfortable with the processes and programs they are involved in. Having one liaison member to all three committees would lend stability to all three committees and would be a better reporting mechanism to this Board. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to appoint Mrs. Schad as liaison member from this Board to the three advisory committees during the transition period of these committees. All were in favor of the motion. Motion carried. (Per diem will be paid for committee attendance).

6. PRELIMINARY DECISION ON FUTURE GROUP HOME PURCHASE - PORUBCANSKY.

In the past, the 51.42 Board had considered ways of reducing the cost for group homes for developmentally disabled adults. Currently, services are purchased for sixteen clients (fifteen clients are Portage County residents and one is out-of-county) from the New Concepts Foundation which leases two houses from private developers. The deficit level in 1981 for this program is projected at \$12,364. A cost sheet was distributed indicating the proposed budget figures and cost for each center. Mr. Porubcansky suggested it would be an auspicious time for Portage County to explore purchasing these facilities. The matter was discussed in some detail. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to refer this matter to the Space and Properties Committee for review. This matter should be addressed in a cover letter indicating the Board's support for further investigation of the matter and that Mr. Purcell and Mr. Porubcansky appear before the Space and Properties Committee when this matter is discussed. All were in favor of the motion. Motion carried.

7. SUPPLEMENT TO PACKWOOD/DAY CARE FUNDS - TUSZKA.

Mr. Tuszka, Section Supervisor in the Social Services Division reported to the Board that additional funds in the amount of \$7,763 would be needed to continue the Child Day Care Services program until the end of the year. Since the inception of this program in 1977, funds have been depleted before the end of each year. In some years, additional funding has become available; but upon consultation with the state regarding additional monies needed for the program until the end of this year, it was discovered that there will be no additional funds forthcoming. It was Mr. Tuszka's recommendation that the program be continued only until such time as state funds are depleted which should be around the first week in November. However, the requirements for this program have changed since August 1980 and Portage County is now obligated to pick up this program whether funds are available or not since we continue to provide services which are not mandated by the state. The Social Services Advisory Committee recommended that if monies were available that the program should be continued; if monies are not available they recommend that the program be discontinued until next year when monies are reinstated by the state. Mrs. Gibb strongly disagreed that the program should be discontinued until next year. A Motion was made by Mr. Tierney and Seconded by Mr. Varney that the Board continue its past practices and support Mr. Tuszka's recommendation that the program be continued only until the state funds are depleted and that no additional money be appropriated for this program. A waiting list will be developed for next year to better serve clients in this program. With the exception of Mrs. Gibb, all members were in favor of the motion. Motion carried.

8. DETERMINATION OF NEXT BOARD MEETING DATE.

The next Board meeting will be held on November 4th, ^{Tuesday} ~~Wednesday~~, at Community Industries on Algoma Street at 4:30 p.m.. After a tour of the facilities, the meeting will be held in their conference room.

9. ADJOURN.

Before adjournment, Mrs. Lassa indicated that the Portage County Personnel Policies Handbook had passed County Board. She thanked Board members for their support of the handbook. Unit Clarification will be held on October 28th and 29th. This handbook will lend greater credibility in our bid for unit clarification.

A motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to adjourn the meeting. Meeting was adjourned at 6:10 p.m..

Submitted by: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 3, 1980

Present

Marge Schad
Marion Lassa
Dave Varney
Eugene Szymkowiak
Jim Kollock
Stanley Kirschling
Kim Erzinger
Dennis Tierney
Dick Purcell
Shirley Gibb
Jerry Kaczmarek

Excused

Dr. Bill Kreul

Others: Ken Rentmeester, director; Rich Porubcansky, associate director; Daryl Kurtenbach, coordinator; Mark Jurgella, business manager; Tris Lahti, public health nursing supervisor; Steve Tuszka, supervisor; Dick Hoekstra, area administrator for Division of Community Services; Janet Hall, project director for the Stevens Point Area Wellness Commission; and Francis Wysocki, member of the agriculture community and Pesticide Task Force member.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in the conference room of the Community Industries building on Monday, November 3, 1980.

1. APPROVAL OF THE MINUTES OF THE OCTOBER 22, 1980 MEETING.

A motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the minutes as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Rentmeester reported that an appearance by the Human Services subcommittee regarding the Gilfry modifications and the purchase of two group homes is scheduled for November 6th at 7:00 p.m. in Conference Room D. Mr. Purcell indicated that he would be unable to attend this meeting and requested Board endorsement for Mr. Kirschling to attend in his place. The Board was agreeable to this recommendation.

A letter of resignation from Patti Hauser, WIC nutritionist, was read. Ms. Hauser's last day of employment will be November 21st. A motion was made by Mrs. Gibb and Seconded by Mr. Varney to accept Ms. Hauser's resignation with regret. All were in favor of the motion. Motion carried.

3. ADMINISTRATOR'S REPORT:

A. Unit Clarification Hearings

There were two days of hearings regarding unit clarification. The decision regarding unit clarification will not be forthcoming for perhaps another six months. The hearing procedures were briefly reviewed by Mr. Rentmeester. Testimony given by Mr. Rentmeester was based upon the documentation prepared by Daryl Kurtenbach and Sue Rutta and which was available for the Board's perusal.

3. B. Service Delivery Reorganization.

At this time, staff in Central Administration and the Division of Operations have been realigned. The next area for reorganization will be in the service delivery area. At either the November 25th or the December 9th Board meeting, a totally new personnel structure for the department and the first steps in the reorganization of the service delivery area will be presented to the Board for their review and comment.

C. American Public Health Association Meeting.

The Board members were given an opportunity to review the agenda of the American Public Health Association annual meeting which was held in Detroit and was attended by Mr. Rentmeester.

D. Social Service Fall Conference.

A Social Service Fall Conference will be held on November 13th and 14th in Eau Claire. Any Board member wishing to attend this conference should contact Mr. Rentmeester.

4. WELLNESS COMMISSION REPORT - JANET HALL, DIRECTOR OF THE STEVENS POINT AREA WELLNESS COMMISSION.

Mr. Rentmeester gave a short background on the Wellness Commission project which is a jointly sponsored endeavor in community-based health programming specifically aimed at the family unit. There are numerous sponsoring agencies some of which include the school system, Sentry Insurance, the hospital, and our department. Miss Hall indicated that the funds for this two-year project are derived from a state grant in the amount of \$50,000. Three major areas of focus by the project are in the school system, church groups, and with the employers. Some of the upcoming events which the Board might be interested in attending are the health fairs which will be held at St. Stephen, St. Joseph, Jefferson, and Emerson schools within the upcoming months. The major emphasis in 1981 will be placed on the Second Annual Community Wellness Day which will be held on May 9th at Bukolt Park. There will be a carnival atmosphere instead of the standard wellness oriented air. In case of rain, the Quandt Gym has been reserved for the function. Anyone not receiving the bimonthly wellness newsletter or anyone having any additional questions or concerns regarding this project should contact Janet Hall at the project office.

5. STATE POSITION ON FUNDING FOR CHILDREN'S DAY CARE SERVICE - R. HOEKSTRA, AREA ADMINISTRATOR -- DIVISION OF COMMUNITY SERVICES.

Mr. Hoekstra, Area Administrator for the Division of Community Services, reviewed with the Board the latest regulation as it pertains to state specified services provided by a county. Mr. Hoekstra indicated that if there is not adequate funds available to provide a state specified service and that same county is providing services which are not mandated by the state, then the state specified services must be provided. If a county does not provide for the continuation of the state specified service but does provide for a county specified service then that county will be held in breach of contract with the state. Mr. Hoekstra reported that when one county is out of compliance, the federal government interprets this as the whole state as being out of compliance. Recently, the federal government has been scrutinizing all programs closely for compliance and that a monetary deduction in federal aid can be made when any state is not in compliance. Mr. Hoekstra

reported that upon reviewing the allocation for the Packwood Day Care services, it was discovered that an additional \$31,181 in funding was provided to Portage County in March. Because of this oversight, Portage County can continue to provide this program and the Board action at the last meeting which provided for the continuation of the program only until funds were available would not cause Portage County to be considered out of compliance with the state. Since additional funds to meet the growing need of this program will probably not be available next year, Portage County will again be faced with this situation in 1981. Mr. Hoekstra reiterated that all mandated services must be provided by the county if the county is provided other nonmandated services to their residents.

6. SCHOOL HEALTH: CHANGES IN VISION SCREENING PROGRAM - T. LAHTI.

Mr. Lahti, nursing supervisor, presented recommendations for changes in the vision screening program. Mr. Lahti met with five eye care specialists regarding their recommendations for providing better eye care through the public health section. Mr. Lahti indicated that recommendation #2 should be changed to read ...examination at around age 2 and no later than age 4 for all children. instead of ...examination at age 4 The Health Advisory Committee recommended acceptance of the new vision screening procedure. Mr. Lahti has not contacted the school district regarding their input into the new procedure recommendations. A motion was made by Mrs. Gibb and Seconded by Mr. Kollock to table the vision screening recommendations until a future meeting date at which time a school district representative and eye specialists can appear before the Board to discuss the proposed changes. All were in favor of the motion. Motion carried.

7. FUTURE OF PESTICIDE TASK FORCE - RENTMEESTER.

Background information on the formation of the Pesticide Task Force had been previously provided to the Board members. Mr. Rentmeester indicated that the task force had provided a vehicle for people to express their concerns regarding this volatile situation. Mr. Zdroik and Mr. Steinke had approached Mr. Rentmeester regarding the advisability of discontinuing the task force. Mr. Wysocki, a member of the agricultural community and a member of the task force, reinforced Mr. Zdroik and Mr. Steinke's position regarding discontinuing the task force. Numerous avenues available to the Board were discussed. A motion was made by Mr. Tierney and Seconded by Mrs. Lassa to recommend and advocate the dormancy of the task force. All were in favor of the motion. Motion carried. The task force meetings will be scheduled as they have been in the past.

8. TOUR OF COMMUNITY INDUSTRIES - PAUL RICE.

Mr. Paul Rice of Community Industries provided Board members with an opportunity to view the Community Industries facility and to have any questions or concerns addressed.

9. ADJOURN.

The meeting was adjourned at 6:50 p.m.. The next meeting will be held on Tuesday, November 25th, at 4:30 p.m. in the Library of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 25, 1980

Present

Dick Purcell
Marge Schad
Stanley Kirschling
Marion Lassa
Jim Kollock
Shirley Gibb
Kim Erzinger
Dennis Tierney
Eugene Szymkowiak
Jerry Kaczmarek

Excused

Dave Varney
Dr. Bill Kreul

Others: Ken Rentmeester, director; Rich Porubcansky, associate director; Daryl Kurtenbach, coordinator; Mark Jurgella, business manager; Dr. Mel Brenner, consultant; Mat Musgrave, section supervisor; Bob Steinke, Chairman-Portage County Board of Supervisors.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in the Library of the Gilfry Center on Tuesday, November 25, 1980.

1. APPROVAL OF THE MINUTES OF THE NOVEMBER 4, 1980 MEETING.

Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the minutes as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Purcell read a letter from the Wisconsin Committee for the International Year of the Disabled Person requesting our assistance in determining what activities will be presented in the coming year with regards to the disabled person. Mr. Rentmeester indicated that he had referred this letter to the Education and Training Unit who will complete an activities survey.

Mrs. Schad informed the Board that she had attended a meeting of each of the three advisory committees. Mrs. Schad was greatly impressed with the commitment of the citizen volunteers on each of the committees and tried to convey this Board's respect for the advisory committees and their recommendations to this Board. All the members of the advisory committees are making great strides in comprehending the diversity and complexity of programs in each section. The letter which was sent to the chairpersons of the advisory committees regarding Mrs. Schad's appointment and invitation to appear at the December 9th meeting was read by Mr. Rentmeester.

Mr. Rentmeester also shared his telephone conversation with Dr. O'Malley with the Board. Dr. O'Malley expressed his support on the Board's position to not approve the eye screening recommendations presented earlier in November. Mr. Rentmeester also advised the Board that Dr. O'Malley has been appointed by the Governor as President of the State Health Policy Council.

3. DISCUSSION OF STATE FUNDING AND PROGRAM DIRECTION IN THE NEXT BIENNIAL BUDGET-RENTMEESTER.

Mr. Rentmeester reported that at the Social Services Fall Conference on November 13th and 14th Secretary Percy spoke on state funding and program direction in the next biennial budget. Mr. Rentmeester had provided the Board with a copy of the highlights of Secretary Percy's speech and outlined some of the more important issues. In 1982 and 1983, Portage County may be receiving only a 4% increase in aids each year as compared to our current allotment of 8%. In addition, there will be a moratorium placed on nursing home bed construction. Counties will have to develop more in-home care in lieu of relying too heavily on present nursing home beds. Anyone entering a nursing home now will have to be screened to see if they should enter the nursing home or not. Our department, especially during 1981, will have the challenge of streamlining and prioritizing programs and services. Mr. Rentmeester expressed his hope that the Board would review the material available. The Board indicated their concern regarding the complexity and diversity of the document and requested that at some future meeting, appropriate staff be present to answer questions concerning funding and programs within this department.

Mr. Porubcansky indicated that there will be a moratorium on nursing home beds throughout the state. Portage County has been looking for more nursing home beds. Even if Portage County could get a certificate of need approved, it is very doubtful if the additional beds would be approved at state level. Portage County has been looking into alternatives to this problem. As a result, the supportive home care program was approved for this year. St. Joseph's Center also has available thirteen beds where minimal care could be provided at a reduced cost. Other areas are also being looked into. This includes the new admission policy of the County Home which was recently passed and gives veto power to this agency on admissions. If a nursing home bed is needed for skilled nursing care, a resident not needing skilled care may have to be moved to St. Joseph's Center from the County Home. Portage County will still have to face the fact that there will still be a limited number of nursing home beds available to Portage County residents.

4. BUSINESS MANAGER'S REPORT FOR NOVEMBER - JURGELLA.

A. November Expenditure Report

A revised expenditure report was distributed to the Board. Mr. Jurgella reviewed projections through December 31st in each of the four categories with the Board. There should be no overruns except in the area of AFDC which will be compensated by the state. A motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the report. All were in favor. Motion carried.

B. List of Expense Vouchers

The Board reviewed the list of expense vouchers over \$250. Mr. Purcell was informed by the County Clerk that the Board's present policy on voucher approval is not appropriate and that the Finance Committee requires that a complete list be prepared and signed by the Board. Mr. Jurgella was asked to research this

development and take appropriate action. A Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to approve the voucher listing. All were in favor of the Motion. Motion carried.

C. Budget Transfer

A budget transfer request in the amount of \$45.00 was presented to the Board for their consideration. The request is a transfer from St. Michael's Hosp. Emergency Care I account to St. Joseph's Hospital Emergency Care I account. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the transfer request. All were in favor of the motion. Motion carried.

5. PLAN FOR PHASE III REORGANIZATION OF THE DEPARTMENT - RENTMEESTER.

Mr. Rentmeester reviewed the background information regarding the restructuring of the department along with the objectives hoped to be accomplished during Phase III. If this phase is approved by the Board, it will be implemented on February 1, 1981. Phase III will probably remain in place from between nine to twelve months. New job descriptions will be forthcoming with regard to changes in job responsibilities of affected personnel. Even with the job responsibilities changing, there is no potential upward changes in grade ranking anticipated. Mr. Rentmeester shared some of his ideas regarding what restructuring might occur during Phase IV which will probably be the last major restructuring for the department. These included a central intake system, case management across program lines, and a continued focus on prevention as indicated in our mission statement. A motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve and proceed with Phase III organizational structure. All were in favor of the motion. Motion carried.

6. ACCEPTANCE OF DELEGATION TO ADMINISTER COUNTY-BASED PERSONNEL SYSTEM - KURTENBACH.

Mr. Kurtenbach reported that on October 22nd an offer of delegation was made to Portage County by the state to administer a county-based personnel system. Portage County accepted delegation on November 17th at the Personnel Committee meeting. Just recently a federal law has mandated that all public agencies must come under the state personnel system unless a county has its own system in place. Mr. Ralph Hantke representing the state will visit Portage County and clarify some minor details. The Board was asked to reaffirm the Personnel Committee's acceptance of delegation. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to reaffirm the Personnel Committee's approval to accept delegation. All were in favor. Motion carried.

7. SERVICE EVALUATION FORMAT - PORUBCANSKY/BRENNER.

Mr. Porubcansky introduced Dr. Mel Brenner who is our consultant for the evaluation project which the department is proposing. Mr. Porubcansky reported that the Board had start to focus on the issue of evaluating programs in mid-1978. Several areas have been chosen to be evaluated. This data will be needed by the Board to assess in the future which programs will or won't be funded, priorities in programs, needs, etc.. This initial evaluation phase will be just a start. Eventually all programs will be evaluated. Dr. Brenner gave a brief overview of his educational and administrative background. Dr. Brenner indicated that if we can begin to look at the total program, start looking at program outcomes, and collecting data as appropriate, we will have a good start on making informative responsible decisions

on the programs offered by this department. Dr. Brenner indicated that the word outcome meant changes in a person as a result of coming to the program, office, etc. and not the numbers seen, tests given, etc.. Dr. Brenner reviewed with the Board a sample of the evaluation format. Mr. Rentmeester endorsed this concept and commended the dedication of Mr. Porubcansky and Dr. Brenner in this unprecedented project. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to endorse and approve the evaluation project. All were in favor of the motion. Motion carried.

8. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS. 19.85 (1) (f) TO DISCUSS THE PROMOTION OF A SOCIAL WORKER I TO SOCIAL WORKER II.

A motion was made by Mrs. Gibb and Seconded by Mrs. Schad to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

9. RECONVENE TO OPEN SESSION TO TAKE ACTION ON SOCIAL SERVICE POSITION PROMOTION.

A motion was made by Mrs. Gibb and Seconded by Eugene Szymkowiak to reconvene to open session. Roll call vote was taken. All were in favor of the motion. Motion carried.

A motion was made by Mrs. Lassa and Seconded by Mr. Kirschling to approve the promotion of Rich Foss from Social Worker I to Social Worker II effective January 5, 1981 instead of December 1, 1980 as recommended. A roll call vote was taken: 7-ayes, 2-nays (Szymkowiak and Erzinger). Motion carried.

10. ADJOURN

The meeting was adjourned at 6:50 p.m.. The next meeting will be on Tuesday, December 9th at 4:30 p.m. in Conference Room of the Ruth Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
DECEMBER 9, 1980

Present

Dick Purcell
Marge Schad
Marion Lassa
Stanley Kirschling
Shirley Gibb
Kim Erzinger
Dennis Tierney
Eugene Szymkowiak
Jerry Kaczmarek
Dave Varney
Dr. Bill Kreul

Excused

Jim Kollock

Advisory Committee Members Present: Representing Social Services -- Edward Von Feldt, Mrs. Frances Kennedy, and Joseph Burns. Representing Health -- Mike Bubla, Dr. Dennis Whiting, Delores Lynch, and Pat Helmick. Representing Human Services -- Cindy Chelcun, Audrey McNichols, Bob Kellogg, and Jack Friess.

Others Present: Ken Rentmeester, director; Rich Porubcansky, associate director; Mark Jurgella, business manager; Daryl Kurtenbach, coordinator; Ray Bartkowiak, coordinator; Lauri Rettinger, IM section; Bob Schmitz, environmental health section.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, December 9, 1980.

1. WELCOME AND INTRODUCTION OF ADVISORY COMMITTEE MEMBERS.

Mr. Purcell extended a welcome to the advisory committee members representing Health, Social Services, and Human Services. Each advisory committee chairman, when present, introduced members of their respective committee. Members of the Human Services Board also introduced themselves.

2. APPROVAL OF THE MINUTES OF THE NOVEMBER 25, 1980 MEETING.

A motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the Minutes of the November 25th meeting as written. All were in favor of the motion. Motion carried.

3. CORRESPONDENCE.

Mr. Tierney indicated that Mr. Don Warren was presenting a program at the University on life enrichment for the developmentally disabled individual which he felt would be beneficial for this Board. He suggested that Mr. Warren be asked to speak at one of the Board's meetings in the future. The Board concurred with this recommendation.

A letter addressed to the Community Human Services Department from Mrs. Cortez who is now residing in Grula, Texas was read. Mrs. Cortez expressed her appreciation for services rendered from our agency.

Mr. Rentmeester stated that at the next Board meeting, Senator Bablitch and Representatives Hasenohrl and Helbach will be present to answer questions and concerns regarding the next biennial budget and any other issues which the Board would care to discuss. Section supervisors will also be present during this part of the meeting.

Mr. Erzinger shared an article from the Milwaukee Sentinel regarding the diverting of funds from the state child care program to other purposes. This article will be reproduced for each Board member and included in the next Board packet. Mr. Erzinger felt this would also be a viable topic for discussion with our representatives at the next meeting.

4. ADMINISTRATOR'S REPORT: ONE YEAR ASSESSMENT OF PROGRESS IN THE DEVELOPMENT OF THE COMMUNITY HUMAN SERVICES DEPARTMENT.

The one year assessment progress report which was included in the Board packet was reviewed by Mr. Rentmeester. The report highlighted background information on consolidation, 1980 progress, fiscal impact of combining the three agencies, and the future directions for the department. Also included with the report were the three phases of our organizational restructuring. Mr. Rentmeester felt this document might be beneficial as update information for other County Board members. It was decided that this report would be presented to the County Board at their January meeting. If there are any changes that members feel should be incorporated into the content, they are asked to respond to Mr. Rentmeester by the next meeting date.

5. PRESENTATION ON THE ENERGY ASSISTANCE PROGRAM - RETTINGER.

Lauri Rettinger, Acting Supervisor for the Income Maintenance Section, reported on the Energy Assistance Program. Last year 4,911 people were served and received checks amounting to between \$200 and \$400. This year, it is anticipated that approximately 6,000 people will be helped with fuel assistance checks. Two LTE's have begun processing applications this week. Twenty-one volunteers from the Commission on Aging have been trained to serve as outreach for this program. There is no limit on assets to qualify for assistance. The Board was concerned regarding the lack of safeguards to insure the accountability and reliability of the program. Mr. Rentmeester stated that Rep. Helbach had helped revise the EAP so that what limited accountability there now is in the program is a direct result of his intervention.

6. CONVERSION OF A L.T.E. POSITION TO PROJECT EMPLOYEE POSITION UNDER NEW PERSONNEL POLICIES - PORUBCANSKY.

A part-time social worker position working with the developmentally disabled clients from outside the county is presently a LTE position. This position has been in existence for the past 2-1/2 years and is funded totally by revenues collected from charges to the other counties for this service. Under the new personnel policies, the classification of an LTE position would not be appropriate for this position.

Mr. Porubcansky suggested that the title be changed to project employee and that this position remain so long as there is need for this service. Mrs. Lassa, chairperson of the Personnel Committee, suggested that it would be more appropriate to grandfather in this position as a permanent part-time position. In this way, the position would only have to receive the Personnel Committee's approval. Personnel Committee and County Board approval would be necessary if a project employee position was needed. A Motion was then made by Mrs. Lassa and Seconded by Mr. Kirschling to recommend and to take to the Personnel Committee the Board's recommendation to make the LTE position a permanent part-time position contingent upon the continued self-funding of the position which would be terminated at the time that funding is terminated. All were in favor of the motion. Motion carried.

7. AGENCY MEMBERSHIP IN WACHSP - RENTMEESTER

Mr. Rentmeester presented for Board action a recommendation to approve membership in the Wisconsin Association of Community Human Services Program. The cost of membership is \$532 based on a flat board fee and 1980 MTA. After discussion on this issue, the Board felt that since we are presently receiving the services of this Board it would not be necessary to officially join. A motion was made by Mr. Erzinger and Seconded by Mrs. Gibb against becoming a member of this Board. All were in favor of the motion. Motion carried. The department will not become a member of the WACHSP.

8. ESTABLISHMENT OF LABORATORY FEES FOR WATER TESTING - SCHMITZ.

Mr. Schmitz, Director of Environmental Health, reported that the laboratory has been in operation for approximately one year. It has been determined that, due to laboratory costs, it will be necessary to assess a fee to each individual requesting water tests. It was Mr. Schmitz's recommendation that a standardized fee of \$2.00 per coliform test and \$1.00 for each additional test be charged to all county and noncounty residents. This recommendation was discussed. It was the Board's feeling that nonresidents using the laboratory services should be assessed a higher fee than county residents. A motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to amend the fee schedule to include \$2.00 per coliform test and \$1.00 additional test for Portage county residents and \$4.00 per coliform test and \$1.00 additional test for noncounty residents. All were in favor of the amendment. Amendment carried. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the fee charges as amended for water testing. All were in favor of the amended fee schedule. Motion carried.

9. BOARD/ADVISORY COMMITTEE OPEN DISCUSSION.

The roles of the advisory committees was discussed. It was felt that, in part, the role is to act as the ears of the community regarding the need for service, how services are provided, accountability of programs, etc. and to bring back those concerns and comments along with recommendations to the Human Services Board. Mrs. Schadt indicated that she was gratified to see the commitment and expertise that each advisory committee member is bringing into the individual committee structures. In 1981, the advisory committees will become involved in assessing priorities and making recommendations to the Board on those services provided by their respective sections. If there are any items that the advisory

committees feel should be placed as agenda items for discussion by the Board, they should feel free to contact Mr. Purcell or Mr. Rentmeester. The members felt it would be advisable to have an informal meeting after the adjournment of this Board's regular meeting.

10. ADJOURN.

A motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to adjourn the meeting. All were in favor of the motion. The meeting was adjourned at 6:00 p.m.. The next meeting will be on Tuesday, December 23rd, at ~~7:00~~ 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
DECEMBER 23, 1980

Present

Dick Purcell
Marion Lassa
Marge Schad
Dave Varney
Stanley Kirschling
Jim Kollock
Eugene Szymkowiak
Shirley Gibb
Dennis Tierney
Jerry Kaczmarek

Excused

Kim Erzinger
Dr. Kreul

Others Present: Mark Jurgella, Business Manager; Steve Tuszka, Social Work Supervisor; Ray Bartkowiak, Coordinator; Daryl Kurtenbach, Coordinator; Rich Porubcansky, Associate Director; Ken Rentmeester, Director; Bill McCulley, Coordinator; Barb Kranig, Education and Training Unit; Mat Musgrave, Social Work Supervisor; Jerry Koepfel, Social Work Supervisor; Jim Canales, Mental Health Section; Tom Russo, Mental Health Section; Senator Bablitch; Representatives Helbach and Hasenohrl; other interested members of the advisory committees; Tris Lahti, Public Health Nurse Supervisor; Bob Steinke, chairman-Portage County Board of Supervisors.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, December 23, 1980.

1. APPROVAL OF THE MINUTES OF THE DECEMBER 9, 1980 MEETING.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the Minutes as written. On page 4, Item 10 of the minutes -- the time was corrected from 7:00 to 4:30. All were in favor of the motion to approve the amended Minutes. Motion carried.

2. CORRESPONDENCE.

There was no correspondence.

3. DISCUSSION WITH SENATOR WILLIAM BABLITCH AND REPRESENTATIVES DAVID HELBACH AND DONALD HASENOHRL REGARDING THE 1981-1983 DHSS BUDGET AND OTHER HUMAN SERVICE ISSUES.

Board members were introduced to Senator Bablitch and Representatives Helbach and Hasenohrl. The representatives discussed with the Board the fiscal situation. Senator Bablitch reported that the fiscal situation is much worse than people assume. There are two main problems facing the legislature. The first problem is that the state can't run a deficit which at the present is 250 million dollars. The state will have to make up approximately \$145 million to be in balance for the ending fiscal year. The next problem is the Governor's Budget. The budget proposal is for \$600 million over and above the amount of

revenues. This is a percentage increase of 20%. Added to this is the uncertainty as to the actual revenue sharing percentage from the federal government. All in all, the fiscal picture is bleak. Representative Hasenohrl expressed his feeling that he didn't anticipate the Governor raising taxes so priorities will have to be set and services cut back. Hasenohrl felt that welfare reform was a positive aspect from this financial problem. Helbach reported that state agencies have submitted their budgets to the Governor. The Governor will be submitting his budget in January. Secretary Percy, Director of Health and Social Services, has been suggesting ways in which to trim and readjust the DHSS budget and is regarded as one of the most effective administrators in Madison. The Governor will consider the proposed adjustments made by Secretary Percy within the next month. The Board also had an opportunity to voice their concerns on such issues as Income Maintenance, proposed budget cuts, etc.. At the termination of the discussion, the representatives were thanked for their attendance at this meeting and invited to any future meetings they might wish to attend.

4. BUSINESS MANAGER'S REPORT:

A. December Expenditure Report

A Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to accept the December Expenditure Report as prepared. All were in favor of the motion. Motion carried.

B. List of Expense Vouchers

A Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to accept the Expense Voucher listing as prepared. All were in favor of the motion. Motion carried.

C. Budget Transfers

The business manager requested the approval of \$436.50 transfer of funds for biofeedback equipment to come out of outlay. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to approve this transfer. All were in favor of the motion. Motion carried.

The business manager also requested the approval of a \$2,750 transfer of funds from Protective Service-Attorney line item to New Concepts line item. This transfer is necessary to pay for expenses incurred in 1980. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to approve the request. All were in favor of the motion. Motion carried.

5. RESOLUTION FOR APPROVAL OF DEPARTMENT EXPENSES - JURGELLA.

A proposed resolution was submitted to the Board for their approval. In paragraph 4, item 3, line 1, change "may" to "shall". In paragraph 5, line 2, insert "may" before the second to the last word in the line ...Statutes, may delegate the A motion was made by Mrs. Lassa and Seconded by Mr. Tierney to approve the resolution as amended. All were in favor of the motion. Motion carried.

6. STEVENS POINT SCHOOL SYSTEM AND HUMAN SERVICES DEPARTMENT COOPERATION ON DEVELOPMENTAL DISABILITIES - PORUBCANSKY.

Mr. Porubcansky asked the Board's approval for a general agreement between the Stevens Point School District and the Community Human Services Department with regard to the processing of services to children with exceptional educational needs. This working document will be presented to the School Board on January 12th for their reaction and action. A motion was made by Mr. Tierney and Seconded by Mrs. Schad to endorse in principle this agreement as a working document. All were in favor of the motion. Motion carried.

7. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SS. 19.85 (1) (f) TO DISCUSS PERFORMANCE EVALUATION AND 1981 SALARY ADJUSTMENT RECOMMENDATION FOR THE DEPARTMENT DIRECTOR.

A motion was made by Mrs. Schad and Seconded by Mr. Tierney to adjourn to Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

8. RECONVENE TO OPEN SESSION TO TAKE ACTION ON PERFORMANCE EVALUATION AND 1981 SALARY ADJUSTMENT.

A motion was made by Mrs. Schad and Seconded by Mr. Purcell to reconvene to Open Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

A motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve an 11% increase in pay for Mr. Rentmeester. All were in favor of the motion. Motion carried. Mr. Rentmeester's current pay is \$28,885. His adjusted salary for 1981 will be \$32,062.

9. ADJOURN.

A motion was made by Mrs. Lassa and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned.

The next meeting will be on Tuesday, January 13th, in Conference Room 1 of the Gilfry Center at 4:30 p.m..

Submitted: Sue Rutta, Admin. Asst.