

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
JANUARY 13, 1981

Present

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

Excused

Dave Varney
Dr. Kreul

Others Present: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Mark Jurgella, Business Manager; Tris Lahti, Community Health Nursing Supervisor; Steve Tuszka, Social Work Supervisor; Carol Moore, Supportive Home Care Coordinator; Lauri Rettinger, IM Supervisor; Bob Kellogg, Stevens Point School System representative.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, January 13, 1981.

1. APPROVAL OF THE MINUTES OF THE DECEMBER 23, 1980 MEETING.

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

2. CORRESPONDENCE.

A pamphlet entitled Parents Make All The Difference was distributed to the Board. Portage County residents will be receiving a copy of this pamphlet.

Mr. Rentmeester read a letter from Ms. Rettinger indicating her acceptance of the position of IM Supervisor.

A letter from John Osinga, District Attorney regarding the Attorney's General opinion on confidentiality in a 46.23 department was made available to the Board. In general, the letter indicated that even though all three departments are combined, each section must still continue to obtain a signed client consent form before any information can be shared with any other section. The Board and director can review any records without the consent of the individual.

Mr. Rentmeester was asked to develop an instrument and protocol for verifying information submitted on applications for assistance through this department. When the instrument is completed, the Board will be asked to review and approve the format which will then be forwarded to DHSS for their review and approval.

The Board also indicated that they would like more meetings with our state representatives in the future.

Mr. Rentmeester shared a letter from Secretary Percy addressed to the Directors of Human Services Departments. The letter is an update by Percy on the budget. The financial picture looks bleaker than previous indicated by Percy. Mr. Rentmeester will continue to update the Board on this matter. Anyone interested in receiving a copy of this letter should contact Mr. Rentmeester.

Mrs. Schad, liaison member to the three advisory committees, gave the Board a synopsis on activities at the Human Services Advisory Committee meetings since December. Mr. Schad indicated that the advisory committee was approached in December by the Portage County Parent Support Group for Handicapped Children. This group would like the advisory committee gather information regarding the feasibility of having a respite care program for these individuals. Bob Kellogg and others will gather information on this matter which will be presented at a future meeting. Also, an ad hoc committee will be doing an indepth study of Woodview Halfway House and will be bring their recommendations as to the future of this house to the advisory committee who hopes to forward it to the Community Services Board in Spring. Rich Porubcansky, at the last meeting, distributed a timetable for the budget process in 1981.

3. ADMINISTRATOR'S REPORT:

A. 1981 Department Goals.

Mr. Rentmeester presented his goals for the department in 1981. The Board reviewed the Administrative and Program goals. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the goal statements as presented. All were in favor of the motion. Motion carried.

Mr. Porubcansky also gave a brief update on the status of additional partitions and kitchen facilities in the building. There has been meetings with the Space and Properties Committee who have forwarded recommendations to Wenzler and Associates for cost analysis. Cost figures should be forthcoming shortly. The Board will be kept appraised of the situation.

B. Update on Development of Departmentwide Personnel System.

A timetable for the development of a departmenwide personnel system was shared with the Board. It is anticipated that a draft of the personnel system will be presented to the Board at the first meeting in February.

4. REPORT ON SUPPORTIVE HOME CARE PROGRAM - TUSZKA.

Mr. Tuszka and Ms. Moore presented a brief program review on the Supportive Home Care Program. Mr. Tuszka reported that most of the paperwork has been finalized. The response from the public for this program has been good. Most of the requests for services have been met. The mininum amount a person can receive per month for providing the service is \$100 with a maximum amount of \$300. It was suggested that as a future program directed, this program should include a client satisfaction survey. A motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to accept the report with the contingency that a client satisfaction survey be conducted as a future program direction. All were in favor of the motion. Motion carried. An information sheet and pamphlet on this program's services were distributed to the Board.

5. CARRY-OVER OF TWO VACANT POSITIONS INTO 1981:

A. Change of Social Worker to Income Maintenance Worker Position:

Mr. Rentmeester requested the Board's approval to change an unfilled Social Worker position to an Income Maintenance Worker. Supporting documentation from the state audit report was discussed with the Board. The Board stressed the need for a task force to review the services, clientele, office procedures, time management, etc. of this program and also all section programs. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the transfer of the Social Worker position vacancy to an IM Worker vacancy with the understanding that a task force will be set up to ^{look at the efficiency of} the ~~at~~ this program. All were in favor of the motion. Motion carried. This position can be filled without returning to the Board for approval.

B. Clerical Position:

Mr. Rentmeester would like this position to remain available for the Department. The area of collections is being reviewed and there may be need for additional clerical assistance in retrieving some previously uncollectable Accounts Receivables. This position would come before the Board before it would be filled. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the carry-over of this clerical position from 1980 to 1981. All were in favor of the motion. Motion carried.

6. AGREEMENT BETWEEN STEVENS POINT SCHOOL SYSTEM AND HUMAN SERVICES DEPARTMENT REGARDING DEVELOPMENTALLY DISABLED CHILD.

This agreement was reintroduced to the Board. At the last meeting the Board authorized this document. Yesterday, January 12th, the Stevens Point School Board accepted the document. The document now need the signature of the chairman of the Board. A Motion was made by Mr. Tierney and Seconded by Mr. Kollock to approve the document as submitted for the chairman's signature. All were in favor of the motion. Motion carried.

7. ADJOURN.

A Motion was made by Mrs. Schad and Seconded by Mr. Erzinger to adjourn the meeting. The meeting was adjourned at 6:05 p.m. The next meeting on January 27th will be at the Achievement Center at the YMCA Building. All were in favor of the motion. Motion carried.

Submitted: Sue Rutta
Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
JANUARY 27, 1981

Present

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

Others Present: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator/Program Management and Support; Cindy Chelcun, Human Services Advisory Committee member; and Marlene Miller, Achievement Center.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 5 of the YMCA Building on Tuesday, January 27, 1981.

1. APPROVAL OF THE MINUTES OF THE JANUARY 13, 1981 MEETING.

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

2. CORRESPONDENCE.

There will be a meeting on Saturday, February 21st, at 9:30 a.m. at the Court-house sponsored by the Finance Committee regarding the computer project study. Mr. Purcell, Mrs. Lassa, and Mr. Rentmeester will attend this meeting.

As a result of the joint meeting between the Community Human Services Board and our three state legislators (Helbach, Bablitch, and Hasenohrl), a major concern expressed by the Board has been acted upon. The Community Human Services Department received a letter from Rep. Helbach regarding verification of income by county Social Service Departments. The letter indicates that counties do have the right to verify any information submitted by an applicant who is applying for assistance. The Community Human Services Department will now proceed to draft a policy for this verification process. It will be presented as an agenda item in the near future. All members, excluding Mr. Tierney, will be sent a copy of this letter.

There will be a Spring Conference of the WSSBMDA. It will be held at Devil's Head Lodge near Baraboo on May 6th, 7th, and 8th. There will also be a "Board Member's Forum". Anyone with specific questions or concerns that they feel should

be addressed at this forum should respond to Ken Rentmeester who will forward all concerns to the Planning Committee. This item will be placed on the February 10th's meeting for approval of Board member attendance at the conference.

Mr. Rentmeester announced that the 1981 membership dues for the Wisconsin Social Services Board Members' and Directors' Association are now due. They amount to \$340.00. This issue was Tabled until a future meeting at which time more information should be presented to the Board for their action on this matter.

The Community Human Services Board has received a copy of the North Central Area Health Planning Association's Implementation Plan for 1981. Any person interested in reading this document can contact Mr. Purcell.

A letter from the Waupaca County Social Services and Unified Board of Shawano and Waupaca Counties was read regarding the placement in Portage County of a developmentally disabled child. They requested reconsideration of their request for foster home placement in Portage County until September of 1982 and that this be placed on the February 10th meeting for action. The Board agreed to place this item on the agenda for its next meeting on February 10th. Representatives from Waupaca County will be asked to attend this meeting, present their request, and answer other appropriate questions.

Mr. Rentmeester reported that the process for filling the Developmental Disabilities Coordinator position has begun. Final interviews will be conducted by himself and Mr. Porubcansky. In the past, Board members have not been involved in the hiring process for middle management but if anyone feels they would like to attend, they should contact Mr. Rentmeester.

3. PRESENTATION ON ACHIEVEMENT CENTER PROGRAM -- MARLENE MILLER.

An oral and film presentation was given to the Board members by Ms. Miller of the Achievement Center. Ms. Miller also distributed a fact sheet on Center activities which included the Center's philosophy, staffing pattern, funding sources, purpose, clients served, and areas of exceptional services. Members were encouraged to ask questions.

4. FUTURE DIRECTIONS FOR 0-3 AGE GROUP PROGRAMMING -- PORUBCANSKY.

Mr. Porubcansky reported that according to 1970 statistics, \$900,000 could be saved if one developmental disabled person is help locally and not institutionalized. The Governor's proposed budget indicates that 51 Boards would not be mandated to supply funds for programs like the Achievement Center. For 1981, the Community Human Services Department is contributing funding in the amount of \$53,777 to the Achievement Center. There has been discussion about DPI taking over this program and changing some of the requirements such as age limits. The Board should review this issue in more depth prior to 1982 budget deliberations.

5. STATUS OF CHILD PSYCHOLOGIST POSITION -- PORUBCANSKY.

Mr. Porubcansky reported on the status of the only new position for 1981 that of a child psychologist. So far the position remains unfilled. Six applicants were screened for the position but all of them were unfavorable. Since this position is not yet filled, it has been decided that the department will contract with a child psychologist, Doug Henderson-PhD., for an average of 12 hours per week until such time as the department can hire a child psychologist. The contract will be paid through the amount allocated for this position in the salary line item. No action was required by the Board for this adjustment, but this action was endorsed by Mr. Tierney and Seconded by Mr. Varney. All other Board members voiced their consent also.

6. REPORT ON ADVISORY COMMITTEE MEETINGS -- MARGE SCHAD.

Mrs. Schad reported that the Social Services Advisory Committee held its meeting on January 20th. Mrs. Schad gave the committee an update on the Board's activities as well as the Human Services and Health Advisory Committees' update. Mr. Rentmeester reported on the reorganization progress and discussed the goals for the department for 1981. The advisory members' responses were favorable. Mrs. Schad indicated that the members appreciated Mr. Rentmeester's availability at their meeting. Mr. Von Feldt reported that he is on a state education committee and that the viewpoint being increasingly expressed is that of the necessity of sharing services and resources. He envisions the establishment of a committee specifically to enhance all services and resources. Mrs. Schad also indicated that Mr. Bartkowiak will be sending out a list of Title XX programs to enable a group discussion and "overview of all programs" to enable the members to get a handle on what is working, what is not, etc.. The Social Services Advisory Committee appears to be heading in the direction of prioritizing services since revenues will dwindle in coming years. Mrs. Schad also reported that Ms. Browne from the Family Crisis Center has asked to appear before the Committee at their next meeting on February 17th. Any Board member wishing to attend any Social Services Advisory Committee meeting is welcome.

The Health Advisory Committee met on Wednesday, January 21st. At that meeting, it was indicated that Brother Gavin had resigned as an advisory member. Procedures are in process to find a replacement for Brother Gavin. Mr. Rentmeester discussed the department's 1981 Goals and Objectives. Community Health Nursing options were also discussed. It was determined that at the next advisory meeting, it would be beneficial to have representatives from the school district present. Mr. Heiser and Mr. Babcock have been asked to attend. The purpose of their attendance at the meeting is to get their input and contributions as to how they see the school system using the county nurses and what they feel are the health education directions for the future. The advisory committee members felt it was imperative that there be a dialogue between the school system and the advisory committee before any recommendations could be formulated on nursing priorities. The committee will continue to discuss the draft directives. Anyone wishing to attend the Health Advisory Committee meetings is welcome.

7. BUSINESS MANAGER'S REPORT:

A. Year-End Expenditure Report

The department is underexpended for the 1980 fiscal year. A final report will be forthcoming to the Board. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the report as submitted. All were in favor of the motion. Motion carried.

Mr. Jurgella also indicated that the County Board of Supervisors approved the resolution submitted by this Board for the process of expense approval.

B. List of December Expense Vouchers.

The Board requested Mr. Jurgella to research data regarding a financial arrangement for standardized burial fees. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the expense vouchers as submitted. All were in favor of the motion. Motion carried.

At a meeting in the near future, Mr. Jurgella will also present a report to the Board on the Collections Unit.

8. ADJOURN.

A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb 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 will be on Tuesday, February 10th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Susan Rutta
Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
FEBRUARY 10, 1981

Present

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

Excused

Dave Varney
Jim Kollock

Others Present: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator/Program Management and Support; Bob Kellogg, Stevens Point School System; Karen Nash, practicum student; and Glen Bremmer, Social Worker from Waupaca.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Building on Tuesday, February 10, 1981.

1. APPROVAL OF THE MINUTES OF THE JANUARY 27, 1981 MEETING.

A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the Minutes of the January 27th meeting as written. All were in favor of the motion. Motion carried. The minutes were accepted with the clarification that on page 1, paragraph 2, under Correspondence, "All members, excluding Mr. Tierney, will be sent a copy of this letter" was not meant to reflect the fact that Mr. Tierney was excluded from receiving the correspondence only that he had received his own copy of the letter and would not need an additional copy which was being supplied for the Board members' information.

2. CORRESPONDENCE.

Mr. Rentmeester reported that he had received a telephone call from DPI indicating that a letter had been sent to Mr. Purcell supporting Waupaca County's request to Portage County for placement of a developmentally disabled child in Portage County. This item will be discussed later in the meeting.

Mrs. Schad reported that the Human Services Advisory Committee met last night and voiced their concerns on two issues. The advisory committee passed a motion based upon information received and discussed regarding continued funding through the calendar year (not fiscal year) for Woodview. Funding has only been allocated until July 1981 for this project. The task force members working on this project will present a written statement for continuation of this project at their March meeting which will be forwarded to the Community Human Services Board for their action at their March meeting.

Another concern voiced by the advisory committee was that the Social Detoxification Program has not yet been implemented. It was noted that funding for this program became available in July 1980. The Advisory Committee went on

record with a motion strongly recommending the use of any additional administrative staff to get the Social Detox Program implemented. Mr. Porubcansky explained that the department is currently renting two room at St. Michael's Hospital for this purpose. There has been a lack of administrative time because of the numerous special projects being completed by Mr. McCulley and also because of the lack of support from the recovering community. Hopefully this program can be implemented in the next month. This item will be placed on the agenda for the next Community Human Services Board meeting. Alternatives on this program will be presented for the Board's review.

3. ADMINISTRATOR'S REPORT:

Mr. Rentmeester read a letter from the clerical employees of the building to the Business Manager and also an accompanying response from the Business Manager to the Director. Both letters reflected the low morale of the clerical staff as a result of numerous factors: increase in job responsibilities, lack of monetary adjustment due to unit clarification, and the tabling of the DLAD Study by the Personnel Committee and its subsequent impact on reclassifications. Mr. Jurgella was advised that if any staff member was eligible for a promotion, the promotion could be handled in the same fashion as before the DLAD Study. The Board requested Mr. Jurgella to prepare his recommendations on any person he felt should be reclassified for the next Board meeting.

Mr. Porubcansky indicated that there will be a resolution before the County Board at this month's meeting to decertify four beds at the County Home which do not meet state guidelines. These beds would be decertified only at that point in time when four replacement beds become available. These four beds will probably be picked up by Catholic Charities. He also reported that at the February County Board meeting, the ICCES group will be presenting a report to the County Board on the nursing home bed placement process.

Mr. Rentmeester called to the Board's attention the data carried in the Health Planning News especially the data on Medicare expenditures and recipients.

4. FOSTER CARE PLACEMENT OF A CHILD FROM WAUPACA COUNTY -- REPRESENTATIVES OF WAUPACA COUNTY SOCIAL SERVICES AND HUMAN SERVICES DEPARTMENTS.

Mr. Glen Bremmer, Social Worker from Waupaca County, appeared before the Board requesting approval for the placement of a developmentally disabled child in Portage County. Mr. Bremmer indicated that the Stevens Point School System has a vacancy in the system and has indicated a willingness to accept this child. The contract with our agency would be until September 1982. DPI is now working with Waupaca County in developing a Developmental Disabilities Program in the Waupaca School Systems. Waupaca County is also in the process of recruiting persons as foster parents for this type of disabled individual. Mr. Porubcansky noted that if the Board agreed to the placement of this child in Portage County, it would require an additional eight hours per month of staff time for the D.D. Social Worker. The D.D. Social Worker's time would be expanded from 20 hours to 22 hours per week. All costs for this child would be reimbursed through the contract with Waupaca County. The Board expressed their concern that Waupaca County be advised that this is just a stop-gap measure and that they need to develop their own D.D. program and provide for their own residents. A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to approve the request by Waupaca County to contract for the placement of the developmentally disabled child with Portage County until September 1982 and also to express our

concerns to the appropriate individuals that this agreement is only a temporary solution to Waupaca County's problems and that we are requesting a six-month progress report on the status of the steps Waupaca County is taking to develop their own Developmental Disabilities system. All were in favor of the motion. Motion carried.

5. BOARD MEMBER ATTENDANCE AT SPRING CONFERENCE OF WISCONSIN SOCIAL SERVICES BOARD MEMBERS' AND DIRECTORS' ASSOCIATION.

A final decision on Board member attendance at this meeting was Tabled until a future meeting. Mr. Purcell did express an interest in possibly attending this meeting.

5. PRESENTATION AND DISCUSSION OF PERSONNEL CLASSIFICATION SYSTEM FOR PROFESSIONAL AND PARAPROFESSIONAL STAFF -- RENTMEESTER.

Mr. Rentmeester presented an overview of the proposed personnel reclassification system for professional and paraprofessional staff. Ken felt that it was imperative to approve this system prior to unit clarification. Three main goals were addressed during the development of this system: standardization of class titles, working titles, and class specifications; establishment of equality among similar positions; and development of a plan for cohesion between jobs -- i.e., ability to move within the system. Position descriptions were developed for each individual and from that data the classification specifications were developed. A copy of some of the grids used were presented for Board information. The Board requested a copy of the two grids for the next meeting. Mr. Rentmeester reported that all supervisors are supportive of this process and system. Last week, a meeting was held with staff. The majority of the staff appears to be in favor of this system. The Board members were encouraged to carefully analyze this data. If any Board member would like to discuss this classification system in depth prior to the next meeting, they should contact Ken, Rich, or Daryl. Mr. Rentmeester hoped that the Board would be able to take action on this matter at the February 24th meeting with a recommendation to the Personnel Committee for their approval on this document.

7. ADJOURN.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Erzinger to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:20 p.m.. The next meeting will be February 24th at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
FEBRUARY 24, 1981

Present

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

Others Present: Ken Rentmeester, Director; Richard Porubcansky, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator/Program Management and Support; Bill McCulley, Coordinator/Mental Health and Chemical Dependency; Brian Shoup, Portage County Council on Alcohol and Drug Abuse; Bob Steinke, Portage County Board Chairman.

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, February 24, 1981.

1. APPROVAL OF THE MINUTES OF THE FEBRUARY 10, 1981 MEETING.

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

2. CORRESPONDENCE.

Mr. Rentmeester distributed an article that appeared in the Wall Street Journal regarding "The Welfare Boom".

Mr. Rentmeester reported that he had received some further information regarding budget cutbacks which are possible from the federal government. Programs such as Title XX, Child Welfare, D.D., Energy Assistance, Home Health, Maternal and Child Health, Venereal Disease, Immunizations, and Dental Health (to name a few) are potential candidates for consolidation into a one block grant to each state from the federal government and which will be funded at 80% of the sum of the 1981 current services amount in 1982 and subsequent years. Wisconsin could select the service delivery agency best able to provide certain services that are now provided by direct federal grantees. The Board will be kept informed of future funding changes.

Mr. Rentmeester read a letter from the Council on Developmental Disabilities indicating their approval of the Developmental Disabilities portion of the CP&B plan for Portage County contingent upon Portage County's compliance with applicable state statutes and Division of Health and Social Services standards and also commending the Board and department for services being rendered to the developmentally disabled persons in Portage County. The Council also indicated that copies of the FY 1981 State Plan for Developmental Disabilities will be forthcoming to the agency.

Mr. Rentmeester indicated that a letter addressed to Mr. Purcell from Mr. Bubla, President of the Portage County Council on Alcohol and Drug Abuse, had been received. This letter will be read at the appropriate time during the meeting.

3. REPORT ON ADVISORY COMMITTEE MEETINGS - MARGE SCHAD.

Mrs. Schad reported that at the last Human Services Advisory Committee meeting, Mr. Friess and Mr. Porubcansky were selected to work on a draft for a project priority system. From this draft will come procedures to be used for grading programs and setting priorities.

The Social Services Advisory Committee met on February 17th. Bonnie Brown from the Crisis Center appeared before the committee regarding investigating the possibility of additional funding for the Crisis Center through Title XX funds. Ms. Brown presented financial and statistical data to the committee. Mr. Rentmeester indicated that the department is in the process of establishing a multidisciplinary task force to look at the Crisis Center funding program. It would be the responsibility of the task force to appear before the advisory committee with their recommendations. The advisory committee would then make a recommendation to the Human Services Board. Mr. Rentmeester felt that this would be a more feasible approach to this very complex problem. The Human Services Board members concurred. Also at the advisory committee meeting, Mr. Tuszka presented a list of Title XX services. At their next meeting in March, the committee will become familiar with the housing, counseling, and transportation services available under Title XX services.

The Health Advisory Committee met on February 18th. The majority of the meeting centered around a discussion with Mr. Heiser and Mr. Babcock of the Stevens Point Area School System regarding health services in the school system. This discussion was very cordial and informative. Mr. Heiser and Mr. Babcock agreed that health promotion is a key ingredient in wellness but that it is also important to have a total health program in the schools. Both Heiser and Babcock gave their support to the wellness concept if there was assurance of follow-up for other health problems in the school system. They want to have a definition as to how the nurses can be used in the school system. Heiser and Babcock were in favor of reactivating the health advisory board to focus on these issues.

4. BUSINESS MANAGER'S REPORT:

A. Update on Year-End Expenditure Report.

A document reflecting the savings of the combined department was discussed by Mr. Jurgella. With approximately 98% of all expenses and revenues in, the department could have an approximately \$250,000 in unexpended funds. Mr. Jurgella is looking into the possibility of setting up a contingency fund with these funds. Mr. Erzinger indicated his opposition to this plan. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve this report. All were in favor of the motion. Motion carried.

B. February Expenditure Report.

The expenditure report was examined. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the expenditure report as submitted. All were in favor of the motion. Motion carried.

C. List of February Expense Vouchers.

The voucher listing was examined. Questions were answered. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the expenditures as submitted. All were in favor of the motion. Motion carried.

5. PERSONNEL CLASSIFICATION SYSTEM FOR PROFESSIONAL AND PARAPROFESSIONAL STAFF - RENTMEESTER.

A revised proposed personnel system package was distributed to the Board. This revised packet incorporated the changes in the Administrative Officer series. This classification group now contains six instead of five classifications. A Motion was made by Mrs. Schad and Seconded by Dr. Kreul to approve the proposed personnel system as rewritten and to submit it to the Personnel Committee for approval. All were in favor of the motion. Motion carried.

6. ESTABLISHMENT OF DEPARTMENT-ADVISORY COMMITTEES TASK FORCE ON NEEDS ASSESSMENT AND PROGRAM PRIORITY SETTING - RENTMEESTER

Mr. Rentmeester requested that the Board support his recommendation for a task force approach to designing and implementing a method to assess community needs and setting priorities. Mr. Rentmeester recommended that one volunteer be obtained from each of the three advisory committees. The task force would be composed of Mr. Rentmeester, Mr. Porubcansky, Mr. Kurtenbach, and one member from each of the three advisory committees. The Board also recommended that Mrs. Schad be included on the task force representing the Human Services Board. A Motion was made by Mrs. Gibb and Seconded by Mr. Varney to endorse the concept of the establishment of a department-advisory committees task force on needs assessment and priority setting and also endorsing Mrs. Schad as a member of this task force representing the Board. All were in favor of the motion. Motion carried.

7. APPOINTMENT OF CONSUMER MEMBER TO NORTH CENTRAL AREA HEALTH PLANNING ASSOCIATION-RENTMEESTER.

Mr. Rentmeester read a letter from the North Central Area Health Planning Association requesting Portage County's input regarding the nomination of a person to serve on the NCAHPA Board for a period of three years as a consumer member. This person would be only reimbursed for travel expenses and must be over 18 years of age. Names for this position must be submitted to the NCAHPA by March 17th. Mr. Rentmeester was asked to verify eligibility for the consumer status. Board members were asked to submit their recommendations at the next meeting.

8. RE-ESTABLISHMENT OF COMMUNITY ALCOHOLICS ANONYMOUS MEETINGS AT ALDA HOUSE - BILL MCCULLEY.

Since 1979, Alcoholics Anonymous meetings have been suspended at the Alda House. Mr. McCulley felt that these meetings are a very vital part of the recovering alcoholics' program and requested Board approval to reinstate the meetings at Alda House. The matter was discussed in depth. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to re-establish the Alcoholic Anonymous meetings at Alda House and requested that Mr. McCulley contact both the 10th Ward Alderman and County Board Supervisor to inform them of the re-establishment of this program element. All were in favor of the motion. Motion carried.

9. UPDATE ON IMPLEMENTATION OF THE SOCIAL DETOXIFICATION PROGRAM-BILL MCCULLEY.

Mr. McCulley presented timelines and tasks needed to implement the detoxification program. In order to implement this program, it will be necessary to recruit 15-20 people. Recruitment is tentatively scheduled for March 13th. A coordinator has been found and assessment criteria is in place. Mr. McCulley would like to see the program in operation by March 27, 1981. A Motion was made by Mr. Tierney and Seconded by Mr. Kollock to table any action on this program until after Executive Session. All were in favor of the motion. Motion carried. After Executive Session, it was the Board's recommendation that Mr. McCulley continue to pursue the Social Detoxification program and that he report to the Board at the next meeting on the status of this program.

10. ADJOURN TO EXECUTIVE SESSION PURSUANT TO S.S. 19.85 (1) (c) TO CONSIDER PROGRAM CHANGES AND RELATED STAFF PERFORMANCE AND ASSIGNMENT.

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.

11. RECONVENE TO OPEN SESSION TO TAKE APPROPRIATE ACTION ON PROGRAM CHANGES AND RELATED STAFF PERFORMANCE AND ASSIGNMENT.

A Motion was made by Mr. Tierney and Seconded by Mrs. Schad 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 Mrs. Schad requesting staff to investigate possible solutions to include cost factors both pro and con regarding the absorption of the Portage County Council on Alcohol and Drug Abuse personnel and services, the possible restructuring of the Children and Youth Services Section to alleviate staffing concerns in the Chemical Dependency Section, and any other changes that would be deemed feasible (as suggested in Executive Session). This analysis should be presented to the Board at their March 24th meeting. All were in favor of the motion. Motion carried.

12. ADJOURN.

A Motion was made by Mr. Erzinger and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 7:00 p.m.. The next meeting will be on Tuesday, March 10th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MARCH 10, 1981

Present

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

Excused

Dr. Bill Kreul

Others Present: Ken Rentmeester, Director; Richard Porubcansky, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator/Program Management and Support; Bill McCulley, Coordinator/Mental Health and Chemical Dependency; Karen Nash, practicum student; Barb Kranig, Education and Training Section; Lauri Rettinger, I.M. Supervisor; Mat Musgrave, Supervisor/Children and Youth Section.

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, March 10, 1981.

1. APPROVAL OF THE MINUTES OF THE FEBRUARY 24, 1981 MEETING.

A Motion was made by Mrs. Lassa and Seconded by Mr. Varney to approve the minutes of the February 24, 1981 meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE:

Mr. Rentmeester read a letter of resignation from Cheryl Smith. A motion was made by Mrs. Gibb and Seconded by Mr. Erzinger to accept the letter of resignation. All were in favor of the motion. Motion carried.

Mr. Rentmeester distributed an update on the "President's Budget Reform Plan". The calculated dollar figure as indicated in previous communiques had reflected 80% of the current funding levels. Updated information now reflects the percentage to be 75%. The impact of this change has, of yet, not been determined for the state of Wisconsin.

Part II of "The Welfare Boom" was distributed to the Board members. Mr. Rentmeester indicated that Mr. Bartkowiak has been assigned to analyze statistics for Portage County in comparison with other surrounding counties with regard to trends in general relief, AFDC, and Food Stamps. This overview will be based on data from the past ten years and will be presented at an April Board meeting.

Board members expressing an interest in attending the WSSBMDA meeting are Mrs. Schad, Mrs. Lassa, Mr. Purcell, Mr. Kirschling, Mr. Erzinger, Mr. Kollock and Mr. Erzinger.

3. REPORT ON COOPERATIVE PURCHASING - JURGELLA.

Mr. Jurgella reported that the county, as a government entity, received a 10% discount from IBM on equipment and that the university, because it is an educational institution, receives a 15% discount. Upon discussion with Dick Karch, purchasing agent for the county, Mr. Jurgella advised the Board that it would be inappropriate to have the machines purchased through the university for the county. Mr. Jurgella was requested to contact IBM for further data to clarify the different discount areas. Mark will report to the Board at the next meeting.

4. CLARIFICATION REGARDING NORTH CENTRAL AREA HEALTH PLANNING ASSOCIATION BOARD MEMBERSHIP - RENTMEESTER.

Mr. Rentmeester reported that any person can serve as a consumer member on the NCAHPA Board if 20% or less of their income is derived from providing direct services. At the next Board meeting, the Board will act on nominations for the consumer vacancy on the NCAHPA Board.

5. PRESENTATION REGARDING BOARD TRAINING - KRANIG.

The orientation and training of the Board members was begun in 1980 with the overview of each section as presented by the respective supervisors. Mrs. Kranig now suggested that the Board's orientation be further expanded to include a one-day or one-half day department visit. Each Board member would be allowed to choose the area in which they would like greater expertise and would be assigned to a staff person for the day. At the conclusion of the day, each member would be given the opportunity to discuss their observations at dinner. In addition to a half-day department visit, it was suggested that a video presentation be prepared including services offered by the department, etc. Video equipment is available through the university, school system, library, and judicial system. The Board suggested that Mrs. Kranig circulate a memo including such information as areas available for participation, specific days, months, and time available. Each member would participate in this one-half day session at their convenience.

6. UPDATE ON SOCIAL DETOXIFICATION PROGRAM - MCCULLEY.

Mr. Rentmeester announced that the Developmental Disabilities Coordinator position had been filled by Mr. Jim Canales. Mr. Canales was one of 68 candidates for the position. He has been with the agency for four years. The final hiring was done by Mr. Rentmeester and Mr. Porubcansky. Some Board members expressed concern regarding the input of the Community Human Services Board in the hiring practices for top level and middle management personnel. It was decided that this concern would be taken up as an agenda item by the Board in the near future.

Mr. McCulley reported that twenty-five people have expressed an interest in becoming involved in the staffing of the Social Detoxification Program. A. A. meeting members in town have been very responsive. Mr. McCulley reported that the department has also received word from Secretary Percy that the Social Detox program funds have been extended to including funding from January 1 through December 31, 1981 instead of ending June 30, 1981. Mr. Rentmeester felt that this program should be continued. The Board requested another update on this program in the near future. A Motion was made by Mr. Tierney and Seconded by

Mrs. Gibb to continue the Social Detoxification Program and also requested a report be given to the Board at the first meeting in April. All were in favor of the motion. Motion carried.

7. ADMINISTRATOR'S REPORT:

A. Task Force Assignments:

Ten task force assignments have been established in an effort to meet the 1981 department goals. Each task force is composed of members selected for their ability to address the specific issues involved. The Board was provided, for their information, with a listing of the specific task force assignments. Mr. Szymkowiak has agreed to participate in the Crisis Center Task Force. Board members were asked to include Eugene's name on that committee's membership listing.

B. Update on Work with Regional Office.

The Board was given an opportunity to review a summary of a meeting which was held on February 11th with the Central Management staff and the Regional Office staff. Four specific major areas of concern were addressed at this meeting. A synopsis of the discussion and agreements reached relative to each of the four concerns was shared with the Board.

C. Wisconsin County Board Association Materials and Accomplishments.

Mr. Rentmeester highlighted a letter from the Wisconsin County Board Association illustrating some of their accomplishments in 1980. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve membership in the WSSBMDA with the provision that membership in this organization be reviewed each year. With the exception of Mr. Erzinger, all were in favor of the motion. Motion carried.

8. ADJOURN TO EXECUTIVE SESSION PURSUANT TO S.S. 19.85 (1) (c) TO: (A) CONSIDER MATERNITY LEAVE AND AN LTE REPLACEMENT IN INCOME MAINTENANCE SECTION, AND (B) RECLASSIFICATION REQUEST FOR INCOME MAINTENANCE WORKERS - KURTENBACH.

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

9. RECONVENE TO OPEN SESSION TO TAKE APPROPRIATE ACTION ON MATERNITY LEAVE REQUEST, LTE REPLACEMENT, AND RECLASSIFICATION REQUESTS.

A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to reconvene to Open Session to take appropriate action on maternity leave request, LTE replacement, and reclassification requests. Roll call vote was taken. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the motions made and approved in Closed Session. All were in favor of the motion. Motion carried. These motions included a Motion made by Mr. Purcell and

Seconded by Mrs. Schad to approve the maternity request of Mary Mahr as amended. All were in favor of the motion. Motion carried. (Mrs. Mahr will use her sick leave, vacation, and then leave without pay. She will not be required to come into work for eight hours per week during her leave.) A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the hiring of an LTE position to temporarily fill the vacancy created by the maternity leave. All were in favor of the motion. Motion carried. A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to approve the reclassifications of all four of the Income Maintenance Assistants to Income Maintenance Workers. All were in favor of the motion. Motion carried. These matters will be forwarded to the Personnel Committee for action with the Board's favorable endorsement.

10. ADJOURN:

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The next meeting will be held on Tuesday, March 24th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center. The meeting was adjourned at 6:15 p.m.

Submitted: Susan Rutta
Admin. Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 24, 1981

Present

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

Excused

Dennis Tierney
Dr. Bill Kreul

Others Present: Ken Rentmeester, Director; Richard Porubcansky, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator/Program Management and Support; Marlene Miller representing the Achievement Center; Karen Nash, practicum student; Jim Canales, Community Services Coordinator; Bill McCulley, Coordinator for Mental Health/Chemical Dependency; Brian Shoup and members of the Portage County Council on Alcohol and Drug Abuse; Mike Bubla representing the Council; Patti Hintz, Collections Section Supervisor; Audrey McNichols representing the Human Services Advisory Committee; news media, others.

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, March 24, 1981.

1. APPROVAL OF THE MINUTES OF THE MARCH 10, 1981 MEETING.

A Motion was made by Mrs. Schad and Seconded by Mr. Kirschling to approve the Minutes of the March 10, 1981 meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A letter from the Achievement Center addressed to Mr. Purcell was read by the Director. The letter addressed immediate concerns for the loss of significant funding facing the Achievement Center. In FY 80-81, the Center received approximately \$17,000 from Title I funding. They were anticipating a 15% decrease in these funds for FY 81-82. However, without an educational mandate from the Department of Health and Social Services (Secretary Percy has proposed a policy change in removing or rescinding the educational manadate), the Achievement Center would no longer be eligible to apply for any Title I funding. The letter outlined specific services which would be cut which included such services as occupational therapy, physical therapy, and the parent support group. The Achievement staff suggested that the Board (1) contact the Legislature to inform them of the local effects of the loss of an educational mandate; (2) contact local school districts to determine their willingness to serve the birth to age three group; (3) allocate additional funds to the Center to enable the

continuation of all present services. The Board members requested copies of this letter. A Motion was made by Mrs. Gibb and Seconded by Mr. Erzinger to refer this letter to the Human Services Advisory Committee for their recommendation and charged the administration to explore with the school district the possibility of absorbing this program into their special education program. All were in favor of the motion. Motion carried.

A letter was read by Mr. Rentmeester from Ms. Hintz requesting a minimum of three weeks with a maximum of six weeks sick leave for the purpose of having knee surgery. A Motion was made by Mrs. Lassa and Seconded by Mr. Kollock to approve the leave as requested. All were in favor of the motion. Motion carried.

3. REPORT ON ADVISORY COMMITTEE MEETINGS - MARGE SCHAD.

Mrs. Schad reported that the Human Services Advisory Committee met on March 9th. At that meeting, Mr. Porubcansky gave updates on the Social Detox Program and the state budget. There was discussion and action on the Woodview Task Force Report which will be presented tonight to the Board. Mr. Kellogg is chairing a task force on respite care. Mr. Friess has been nominated to serve on the Needs Assessment Task Force. Mr. Friess and Mr. Porubcansky also presented the proposed grid system to be used in assessing program priorities.

The Social Services Advisory Committee met on March 17th. There was very low attendance. Mr. Tuszka had staff present the counseling and transportation services available under Title XX.

The Health Advisory Committee met on March 18th. Mr. Jim Oliver is the new committee member to replace Brother Dennis Gavin. Dr. Whiting has volunteered to serve on the Needs Assessment Task Force. The attendance at this meeting was also low.

A Motion was made by Mr. Kirschling and Seconded by Mr. Kollock to accept the report as presented. All were in favor of the motion. Motion carried.

4. PRESENTATION ON THE RECOMMENDATIONS OF THE HUMAN SERVICES ADVISORY COMMITTEE REGARDING WOODVIEW - AUDREY MCNICHOLS.

Audrey McNichols representing the Human Services Advisory Committee gave a task force report on the Woodview Halfway House. A full report on Woodview was presented by the task force to the Human Services Advisory Committee at their March 9th meeting. At that time, the Advisory Committee directed the task force to present the report to the Community Human Services Board as soon as possible and to request additional support for the program. Program goals, services, comparable programs, program effectiveness, and budget implications were addressed in the report. In addition, a document containing a synopsis of the full report was distributed to the Board. It is the task force's and advisory committee's recommendation that this program be supported as long as it proves effective and as long as the budget permits. Woodview had previously been funded only through the end of July 1981. Because of the late start-up of this program, funds are available to continue this program until the end of 1981. This program will be prioritized along with the other services offered by the Department when bidding for 1982 future funds. The

Board thanked Ms. McNichols for the comprehensive and informative report.

5. PRESENTATIONS ON COMMUNITY HUMAN SERVICES COLLECTIONS SYSTEM - JURGELLA/HINTZ.

Mr. Jurgella and Ms. Hintz, Division of Operations, presented an overview of the collections system in the Department. Some areas discussed included (1) historical data; (2) present billing procedures both manual and computerized; (3) future areas of collections. Mr. Jurgella reported that approximately \$300,000 is collected annually by the Department. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to accept the report as presented. All were in favor of the motion. Motion carried.

6. BUSINESS MANAGER'S REPORT:

A. March Expenditure Report

Mr. Jurgella reported that all areas except Outlay are underexpended as of the March report. This spending pattern is not unusual. On the average, expenditures as of this month reflect 11% as compared to 16.7% budgeted. A Motion was made by Mr. Varney and Seconded by Mr. Kollock to approve the report as submitted. All were in favor of the motion. Motion carried.

B. List of March Vouchers

The listing of vouchers was reviewed. Mr. Jurgella was asked to investigate the difference between items listed as "February Contract Services and February Care" for the same vendor. A Motion was made by Mr. Varney and Seconded by Mr. Kollock to approve all vouchers for March. All were in favor of the motion. Motion carried.

C. Budget Transfer

The Department is requesting the transfer of \$1,400 from line item #5400.49.49 (Marshfield Medical Foundation) to #5400.49.68 (Janal House) - \$1,000 and to #5400.49.81 (Community Living Program) - \$400 to cover the cost of supportive care for stabilization of a mental health client. A Motion was made by Mrs. Gibb and Seconded by Mr. Szymkowiak to approve the transfer. All were in favor of the motion. Motion carried.

7. APPOINTMENT OF CITIZEN MEMBER TO THE COMMUNITY HUMAN SERVICES BOARD - RENTMEESTER.

Mr. Rentmeester indicated that the citizen member position held by Dr. Kreul is up for renomination. This position will now be for a three-year term. Dr. Kreul has indicated that he does not wish to be reappointed to the Board. Dr. Kreul feels that he does not have the time necessary to provide adequate input into this important committee. The Board discussed possible alternatives to obtain potential nominees. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to write a letter to the Medical Society, Dental Society, and Nurses Association, etc. indicating our need for a Board member and also to have an article on the Board and its function in the newspaper. Applicants for the position would then submit a resume and any other appropriate data as required by the Board. All were in favor of the Motion. Motion carried.

8. CETA POSITION DETERMINATION AT WOODVIEW - PORUBCANSKY.

Mr. Porubcansky presented the Board with a request for a relief resident manager position for Woodview. The position is assigned weekend coverage as is essential to the operation of the recovering female alcoholic program. Since October 1979, CETA has funded the position. The 18-month CETA period expires the end of March 1981. A permanent employee status is requested for this position. The position will not require any additional funds. Because of the late start-up of this program, funding is available until the end of 1981 through the Department grant. The Board discussed the type of status they felt would be appropriate for this position. A Motion was then made by Mrs. Gibb and Seconded by Mr. Erzinger to continue the position as a project employee contingent upon complete funding of the project through grant monies (through 1981). All were in favor of the motion. Motion carried.

9. APPOINTMENT OF CONSUMER REPRESENTATIVE TO NORTH CENTRAL AREA HEALTH PLANNING ASSOCIATION - RENTMEESTER.

Mr. Rentmeester reported that he had received the personal profile from Mrs. Lampert who has agreed to serve as a consumer member on the NCAHPA Board. Mrs. Lampert's personal profile was circulated to interested Board members. A Motion made by Mr. Kollock and Seconded by Mrs. Lassa to recommend to the County Board the appointment of Mrs. Lampert as consumer member to the NCAHPA. All were in favor of the motion. Motion carried.

10. POLICY DECISION ON DEPARTMENT HIRING PRACTICE FOR MANAGEMENT STAFF - RENTMEESTER.

The Board discussed the current department hiring practices. Each Board member was asked to convey their opinion on the matter. At present, the Board has been involved only in the hiring of top management personnel and have not been involved in the hiring of middle management personnel (according to 46.23). A discussion ensued. Mrs. Lassa proposed that, for purposes of selecting middle management and top management personnel, a committee of three Board members be selected and the committee act in the selection process on a rotating basis. A motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to Table this item. All were in favor of the motion. Motion carried. This item will be scheduled for further action at a meeting in April. Until further notice, the Board decided that before final interviews are done for top and middle management vacancies, the Board will be notified that the vacancy should be filled and determine if any of the membership wish to be involved in the hiring process.

11. ADJOURN TO EXECUTIVE SESSION PURSUANT TO S.S. 19.85 (1) (c) TO REVIEW STAFF RECOMMENDATION OF PROGRAM CHANGES AND RELATED STAFF PERFORMANCE AND ASSIGNMENT.

Prior to adjourning to Executive Session, Mr. Purcell indicated to the Board that both Mr. Porubcansky and he had attended a meeting with the Alcohol and Drug Abuse Council staff and directors. He advised the members of the Council who were present in the audience that the Board had not heard Mr. Porubcansky's recommendation on the incorporation of the alcohol and drug abuse services into the Department but upon discussing the proposed recommendations with Mr.

Porubcansky, it will be Mr. Porubcansky's recommendation not to absorb the Council's services into the Department at this time. Mr. Shoup and Mr. Bubla representing the Council supported this proposed recommendation.

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

12. RECONVENE TO OPEN SESSION TO TAKE APPROPRIATE ACTION ON STAFF RECOMMENDATION ON PROGRAM CHANGES AND RELATED STAFF PERFORMANCE AND ASSIGNMENT.

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

A Motion was made by Mr. Erzinger and Seconded by Mrs. Schad that absorption of the Portage County Council on Alcohol and Drug Abuse Program does not appear to be feasible at this time and that staff are directed to seek other possible solutions. All were in favor of the motion. Motion carried.

13. ADJOURN.

A Motion was made by Mr. Kollock and Seconded by Mr. Szymkowiak to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:55 p.m.

The next meeting will be Tuesday, April 14, 1981, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 14, 1981

Present

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

Excused

Jim Kollock

Others Present: Ken Rentmeester, Director; Richard Porubcansky, Associate Diector; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator/Program Management and Support; Ray Bartkowiak, Special Projects Coordinator; Tris Lahti, Nursing Supervisor; Jim Canales, Community Support Supervisor; Karen Nash, practicum student; Marlene Miller and concerned parents and staff of the Achievement Center; news media.

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, April 14, 1981.

1. APPROVAL OF THE MINUTES OF THE MARCH 24, 1981 MEETING.

A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to approve the Minutes of the March 24, 1981 meeting as submitted. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Purcell read a letter addressed to the Board from Mr. Rentmeester regarding the tendering of his resignation effective June 13, 1981. A Motion was made by Mrs. Gibb and Seconded by Mr. Varney to regretfully accept Mr. Rentmeester's resignation and to extend the Board's regards to a fine county employee. All were in favor of the motion. Motion carried.

Mr. Rentmeester read a letter addressed to the Board from the Achievement Center parents and Board members. The letter reinforced their concerns regarding the funding cutbacks for the Center and their request for favorable Board action on this matter when it is addressed later in the meeting. The letter was placed on file.

3. ADMINISTRATOR'S REPORT:

A. Candidates for Board Membership.

A listing of candidates for the citizen position vacancy was distributed to Board members. The Board would like to stay in the global professional area of medicine (physicians, dentists, nurses, etc.). They recommended leaving the vacancy unfilled until such time as correspondence has been received from the Medical Society, Dental Society, Nursing Association, etc. The Board also requested that Dr. Iber, Dr. Johnson, and Dr. O'Malley be contacted regarding their interest in the Board vacancy. Resumes will be considered in Executive Session at the next meeting.

B. Board Attendance at Social Services Conference.

Board attendance at the WSSBM&DA Annual Spring Institutue at Merrimac was discussed. Mrs. Schad and Mrs. Lassa indicated a willingness to attend one day of this three-day conference, May 7th. A Motion was made by Mr. Purcell and Seconded by Mr. Kirschling to approve the attendance of Mrs. Schad and Mrs. Lassa at the conference. All were in favor of the motion. Motion carried. Preregistration will be completed by the Secretary.

4. REPORT ON BURIAL FUND REQUIREMENTS AND OPTIONS - BARTKOWIAK.

Mr. Bartkowiak, Special Projects Coordinator, reviewed with the Board the history of the allowance for the burial of recipients of the Social Security Aids in Portage County and the eligibility requirements for burial allowance. This program was initially established in 1941. The total cost of the funeral and cemetery expenses that will be picked up by Portage County and reimbursed through the state is \$1,275 (\$600 maximum for funeral costs and \$675 maximum for cemetery costs). Mr. Bartkowiak was thanked for his presentation.

5. RECOMMENDATIONS FOR ADVISORY COMMITTEE ON FISCAL SUPPORT FOR THE ACHIEVEMENT CENTER - PORUBCANSKY.

Mr. Porubcansky reviewed with the Board the concerns of the Achievement Center regarding the loss of Title I funding. The Achievement Center will have a reduction of funds in the amount of \$6,700 for 1981. The Human Services Advisory Committee was requested to make a recommendation to this Board regarding appropriate action on this matter. Mr. Porubcansky reported that the Advisory Committee met last night, April 13th, and voted 8-0 to recommend that the Community Human Services Board approve a request for funding in an amount not to exceed \$6,701 for the continued operation of the Achievement Center through December of 1981. The Advisory Committee has also appointed a task force to explore the current and future funding dilemma of the Achievement Center and will provide a full report to the Board in the near future. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to approve the budget transfer in the amount of \$6,700. All were in favor of the motion. Motion carried. Mr. Jurgella reported that there was \$9,300 in carry-over funds from the Achievement Center last year and that the \$6,700 will be offset by these funds. The Board also requested the administration to communicate with the legislators regarding Portage County's interest in Title I funding to this service for the 0-3 age children. Mr. Grove, state Superintendent of Schools, should also be carboned

on the communique. The Board felt it would be appropriate to initiate a meeting with the school board and aggressive pursue this matter with them.

6. HIRING POLICY FOR MANAGEMENT STAFF - RENTMEESTER.

Mr. Rentmeester presented a proposal for the Community Human Services hiring procedure for management staff. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to amend the document as follows: Item #4, line 3 should read "This process may include the involvement..." instead of "shall include". All were in favor of the motion. Motion carried. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the amended hiring policy for management staff in the Department. All were in favor of the motion. Motion carried.

7. BUDGET TRANSFERS:

A. Environmental Health.

The Department is requesting the transfer of \$4,400 from Social Services/Salaries to Health/Salaries to cover the cost of a contract of services for a sanitarian aide. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the budget transfer as requested. All were in favor of the motion. Motion carried.

B. Income Maintenance.

The Department is requesting the adjustment of \$13,300 to the 1981 revenues and I.M./Salaries, Overtime, and Outlay line items. This adjustment is due to the additional Income Maintenance Worker in the Department, overtime necessary because of the workload and outlay needed for the new position. A Motion was made by Mrs. Gibb and Seconded by Mr. Varney to approve the I.M. transfer in the amount of \$13,300. All were in favor of the motion. Motion carried.

8. ADJOURN TO EXECUTIVE SESSION PURSUANT TO S.S. 19.85 (1) (c) TO DISCUSS PERSONNEL ISSUES: (A) DIVISION OF OPERATIONS RECLASSIFICATION REQUESTS - JURGELLA?KURTENBACH (B) PERSONAL SERVICES CONTRACT - PORUBCANSKY.

A 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 TO TAKE APPROPRIATE ACTION ON RECLASSIFICATION REQUESTS IN DIVISION OF OPERATIONS AND PERSONAL SERVICES CONTRACT.

A Motion was made by Mr. Kirschling and Seconded by Mrs. Gibb 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. Purcell and Seconded by Mrs. Gibb to approve the reclassification requests with the amendment that the reclassifications become effective to the nearest payroll period after it passes the Personnel Committee. All were in favor of the motion. Motion carried.

A Motion was made by Mrs. Gibb and Seconded by Mr. Erzinger to approve the personal services contract for 20 hours per week to be effective from mid-April (April 15th) through the end of July at a salary of \$10.00 per hour. All were in favor of the motion. Motion carried.

A motion was made by Mrs. Gibb and Seconded by Mr. Tierney to initiate a search for a new department director after having conferred with the Personnel Department regarding the promotional policies of the county. All were in favor of the motion. Motion carried.

10. ADJOURN.

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:45 p.m. The next meeting will be on Tuesday, April 24th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Admin. Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 24, 1981

Present

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

Others Present: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Bob Steinke, Chairman-Board of Supervisors; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Karen Nash, practicum student; and Mary Greenwell and staff, Information and Referral Services.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, April 24, 1981.

1. APPROVAL OF THE MINUTES OF THE APRIL 14, 1981 MEETING.

A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to approve the Minutes of the April 14, 1981 meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Rentmeester reported that the department has contacted numerous physicians and dentists as well as the dental society, medical society, and nursing organization without any luck in obtaining a replacement for Dr. Kreul. A primary concern of those contacted is the time of the meetings. Dr. Iber has been contacted but, because of an ailment, asked that he be recontacted in a few weeks. It was suggested that Marge Lundquist, Cathy Leach and Dr. Kuehl be contacted regarding this vacancy. The department was asked to solicit a resume or statement also from the nurses listed on our current candidate list.

Mr. Rentmeester distributed a memo from the Wisconsin County Boards Association regarding the Community Options Program - State Budget Proposal. The County Board Association indicates there is strong support for the concept of this program but that it is opposed to many specific elements of the proposal in AB66. Board members will be kept advised on this issue.

3. REPORT ON INFORMATION AND REFERRAL SERVICE - SALLY GREENWELL, DIRECTOR, MENTAL HEALTH ASSOCIATION.

Sally Greenwell, Theresa Summerton, and Cathy Eton reviewed their program with the Board. The cost per call for Information and Referral Services is approximately \$2.75. There have been over 1,400 calls this year. The annual budget for 1981 is \$15,400. The Board indicated they would like to see the statistical breakdown on Crisis Center calls and Information and Referral calls. A brochure indicating services available through Information and Referral was distributed. Ms. Greenwell would like to see the department pick up the cost of the Information and Referral Services since the majority of calls are referred to this department. Ms. Greenwell was thanked for the presentation.

4. REPORT ON ADVISORY COMMITTEE MEETINGS - MARGE SCHAD.

Mrs. Schad reported that the Health Advisory Committee met April 8th. Mr. Lahti discussed a grant proposal he had submitted to the state. Mr. Lahti was requested to provide an overview of services now being delivered by the Health Section to include numbers served, cost, areas, etc. The committee will be looking into what they feel should be the basic services for Portage County residents.

The Human Services Advisory Committee met on April 13th. Jim Canales presented an overview on the Developmental Disabilities program and projects. Marlene Miller was also present. The task force report regarding long-range funding possibilities for the Achievement Center is due in May. Mr. Porubcansky gave an update on the Social Detoxification Program. In June, a final report on respite care is due. Pam Fleishauer will do a report on foster care after the child reaches 18. A visit to a foster home will also be made in conjunction with this report.

The Social Services Advisory Committee met on April 21st. The meeting again was poorly attended. The committee is in the process of recruiting three members whose terms expire in June. Mr. Von Feldt has resigned from the committee and was replaced by Karen Aldinger. Mr. Zimmerman reported on the status of supportive home care services and indicated that there will be a deficit in the budget if services continue as they have. A task force will be forwarding a recommendation regarding this program and funding for it in the near future.

5. BUSINESS MANAGER'S REPORT:

A. April Expenditure Report

April expenditures reflect a 15.5% usage. Mr. Jurgella reported that expenses are 4-6 weeks behind schedule. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve all the expenditures. All were in favor of the motion. Motion carried.

5. B. List of April Vouchers

A List of April vouchers was reviewed by the Board. Mr. Jurgella indicated that the two items questioned on the March report were incorrectly listed as February expenses instead of January expenses. Mr. Tierney suggested that perhaps the CAP Agency through their weatherization program and our Income Maintenance staff through our Emergency Fuel program could work together and coordinate some of the needs of Portage County residents in need of both these services. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve all the April expenses. All were in favor of the motion. Motion carried.

C. FINAL - 1980 FISCAL REPORT

Mr. Jurgella presented his final 1980 fiscal report along with an explanation of any budget deviations. Mr. Jurgella reported that we will be returning to the county a total of \$175,000 for fiscal year 1980. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the final 1980 report as submitted. All were in favor of the motion. Motion carried.

The Board also requested an explanation of the Indochinese Program in the county at a future meeting.

6. ESTABLISHMENT OF AN INTERNSHIP PROGRAM IN THE MENTAL HEALTH CLINIC - PORUBCANSKY.

Jay Cleve, Director of the Mental Health Clinic, appeared before the Board to request the establishment of an internship program in the mental health clinic. This would be a doctorate level internship program and would begin in September and end in August of the following year. Dr. Cleve requested that if the vacancy caused by Ms. Holmes' leaving is not filled, he would like to initiate the program sooner. The internship would cost approximately \$8,000 per year thus creating a dollar savings of over \$10,000. The contract for the internship would be with the school providing the intern, the intern, and the department. Dr. Cleve would either replace Ms. Holmes or hire an intern starting September 1st but not both. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the establishment of an internship program in the mental health clinic. All were in favor of the motion. Motion carried.

7. ADJOURN TO EXECUTIVE SESSION PURSUANT TO S.S. 19.85 (1) (c) TO DISCUSS RECRUITMENT OF DEPARTMENT DIRECTOR.

A Motion was made by Mrs. Gibb and Seconded by Mr. Erzinger 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 APPROPRIATE ACTION ON RECRUITMENT OF DEPARTMENT DIRECTOR.

A Motion was made by Mr. Varney and Seconded by Mrs. Lassa 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 Mrs. Schad to offer to Mr. Porubcansky the position of Director of the Community Human Services Department at a recommended salary of \$31,500 contingent on the promotional policy of the Personnel Committee being approved and the salary being approved and contingent upon the acceptance of the position by Noon on Thursday, April 30th, by Mr. Porubcansky. All were in favor of the motion. Motion carried.

9. ADJOURN.

A Motion was made by Mrs. Schad and Seconded by Mr. Kirschling to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:25 p.m. The next meeting will be held in Conference Room 1 of Gilfry Center on Tuesday, May 12th, at 4:30 p.m.

Submitted by: Sue Rutta
Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 12, 1981

Present

Dick Purcell
Marion Lassa
Dennis Tierney
Dave Varney
Eugene Szymkowiak
Kim Erzinger
Stanley Kirschling

Excused

Marge Schad
Jim Kollock
Shirley Gibb
Jerry Kaczmarek

Others Present: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Karen Nash, practicum student; Steve Tuszka and Mat Musgrave, section supervisors; George Snyder and Howard Sepp representing the North Central Area Health Planning Association and Mike Houlihan, Director of the Portage House.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, May 12, 1981.

1. APPROVAL OF THE MINUTES OF THE APRIL 24, 1981 MEETING.

A Motion was made by Mrs. Lassa and Seconded by Mr. Varney to approve the Minutes of the May 12th meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE:

The Wisconsin County Boards Association is in the process of finalizing its agenda for the annual convention which will be held at the Holiday Inn in Stevens Point on September 20th through the 23rd, 1981. Any member wishing to contribute additional agenda items should forward their request to Ken prior to June 20, 1981.

In the coming months, two additional conferences which would be of interest to Board members have been finalized. The Wisconsin Association of Human Service Programs will hold its conference on May 20th and 21st at the Holiday Inn in Stevens Point. The Wisconsin Social Services Association will also be meeting at the Holiday Inn in Stevens Point on June 3rd and 4th. Anyone wishing to peruse the agenda or attend the meetings are requested to contact Ken. It was decided that any Board members attending either of these meetings will be paid per diem. Mr. Erzinger, Mr. Purcell, and Mrs. Lassa expressed an interest in receiving the information regarding these meetings. This information will be forwarded by the recording secretary.

Mrs. Lassa gave a brief summary of the concerns voiced at the Wisconsin Association of Social Service Directors and Board Members Annual Conference. Mrs. Lassa reported that there will be no sacred cows when the final funding cuts are made. No one knows how the allocated funds are to be designated but indications are that there will be four block grants. Each County Board will have to assess their own needs and make a final determination on how the funds from the state and federal level will be used. It is anticipated that there will be 25% less funding from the federal government which definitely will reflect counties going to cut-back management. Many counties expressed concern regarding federal and state mandated program. It was indicated that mandates could be changed. The feelings expressed during this conference were very negative; counties do not seem to realize that additional funds are becoming nonexistent. They are, therefore, not setting priorities for future services.

Mr. George Snyder and Mr. Howard Sepp representing the North Central Area Health Planning Association spoke regarding the NCAHPA's decision not to endorse the request from Catholic Charities to build a nursing home in Portage County. Mr. Snyder stated that even though the local committee and the Certificate of Needs Committee endorsed this project, the Board of Directors have the final decision-making responsibility. The Board of Directors felt that the projected need was not accurate and questioned the indicated waiting list in Portage County. The Board of Directors were also concerned that approval of this project might hamper more cost-containing solutions such as Home Health Care and also felt that the other nursing homes in the area were not adequately consulted for their input regarding the project. The Board of Directors have now forwarded their recommendation to the state. The state will make the determination for approval or rejection. If Catholic Charities does not agree with the state's decision, they may appeal it to Secretary Percy. The vote against approving this project was 23-12. The Board and members of the Human Services Department voiced their concern regarding the denial of this project. A review of the County Home needs had been begun in 1979. In 1980, with sufficient data at hand, Portage County began looking for an alternate care provider. The denial of this project will be considered a setback to Portage County residents.

3. ADMINISTRATOR'S REPORT:

A. Update on State and Federal Budgets

Mr. Rentmeester concurred with Mrs. Lassa's statement that the budget picture is dismal. The Human Services Department will begin creating their budget in June even though the financial picture from the state won't be forthcoming until late Summer and the federal picture will remain unclear until late Fall.

B. Update on Personnel Issues

The personnel plan for the department's professional and paraprofessional staff has been approved by the Personnel Committee. Also approved were the clerical reclassifications. The Personnel Committee has initiated a promotional policy under which Rich Porubcansky has been promoted to Director of the department. Mr. Porubcansky's salary was not approved as recommended because of the guidelines in the promotional policy but he will have a salary review in six months at which time an adjustment of 6-11% can be given. The

department is currently advertising for the position of Associate Director. The final date for acceptance of applications is May 20th. The Board set Tuesday, June 2nd, beginning at 3:30 p.m. as a tentative date to interview candidates for the Associate Director position. More information will be forthcoming regarding this special meeting.

4. STATUS OF SOCIAL DETOXIFICATION PROJECT - MCCULLEY.

Mr. Porubcansky reported that the Social Detoxification Project is scheduled to begin the week of May 25th. The Portage County Council on Alcohol and Drug Abuse and Crisis Center need one more meeting and the medical training needs to be completed.

5. LEAVE OF ABSENCE REQUEST FOR PORTAGE HOUSE EMPLOYEE.

BECAUSE OF THE NATURE OF THE FOLLOWING TWO REQUESTS, IT WAS DEEMED THAT THE BOARD WOULD NOT GO INTO EXECUTIVE SESSION.

The Board reviewed Mr. King's request for leave of absence with the Portage House Director, Mike Houlihan. A Motion was then made by Mr. Tierney and Seconded by Mrs. Lassa to approve the leave of absence as requested by Mr. King and recommended by Mr. Houlihan. All were in favor of the motion. Motion carried.

REQUEST FOR AN EDUCATIONAL LEAVE.

The request by Mr. Musgrave for a change of work hours for Peggy Hans to pursue educational advancement was discussed. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the reduction of hours for Ms. Hans to pursue educational advancement as requested. With the exception of Mr. Erzinger, all members were in favor of the motion. Motion carried

7. APPOINTMENTS TO SOCIAL SERVICES ADVISORY COMMITTEE.

Mr. Tuszka, staff liaison to the Social Services Advisory Committee, requested Board approval regarding the replacements to this committee. A Motion was made by Mr. Purcell and Seconded by Mr. Tierney to approve the listing as submitted. All were in favor of the motion. Motion carried.

8. APPOINTMENT TO FILL VACANCY ON COMMUNITY HUMAN SERVICES BOARD.

The Board had previously been supplied with the vitae on Mrs. Lundquist. Mr. Rentmeester recommended the appointment of Mrs. Lundquist to the Board. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to enthusiastically endorse the nomination of Mrs. Lundquist to fill the Board vacancy. All were in favor of the motion. Motion carried. The recommendation will be forwarded to the Committee on Committees and County Board for action.

9. ADJOURN.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lassa to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:45 p.m. The next meeting will be Tuesday, May 26th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 26, 1981

Present

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

Excused

Jerry Kaczmarek

Others Present: Ken Rentmeester, Director; Rich Porubcansky, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Mat Musgrave, and Lauri Rockman, supervisors; Carol Holmes, program evaluator; Ray Bartkowiak, Special Projects Coordinator; Gloria Schultz and Joe Harris representing Families in Action Group; and Marge Lundquist, future member of the Board..

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, May 26, 1981.

1. APPROVAL OF THE MINUTES OF THE MAY 26, 1981 MEETING.

A Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to approve the Minutes of the May 26, 1981 meeting as written. All were in favor of the motion. Motion carried.

The Board questioned the status of the Social Detoxification Program. Mr. Porubcansky responded that the program will become effective when a contract with the Crisis Center has been completed. This item will be discussed at the next Board meeting.

2. CORRESPONDENCE.

Our future Board member, Mrs. Marge Lundquist, was in the audience. Mrs. Lundquist was welcomed by Mr. Purcell.

Mr. Rentmeester reported that there have been over 130 applications for the position of Associate Director. As a result, the tentative interview date of June 2nd will not be possible. Seven people from the agency and the Personnel Office have formed a screening committee. After the initial screening, Mr. Rentmeester and Mr. Porubcansky will forward appropriate candidates to the Board for interviewing and action. It was determined that a meeting will be held on the regular day of June 9th beginning at 4:00 p.m. to interview candidates. There will also be another meeting on June 11th at 4:00 p.m. to conduct the regular meeting and to conclude any outstanding business in regard to the interviews. All meetings will be held in Conference Room 1 of the Gilfry Center.

3. REPORT ON PORTAGE COUNTY TRENDS IN A.F.D.C., MEDICAL ASSISTANCE, AND FOOD STAMPS - R. BARTKOWIAK.

Mr. Bartkowiak presented for the Board's perusal, two specific areas of information in regard to A.F.D.C, Medical Assistance, and Food Stamps. The first data presented viewed Portage County in relation to the next two smaller counties (Chippewa and Grant) and the two larger counties (Jefferson and Ozaukee) to Portage County. In addition, Wood County had been included since it is an adjacent county. Factors were also introduced which were felt to have a direct effect on the increasing caseloads of all three programs. The second area of data reflected Portage County in relation to eleven other selected counties. This selection process was reviewed by the Board. The second set of statistics dealt with each program broken down into average cases per thousand during 1980 and average cases per thousand through March 1981. Statistics were also presented reflecting the unemployment rate for 1980 and through March 1981 for all twelve selected counties. The Board felt that this data was an appropriate beginning point to start to look at these programs. Some questions needing further explanation were why Grant, Jefferson, and Ozaukee counties per capita caseload is lower than Portage County; the longevity of cases; are there second and third generation families receiving assistance through any of these programs; what are the eligibility guidelines for these programs over the past 10 years; what is the per capita income by county; more information and discussion is needed on the Food Stamp program. This items will be reviewed in expanded form at a future Board meeting. The ultimate goal of the Board in analysis of these programs, is to tighten the rules for eligibility and to eliminate the loop holes so that individuals in need received the needed services. Mr. Bartkowiak was thanked for his presentation.

4. ENDORSEMENT OF THE FAMILIES IN ACTION POSITION STATEMENT ON GOERKE PARK - GLORIA SCHULTZ.

Mrs. Schultz and Mr. Harris representing the Families in Action group, gave a short presentation on the factors affecting the family group. Mrs. Schultz cited that approximately 2,000 young people form a drinking problem in this county. The Families in Action group is an organization dedicated to maintaining stability of the family and personal integrity of members of the family and to promoting measures to prevent and alleviate social problems affecting the family and community. This organization does not feel that it is appropriate that the Goerke Park facilities should be allowed to sell beer because of its ~~close~~ proximity to the Junior High School and the University. Each Board member was encouraged to express their approval or disapproval of the proposal. Mr. Szymkowiak expressed his concerns regarding the feasibility of this proposal. It was Mr. Szymkowiak's opinion that parents should take the responsibility to provide a stable background on this subject for their children. A Motion was then made by Mr. Tierney and Seconded by Mrs. Gibb to endorse the position statement on Goerke Park by the Families in Action group as part of the Human Services position on alcohol abuse. With the exception of Mr. Szymkowiak, all were in favor of the motion. Motion carried. Mrs. Schultz and Mr. Harris were thanked for their presentation.

5. BUSINESS MANAGER'S REPORT

A. May Expenditure Report

A Motion was made by Mrs. Lassa and Seconded by Mr. Tierney to approve the report as submitted. All were in favor of the motion. Motion carried.

B. List of May Vouchers.

A Motion was made by Mrs. Lassa and Seconded by Mr. Tierney to approve all vouchers. All were in favor of the motion. Motion carried.

C. Budget Transfers.

Two budget transfers were brought before the Board. The first transfer was in the amount of \$68.00 from account #5400.49.45 to #5400.49.96 to cover the cost of a psychiatric evaluation required for a detained individual at Marathon County. The second transfer in the amount of \$1,500 from account #5400.49.49 to #5400.49.68 to the cover to cost of additional time needed for client to stay at Janal House for three months. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to approve both of the transfers as requested. All were in favor of the motion. Motion carried.

6. ADOPTION OF RECOMMENDATIONS FROM THE TASK FORCE ON PROGRAM PRIORITIES - HOLMES/PORUBCANSKY.

A report from the Needs Assessment and Priority Setting Task Force along with an instrument for setting priorities was presented to the Board. Dr. Holmes, who had been working as a member of this task force presented three items for the Board's perusal. The first document was a listing of the definitions to be used as a means of limiting of understanding the conditions. The second was a response strategy form and the third document was the ranking of target groups. Dr. Holmes indicated that while this instrument is in its infancy, it has the potential to produce information useful at this point in the department's evolution of new budget decision-making techniques. The Board requested that at a future meeting the Board be instructed in the use of the instrument and its condition definition and also that an estimated dollar figure for the twenty-two response strategies be available. This instrument will be used independently and overall scores along with group breakdowns will be presented to the Board who will set final priorities. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the task force report and also the instrument as presented which will be scored independently by each person using the instrument (advisory committee members, Board members, etc.) with final priority setting responsibility with the Board. All were in favor of the motion. Motion carried. Dr. Holmes was commended on the form of the instrument. Mr. Rentmeester also noted that in addition to Dr. Holmes, Mrs. Schad, Joe Burns, Jack Friess, Dennis Whiting, Rich Porubcansky, Daryl Kurtenbach, and he also served on this task force.

7. RECOMMENDATIONS ON CHEMICAL DEPENDENCY SERVICES - PORUBCANSKY.

Mr. Porubcansky reported that efforts are still being made to obtain more administrative time in the Alcohol and Drug Abuse area. Steps are now underway to look at the possible take over by the Portage County Council on Alcohol and Drug Abuse of the chemical dependency services now provided by this Department. Mr. Porubcansky recommended that a task force consisting of

himself, Bill McCulley and two or three interested Board members work as a negotiating team with the Council of Alcohol and Drug Abuse and their Board of Directors to initiate a contract for this take over. The task force would only make recommendations to the Board. The Board would have final approval power. The task force's recommendations could be available in 4-6 weeks. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to endorse Mr. Porubcansky's report and concept for the task force. All were in favor of the motion. Motion carried.

8. ADJOURN

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Purcell to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:45 p.m.

The next two Board meetings will be on Tuesday, June 9th, at 4:00 p.m. to interview candidates for the position of Associate Director. A meeting will also be held on Thursday, June 11th, at 4:00 p.m. to conduct regular business in addition to any unfinished business as it pertains to the vacancy. Both meetings will be held in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 9, 1981

Present

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

Excused

Dave Varney
Marion Lassa
Jim Kollock

Others Present: Marge Lundquist, future Board member; Mark Jurgella, Business Manager; Rich Porubcansky, Associate Director; Daryl Kurtenbach, Coordinator; Bill McCulley and Mat Musgrave, Supervisors; Paul Jadin, Personnel Manager; Karl Pnazek representing CAP Services; and Brian Shoup representing the Council on Alcohol and Drug Abuse.

The meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, June 9, 1981.

1. APPROVAL OF THE MINUTES OF THE MAY 26, 1981 MEETING.

A Motion was made by Mrs. Gibb and Seconded by Mr. Szymkowiak to approve the Minutes as written. All were in favor of the motion. Motion carried. If at all possible, Mr. Purcell will attend the meeting of the Public Protection Committee to voice this Board's endorsement of the position statement on Goerke Park as presented by the Families in Action group.

2. CORRESPONDENCE.

Mr. Purcell reported that the appointment of Mrs. Lundquist to our Board by the County Board has met with a delay. There had been a question of conflict of interest which had to be clarified by the District Attorney's Office. As a result, the Committee on Committees could not make their recommendation prior to the printing of the agenda for the County Board. The District Attorney has indicated that there is no problem regarding conflict of interest. Mr. Purcell will contact Mr. Steinke regarding the feasibility of bring this appointment to the County Board floor in June. Otherwise, Mrs. Lundquist's appointment will not become effective until the July County Board meeting.

3. DECISION REGARDING INTERVIEW DATES FOR ASSOCIATE DIRECTOR POSITION- PORUBCANSKY.

There had been 140 candidates applying for the position of Associate Director. From this number, twelve were selected for personal interviews. The Board will be asked to interview five finalists. An interview date was set as Wednesday, June 17th beginning at 3:30 p.m. in Conference Room 2 of the Gilfry Center. Board members will be given information on each candidate prior to the meeting.

The Board also indicated that at least for the summer, they would like to meet at 3:30 in lieu of 4:30 p.m. for the Board meetings. Because of this change, meetings will be held in the COUNTY CONFERENCE ROOM of the COUNTY-CITY BUILDING until further notice.

4. REPORT ON ADVISORY COMMITTEE ACTIVITIES - SCHAD.

Mrs. Schad indicated that the Human Services Advisory Committee was presented with an update on the Social Detoxification Program by Mr. McCulley. Mrs. Schad will discuss this when it appears as a later agenda item. The Advisory Committee also endorse the Community Human Services Department as becoming the legal educational agency for the Achievement Center's 0-2 year old population of handicapped children with the accompanying responsibility for funding support for this Center for the next funding year. Carole Holmes explained the instrument to evaluate and prioritize programs. Mrs. Schad indicated that Pam Fleishauer and Mrs. Herek wish to be replaced on the Advisory Committee. The Advisory Committee is asked to make recommendations for the replacement of these individuals to the Board.

The Health Advisory Committee did not meet last month.

At the Social Services Advisory Committee, the five new members were present. Mrs. Schad continues to be impressed with the growth of the Human Services and Health Advisory Committees. Mrs. Schad feels that with the new members in the Social Services Advisory Committee, this committee will also continue to grow.

5. FAMILY CRISIS CENTER TASK FORCE PRELIMINARY REPORT - KURTENBACH.

Mr. Kurtenbach briefly reviewed the preliminary report from the Crisis Center Task Force. A final report will be forthcoming at the first meeting in July. Twenty-two out of thirty agencies responded to a questionnaire regarding services provided and needed in regard to crisis centers. The Crisis Center would be interested in providing all I&R services for Portage County. Right now, the Mental Health Association has lead responsibility for the I&R services with the Crisis Center filling in on weekends and evenings. Mr. Porubcansky was asked to approach the Mental Health Association to see if the I&R Advisory Committee who made recommendations on the issue of I&R services previously could be re-activated to analyze this situation and make recommendations on the future direction of I&R services. If this is not feasible, Mr. Porubcansky was directed to assign staff to study this issue and make recommendations to the Board. There is a definite need to determine what I&R services are needed.

6. NONMEDICAL DETOXIFICATION PROGRAM STATUS - MCCULLEY.

Mr. McCulley gave the Board an update on the Social Detoxification Program. Twenty-four persons initially expressed an interest in the project. Out of this number eighteen made a definite commitment during April to get involved with it. Two rooms are rented from St. Michael's Hospital. The medical training portion of the in-service has been half-way completed. The Crisis Center will be the 24-hour on-call agency; but details of this contract still need to be worked out. Most transfer and referral systems are completed. Malpractice and insurance areas are causing some concern. At this point in time, within the next six to seven weeks, the project will either get off the ground or the money should be returned to the state. Mrs. Schad reported that the Human Services Advisory Committee tried to come up with some form of position statement regarding this issue at the last committee meeting -- this failed. Three motions were made and each failed for lack of sufficient support. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to have a report on this program given at the first meeting in August and then to make a final decision to either continue or discontinue the project and also to determine what to do with the finances of this project at that time. With the exception of Mr. Erzinger, all were in favor of the motion. Motion carried.

7. ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH SECTION 19.85 (1) (c) TO ACT ON RECLASSIFICATION REQUEST FOR NURSING HOME ADMINISTRATOR.

Because of the nature of this matter, the Board decided not to go into Executive Session.

8. TAKE APPROPRIATE ACTION ON RECLASSIFICATION REQUEST.

The County Home Administrator position is compensated at a Grade 20. Mr. Porubcansky, as supervisor for this position, has given more autonomy to this position over the past five years which had not been feasible prior to that time. Mr. Porubcansky is supporting a salary upgrade to Grade 22. The Nursing Home Committee met on May 28th and endorsed a recommendation to the Community Human Services Board for the upgrade in salary of the present Nursing Home Administrator, Mr. Bialecki. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to endorse the salary upgrade from Grade 20 to Grade 22 for Mr. Bialecki. All were in favor of the motion. Motion carried. This endorsement will be forwarded to the Personnel Committee for action.

OTHER

Mr. Brian Shoup of the Council on Alcohol and Drug Abuse asked to respond to the Board's statement that the Council had not supported the position of the Families in Action group regarding the sale of alcoholic beverages at Goerke Park. This information is erroneous. The Council's position was in support of the Families in Action position against the sale of alcoholic beverages at Goerke Park. The Council wished to write their own letter regarding this support. A letter is being forwarded to the Editor of the paper regarding the misinformation.

9. 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 6:50 p.m. The next regular Board meeting will be Tuesday, June 23rd, in the COUNTY CONFERENCE ROOM of the COUNTY-CITY BUILDING at 3:30 P.M.

The meeting to interview Associate Director candidates will be Wednesday, June 17th, at 3:30 p.m. in Conference Room 2 of the Gilfry Center.

Submitted: Sue Rutta
Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 23, 1981

Present

Dick Purcell
Shirley Gibb
Dennis Tierney
Kim Erzinger
Stanley Kirschling
Marion Lassa
Dave Varney

Excused

Marge Schad
Jim Kollock
Jerry Kaczmarek
Eugene Szymkowiak

Others Present: Marge Lundquist, future Board member; Richard Porubcansky, Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Pat Smith, Mary Mahr, and Lauri Rockman from Income Maintenance; Sue Oehlke and Wendy Maher from the WIC Program; Jerry Koepfel, Mat Musgrave, and Tris Lahti, section supervisors; Carole Holmes, program evaluator; Marlene Miller representing the Achievement Center; Paul Jadin, Personnel Manager; Bob Kellogg and Dave Johnson representing the Human Services Advisory Committee.

The meeting was called to order by Chairman Purcell at 3:30 p.m. in the County Conference Room of the County-City Building on Tuesday, June 23, 1981.

1. APPROVAL OF THE MINUTES OF THE JUNE 9, 1981 MEETING.

A Motion was made by Mr. Kirschling and Seconded by Mrs. Lassa to approve the Minutes of the June 9th meeting as written. All were in favor of the motion. Motion carried.

2. ADMINISTRATOR'S REPORT:

Mr. Porubcansky reported that the Associate Director position has been filled. Judy Bablitch has been offered the position at a salary of \$24,600. Ms. Bablitch will begin her new responsibilities on July 6th.

Mr. Porubcansky felt it would be appropriate at this time for the Board to examine the membership and terms of membership of each of the three advisory committees. Mr. Porubcansky felt it would be advisable to request the status of each committee and solicit recommendations for new members to any vacancies which might have occurred. A Motion was made by Mrs. Gibb and Seconded by Mr. Varney that we reappoint for a term of one year those members whose terms expire this summer on any of the advisory committees and obtain from the advisory committees suggestions for any reappointments or replacements. All were in favor of the motion. Motion carried.

Mr. Porubcansky stated that Portage County has been selected as one of the pioneer counties for the state's new information system, the Community Services Information System (CSIS). There are approximately ten counties participating in this venture. This system will eventually replace the human service and social services information systems.

Last week, the Portage County Council on Alcohol and Drug Abuse staff and Board met with members of the Community Human Services staff and select Board members to negotiate the take over of the chemical dependency system. Both parties are in the process of examining all the issues involved. A recommendation will be forthcoming at a future date for Board action.

Space and Properties Committee has been contacted regarding the possibility of having the Achievement Center housed in the basement of the County Home instead of the YMCA. If the Center is relocated in the County Home basement, this could result in a savings of about \$8,000. If a similar arrangement could be worked out with the Council on Alcohol and Drug Abuse, the cost savings could be approximately \$10,000.

A letter from the Rehabilitation House, Incorporated of Neenah was referred to Mr. Porubcansky for action. Rehabilitation House is requesting Portage County's support of their facility, Blitzinger House, through placement of clients there.

3. DISCUSSION REGARDING FY82 BUDGET TIMELINE.

A proposed budget timeline was distributed to Board members. The whole budget process, it was noted, has been moved back a month because the CPB probably will not need to be submitted to the state until November 30th. The Board was asked to reserve four meeting dates in September for Board and budget meetings. The September dates selected were the 8th, 16th (Wednesday), 22nd, and 29th.

4. BUSINESS MANAGER'S REPORT.

Mr. Jurgella reviewed the Expenditure Report and Voucher Listings with the Board. Questions were answered. The department's projected expenditures appear to be accurate. A Motion was made by Mr. Varney and Seconded by Mrs. Lassa to approve the Expenditure Report and all vouchers as submitted. All were in favor of the motion. Motion carried.

5. REFERRAL FROM HUMAN SERVICES ADVISORY COMMITTEE REGARDING FUNDING FOR ACHIEVEMENT CENTER FOR HANDICAPPED.

The Board was asked for positive action on a recommendation by the Human Services Advisory Committee which would allow the Achievement Center to apply for newly available Title I funds for the 1981-82 fiscal year. The Advisory Committee recommended that the Board accept the designation of "legal education agency" for the birth through two-year old population and that the Board accept the responsibility for maintaining the current level of local funding support to the Center through June 30, 1982. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to accept the Title I funding responsibility and contractual obligation through June 30, 1982 and to put into a nonlapsing account for the Achievement Center the amount of \$6,917 which had previously been returned to Portage County by the Center. Upon discussion of this motion, it was noted that the additional \$6,917 from the Center was the result of an overpayment by Portage County. Mr. Tierney and Mr. Varney then withdrew the Motion and Second. The motion was then made by Mr. Tierney and Seconded by Mr. Varney to accept Title I funding responsibilities along with contractual obligation for the Center through June 30, 1982. All were in favor of the motion. Motion carried.

ADDENDUM - ACTION ON AN EXTENSION OF A GRANTED LEAVE OF ABSENCE.

Mary Mahr, an Income Maintenance Worker who had been granted a leave of absence for two months for maternity leave, requested the Board consider her request for an additional four months leave of absence. Mrs. Mahr would have requested a total of six-months maternity leave if she had been correctly informed of this option. The leave has been approved by her immediate supervisor and the department director. Mrs. Mahr's position would continue to be filled by the present LTE if the leave is approved. A Motion was made by Mr. Tierney and Seconded by Mr. Kirschling to approve an additional four months PERSONAL LEAVE OF ABSENCE for Mrs. Mahr. All were in favor of the motion. Motion carried. This matter will be referred to the Personnel Committee for final approval.

8. CONSIDER POSITION UPGRADE.

Mr. Lahti, supervisor for Community Health Nursing, and Paul Jadin, Personnel Manager, presented data for the upgrading of a Community Health Nurse Assistant position in the WIC Program to a Community Nutrition Educator position. This position would be structured at 32 hours per week with the remainder of the time need for clerical duties to be filled through a work study student or contracted out. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to revise the "Training and Experience" section of the position description to reflect a four-year degree in a nutrition-related science from an accredited college in lieu of a two-year associate degree as indicated. All were in favor of the motion. Motion carried. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the upgrade of the position as amended. All were in favor of the motion. Motion carried. This matter will be referred to the Personnel Committee for action.

6. RENEWAL OF STUDENT PLACEMENT AGREEMENT WITH UNIVERSITY OF WISCONSIN-STEVENS POINT.

Mr. Porubcansky recommended approval by the Board of the renewal of the agency's social work field placement agreement with the University of Wisconsin-Stevens Point. This agreement has provided mutual benefits to the department, university, and students. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the renewal of the placement agreement. All were in favor of the motion. Motion carried.

7. RECOMMENDATION FROM CHILDREN AND YOUTH SERVICES TASK FORCE.

The Board had been provided with a copy of the Children and Youth Services Task Force report. The report endorsed two major recommendations: (1) the conceptual shift from provision of only statutorily-defined services to a more holistic approach to services to the children and youth population group, and (2) endorsement of only one supervisor for this section in lieu of two. Mr. Lahti spoke on the task force report favoring the holistic approach in the department. He indicated that he was in favor of faster implementation of the holistic approach to services rather than slower ones as the document, he felt, indicated. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to accept the task force recommendations to include the further study on the holistic approach to services provided to children and youths and that Mr. Porubcansky take whatever appropriate steps are indicated by county policy in effecting a layoff or reassignment of one supervisor from this section. All were in favor of the motion. Motion carried. The Board requested that an update be given on the implementation process of the holistic approach in this unit at a meeting in September.

9. DISCUSSION REGARDING PRIORITY-SETTING INSTRUMENT.

Carole Holmes, one of the originators of the priority-setting instrument, briefly reviewed the document with the Board. The Board is asked to ignore mandates and assume that all programs are equal. This is really a preference document. Word definitions are provided on the last two pages. In addition to the Board, the section supervisors and/or their staff and all advisory committee members have been asked to complete this document. Statistical data will be available to the Board to guide in priority setting.

ADJOURN

The meeting was adjourned at 5:30 p.m.

MR. PURCELL HAS INDICATED THAT ALL MEETINGS WILL ONCE AGAIN BEGIN AT 4:30 P.M.

The next meeting will be held at 4:30 p.m. on Tuesday, July 14th, in the County Conference Room of the County-City Building.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING

Present

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

Excused

Shirley Gibb
Jim Kollock
Eugene Szymkowiak

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Dr. Carole Holmes, Program Evaluator; Marge Lundquist, future Board member; Mat Musgrave, Children and Youth Section Supervisor; Barb Kranig, Education and Training Section; Karl Pnazek, CAP Services Director.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, July 14, 1981, at 4:30 p.m. in the County Conference Room of the County-City Building.

1. APPROVAL OF THE MINUTES OF THE JUNE 17, 1981 AND JUNE 23, 1981 MEETING.

Mrs. Schad's name was added to the list of Board members present at the June 17th Board meeting. A Motion was made by Mrs. Lassa and Seconded by Mr. Kirschling to approve the June 17th Minutes as revised and to approve the June 23rd Minutes as submitted. All were in favor of the motion. Motion carried.

A discussion regarding the most appropriate and convenient time to hold Board meetings was conducted. The Board was split between holding meetings at 4:30 or 3:30 p.m. A compromised was reached. Board meetings will be held at 4:00 p.m. until further notice.

2. ADMINISTRATOR'S REPORT:

Judy Bablitch, Associate Director, was introduced to the Board. Mrs. Bablitch began her employment with Portage County on Monday, July 6th. The Board welcomed Mrs. Bablitch.

Mr. Porubcansky reported that negotiations are in process for the takeover of chemical dependency services by the Portage County Alcohol and Drug Abuse Council. The subcommittee has responded, in writing, to the Council's six proposals for takeover of these services. At the July 28th meeting, the Board will be asked for action on one of the three proposals which will be presented to them on this issue.

A financial audit of Portage County's records indicated a weakness in the system's checks and balances because of this department's unique vouchering system. (The Board actually only reviews and approves vouchers over \$250; all other vouchers are automatically processed without prior Board approval.) The Board recommended continuing the present vouchering system and suggested that other counties with Unified Boards be contacted regarding their vouchering system.

Mr. Porubcansky reported that Catholic Charities Nursing Home's Certificate of Need has been approved by the state even though the HSA did not recommend this approval. A stipulation has been attached to this approval -- that building construction cannot occur until March, 1982. This will give the HSA and Catholic Charities the opportunity to restudy the nursing home bed need in the area. Mr. Snyder from HSA is recommending a four-way program to include the HSA, Community Human Services, University of Wisconsin - Madison, and the Department of Health and Social Services to evaluate community options in this county from August 1981 to July 1982. The data, if ready, could be used to ascertain if Catholic Charities should be allowed the number of beds requested or some adjusted figure. This is the type of objective data needed not only by the HSA and state but by this department to also make an objective decision in regard to services. A formal proposal will be submitted to this Board by the HSA for the project. At that time, Mr. Porubcansky will very strongly recommend the department's participation in the project.

The Director reported that the aldicarb test results have been received in Madison today. Bob Schmitz, Director of Environmental Health, drove to Madison to confer with state officials on the results. Approximately 100 water samples were taken throughout Portage County by department staff which were then forwarded to Union Carbide who provided the testing kits and did the laboratory analysis. The test results are not yet known but the Board will be provided with an update on this issue and advised if any action is needed by them.

In the future, Mr. Porubcansky will provide the Board with an analysis of discussion and action items in writing prior to the meeting.

Mr. Musgrave presented to the Board a proposal on treatment foster care. Data on this proposal was distributed to the Board for their perusal. Treatment foster care is a distinct type of foster care. It is intended for children with emotional and behavioral problems who can benefit from placement in a treatment foster home setting. Treatment foster parents are chosen by virtue of their skills gained through training and experience and which aid in the treatment and ongoing diagnosis of the child. As a result, treatment foster parents are compensated for their services to a greater degree. Mr. Musgrave indicated that endorsement of this proposal will save county dollars and be a bonus to the child in that the child will be close to his home environment. The recommendations in this proposal are consistent with the Children's Code. The program will be of no additional cost to the agency but will require reallocation of present funds. The Board requested that this proposal be included on a future agenda after the Associate Director has had an opportunity to review this document and make an appropriate recommendation.

3. UPDATE REGARDING PERSONNEL SITUATION.

The Director reported that he had initiated contact with Paul Jadin, Personnel Manager, regarding the directive of the Board in regards to the Children and Youth Section realignment. Mr. Jadin indicated that the proper solution to the move from two supervisors to one was according to section and based upon seniority. As a result, Mr. Musgrave has been advised that at the end of the day on Friday, July 17th, his layoff will become effective. This date was selected because the section supervisors will begin working on their section budgets for 1982 and realignment has been considered in these documents. The budgets are scheduled to come out the next week. Mr. Porubcansky is willing to discuss the realignment

possibilities with Mr. Musgrave. Mr. Musgrave was present at the meeting and was asked if he would like to comment on his reactions to this matter. Mr. Musgrave stated that he has filed a grievance and has consulted with an attorney with action to be forthcoming. Mr. Musgrave indicated that he has not rejected reassignment at this time. He stated that he felt the manner of his layoff was unorthodox -- Portage County failed to use an open selection process but based their layoff decision on seniority. He also contended that Paul Jadin was not informed on all the issues and ramifications. At that point in time, Mr. Purcell asked the Board if they would still continue their support of the decision made in regard to the Children and Youth Task Force recommendations and specifically to the need for only one supervisor in that section. The Board made no objections to continuing their support of the report and the decisions made in regards to it.

4. FINAL REPORT OF FAMILY CRISIS CENTER TASK FORCE.

Mr. Kurtenbach, Chairman of the Family Crisis Center Task Force, presented the final conclusions and recommendations of that task force. The task force unanimously reached three conclusions: (1) Portage County needs and has a resource to provide domestic violence and crisis counseling services as well as on-call services; (2) Portage County needs a central focal point and location for the provision of comprehensive domestic violence and crisis counseling services; and (3) The Family Crisis Center should continue to operate in its current physical state rather than having services currently provided by this facility disseminated to other existing agencies. The following recommendations received unanimous support by the task force: (1) The Family Crisis Center be utilized as an alternative shelter resource for nonsevere psychiatric clients; and (2) The provision of intake services by Crisis Center staff to juveniles under Chapter 48 needs further exploration through local channels. The Board voiced concern regarding the possibility of overcrowding the Crisis Center by providing multiple services and also questioned the need for further clarification of the issue concerning provision of intake services under Chapter 48 by the Crisis Center staff. The Board then accepted the report. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to accept the study of the Family Crisis Center Task Force with the stipulation that the issue of a formalized on-call system for Chapter 48 clients be addressed at a future Board meeting and that the proposal concerning nonsevere psychiatric clients be a part of the 1982 budget proposal. All were in favor of the motion. Motion carried.

5. PURCHASE OF VIDEOTAPE EQUIPMENT.

Mrs. Kranig of the Education and Training Section presented a proposal for the purchase of video equipment. Background information, present community resources, and video specifications and costs were examined with the Board. The equipment will be used for Title XX training and as a result Portage County will be eligible for 75% reimbursement from the state on this purchase. Extensive research went into this proposal. The Board concurred that the equipment would be beneficial to the agency as a tool to provide training for staff, service providers, and foster parents and sponsors. It was noted that the cost of a tripod had not been included in the present cost allocation total. The inclusion of the tripod would increase the total cost by \$100 or a total of \$2,900 (which includes shipping).

A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to purchase the video equipment including the tripod through a line item transfer of funds and that the Board receive an update in three months on the usage of this equipment. All were in favor of the motion. Motion carried.

6. BUDGET TRANSFER INTO EVALUTION ACCOUNT AND BUDGET TRANSFER INTO CONTRACT SERVICES.

7.

A line item transfer in the amount of \$6,000 was presented to the Board. Mr. Porubcansky requested the transfer of \$4,200 into the Program Evaluation line item and \$1,800 into the Contract Salaries line item from the Social Services Salaries line item. This transfer is necessary because of the unanticipated timeframe needed to complete the program evaluation documents and to ready this information for computer analysis. Dr. Brenner's services could continue, if the \$4,200 was appropriated, through September and Dr. Holmes' time would be ensured also until the end of September with the approval of the \$1800 request. Because of the changeover in responsibilities, it has not been possible for Mr. Porubcansky to do the extensive legwork that was needed locally and as a result Dr. Brenner has had to assume that responsibility. Dr. Holmes has now been assigned to facilitate the program evaluation project locally and is the liaison between Dr. Brenner and the local programs being evaluated. Mr. Porubcansky indicated that he would bring to the Board in September a proposal on how the department tends to amalgamate Dr. Holmes' and Dr. Brenner's workplan and also have ready a role definition for both persons. The Board was very cognizant of the importance of this project. A Motion was made by Mr. Tierney and Seconded by Mr. Purcell to approve the transfer of the \$6,000 from the Social Services Salary account to the Program Evaluation account (\$4,200) and the Contract Salaries account (\$1,800). A voice vote failed to adequately determine the status of the motion. A roll call vote was then taken. The motion carried by a vote of 5:2 with Mr. Varney and Mr. Erzinger opposed to the motion.

8. COMPLETION OF PRIORITY-SETTING INSTRUMENT.

Dr. Holmes briefly reviewed the priority-setting instrument with Board members. The program evaluation data will be available in two weeks for the Board's review. Members not present will be contacted regarding the return of their instruments.

9. ADJOURN.

A Motion was made by Mr. Varney and Seconded by Mr. Tierney that the meeting be adjourned. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:00 p.m.

The next meeting will be held at 4:00 p.m. in the County Conference Room of the County-City Building.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
JULY 28, 1981

Present

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

Excused

Jerry Kaczmarek

Others Present: Bob Steinke, Chairman-Portage County Board; Dr. Carole Holmes, Program Evaluator; Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Jim Canales, Coordinator; Joan Honl, Paul Rice, and staff members from Community Industries; Hank Weiss, state Bureau of Prevention; and Tom Dawson, state Public Intervenor.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, July 28, 1981, in the County Conference Room of the County-City Building.

1. APPROVAL OF THE MINUTES OF THE JULY 14, 1981 MEETING.

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

2. ADMINISTRATOR'S REPORT.

Mr. Porubcansky reported that he had attended a meeting this morning regarding the status of the COPS Program and the attendant evaluation procedure tentatively planned for Portage County. The state is backing away from a definite commitment to the procedure but the University, HSA, and the Community Human Services Department are still committed to this study. University personnel will be at the department next week and have been asked to assist the department in developing an evaluation form. The Board will be kept appraised of the study and COPS Program. The County Board will eventually have to approve the department as a pilot project for the COPS Program.

The Director reported that Mr. Weiss from the state Bureau of Prevention and the state Public Intervenor, Mr. Dawson, will be available to discuss the aldicarb issue after the Board meeting. Mr. Weiss, Mr. Dawson, and this department have been asked to discuss the aldicarb issue at the Democratic Party's meeting tonight.

Mr. Porubcansky reported that the layoff of Mr. Musgrave has not occurred because the department has been served with a restraining order. Mr. Musgrave's case will be heard in court on August 17th. The third step in the grievance procedure will come before the Personnel Committee tomorrow, July 29th.

3. REPORT ON ADVISORY COMMITTEE ACTIVITIES.

Mrs. Schad reported that the Human Services Advisory Committee held a special meeting on July 13th at the home of Mr. and Mrs. Hemmrich who are foster parents to four developmentally disabled children. Mrs. Fleishauer also presented her research report on foster care in Portage County. Copies of this report are available from Mrs. Schad. The regular meeting of this committee was held on July 20th. A respite care task force report presented by Mr. Kellogg and Mr. Canales was given. The advisory committee did not have a quorum present at this meeting so could not take action on the report. Members were asked to read the document and be ready to take action and forward a recommendation to this Board. Mr. Johnson reported on the housing status of the Achievement Center and indicated that there had been difficulties working through Space and Properties Committee. Mr. Porubcansky indicated that some of the difficulties arose when rent was increased from \$5.50 to \$6.00 and that the Achievement Center was informed that they must purchase the carpeting for their rooms. The difficulties have all been resolved. The Achievement Center will remain in the YMCA until October 31st after which time their residence will then be the lower level of the County Home.

Mr. Purcell was asked to communicate verbally with Mr. Wysocki, Chairman of the Space and Properties Committee, regarding the need for expediency, whenever possible, of the space and property concerns from our department.

Social Services Advisory Committee met on July 21st. Mrs. Schad reported that the committee is doing much better. The committee now has a full roster of members. Dr. Leroy Behrens is the newest member on the committee. Joe Fandre will be approached regarding his interest in participating on this committee. Mr. Tuszka arranged for an orientation for new members. Steve Pray discussed services which are available in lieu of a custody study and Lauri Rockman discussed a fraud referral detection system which was endorsed by the advisory committee. Lauri requested that all her staff be notarized so that the documents they issue can be used in court as documentation in case of welfare fraud.

Mrs. Schad was unable to attend the Health Advisory Committee meeting. She will report on their activities at the next meeting.

4. INFORMATION REGARDING TABULATED PRIORITY-SETTING RESULTS.

Dr. Holmes distributed the priority-setting results to the Board. She asked that the Board carefully review the results and indicated that if this document is endorsed, it could be a tool to aid in setting priorities. The Board was asked to peruse the instrument and be ready to act on the document at the next meeting. The Board, at that time, will also be asked to give direction to the department regarding priorities for budget setting. This document can also be used by the Board for their own budget deliberations. Dr. Holmes was commended for a job well done.

5. BUSINESS MANAGER'S REPORT.

Mr. Jurgella reported that the Operating Expenses and Travel categories are underspent because some of the vouchers have not been processed yet and also because there have been some savings in these areas. Contract Services are slightly greater than projected but this reflects the advance payments for services. A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to approve the expenditure report as submitted. All were in favor of the motion. Motion carried.

The Board was given an opportunity to review the voucher listing. Questions were answered. A Motion was made by Mrs. Lassa and Seconded by Mr. Kollock to approve all vouchers as submitted. All were in favor of the motion. Motion carried.

Mr. Jurgella requested the transfer of \$900 from the Social Detox/Rent line item to the Social Detox/Family Crisis Center line item to reimburse the Family Crisis Center for handling calls from St. Michael's Hospital for referrals to the Detox Program. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the transfer request of \$900 from Social Detox/Rent to Social Detox/Family Crisis Center. All were in favor of the motion. Motion carried.

6. REQUEST FROM COMMUNITY INDUSTRIES CORPORATION FOR FUNDING OF EXPIRING CETA POSITIONS.

The Community Industries Corporation is requesting an additional \$5,860 for 1981 to continue the funding of two CETA positions due to expire on September 11, 1981. Because of the time constraints, Mr. Tierney requested that the Board take action on this item at tonight's meeting instead of referring the issue to the Human Services Advisory Committee as protocol would indicate. Members were given the opportunity to discuss this matter. It was stressed that the provision of these additional funds to Community Industries would in no way commit the department to continue funding at this level for 1982 nor would the funding make the workers at Community Industries employees of Portage County. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the transfer of \$5,860 to DD/Community line item account from the DD/Salaries (\$1,483) and DD/Protective Services-Attorney (\$4,377) line items to continue funding for two CETA positions during 1981 for Community Industries. With the exception of Mr. Erzinger, all other Board members were in favor of the motion. Motion carried.

7. RESOLUTION OF CHEMICAL DEPENDENCY ADMINISTRATIVE TIME ISSUE.

Three possibilities for the alleviation of the problem of obtaining additional administrative time into the chemical dependency system were presented by the Director to the Board. Mr. Porubcansky recommended Option #1 as his solution to the problem. Under Option #1, the Council on Alcohol and Drug Abuse would takeover the halfway houses, social detox, and inpatient pool. The net cost to the agency for this scenario would be approximately \$270,232. Both Mr. Porubcansky and Mrs. Schad spoke favorably for this alternative. Mrs. Lassa

indicated that she preferred Option #3 because the county retained control of this system. Mrs. Lassa also felt that there were philosophical differences between the Council and our department regarding the treatment of chemically dependent clients and that they might cause problems in the future. Option #3 would cost approximately \$266,986 but the developmental disabilities case management time would be less than needed and the control of the system would still be split. It was suggested by Mrs. Schad that a County Board member of this committee serve as a nonvoting liaison member of the Alcohol and Drug Abuse Council's Board to alleviate any concern regarding the accountability of the system control. Mr. Tierney also indicated that perhaps a one-year trial period would be appropriate. An evaluation could then be done at that time to determine the feasibility of this option. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to accept Option #1 (the takeover of halfway houses, social detox, and inpatient pool by the Portage County Council on Alcohol and Drug Abuse) for a trial period of one year and contingent upon the Council's acceptance of a nonvoting liaison county board member from this committee to serve on their Board for a term of 4-6 months or as deemed appropriate during this interim period. A roll call vote was taken. Ayes: (8) (Gibb, Purcell, Schad, Kirschling, Kollock, Lundquist, Varney, and Tierney). Nays: (3) (Lassa, Erzinger, and Szymkowiak). Motion carried. Mr. Porubcansky will facilitate the directions of the Board.

8. RESCHEDULING OF SEPTEMBER 22, 1981 BOARD MEETING.

Because the state County Boards Association's meeting is scheduled for the first three days during the week of September 21st, all county board committees are urged not to schedule any regular meetings at that time. The Board chose not to reschedule a substitute meeting to replace the one cancelled for the 22nd. The Board meetings for September will be the 8th, 16th, and 29th.

9. ADJOURN

The Board meeting was adjourned at 5:45 p.m. The next meeting will be at 4:00 p.m. in CONFERENCE ROOM 1 of the GILFRY CENTER on Tuesday, August 11th.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 11, 1981

Present

Marge Schad
Marion Lassa
Shirley Gibb
Dick Purcell
Stanley Kirschling
Dennis Tierney
Eugene Szymkowiak

Excused

Kim Erzinger
Marge Lundquist
Dave Varney
Jerry Kaczmarek
Jim Kollock

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mat Musgrave, Tris Lahti, Bill McCulley, and Lauri Rockman, Section Supervisors; Mark Jurgella, Business Manager; and Dr. Carole Holmes, Program Evaluator.

The meeting was called to order without a quorum present by Chairman Purcell at 4:05 p.m. on Tuesday, August 11, 1981, in the Conference Room 1 of the Gilfry Center. Approximately five minutes into the Correspondence section of the meeting, a quorum was present.

CORRESPONDENCE.

Mr. Purcell read a letter from some of the members of the Children and Youth Services Section (Hans, Lazars, Musgrave, Peterson, Fang) regarding their concern over the diverting of approximately \$10,400 from their section budget into other areas of the department. Because the priority-setting instrument noted prevention and treatment of abuse and neglect as one of the higher service priorities of the department, they are requesting that the remaining budgeted amount be retained for its initial purpose of adding staff in their area. The Board questioned if the proper chain of command had been gone through regarding this request. Mr. Porubcansky indicated that it had not been followed. The Board stressed that they would not consider any request that had not gone through appropriate channels first. The Board also stressed that the budget was not viewed as "each section's" budget but a "total" budget which could be adjusted as the circumstances dictated. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to direct the letter to the Director for his appropriate response and that he report to the Board on the action taken. All were in favor of the motion. Motion carried.

The North Central Area Health Planning Association has requested support by the County Board for its request of \$5,167 (9¢ per capita) in funding for 1982. Federal financial assistance for the Association is scheduled for elimination July of 1982. The Board questioned whether Portage County's funding of the Association should be for the total year, a half of the year, or if it should be funded at all. The Board and the Director presented their views on the assistance the Association has been in the past. It was recommended that this matter be put as an agenda item for the first meeting in September.

1. APPROVAL OF THE MINUTES OF THE JULY 28, 1981 BOARD MINUTES.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the Minutes of the July 28th meeting as written. All were in favor of the motion. Motion carried.

2. REPORT ON EFFECT OF STATE BUDGET BILL ON COMMUNITY HUMAN SERVICES DEPARTMENT'S 1982 BUDGET.

Mr. Porubcansky reported that the effect of the state budget bill on the department's 1982 budget looks grim and will necessitate major adjustments to the department's current operations. Several major changes occurred as the result of the governor's vetoes. They are: (1) the applied receipts concept of budgeting has been vetoed causing our grant-in-aid level from the state for 1982 to be no more than for 1981 and quite possibly less; (2) all Medical Assistance payments for psychotherapy has been vetoed by the governor; (3) a provision that would have raised mandatory insurance coverage for outpatient mental health and chemical dependency services from \$500 to \$1,000 was also vetoed. This is only the beginning of a period of austerity. Mr. Porubcansky stated that the department will take a hard look at nonservice areas and cut what can be cut from them. The next area to be considered will be the nonservice items in the service budget (outlay, travel, rents, etc.). Only as a last result will services to clients be cut but this is indeed a possibility. Advisory Committees will receive copies of the section budgets and will be asked for their recommendations and suggestions. The Board questioned whether the department could ask for some type of reimbursement for services not being reimbursed by the users such as at the immunization clinic. They indicated that the total service cost would not have to be paid by the users, but that perhaps 20% would be a realistic figure. Mr. Porubcansky indicated that from his experience, people do prefer to pay at least a portion of the service cost rather than receive it for free. Social Services and Human Services do have guidelines regarding who can pay for services and how much can be charged. The department will use the philosophy that the responsibility for payment of services, either in total or part, rests with the user of that service. The Board will be kept apprised of this situation.

3. REPORT ON PROGRESS IN UNIT CLARIFICATION PROCESS.

Mr. Porubcansky reported that the WERC has ruled that there should be two unions for the building. One union, which will be decided at an election next week, will represent only the professional employees. The paraprofessional and nonprofessional employees will be represented by AFSCME. The professional employees will vote to have OPEIU, Teamster, or no representation. The Teamsters had filed a petition to reconsider the WERC ruling. This petition has been denied. Bargaining with AFSCME will commence next Wednesday for a 1981 contract.

4. REPORT ON NONMEDICAL DETOXIFICATION PROGRAM.

Mr. McCulley reported that the Social Detox Program is officially off the ground. The program began operations about two weeks ago (since the beginning of August). So far, the services will be available from Monday a.m. until Thursday evening (6:00 or 7:00 p.m.). Referrals are coming only from 3 East at the hospital but a meeting is being scheduled to meet with 3 East regarding the referrals from the Emergency Room. \$1,850 has been expended for this program to date. Expenses now will be primarily for payment of staff time. The service has a capacity of two persons at any one time. Mr. McCulley also advised the Board that the state has granted an extension through 1982 of \$17,226. The Board asked to be kept updated on this program and commended Mr. McCulley for his efforts in making this a viable program.

5. ACTION ON: PRIORITY-SETTING RESULTS.

The Board had been given the priority-setting instrument and results at the last meeting and was asked approve the document and results and to give to the department directions regarding its use for the budgeting process. The Board had no questions on the the results and had previously approved the instrument. They asked the Director for a recommendation on this issue. Mr. Porubcansky recommended that the Board accept the results and direct staff to use the priorities in this manner: fund prevention, restoration, and maintenance in that order to the extent possible within the confines of mandates and consequences of lack of funding. The target groups should be families and children. The Board concurred with this recommendation and also indicated that the combined results of the advisory committees, Community Human Services Board, and staff responses should be used to guide in development of an agency budget. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to accept the results of the priority-setting instrument and directed staff to use the priorities in this manner: fund prevention, restoration, and maintenance in that order to the extent possible within the confines of mandates and consequences of lack of funding with the target groups being families and children and to use the combined results of the advisory committee, Community Human Services Board, and staff responses as a guide in budget development. All were in favor of the motion. Motion carried.

6. ACTION ON: RETAINING CURRENT VOUCHER PROCESSING SYSTEM.

Mr. Jurgella reported that per Board direction he had checked with other counties having human service departments on what type of mechanism they used to process their vouchers. It had been suggested by the county auditor's that the present system as it exists in our department does not ensure the integrity of the checks and balance system. The department's recommendation is that the current vouchering procedure is the most efficient and does ensure the integrity of the checks and balance system and that it remain in effect. There is no set procedure among any of the human service departments in other counties and the voucher load in each county is considerably less than Portage County. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to proceed with the present vouchering system. All were in favor of the motion. Motion carried. For reference, see County Board Resolution #117 dated January 20, 1981.

7. ACTION ON: TREATMENT FOSTER CARE PROPOSAL.

Mrs. Bablitch briefly outlined the proposed treatment foster care program. This would be another avenue in the continuum of care for the more disturbed child in which the level system would be used for children 10-16. Mrs. Bablitch indicated that statistics show that eighteen children could have been candidates for this type of care from June 1979 through June 1981. The cost of care for

this type of service would be considerably less (\$23,706.36 for two homes per year) than compared to 24-months of treatment in a residential institution (60,000) or a group home (\$36,000). It was at first believed that the Children's Service Society of Wisconsin could not provide this type of care but information has just been received that this could be feasible. Mrs. Bablitch is investigating this avenue more thoroughly. Mrs. Bablitch asked that the Board endorse this concept of care, that the costs be taken into account in the budgeting for 1982, and that the most appropriate, cost-efficient method be used to provide for this care. The Board requested more information on this program. This additional data should be cost projections regarding the 18 children who have been cited as possible candidates for this program (whether the child could indeed have benefited from this program, costs incurred per child, cost/benefit if child had been placed in foster treatment care, impact on 1982 budget, etc.) Mrs. Bablitch was also asked to provide additional information as to what services could be provided by the Children's Service Society of Wisconsin and at what cost. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to Table any action on this program until the second meeting in September. All were in favor of the motion. Motion carried.

8. ACTION ON: WELFARE FRAUD REFERRAL SYSTEM.

At the July 21st meeting of the Social Services Advisory Committee, the committee reviewed the fraud referral system proposal of Mrs. Rockman and endorse its implementation. The Board was provided with the proposal along with a copy of Wisconsin State Statute 49.12 (penalties; evidence). Mrs. Rockman reported that one of the section's goals this year was to get a fraud referral system in place. The department has not had any fraud cases go to court in the 2-1/2 years that she has been employed but is aware of cases that should have gone to court. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to endorse and recommend this system and enthusiastically commend Mrs. Rockman on a job well done. All were in favor of the motion. Motion carried. Mr. Purcell was asked to extend to the Law Enforcement Committee our concern for the need of cooperation between this department and the District Attorney's office on this project. Mr. Purcell will share our concern at the next Law Enforcement Committee meeting. Mr. Porubcansky also indicated that the Income Maintenance Section has requested a lead worker position to direct this effort and to do quality control work. Mr. Porubcansky has not finished with the analysis of this proposed position yet but it will be dealt with as part of the budget.

9. ADJOURN.

A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:45 p.m. Board members are reminded that the next Board meeting will BEGIN AT 4:15 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 25, 1981

Present

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

Excused

Jim Kollock

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Bill McCulley, Lauri Rockman, Bob Schmitz, Tris Lahti, and Maria Boario - Section Supervisors; Mark Jurgella, Business Manager; Ray Schmidt and Sally Murwin, staff of the Environmental Health Section; Brian Shoup, Director of the Portage County Council on Alcohol and Drug Abuse.

The meeting was called to order by Chairman Purcell at 4:15 p.m. on Tuesday, August 25, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE AUGUST 11, 1981 COMMUNITY HUMAN SERVICES BOARD MEETING.

A Motion was made by Mr. Erzinger and Seconded by Mr. Kirschling to accept the minutes as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Porubcansky read a letter of resignation from Mr. Tris Lahti to become effective as of August 6th but no later than December 31, 1981. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to reluctantly accept the resignation. All were in favor of the motion. Motion carried. Mr. Porubcansky indicated that he will be looking at several different models (staff alignment, etc.) prior to filling this vacancy. A proposal for the filling of this vacancy will be brought back to the Board for their approval.

Mr. Porubcansky shared a series of articles from a small Madison weekly paper, Isthmus, with the Board. The articles discuss the Medicaid problem and the Community Options Program. Board members were encouraged to read this article prior to the discussion of the COP pilot project which will be presented at the next Board meeting.

Mr. Erzinger also shared with the Board an article that had appeared in the State Journal regarding Dane County and priority setting there.

Mrs. Schad also encouraged Board members to read two articles that she circulated regarding union strikes and the attitude toward them.

3. ADMINISTRATOR'S REPORT.

Mr. Porubcansky reported that the election for representation or nonrepresentation by a union for the professional staff had been held on August 19th. Local 95, OPEIU won the election. The results will be certified five working days after the date of the election or by August 27th. OPEIU will have 39 members. It is expected that bargaining with OPEIU will begin shortly. AFSCME has already started bargaining with the county.

The department has begun budget deliberations. Sections have been advised to budget for the same level of services in 1982 as had been in 1981. From preliminary budget figures, it appears that there will be a deficit of \$364,000 instead of the \$306,000 projected earlier. Central Management reviewed budget proposals last Friday and will have an all management budget meeting tomorrow (Aug. 26th) to try to determine where the additional cuts can be made. A contingency budget package will be presented to this Board at the next meeting.

The temporary restraining order for the layoff of Mr. Musgrave had been negated at the August 17th court hearing. The layoff is in effect now. The department will appear in court on September 22nd when the circuit court hears Mr. Musgrave's case regarding the layoff process used by Portage County.

4. REPORT ON ADVISORY COMMITTEE ACTIVITIES.

Mrs. Schad reported that the Human Services Advisory Committee did not meet in August. Both Social Services and Health Advisory Committees have lessened their activities during this month.

The Health Advisory Committee met on August 12th. At that time there was a discussion on the aldicarb issue. Mr. Lahti was asked to provide more information on this issue for the September meeting.

Social Services Advisory Committee met on August 18th. Steve Tuszka presented information on the Family Services Section and distributed a suggestion sheet which the committee was asked to fill out.

Mrs. Schad also reported that today she had had a meeting with Judy Bablitch regarding the future role of the advisory committees. The advisory committees will also be asked for their input as to what they see their role as being. A recommendation will be forwarded to this Board for action.

Mr. Porubcansky indicated that unless directed otherwise by the Board he would forward the budget proposals to the advisory committees at the same time that the Board received them. The advisory committee members will be asked to contact Board members regarding any suggestions or recommendations.

5. BUSINESS MANAGER'S REPORT:

A. VOUCHERS

Mr. Jurgella reported that it is possible that the department will have a \$10,000 savings at the end of 1981. The department has been trying to curtail spending in the areas of travel and operating expenses. A Motion was made by Mr. Varney and Seconded by Mrs. Lassa to approve all the expenditures. All were in favor of the motion. Motion carried.

5. B. BUDGET TRANSFERS

A budget transfer in the amount of \$14,000 to the Supportive Home Care Program from various accounts in the Family Services and D.D. Sections was presented by Mr. Jurgella. The transfer is necessary to continue a state specified service. 1981 was the first year of this program and only \$25,000 was budgeted for the service. This has proved to be an insufficient amount. Mr. Porubcansky felt that this was a worthwhile program. Approximately 55 - 60 persons have been kept in the home in lieu of a nursing home thus saving taxpayers a substantial amount of money. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to approve the transfer of the \$14,000 to the Supportive Home Care Program as recommended. All were in favor of the motion. Motion carried.

C. NONLAPSING ACCOUNT

Mr. Jurgella recommended to the Board that staff be requested to immediately cut back on spending for the remainder of 1981 wherever possible and also asked the Board's consideration for the establishment, through the Finance Committee, of a nonlapsing account in 1982 for any potential savings as a result of these cutbacks. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve and recommend to the Finance Committee the establishment of a nonlapsing account to be created for purposes of budgeting and as an incentive to employees. A roll call vote was taken. With the exceptions of Mrs. Gibb and Mrs. Lassa, all were in favor of the motion. Motion carried. (ayes-7, nays-2).

6. ASSIGNMENT OF COMMUNITY HUMAN SERVICES BOARD LIAISON TO THE PORTAGE COUNTY COUNCIL ON ALCOHOL AND DRUG ABUSE BOARD OF DIRECTORS.

Mr. Porubcansky reported that the Portage County Council on Alcohol and Drug Abuse Board of Directors met on August 13th and accepted the Community Human Services Board's offer of takeover of administrative responsibilities for both halfway houses for the chemically dependent, the set pool of inpatient days, and the nonmedical detoxification program with the contingencies placed on the takeover by the Community Human Services Board. Those conditions were that the takeover would be for a trial period of one year and that one County Board member from this Board act as liaison on the Board of Directors of the Council. Mr. Shoup reported that the Council looked at the two stipulations as positive conditions and welcomed the idea of a liaison committee member on their Board of Directors. The Council Board of Directors hoped that the liaison could participate fully in their Board's activities and Board meetings. The Council requested that the Chairman of the Human Services Board appoint a liaison member. Mr. Purcell then recommended that Mrs. Lassa be appointed as liaison member to the Council. A Motion was then made by Mrs. Gibb and Seconded by Mr. Purcell to appoint Mrs. Lassa the liaison County Board member from the Human Services Board to the Board of Directors of the Council on Alcohol and Drug Abuse. All were in favor of the motion. Motion carried.

7. ADOPTION OF PERSONAL SERVICES CONTRACT FORM.

This item was deleted from the Board agenda and will be reinstated at the next meeting. Anyone with concerns or problems on this form can contact Mr. Kurtenbach or Mr. Porubcansky.

8. INCREASE IN HOME HEALTH CARE FEES.

Maria Boario, Supervisor of the Home Health Care Section, requested Board approval of revised rates for nursing, aide, physical and occupation therapy services. Also requested was a rate increase from \$1.00 to \$5.00 for services provided to individuals who do not have health insurance coverage and are not eligible for Medicare or Medicaid. The new rates requested were: nurse - \$41.00 per visit; aide - \$23.00 per visit; physical therapy and occupational therapy - \$54.00 per visit. Ms. Boario indicated that the new caps for Medicaid were \$43.44 for nursing, \$27.90 for aide, \$43.65 for P.T., and \$40.07 for O.T. After several incomplete motions, a Motion was made by Mr. Purcell and Seconded by Mrs. Schad to Table the issue until next meeting. All were in favor of the motion. Motion carried. Ms. Boario was asked to have data to reflect the anticipated economic changes if cap amounts are used beginning in August versus using the rates as suggested. This data should also reflect the 1982 budget year.

9. POSITION REQUESTS FOR 1982.

At this time, Mr. Porubcansky is requesting the addition of two positions in the department -- a sanitarian and an Income Maintenance leadworker. The ultimate decision will be made as part of the budget process. Both section supervisors were prepared to address their section's need for the positions. Mr. Schmitz presented data regarding his section's needs. Because of changes in state law, all systems must have a final inspection; prior to 1980, only 25% of the systems were inspected. Many other demands have been placed on the section such as the need for lake surveys and pesticide investigations. The net increase as projected by Mr. Schmitz in his 1982 budget would be approximately \$9,100. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad that this Board provide conditional approval of this request as long as the budget and total number of hours is not increased and comes from the transfer of salaries and fringes of the existing budget resources. All were in favor of the motion. Motion carried.

Mrs. Rockman presented her request for a leadworker I.M. worker position. She stressed that this position will not have a financial impact on the budget because it is paid for through categorical aids. It is anticipated that there is at least \$22,800 in funds which were obtained through fraudulent means. This position would work in the fraud referral system and also to ensure the accuracy of the casework being provided. The position would cost approximately \$17,595. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the position request on the condition that no county dollars be involved for salary and fringes for this position and that a quarterly report of the fraud referral system and this unit be given to the Board. A roll call vote was taken. Nays-4 [Kirschling, Gibb, Schad, Lassa]; Ayes-6 [Lundquist, Purcell, Tierney, Szymkowiak, Ezinger, Varney]. Motion carried.

10. ENDORSEMENT OF APPLICATION FOR PILOT PROJECT FOR COMMUNITY OPTIONS PROGRAM.

Mr. Porubcansky recommended the preliminary endorsement of an application for a pilot project for the Community Options Program. The COPS program is an effort by the state to divert some people from nursing home placement to in-home care. The pilot project would be for 1982-1983. After 1983, all counties will be required to have a COPS program in place. Eight COPS pilot projects

will be awarded throughout Wisconsin. Since Portage County has been, in essence, into this type of programming for the past eighteen months, it would seem appropriate that we request to be a pilot project. We could anticipate between \$47,800 and \$111,000 in revenue if we are selected. A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to endorse the concepts of the COPS Program pilot project and to have it placed as an agenda item on the September 15th County Board meeting. All were in favor of the motion. Motion carried.

11. ADJOURN.

A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to adjourn the meeting. The meeting was adjourned at 6:30 p.m. The next Board meeting will be on Tuesday, September 8th, in Conference Room 1 of the Gilfry Center.

PLEASE NOTE -- the meeting will BEGIN at 4:30 p.m.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 8, 1981

Present

Marge Schad
Marion Lassa
Marge Lundquist
Dick Purcell
Kim Erzinger
Jerry Kaczmarek
Dave Varney

Excused

Jim Kollock
Dennis Tierney
Shirley Gibb
Stanley Kirschling
Eugene Szymkowiak

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Bill McCulley and Tris Lahti, Section Supervisors; Karen Swan, Staff member of Community Nursing Section; Jim Bialecki, Administrator - Portage County Home; Paul Rice, Director of Community Industries Corporation; and Jean Prasher, Practicum Student.

The meeting was called to order by Chairman Purcell at 4:35 P.M. on Tuesday, September 8, 1981 in Conference Room # 1 of the Ruth Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE AUGUST 25, 1981 COMMUNITY HUMAN SERVICES BOARD MEETING.

A motion was made by Mrs. Lassa and seconded by Mr. Varney to accept the minutes as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

None.

3. ADMINISTRATOR'S REPORT.

Mr. Porubcansky informed board members that the federal Department of Health and Human Services had proposed a change in the liquid asset provision of AFDC eligibility criteria. The change would not only lower the asset limit from \$1,500 to \$1,000 but would count common household appliances and furnishings against that amount. In addition, if the change were adopted, the possibility of Income Maintenance workers having to go out to estimate the value of these items existed. The text of a mailgram sent by department staff to the Department of Health and Human Services stating objection to the proposed change was shared with the board.

A member of the Community Health Nursing Section, Karen Swan, has been selected by a Women in Management, Partners of American Group as a representative to spend two weeks in Jamaica and Nicauraga. This would involve teaching and learning various aspects of the agriculture/nutrition and health related fields.

Mr. Porubcansky reported that the clinical psychologist position for 1981 has been filled as of September 8th. Mr. Ed Buda, a native of Los Angeles has taken the position. The department would also like to begin recruitment for the replacement of Mr. Tris Lahti. Mr. Porubcansky indicated that they would be seeking an individual with background in generic health/environmental health.

4. PRELIMINARY FIGURES FOR 1982 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET.

Mr. Porubcansky gave a brief outline as to where the 1982 department budget is. The preliminary figures were:

Base -	\$ 4,750,690
	1,788,292 - Anticipated Revenues
	1,530,999 - Grant In Aid (1982 Figure)
	<u>924,795 - County Share (1981 Figure)</u>
	506,604 Current Deficit

The preliminary 1982 budgets will also be presented for Advisory Committees.

5. APPROVAL OF 1982 PORTAGE COUNTY HOME BUDGET.

Mr. Jim Bialecki, Administrator of the Portage County Home presented the 1982 County Home Budget in the amount of \$2,144,000.00 an increase of 8.6% over 1981. A motion was made by Mrs. Schad and seconded by Mrs. Lassa to approve the 1982 Portage County Home budget as presented. All were in favor of the motion. Motion carried.

6. ENDORSEMENT OF COMMUNITY OPTIONS PROGRAM PILOT PROJECT LETTER OF INTENT.

Mr. Porubcansky shared with members the Community Options Program Letter of Intent. This program would be an effort to develop a continuum of care for individuals in Portage County consistent with needs for long term support in the community. A resolution that will be forwarded to the County Board regarding the Community Options Program was read. A motion was made by Mr. Purcell, and seconded by Mrs. Lassa to approve the letter of intent as presented. All were in favor of the motion. Motion carried.

7. INCREASE IN HOME HEALTH CARE FEES.

This item was deleted from the Board agenda and will be reinstated at a future date. Anyone with concerns can contact Mr. Porubcansky.

8. BUDGET TRANSFER FOR SINGLE PARENT CONFERENCE.

A budget transfer in the amount of \$450.00 was presented for approval to help defray costs involved with this department sponsoring a Single Parents Conference was presented by Mr. Porubcansky. The conference would focus on skills and issues surrounding the role as a single parent. A motion was made by Mrs. Lassa, and seconded by Mrs. Schad to approve the transfer of \$450.00 to sponsor a Single Parents Conference. All were in favor of the motion. Motion carried. Members asked staff to report back after this conference was held and share the number of people in attendance and the outcome of the conference.

9. CONTEMPLATED CLOSED SESSION TO DISCUSS SALARY ADJUSTMENT FOR DEPARTMENT DIRECTOR.

A motion was made by Mr. Varney and seconded by Mrs. Schad to go into Executive Session to discuss the issue of a salary adjustment for the department director. A roll call vote was taken. All were in favor of the motion. Motion carried.

10. RETURN TO OPEN SESSION.

A motion was made by Mr. Purcell and seconded by Mr. Varney to go into Open Session. A roll call vote was taken. All were in favor of the motion. Motion carried.

A motion was made by Mr. Varney and seconded by Mrs. Schad to increase the director's salary by \$2,500.00 or 8.53% making his current salary \$31,835.73. All were in favor of the motion. Motion carried.

11. ADJOURN.

A motion was made by Mr. Varney and seconded by Mr. Purcell to adjourn the meeting. The meeting was adjourned at 6:00 P.M. The next Board meeting will be held on Wednesday, September 16, 1981 at 4:30 P.M. in Conference Room # 1 of the Gilfry Center.

Submitted by: Sandra Uhl, Adm. Secretary

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 16, 1981

Present

Richard Purcell
Stanley Kirschling
Marion Lassa
Kim Erzinger
Shirley Gibb
Eugene Szymkowiak
Marge Schad
Dennis Tierney
David Varney
Marge Lundquist

Excused

Jim Kollock
Jerry Kaczmarek

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Section Supervisors: Jerry Koeppel, Lauri Rockman, Bill McCulley, Steve Tuszka, Tris Lahti and Maria Boario; and Education & Training Section: Barb Kranig and Rita Lynch.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Wednesday, September 16, 1981 in Conference Room # 2 of the Ruth Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE SEPTEMBER 8, 1981 COMMUNITY HUMAN SERVICES BOARD MEETING

A motion was made by Mr. Varney and seconded by Mrs. Schad to approve the minutes as written. All approved.

2. CORRESPONDENCE

None.

3. INFORMATION REGARDING PROPOSED COMMUNITY HUMAN SERVICES DEPARTMENT 1982 BUDGET

Mr. Porubcansky informed members that they would be reviewing eight sections of the budget at this meeting although some of the figures are subject to change during the initial budget cycle.

A. Central Management

Staff: 4 full-time

1982 Expenses: 139,636.00

14.56% decrease over 1981 budget

B. Operations Division

Staff: 18 full-time, 2 part-time

Expenses - \$ 431,215.00

Revenues - 227,826.00

203,389.00 Program Cost

C. Education and Training Section

Staff: 1 full-time, 1 part-time

Expenses - \$ 57,301.00

Revenues - 10,525.00

46,776.00 Program Cost

D. Home Health Care Section

Expenses - \$ 125,102.00

Revenues - 125,102.00

-0- Program Cost

Maria Boario presented the new rates to be charged by the Home Health Section of the department for services. They included:

New Rates: \$43.85 - skilled R.N.
48.61 - Physical Therapist
56.14 - Occupational Therapist
30.86 - Home Health Aide

Members approved the use of these new rates in the Home Health section.

E. Income Maintenance Section

Staff: 11 full-time, 1 supervisor

Expenses - \$ 347,079.00

Revenues - 347,079.00

-0- Program Cost

F. Family Services Section

Staff: 10 full-time

Expenses - \$243,970.00

Revenues - 72,488.00

171,482.00 Program Cost

G. Children and Youth Services Section

Staff: 8½ full-time, 1 supervisor

Expenses - \$ 511,731.00

Revenues - 123,818.00

387,913.00 Program Cost

H. Community Health Nursing Section

Dental Health - 1 full-time staff

Expenses - 21,553.00

Revenues 1,320.00

20,233.00 Program Cost

WIC (Women, Infant and Children Nutrition Program)

Staff: 2 full-time

Expenses - \$ 35,588.00

Revenues - 35,588.00

-0- Program Cost

Community Health

Staff: 6 full-time, 2 part-time, 1 assistant, 1 supervisor

Expenses - \$ 213,472.00

Revenues - 42,975.00

170,497.00 Program Cost

Mr. Porubcansky informed members that they would be looking at the other section budgets on September 29, 1981 and that action would be taken at that time if possible and at a subsequent meeting if necessary.

4. ADJOURN

The meeting was adjourned at 6:45 P.M. All members were in favor of the adjournment. The next Board meeting will be held on Tuesday, September 29, 1981 at 4:30 P.M. in Conference Room # 1 of the Ruth Gilfry Center.

Submitted by: Sandra Uhl, Adm. Secretary

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 29, 1981

Present

Dave Varney
Shirley Gibb
Marion Lassa
Marge Lundquist
Dennis Tierney
Dick Purcell
Kim Erzinger
Jerry Kaczmarek
Eugene Szymkowiak

Excused

Marge Schad
Stanley Kirschling
Jim Kollock

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Section Supervisors: Jim Canales, Steve Tuszka, Bill McCulley, Lauri Rockman, and Bob Schmitz; staff members: Jane Kellerman and Sue Zemblowski; Mike Houlihan representing the Portage House; Paul Rice representing Community Industries; Brian Shoup representing the Council on Alcohol and Drug Abuse; news media from WSPT and the Stevens Point Journal; Jean Prascher, practicum student; and staff of Community Industries.

1. APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 1981 MEETING.

A Motion was made by Mrs. Lassa and Seconded by Mr. Varney to approve the Minutes of the September 16, 1981 meeting as written. All were in favor of the motion. Motion carried.

2. ACTION ON EXPENDITURES.

Mr. Jurgella answered questions regarding the current expenditures. A Motion was then made by Mr. Varney and Seconded by Mrs. Lassa to approve all the vouchers submitted. All were in favor of the motion. Motion carried.

3. PRESENTATION OF SECTION BUDGETS:

Prior to the presentation of the first budget, Mr. Porubcansky reported that adjustments had been made to two budgets previously reviewed by the Board. The revised budgets were included in this meeting's packet. In the area of Operations, the Finance Committee has given this department approval to carry up to \$20,000 into a nonlapsing account. The department is projecting \$16,000 as carry over in 1982. In the Children and Youth budget, \$21,196 has been added to the revenue picture. Through an addendum from the state, the department has been allowed to carry the \$21,196 over from 1981 to 1982.

The Board requested that another meeting be held next week because members felt there would not be adequate time to review budget materials presented at this meeting. It was decided that the next meeting will be held on Monday, October 5th at 4:30 p.m. and will probably last about two hours. Budget recommendations will be given at that time.

3. PRESENTATION OF SECTION BUDGETS:

3A. DEVELOPMENTAL DISABILITIES

Staff: 5 Full-Time; 1 Part-Time
Expenses: \$ 969,366
Revenues: 501,800

Program Cost: \$467,566

Contract Services

Expenses: \$ 836,216
Revenues: 471,800

Program Cost: \$ 364,416

Mr. Canales reported that a \$10,000 savings to the program has been affected through the assimilation of the case manager functions from the protective services worker position by Sue Zemblowski, a member of his staff.

Another change in section management was brought to the Board's attention. The 1982 Developmental Disabilities Budget -- New Concepts line item -- reflects the cost savings that is the result of the closing of the Jackson Street Home. The home has not been used to full capacity over the past year. Residents of the home have been evaluated by the staff and it was felt that all residents could be placed in alternate living arrangements. The Jefferson Street Home will be kept at full bed capacity.

3B. SERVICES TO THE ELDERLY

Staff: 3 Full-Time
Expenses: \$ 109,831
Revenues: 26,656

Program Cost: \$ 83,175

It was noted that the 1982 budget figure projected reflects a 17.9% decrease from the 1981 budget. This decrease is contingent upon the acceptance of Portage County as a pilot project for the Community Options Program. Mr. Porubcansky reported that Portage County's chances of receiving this grant were excellent and that the department should receive final determination in October.

3C. ENVIRONMENTAL HEALTH

Staff: 3 Full-Time; 1 Part-Time
Expenses: \$ 82,045
Revenues: 40,560

Program Cost: \$ 41,485

This budget reflects the addition of one full-time sanitarian position. Increases in revenue are seen in the areas of soil evaluations, hotel/restaurant inspections; and the Pine Grove Sanitary District survey.

3. PRESENTATION OF SECTION BUDGETS (CONTINUED):

3D. CHEMICAL DEPENDENCY

Staff: 20% of Mr. McCulley's time to administer program
Expenses: \$ 336,020
Revenues: 62,337

Program Cost: \$ 273,683

Mr. McCulley indicated that this budget reflects the take over, as approved by the Board, of chemical dependency services by the Portage County Council on Alcohol and Drug Abuse. The budget does, however, reflect 20% of his time to administer the program.

ALCOHOL ABUSE CONTRACT SERVICES

Expenses: \$ 289,902
Revenues: 46,337

Program Cost: \$ 243,565

DRUG ABUSE CONTRACT SERVICES

Expenses: \$ 40,017
Revenues: 0

Program Cost: \$ 40,017

3E. MENTAL HEALTH

Staff: 14 Full-Time; 1 Part-Time (.8 of a position included here and .2 of position included in Chemical Dependency Budget)

Expenses: \$ 930,792
Revenues: 321,543

Program Cost: \$ 609,249

Mr. McCulley reported that the 1982 budget for Mental Health reflects a program change. 520 days of inpatient care has been deleted from the budget and an alternate living program plan is being set up. The cost of the inpatient care is approximately \$90,000 to \$92,000 while the alternate care plan could cost approximately \$22,000 or less. In addition, two contracted client slots will be needed for the program at a cost of approximately \$20,000. The alternate living situation, in which the Family Crisis Center, foster homes, volunteers, and sheltered homes play a substantial role, could affect a \$50,000 savings.

Mr. McCulley also wanted the Board to be aware that due to the Medical Assistance cutbacks it may necessary to fund transportation costs for clients to use the programs. There is no line item for transportation costs in the budget because of the line item veto of the governor.

3. PRESENTATION OF SECTION BUDGETS: (continued)

3E. MENTAL HEALTH

Contracted

Expenses: \$ 495,363

Revenue: 89,026

Program Cost: \$ 406,337

4. ACTION ON PROPOSED 1982 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET.

Action of the budget was deferred until the meeting on October 5th.

5. ACTION ON PROPOSED 1982 PORTAGE HOUSE BUDGET.

Mr. Mike Houlihan, Director of the Portage House, presented his budget request for 1982. Mr. Houlihan's budget is totally funded through the state and has been submitted and approved by the state as proposed under the state's fiscal year (October - September). All funds not used during the course of the year are returned to the state.

Expenses: \$115,627

Revenues: 115,627

Program Cost: 0

A Motion was made by Mr. Tierney and Seconded by Mr. Purcell to approve the 1982 Portage House budget as submitted. All were in favor of the motion. Motion carried.

6. MISCELLANEOUS.

Mr. Porubcansky briefly addressed the major issues in the summaries distributed to the Board. Expenditures have been decreased by \$270,621 between 1981 and 1982. (proposed expenditures for 1982 - \$4,554,701; approved budget for 1981 - \$4,825,322). The 1982 budget expenditure level of \$4,554,701 represents reductions of \$195,998 from expenditures originally proposed. Revised revenue projects indicate an increased anticipated revenue of \$188,521. A reduction of 20 hours per week of staff time is reflected in the budgets and an additional 40 hours per week being totally funded through categorial revenues. Three revenues are uncertain at this time. Grant-in-aid is being projected at 96.5% of 1981 level instead of the 95% first anticipated; the department is projecting \$37,350 for Medical Assistance reimbursement for psychotherapy; and \$26,656 has been projected for Community Options revenue. The county share increase that is being requested is 10.09% which is \$93,311.

The Board requested additional breakdowns in various budget, especially in the areas of transportation. The Board also requested that information be available to determine which of the programs are receiving county funds and to what extent county funds are being used to fund the programs.

6. ADJOURN

The meeting was adjourned at 6:50 p.m. The next meeting will be MONDAY, OCTOBER 5TH, at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 5, 1981

Present

Dave Tierney
Marge Schad
Stanley Kirschling
Dick Purcell
Kim Ezinger
Marion Lassa
Dave Varney
Marge Lundquist
Shirley Gibb
Jerry Kaczmarek

Excused

Jim Kollock
Eugene Szymkowiak

Others Present: Richard Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Supervisors - Maria Boario, Lauri Rockman, Jim Canales, Bill McCulley, Steve Tuszka, Bob Schmitz, Jay Cleve, Tris Lahti, and Del Helmueller; Jean Prasher, practicum student; Brian Shoup, Council on Alcohol and Drug Abuse; and Bonnie Bressers, Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Monday, October 5, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE SEPTEMBER 29, 1981 BOARD MEETING.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Varney to approve the Minutes of the September 29th meeting as written. All were in favor of the motion. Motion carried.

2. ACTION ON ADOPTION OF 1982 PORTAGE COUNTY COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET.

Mr. Porubcansky again gave a brief synopsis of the budget analysis. It is as follows:

Expenses	\$ 4,554,701	(reduced by \$195,989 internally)
Categorical Revenues	1,976,813	(increased by \$188,521 internally)
Needed Noncat. Rev.	\$ 2,577,881	
State Grant-in-Aid	1,559,782	(96.5% up from 95% previously)
County Share - 1982	\$ 1,018,106	or 10.09% over 1981 level of \$924,795

Mr. Porubcansky indicated that in AB800, the governor is asking for maintenance of the 1981 level of financing instead of currently proposed levels. The department has taken the stance of anticipating grant-in-aid from the state at 96.5% instead of the AB-800 figure of 100%. Mr. Porubcansky suggested that the total budget be looked at in light of each section budget and that any adjustment be made in this context. The Board agreed.

A. CENTRAL MANAGEMENT BUDGET

A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to eliminate \$7,000 from the Program Evaluation line item. Roll call vote was taken.
Ayes: (6) - Varney, Gibb, Schad, Lassa, Kirschling, Erzinger.
Nays: (2) - Tierney and Lundquist.
Abstaining: (1) - Purcell
Motion carried.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the Central Management budget as amended. All were in favor of the motion.
Motion carried.

B. CHEMICAL DEPENDENCY BUDGET

This budget is up 9.8% from the 1981 budget.

A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to approve the budget as submitted. Roll call vote was taken.
Ayes: (4) - Schad, Tierney, Gibb, and Lundquist
Nays: (4) - Erzinger, Varney, Lassa, Kirschling
Abstaining: (1) - Purcell

Mr. Purcell was then asked to cast the determining vote. Mr. Purcell then voted in favor of the motion.

Motion carried.

C. CHILDREN AND YOUTH BUDGET

This budget indicates the deletion of one supervisor and reflects a 3.8% increase from last year. Board members questioned the need for \$900 in the Banquet Recognition line item and \$1,000 in the Foster Parent Membership/ Training line item. These items were explained.

A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to approve the Children and Youth budget with the deletion of \$900 from the Banquet Recognition line item. Roll call vote was taken.
Ayes: (8) - Schad, Tierney, Gibb, Lundquist, Erzinger, Varney, Lassa, and Kirschling
Abstaining: (1) - Purcell

Motion carried.

D. COMMUNITY HEALTH NURSING BUDGET

A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the Community Health Nursing budget as submitted. Roll call vote was taken.
Ayes: (8) - Schad, Tierney, Gibb, Lundquist, Erzinger, Varney, Lassa, and Kirschling

Nays: (0)
Abstaining: (1) - Purcell
Motion carried.

E. DENTAL HEALTH BUDGET

This budget reflects an 11.75% increase from the 1981 budget which primarily reflects a decrease in anticipated revenues and a standard increase in salary.

A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the Dental Health budget as submitted. Roll call vote was taken.
Ayes: (8) - Schad, Tierney, Gibb, Lundquist, Erzinger, Vanney, Lassa, and Kirschling

Nays: (0)
Abstaining: (1) - Purcell - Motion Carried.

F. DEVELOPMENTAL DISABILITIES BUDGET

The Developmental Disabilities budget represents a 3.6% increase from the 1981 budget and also reflexs the closing of one group home.

A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to approve the Developmental Disabilities budget as submitted. Roll call vote was taken.
Ayes: (7) - Schad, Tierney, Gibb, Lundquist, Varney, Lassa, and Kirschling
Nays: (1) - Erzinger

Abstaining: (1) - Purcell

Motion carried.

G. FAMILY SERVICES BUDGET

The Family Services budget reflexts a decrease of 10.7% from the 1981 budget.

A Motion was made by Mrs. Gibb and Seconded by Ms. Schad to approve the Family Services budget as submitted. Roll call vote was taken.
Ayes: (8) - Schad, Tierney, Gibb, Lundquist, Varney, Lassa, Kirschling, and Erzinger

Nays: (0)
Abstaining: (1) - Purcell

Motion carried.

H. EDUCATION AND TRAINING BUDGET

This budget reflects an 11.9% increase.

A Motion was made by Mr. Varney and Seconded by Mrs. Lassa to decrease the Staff Development line item from \$10,000 to \$7,000 and to decrease the Educational Supplies line item from \$1,525 to \$1,000. A roll call vote was taken.

Ayes: (5) - Schad, Lassa, Kirschling, Gibb, and Varney

Nays: (3) - Erzinger, Lundquist, and Tierney

Abstaining: (1) - Purcell

Motion carried.

A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to approve the Education and Training budget as revised. Roll call vote was taken.

Ayes: (5) - Schad, Lassa, Kirschling, Gibb, and Varney

Nays: (3) - Erzinger, Lundquist, and Tierney

Abstaining: (1) - Purcell

Motion carried.

I. ELDERLY SERVICES BUDGET

The Elderly Services budget reflects a 17.9% decrease from the 1981 budget.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to accept the Elderly Services budget as submitted. Roll call vote was taken.

Ayes: (8) - Schad, Lassa, Kirschling, Gibb, Varney, Erzinger, Lundquist, and Tierney.

Nays: (0)

Abstaining: (1) - Purcell

Motion carried.

J. ENVIRONMENTAL HEALTH BUDGET

This budget reflects an 11.5% increase over 1981 and is due primarily to an increase of one staff position.

A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to approve the Environmental Health budget as submitted. Roll call vote was taken.

Ayes: (8) - Schad, Lassa, Kirschling, Gibb, Varney, Erzinger, Lundquist, and Tierney

Nays: (0)

Abstaining: (1) - Purcell

Motion carried.

K. HOME HEALTH CARE BUDGET

This budget reflects a zero cost to the county.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to approve the Home Health budget as submitted. Roll call vote was taken.

Ayes: (8) - Schad, Lassa, Kirschling, Gibb, Varney, Erzinger, Lundquist, and Tierney.

Nays: (0)

Abstaining: (1) - Purcell

Motion carried.

L. INCOME MAINTENANCE BUDGET

This budget also reflects a zero cost to the county.

A Motion was made by Mr. Tierney and Seconded by Mr. Erzinger to approve the Income Maintenance budget as submitted. Roll call vote was taken.

Ayes: (8) - Schad, Lassa, Kirschling, Gibb, Varney, Erzinger, Lundquist, and Tierney

Nays: (0)

Abstaining: (1) - Purcell

Motion carried.

M. MENTAL HEALTH BUDGET

This budget reflects a 21.8% increase over 1981 budget calculations.

A Motion was made by Mr. Tierney and Seconded by Ms. Lassa to approve the Mental Health budget as submitted. A roll call vote was taken.

Ayes: (7) - Schad, Lassa, Gibb, Varney, Erzinger, Lundquist, and Tierney

Nays: (0)

Abstaining: (1)-Purcell

Motion carried.

N. OPERATIONS BUDGET

This budget reflects a decrease of 37.5% over the 1981 budget.

A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to approve the Operations budget as submitted. Roll call vote was taken.

Ayes: (7) - Schad, Lassa, Gibb, Varney, Erzinger, Lundquist, and Tierney

Nays: (0)

Abstaining: (1) - Purcell

Motion carried.

0. WIC BUDGET

This budget reflects a zero cost to the county.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to approve the WIC budget as submitted. Roll call vote was taken.

Ayes: (7) - Schad, Lassa, Gibb, Varney, Erzinger, Lundquist, and Tierney

Nays: (0)

Abstaining: (1) - Purcell

Motion carried.

BUDGET SUMMARY

Total cuts: \$11,425

Revised county share: \$1,006,681

Percentage increase: 8.8%

Adjusted budget request: \$4,543,276

The Board and staff members were thanked for their perseverance in these budget deliberations.

3. ADJOURN

A Motion was made by Mrs. Schad and Seconded by Mr. Purcell to adjourn the meeting. The meeting was adjourned at 7:00 p.m.

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

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 13, 1981

Present

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

Excused

Kim Erzinger
Marge Lundquist
Jim Kollock

Others Present: Rich Porubcansky, Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Section Supervisors - Tris Lahti, Lauri Rockman, Jim Canales; staff - Rita Lynch, Pat Smith, Priscilla Ritter, and Deb Brahmsteadt; George Snyder representing NCAHPA; Evangeline Lampert, Portage County's representative to NCAHPA; and Sally Clanton representing the Mental Health Association.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, October 13, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE OCTOBER 5, 1981 BOARD MEETING.

A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the Minutes of the October 5, 1981 meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A letter from Mr. Mike Bubla, President-Council on Alcohol and Drug Abuse Board of Directors was read. The letter voiced their concern over a Board member's comments regarding alcohol dependency and indicated a willingness to make a presentation on the nature and methods of treating chemical dependency. There was a discussion on the merits of the letter. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to place the letter on file. All were in favor of the motion. Motion carried.

3. DIRECTOR'S REPORT

Mr. Porubcansky indicated that the department's telephone system was not operational this past Monday. Seven out of eight lines were cut on our telephone system by the Telephone Company. This problem has been resolved.

Portage County has been selected as one of the eight pilot projects for the Community Options Program. Portage County can now accept this status or reject it. Our decision must reach the state by November 6th. Mr. Porubcansky is examining all the guidelines and will make a recommendation to this Board at their meeting of October 27th whether to accept or reject the pilot project.

4. REPORT REGARDING COMMUNITY HUMAN SERVICES DEPARTMENT SPONSORED CONFERENCE.

Mrs. Ritter reported the the single parents conference "Alone and Handling It" was held on October 11th, Sunday. There were seventy-five participants. The total cost of the conference was \$1,153 but reimbursement received were \$870 (\$125 from MCH grant and \$745 from registration fee) -- so the total cost to Portage County to put on this conference was \$283. Mrs. Ritter indicated that radio, television, newspaper, posters and specialized groups were used to inform the public about the conference. Fifty-three persons evaluated the conference. 92.4% rated the overall conference as being good or very good with 97.6% indicating that the conference was useful to them. Suggestions for the next conference were also recommended -- especially having more topics for men. Mrs. Ritter was thanked for her presentation. A journal transaction was approved for this amount. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the transfer of \$285 to cover the cost for this conference. All were in favor of the motion. Motion carried.

5. REPORT ON POSITIVE YOUTH DEVELOPMENT.

Rita Lynch reported that Portage County has been selected as a pilot project for Positive Youth Development. There are ten projects in Wisconsin. This is a community project not a Board or a department project. Rita will continue to be the key liaison person working the a core group of professionals and members of the community in this project which centers around the prevention of alcoholism and alcohol-related problems in the county. The Board's endorsement of the project was not necessary. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to endorse the concept of the Positive Youth Development project. All were in favor of the motion. Motion carried.

6. ACTION ON REFERRALS FROM FINANCE COMMITTEE.

The Human Services Board was asked by Finance Committee to make recommendations on two referrals for 1982 funding. These requests were from the North Central Area Health Planning Association and Information and Referral Services.

Sally Clanton representing the Mental Health Association which has lead responsibility for the I&R services was present to answer questions. Sally stated that when the program was first taken over by the Mental Health Association, the cost per call was \$10.89 -- as of September 1981 it is \$3.05 per call. There were 51 crisis calls from May through September 1981 and the Association is projecting 6,000 calls for the 1981 year. The Association is asking Portage County to pick up \$4,430 from the contingency fund for this service. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to endorse the request by the I&R Services in the amount of \$4,430 to help fund this program in 1982. With the exception of Mr. Szymkowiak who abstained from voting, all were in favor of the motion. (ayes-7; nays-0; abstains-1) Motion carried.

Mr. Snyder from the North Central Area Health Planning Association was present to answer questions regarding its request for \$5,167 for 1982 funding. This dollar figure represents a 9¢ per capita figure for 1982. The majority of funds for the HSA comes through the federal government. When asked for specific areas which would be harmed if Portage County did not pay the fee, Mr. Snyder could not cite any examples. A brief overview of the HSA was given by Mr. Snyder. A

Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to endorse denial of the request for \$5,167 to the NCAHPA. A roll call vote was taken. Ayes-5, (Szymkowiak, Varney, Kirschling, Lassa, Tierney) Nays-3 (Schad, Gibb, and Purcell). Motion to deny endorsement of funding carried. Mr. Snyder was thanked for his presentation.

7. ACTION REGARDING LEAVES OF ABSENCE.

The Board reviewed a leave of absence request for Mrs. Lynch for maternity leave. Only eight weeks out of the requested twelve will have to be leave of absence. The other four weeks will be covered by sick time, comp. time, and vacation. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the request for twelve weeks as submitted. All were in favor of the motion. Motion carried.

The second request was also for maternity in the amount of six months. Pat Smith is requesting leave of absence to begin at or about January 2, 1982. Because of this extended leave, an LTE position is also required. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the maternity leave of six months as requested and to approve the LTE positions for the six months. All were in favor of the motion. Motion carried.

8. ACTION REGARDING PERSONAL SERVICES CONTRACT FORMAT.

The Board reviewed a format for personal services contract that the department wishes to use in the future. On page 3, the word "be" will be inserted on line two. "It may not (be) changed..." A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the use of this format as submitted and revised. All were in favor of the motion. Motion carried.

9. ACTION REGARDING ADDITIONAL STORAGE SPACE.

Mr. Jurgella reported that the minitrieve is being purged of old records and that throughout the entire department there will be approximately 8,000 records which will have to be stored under lock in a separate part of the building. In order to provide an area in the basement for this storage space, Mr. Jurgella feels it would cost between \$1,000 and \$1,500. A Motion was made by Mrs. Lassa and Seconded by Mr. Tierney to endorse a request to the Space and Properties Committee that they work with Mr. Jurgella in finding a place in this building to become secure so we may store our records and also give this Board an appraisal of the costs involved. All were in favor of the motion. Motion carried.

10. ACTION ON BUDGET TRANSFER REQUESTS.

The Board was asked to approve a transfer request in the amount of \$275 from the Olethan line item to the Regina Hospital line item. The request is necessary because an alcohol and drug evaluation examination was needed before Olethan would accept the client. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the transfer request in the amount of \$275. All were in favor of the motion. Motion carried.

10. ACTION ON BUDGET TRANSFER REQUESTS - CONTINUED

The Board was asked to approve a budget transfer in the amount of \$3,000 from Mental Health Salaries to (\$1,600) Central Management-Program Evaluation and (\$1,400) Central Management-Contract Salaries to cover the amount of time necessary until the end of the year for our program evaluation project to get off the ground. The Board questioned the instruments in use at the present time to analyze data and programs and also questioned the expected results and costs to be incurred to obtain those results. A Motion was made by Mr. Varney and Seconded by Mrs. Schad to Table the budget request and to ask Dr. Brenner to appear before the Board at the next meeting to discuss the evaluation processes and methods and also to come prepared with a determination as to what this service would cost Portage County. All were in favor of the motion. Motion carried.

11. CONTEMPLATED CLOSED SESSION. VOTE TO GO INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTES 19.85 (1) (c).

A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to go into closed session. Roll call vote was taken. All were in favor of the motion. Motion carried.

12. VOTE TO RETURN TO OPEN SESSION. POSSIBLE ACTION ON COMPENSATION FOR AN EMPLOYEE.

A Motion was made by Mr. Kirschling and Seconded by Mrs. Lassa 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. Gibb and Seconded by Mr. Purcell to Table to request for compensation for the employee discussed in closed session. All were in favor of the motion. Motion carried.

13. ADJOURN.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 7:25 p.m. The next meeting will be on Tuesday, October 27th, at 4:30 p.m. in CONFERENCE ROOM 2 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 27, 1981

Present

Shirley Gibb
Stanley Kirschling
Dick Purcell
Kim Erzinger
Eugene Szymkowiak
Dave Varney
Marge Schad
Marion Lassa
Marge Lundquist
Jerry Kaczmarek

Absent

Jim Kollock

Also Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Section Supervisors, Bob Schmitz, and Jerry Koepfel; Jean Prasher, practicum student; Brian Shoup, Council on Alcohol and Drug Abuse; Mat Musgrave, observer/citizen; and Ramona Wroblewski, Milton College practicum student.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, October 27, 1981, in Conference Room 2 of the Gilfry Center. Mr. Purcell indicated that he had another commitment at 6:00 p.m. and requested that should the meeting continue after the time he had to leave, Mrs. Gibb as Vice-Chairperson to assume the responsibility of the chair.

1. APPROVAL OF THE MINUTES OF THE OCTOBER 13, 1981 BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the Minutes of the October 13, 1981 Board meeting. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A letter from the Wisconsin Association of Community Human Services Departments was received indicating that there will be an annual meeting on November 2nd at Cable, Wisconsin. Since the department is not a member of this organization, the letter was placed on file.

A letter from Mr. Hamilton of the Department of Health and Social Services was read. Notification regarding this department's acceptance or rejection of the COP proposal is to be into the state by November 16th. Information regarding the guidelines for the pilot projects will be discussed with the eligible pilot counties at a meeting on November 10th and will be brought back to the Board for approval or rejection of this proposed project.

Mr. Porubcansky advised the Board that the department had sent a letter to Waupaca County as a follow-up to determine what services they will be providing to the child that was placed in Portage County and the Stevens Point School

system last February. Waupaca County, according to the agreement, would implement their own services for this child in September of 1982. As of this date, no word has been received from Waupaca County regarding the proposed services. The Board will be kept informed of the situation.

3. DIRECTOR'S REPORT.

Mr. Porubcansky reported that the Board will be asked to either endorse or reject the department's bid for the Community Options Program at the next regularly scheduled meeting.

The Board had asked that Dr. Brenner be present at today's meeting but due to health reasons Dr. Brenner could not be present. The department is putting together information which has been requested by the Board and will present this at the next meeting.

Judy Bablitch reported that Judge Fleishauer has designated the Family Crisis Center as a runaway facility. This designation legalizes the system for runaways already in place in the county. Mrs. Bablitch reported that this system will not cost the county any additional monies. Shelter and food costs are paid for by the child's parents. The Community Human Services Department staff must be notified within a 12-hour period that the Crisis Center has accepted a runaway. Mrs. Bablitch also reported that she had conferred with CAP Director regarding any additional future cost for this program. The director indicated that CAP Services could continue to provide this runaway service for at least 18 more months without additional funding. About one to two children per month are helped through this service.

4. ADVISORY COMMITTEE REPORT.

Mrs. Schad requested that this reported be deferred until the next meeting. One committee did not meet this month and one has not yet met.

5. BUSINESS MANAGER'S REPORT

Questions were answered regarding the vendor listing. A Motion was made by Mr. Varney and Seconded by Mrs. Schad to accept both reports as presented. All were in favor of the motion. Motion carried.

Mr. Jurgella was asked if additional information regarding actual payment of overtime in Operations was available. Mr. Jurgella indicated that the line item for overtime had been overrun. The Board requested that this overrun, as any overruns in line items, be presented for Board action. Mr. Jurgella indicated that this was an oversight and would be presented to the Board at a future meeting. Mr. Purcell expressed the opinion that the budget is just a guideline and that things change during the course of the budget year. He felt that overtime could be justified instead of hiring an additional person to do the work. Mr. Purcell felt the department should not be held to rigid line item amounts but strongly encouraged the department to bring back overruns to the Board. Mrs. Lassa reiterated that when a person is hired, the position is usually for 40 hours per week and does not include overtime. If there is substantial work which cannot be absorbed by the department, it then becomes necessary to review workloads and determine if another position is necessary.

7. LOW INCOME ENERGY ASSISTANCE PROGRAM FOR 1981-82 WINTER.

Mrs. Rockman, I.M. Supervisor, provided the Board with the tentative guidelines for the Low Income Energy Assistance Program. The program is to be implemented in November. This program is a mandated service but the department can either contract out for the service or provide the program within the department. Mrs. Rockman strongly suggested that the program be kept within the department because all pertinent information will have to be run through our computer terminals. This program would necessitate the hiring of an LTE position. This person would take applications and also enter the data into the CRN terminals in the agency. Projected fuel assistance awards would be \$344 for a household using fuel oil and \$257 for a household using any other fuel. The household could also qualify for a \$55 grant if their furnaces were cleaned. The awards are sum-certain amounts but do not cover the total fuel cost for the household. In the past, there have been two LTE positions hired to assist with this program. Mrs. Rockman indicated that she is trying to run the program with only one LTE position but indicated that she would like to reserve the right to appear before the Board if the need for an additional LTE position became necessary. This position or possible positions are totally paid for through this program. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Low Income Energy Assistance Program to be housed within the department and that an LTE position be hired for this program. All were in favor of the motion. Motion carried.

8. REQUEST FOR LEAVE OF ABSENCE.

Mrs. Bablitch presented a request for leave of absence on behalf of Peggy Hans. Ms. Hans has an opportunity to attend a class which is necessary for completion of her Masters degree. Ms. Hans is requesting a leave of absence of 20 hours per week for three weeks from her position effective January 4 - 25th. The department is supportive of her request. It is felt that for this short-term request, the workload could be absorbed. Ms. Hans now works four ten-hour days. Her schedule would be adjusted as follows: from 9:00 - Noon -- attendance at school; from 1:30 - 6:30 Monday through Thursday -- attendance at work. Ms. Hans has indicated that she is not actively looking for other employment. Her additional expertise will benefit the department. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the leave of absence request for Ms. Hans. All were in favor of the motion. Motion carried.

6. FINANCE COMMITTEE ACTION REGARDING 1982 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET.

Mr. Porubcansky reported that within the next week to ten days, we should have some type of clear picture on state funding for the department. He also reported that in the Finance Committee's efforts to get down to the levy limits, cuts were made in both line items and dollar amounts in all budgets. Our department sustained a \$35,000 cut. Mr. Porubcansky indicated that the Board could either make the cuts tonight or wait until we receive word from the state as to the actual revenue the department will be receiving. Mr. Porubcansky suggested that the latter action would seem most appropriate because the department would have a better picture on the revenue situation. Mr. Porubcansky felt that

additional revenues could be able to offset some or all of the \$35,000 cuts made by the Finance Committee. The \$35,000 cuts would be managed in any of three ways: cut the amount from the expenses; increase the revenues; or a combination of increasing revenues and decreasing expenses. Mrs. Gibb indicated that the Finance Committee had discussed the possibility that departments might be able to increase revenues. Although no formal motion was taken on the discussion, it was both Mrs. Gibbs' and Mr. Erzinger's impression that any additional revenues would be put into the general fund instead of decreasing the department's budget cut. Mr. Porubcansky was encouraged to contact Mr. Hollar to verify this interpretation of the discussion regarding additional revenues. Some of the Board members felt that they could not act on any budget cuts at this time without further revenue information. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to Table any action on budget cuts until the next meeting. Roll call vote was taken: Ayes: (4) - Varney, Purcell, Tierney, and Lundquist; Nays: (6) - Schad, Gibb, Lassa, Kirschling, Erzinger, and Szymkowiak. Motion denied. The Board was asked for suggestions on possible cuts. Mrs. Lassa proposed that \$5,000 be deleted from the computer services line item and \$3,000 be cut from CAP. Mrs. Gibb indicated that perhaps \$11,000 could be cut in computer services but withdrew her suggestion when it seem plausible that Portage County would lose some funding if mandated reports were not filed on a timely basis and that the Portage County system could not as yet handle his additional load. Mr. Purcell stated that he preferred to wait until state funding levels are received from the state. Mrs. Gibb also recommended that ADA be reduced by \$5,000, Division of Operations budget be reduced by \$3,000, and that all the outlay items be deleted. At this point, Mr. Porubcansky was asked for the department's recommendations as to where the cuts could take place with the least harm to the services. The cuts were as follows: \$5,000 in computer services; \$3,000 for CAP; \$350 in Mental Health Supplies; \$500 from Family Services Home and Financial Management; \$2,000 in D.D. Day Care; \$2,500 in staff time for formalizing an on-call system; \$2,750 staff cut -- a cut in hours for one staff person in the Mental Health Clinic. Jay Cleve or Margaret Henderson would work 32 hours per week instead of the 40 hours now; \$9,636 not to fund a homemaker position until in latter part of August; and \$9,264 to delete the sanitarian position but build in some contract time. These total cuts come to \$35,000 and have been endorsed by staff. Mr. Porubcansky indicated that the sanitarian position would not save the \$19,245 as in indicated in the budget because \$5,681 would have to be built in for a contract person (if we could hire one) and also \$4,300 would be lost in revenues. The net affect would then be only \$9,264. Prior to leaving for another commitment, Mr. Purcell expressed his support for the cuts as presented by Mr. Porubcansky. The Board expressed considerable concern over three of the proposed budget cuts proposed. They were the cut in the sanitarian position, the reduction of hours of a Mental Health staff position, and the loss of hours from not filling the homemaker position. It was also suggested that perhaps the Board should consider not funding the Community Educator position in the Education and Training Section which would save approxiamtely \$8,855 and would enable some of the priority services to remain intact. A Motion was then make by Mr. Tierney and Seconded by Mr. Varney to Table any action on the budget cuts with the idea that \$35,000

has been identified for cutting along with other appropriate alternative recommendations by the Board and that the Board reconvene on Monday, November 2nd, to make a decision where the cuts will ultimately appear. All were in favor of the Motion Motion carried. The Board meeting will be in Conference Room 1 and begin at 4:30 p.m. The only item on the agenda will be decision on budget cuts. The management is asked to react to the suggestions of the Board and to be prepared to make a final recommendation on the cuts taking into consideration the three primary areas of concern as expressed by the Board.

9. ADJOURN.

A Motion was made by Mr. Varney and Seconded by Mr. Kirschling to adjourn the meeting. Motion carried. Meeting adjourned at 6:45 p.m. Next meeting is to be on MONDAY, NOVEMBER 2, 1981, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 2, 1981

Present

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

Absent

Jim Kollock

Also Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Supervisors: Lauri Rockman, Bob Schmitz, Tris Lahti; practicum student, Jean Prasher; Brian Shoup, Council and Alcohol and Drug Abuse; Karl Pnazek, CAP Services; other interested observers.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, November 2, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE OCTOBER 27, 1981 COMMUNITY HUMAN SERVICES BOARD MEETING.

Mrs. Lassa indicated that an error in the Minutes, page 4/line 8, was present. Mrs. Erzinger will be changed to indicate Mr. Erzinger. A Motion was then made by Mrs. Lassa and Seconded by Mrs. Schad to approve the amended minutes as submitted. All were in favor of the motion. Motion carried.

2. CONTEMPLATED CLOSED SESSION IN ACCORDANCE WITH SECTION 19.85 (1) (c) TO DISCUSS EMPLOYMENT OF PUBLIC EMPLOYEE(S).

Mr. Purcell explained to the audience that the Board would need to discuss issues central to employment concerns and as a result would, if the vote indicated, go into closed session. Mr. Purcell also requested any input from the audience on this matter. There was no dissension from the audience. Mr. Purcell indicated that he would then entertain a motion from the Board to go to closed session. A Motion was made by Mrs. Lassa and Seconded by Mrs. Gibb to adjourn into closed session. Roll call vote was taken. All were in favor of the motion. Motion carried.

3. RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON EMPLOYMENT OF PUBLIC EMPLOYEE(S)

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

4. ACTION REGARDING ADJUSTMENT OF 1982 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET.

The audience was advised that the Board was in open session once again and encouraged to participate in any discussions on the proposed cuts. Mr. Purcell indicated that Mr. Porubcansky would go through the proposed cuts line-by-line and the Board would act on each line.

The first line item was that of a proposed \$5,000 cut in computer services. Mr. Porubcansky explained the need for at least \$2,500 to remain in the budget because of the inability to transfer CSIS information this year onto the county computer system. Mrs. Gibb suggested that the cut be adjusted to reflect \$4,000 instead of \$5,000 and that, if at the end of the 1982 budget year, this line item was found to need an additional \$1,500 and if the money could be transferred from another line item, the Board would consider the line item transfer method to pay for this service. There was no one in disagreement with this proposal. This line item was then adjusted to \$4,000.

The Board then considered the recommendation to delete \$3,000 from the CAP account for emergency mental health and chemical dependency on-call. Mr. Pnazek from CAP Services requested to address the Board. Mr. Pnazek indicated that there was no way that CAP could absorb a \$3,000 Board cut (which would reflect a \$10,000 total cut because of loss of state funds) and still maintain the program. Mr. Pnazek had reviewed the costs and indicated that the most his agency could absorb and still maintain the on-call program for us would be \$1,000 which in essence would cause a \$3,000 total decrease in revenue for his agency. Mrs. Lassa recommended that this line item be cut only \$1,000 instead of \$3,000. All were in favor of the suggestion. This line item was then adjusted to \$1,000.

The line items of Mental Health supplies (\$350), Family Services-Home and Financial Management (\$500), and Developmental Disabilities-Day Care (\$2,000) were grouped together for discussion purposes. The Board felt that these areas were all able to absorb the decrease. All three line items remained as proposed.

The Board discussed the need for a formalized on-call system in the Children and Youth Services Section. Mrs. Bablitch indicated that this money was to be set aside for an unspecified purpose until a formalized structure was initiated. Mr. Porubcansky indicated that a system would be initiated using other means if this money was deleted from the budget. Mrs. Schad and Mr. Tierney recommended the deletion of this amount from the budget. There was no objection.

The proposal to delete \$2,750 from the Mental Health Clinic staff salaries line item of the budget was discussed. The Board was aware of the factors prompting this request but strongly disagreed that this should be the area to sustain a cut. The Board felt that with the waiting lists for the Clinic, it would not be responsible to cut clinic time. They did emphasize that this was not an indication that time could not be granted on an individual basis to any clinic staff member. Mr. Tierney and Mr. Varney recommended that this \$2,750 not be deleted from the 1982 budget. All members concurred with this recommendation.

The Homemaker position was to be discussed next but because of the flexibility of this position and the dollars attached to it, it was determined that this position should be discussed when a bottom line was reached.

The last item on the list for deletion was the Sanitarian position. The Board discussed the political and economic climate in relation to keeping or deleting this position at this time. Mrs. Lassa felt that perhaps it would be better politically and economically to wait until March or April when the building season began. Mrs. Schad and Mrs. Gibb voiced their concern regarding the groundwater contamination in the area as well as the pesticide issue and strongly felt that this position should not be eliminated. More discussion continued on this matter. Mr. Varney and Mrs. Tierney recommended that the position remain in the 1982 budget. There were no objections from the Board or the audience.

Mr. Porubcansky indicated that there were other options available to the Board. These options included the deletion of \$6,160 from inpatient care at Oletham which would reflect the cutting of four slots each of which represented one 28-day stay. The Board reflected that this would not be a very viable solution to the problem and rejected that option. Mr. Porubcansky then indicated that an unspecified amount could probably be passed along to Community Industries. The Board also rejected this proposal because they felt that the D.D. Section had already been decreased substantially. The Board also had the option of not filling the part-time Protective Services Worker position which could delete \$11,129 from the 1982 budget or as the Board had indicated eliminate the Community Educator position which would reflect a savings of \$8,855. Mr. Porubcansky indicated that the management staff had met and that their priorities were first the sanitarian position, then Community Educator position; thirdly the Protective Services work; and lowest was the Homemaker position. The Board discussed these options. It was determined that the Community Educator position would have to be eliminated for a savings of \$8,855. They then addressed the need for the Homemaker position. Upon discussion, it was determined and recommended that the Homemaker position be completely eliminated. The total cuts then reflected a decreased in the 1982 budget of \$35,267.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to accept the revisions to the budget as indicated (\$4,000-computer; \$1,000-CAP; \$350-Supplies; \$500-Family Services; \$2,000-Day Care; \$2,500-on-call system; \$16,062-Homemaker position; \$8,855-Community Educator position). Mr. Erzinger then made an amendment to the motion which was Seconded by Mr. Szymkowiak to delete the Community Educator position and insert the Protective Services Worker position. A vote was then taken on the amendment to the motion. Motion failed. A vote was taken on the initial motion. All with the exception of Mr. Erzinger voted approval for the motion to accept the revisions as indicated. Motion carried.

The Board reiterated its position that even though the Community Educator position has been eliminated, the duties previously carried out by this position must be assumed throughout the department. They also indicated that strong support for the sanitarian position would be needed for it to pass through County Board. The County Board will be advised that the position of sanitarian is so critical that it was determined to eliminate one and one-half positions to address this need and that the cuts made by this Board are contingent upon leaving the sanitarian position in the 1982 budget.

4. ADJOURN.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:55 p.m. The next meeting will be Tuesday, November 10th, at 4:30 p.m. in Conference Room 1.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 10, 1981

Present

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

Excused

Marion Lassa
Kim Erzinger

Also Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Coordinator; Mark Jurgella, Business Manager; Lauri Rockman, I.M. Supervisor; Jean Prasher, practicum student; Bob Steinke, Chairman-County Board of Supervisors; and Mat Mustgrave, observer.

The meeting was called to order by Chairman Purcell at 4:30 on Tuesday, Nov. 10, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE NOVEMBER 10, 1981 BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the Minutes of the November 10th meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Purcell read a letter addressed to the Space and Properties Committee written by him regarding the need for additional storage space for files to be housed in the Gilfry Center. Mr. Jurgella reported Space and Properties Committee had met last Thursday and indicated they would be contacting him regarding this matter sometime this week.

3. DIRECTOR'S REPORT.

Mr. Porubcansky reported that due to extended hospitalization, Dr. Brenner has not been scheduled to meet with the Board tonight. It is expected that Dr. Brenner will be able to be present at the Board's November 24th meeting.

The Director also reported that the department is in the process of filling the vacancy which will be created when Mr. Lahti resigns his position as supervisor for the Community Health Nursing Section. The vacancy is being advertised as a Coordinator of Community and Environmental Health Services and incorporates a supervisory position over both the Environmental Health and Community Health Services Sections. As per the Board directive of last April or May, the Board was invited to attend any or all of the interviews. The interviews will take place on Monday, November 16th, from 9:00 a.m. in the City Conference Room of

the City-County Building. Mrs. Schad indicated a willingness to participate in the interview process. It was the consensus of the Board that anyone attending the interviews should be paid per diem.

Mr. Porubcansky indicated that Space and Properties Committee has also been approached with the possibility of purchasing the two group homes for the developmentally disabled. The Board had previously approved the closing of one group home and Mr. Porubcansky felt it was necessary to clarify why both group homes were being considered for purchase. Mr. Porubcansky stated that the second group home is being considered for housing of both the male and female recovering alcoholics in the community. Presently both are located in their own facilities. The providing of coed facilities would be a means of cost containment to Portage County. The Board will be kept apprised of developments in this matter.

4. ADVISORY COMMITTEE REPORT.

Mrs. Schad reported that the Human Services Advisory Committee met on Monday, November 9th. At that meeting, the advisory committee felt that it would be appropriate for them to undertake a study to determine the feasibility of combining the male and female alcoholic halfway houses into one coed facility as proposed by the Human Services Department. The advisory committee is particularly interested in the fiscal impact as well as the programmatic ramifications of this venture. Mrs. Schad indicated that a report on this project will be forwarded to the Board when completed. Mr. Porubcansky suggested that since the Council on Alcohol and Drug Abuse is now providing the services which will be addressed by the proposed committee (under contract to this department) that perhaps the Council's assistance in this endeavor would be beneficial. Mrs. Schad will forward this recommendation to the advisory committee.

The Health Advisory Committee, Mrs. Schad reported, is in the process of researching information on the aldicarb issue in Portage County. Mrs. Helmick and Dr. Johnson have resigned from this committee because of other pressing work-related commitments.

Jerry Koeppel, supervisor for the Children and Youth Services Section, presented to the Social Services Advisory Committee a summary of the services available through his section at the last Social Services Advisory Committee.

Mrs. Schad indicated that except for a small core group of perhaps three persons in each advisory committee, participation and enthusiasm is on the wane. Mrs. Schad felt that the Board and department would benefit if the three present core groups could be consolidated into one advisory committee for the whole department. Mrs. Schad felt that this was a very viable solution to the limited participation in each of the advisory committees. This matter will be further discussed when the advisory committee chairpersons, Mrs. Schad, Mrs. Bablitch, and Mr. Porubcansky meet for their monthly meeting in November. All three advisory committees also expressed an interest in using the priority setting instrument results as a working tool for future agency planning.

5. BUDGET TRANSFERS.

Two transfers were presented by Mr. Jurgella. They were: (1) a transfer of \$455 from Operations/Salary to Operations/Overtime to cover the additional time needed to update the filing system, and (2) a transfer of \$841 from CSP/Travel/Professional Liability Insurance and DD/Professional Liability Insurance to DD/Transportation to cover the cost of transportation services until the end of the year for mentally ill and developmentally disabled clients to attend a recreation therapy group at the agency. Mrs. Gibb questioned whether any additional funds would be needed for overtime again. Mr. Jurgella indicated there would be no such need. A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve the two budget transfers as presented. With the exception of Mrs. Gibb, all were in favor of the motion. Motion carried.

6. ACTION REGARDING ACCEPTANCE OF COMMUNITY OPTIONS PROGRAM (COP) PILOT PROJECT.

Portage County is one of the eight counties to have been offered the COP pilot project. A final decision for acceptance or rejection of the project must be made by the Board and forwarded to the state by November 16th. The amount of the pilot project is \$71,400. Mr. Porubcansky attended a meeting for all project counties today to ascertain the extent of Portage County's liability for the project and whether or not the proposed structure and requirements for this project would inhibit or complement our present programs. The state is cognizant that the Medicaid budget is out of control and sees these pilot projects as an attempt to get it under control to some degree. Three main concerns were focused on by Mr. Porubcansky: (1) control of the program; adequacy and flexibility of the use of project funds; and (3) requirements on the county in the long and short run. Most of these issues have been answered by the state as well as can be expected. This department, because it houses both the 51 system and Social Services components, is seen as having lead agency responsibility for the program. In addition, a planning committee for this program will also have to be established. The committee will have seven members, one of which must be an elected official. Final approval for decisions made by this committee will ultimately rest with the Community Human Services Board. At the present time, the state is more interested in diverting people from nursing homes than in regulating the use of project funds. As a result, Portage County will have maximum flexibility as long as the intent of the program is met. It is understood that the \$71,400 can in no way provide maximum services but it is a start. Portage County's responsibility for this service extends only to the \$71,400 in 1982. More counties will be asked to come into the project in 1983 and it is anticipated that more funds will be diverted from Medicaid for this purpose. Counties presently in the system as of 1982 will in all likelihood continue into 1983. Portage County would have the option to move the funding around as needed. In the short-range projections, it seems logical that with the emphasis on reducing the Medical Assistance budget and building a system of care on the county level, funding will continue to flow into the county level for these services. It is also logical to assume that more money will be cited for this type of care rather than less. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the acceptance of the COP pilot project. All were in favor of the motion. Motion carried.

7. ACTION REGARDING AID AMOUNTS FOR EMERGENCY FUEL ASSISTANCE PROGRAM.

Mrs. Rockman discussed the department's recommended limits for the Emergency portion of the Fuel Assistance Program. The proposed program policy was distributed at the meeting and Board members were asked to comment. The document was discussed with and by the Board. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to accept the plan as presented. An amendment to the motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak that guideline number 2 be revised to read "The household's gross income must be below the 150% poverty level and the household must have less than \$2,000 in liquid assets; up to \$12,000 in liquid assets will be allowed if the person is 65 years of age or older." All were in favor of the amendment to the motion. The amendment carried. All were in favor of the amended motion. Amended motion carried. Instead of just limiting the liquid assets of all household to \$12,000 the Board felt that it was more appropriate to give more assistance to those that were truly in need of this service and as a result had voted to amend the guidelines as indicated above. It is further understood that some type of investigative process will be used to verify assets of those individuals claiming no assets and that reports to the Board will be given on this program.

8. CONTEMPLATED CLOSED SESSION IN ACCORDANCE WITH S. 19.85 (1) (c) TO DISCUSS EMPLOYMENT OF PUBLIC EMPLOYEE.

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

9. VOTE TO RETURN TO OPEN SESSION. POSSIBLE ACTION ON EMPLOYMENT OF PUBLIC EMPLOYEE.

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

No official action is needed at this time regarding the employment of the public employee.

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. Motion carried. The meeting was adjourned at 6:20 p.m. The next meeting is scheduled for Tuesday, November 24th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Admin. Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 24, 1981

Present

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

Also Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Tris Lahti, Joanne Higgins, Jean Howley, and Diane Bemis from the Community Health Section; Barb Kranig from Education and Training Section; and Representative Dave Helbach.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, November 24, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE NOVEMBER 10, 1981 BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to accept the Minutes of the November 10th meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A notice of a meeting to be held by the Wisconsin Assn. of Community Human Services Programs, Inc. on December 1st at the Holiday Inn in Stevens Point was placed on file. The department currently is not a member of this organization.

3. DIRECTOR'S REPORT.

Mr. Porubcansky reported that Dr. Brenner will not appear before the Board tonight. Dr. Brenner is in New York for additional diagnostic testing. He will be rescheduled for the Board meeting of December 8th.

Contract services for a sanitarian have been included in the Environmental Health Services budget since the sanitarian position was not approved by the County Board. The University at Eau Claire is being contacted regarding any possible students who would qualify and would be willing to work for our agency as they have done in the past. Mr. Tierney suggested that Mr. Thesfeld

and Mr. Trainer at UW-SP be contacted so that the university could explore the possibility of adjusting the curriculum in Natural Resources to fit the requirements of this department. It was suggested that a letter be sent to the Natural Resources Department regarding this matter.

Representative Helbach was in the audience and was requested to respond to the question on the progress of the 1982 state budget. Representative Helbach indicated that the aids would be for 100% with a maximum to 102½% of current 1981 levels. The department supposedly will find out the appropriate figure tomorrow, Wednesday. Mr. Porubcansky reminded the Board that the Department had only budgeted at a 96.5% level so that will mean additional revenues coming into the department in 1982.

4. REPORT ON VIDEOTAPE EQUIPMENT USAGE.

Mrs. Kranig gave a report on the usage of the newly purchased video equipment which had been requested by the Board when approval for this purchase had been given. The last piece of equipment was received in the department two months ago. Cassettes are now available on child abuse, alcohol and drug abuse, and emergency care for the drug and alcohol abuser. A cassette has also been ordered entitled "My Own Best Friend" which deals with depression. The Council on Alcohol and Drug Abuse has requested use of the camera to film some of the counseling techniques and other group programs. Numerous suggestions regarding the use of the video equipment were made and which included putting I&R resources on tape; making the tapes available to the hospital on their closed television network; having the tapes available for transmission by cable television; and as an orientation tool for new employees and Board members. A short demonstration was given by Mrs. Kranig to the Board regarding the operation of the set. Mrs. Kranig will become more familiar with the operation of the camera. The ideas expressed by the Board will be taken under advisement and developed to further incorporate agency goals. The Board will be kept appraised of the usage of this equipment.

5. REPORT ON SECTION CONSOLIDATION EFFORTS.

Judy Bablitch, the Associate Director, gave an update on the merging of the social service functions involving children, youth, and families. Two sections have evolved; they are the Children and Youth Services Section and the Family Services Section. The emphasis is being placed on keeping children and families together. Jerry Koeppel is the supervisor for the Children and Youth Services Section and Steve Tuszka is the supervisor for the Family Services Section. As appropriate, staff have been transferred to other service sections. The overall attitude toward these changes has been good and staff are working hard to implement the changes. Judy is seeing a breakdown in old agency lines. Some examples of this are that the Homemakers who had strictly worked in Social Services are now working in the Mental Health and Home Health systems; also, a psychologist from the Mental Health Clinic is consulting with the Children and Youth Services Section and Family Services Section on a regular basis. Individuals are crossing section lines and are committed to serving the needs of the "total" person. Other changes are being considered and will be brought to the Board for their information and approval. Judy was thanked by the Board for her presentation.

6. BUSINESS MANAGER'S REPORT.

Mr. Jurgella reported that as of this month's report, the operating expenses and travel expenses are less than projected. He also stated that the department is still projecting a carry-over of \$16,000 - \$20,000. A Motion was made by Mr. Varney and Seconded by Mrs. Lassa to approve both the voucher listing and expenditure report as presented. All were in favor of the motion. Motion carried.

The Board was asked to approve three budget transfer requests. The first request, in the amount of \$4,207, was to transfer this amount from the Opportunity Development Center line item to the Janal House line item because additional funds are needed for a client's continued residence there. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve this transfer. All were in favor of the motion. Motion carried. The next transfer request was in the amount of \$1,610. This amount would be transferred from the Opportunity Development Center (\$203) and Rock County Health Care Center (\$1,407) line items and placed in the Marshfield Medical Foundation line item. These funds would cover the additional money needed for a client residence at Grandview Manor. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the transfer of this amount. All were in favor of the motion. Motion carried. The last budget transfer addressed the need for additional inpatient days for clients at Winnebago and Norwood. The transfer would require line items transfers in the amount of \$3,459 from Central State Hospital, \$18,023 from North Central Health Care Center, and \$5,972 from Marshfield Clinic to Winnebago (\$11,114) line item and Norwood (\$16,340) line item. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the transfer as submitted. All were in favor of the motion. Motion carried.

7. LEAVE OF ABSENCE REQUESTS.

Two leave of absence requests were presented for Board approval by Mr. Kurtenbach. The maternity leave of absences were for Diane Bemis and Jean Howley. Mrs. Bemis is requesting a 12-week leave without pay and Mrs. Howley is requesting a 16-week leave without pay. Mr. Kurtenbach indicated that the department is also requesting the Board's approval for the hiring of two or more LTE nurses to fill the time vacancies which would occur if the leaves were granted. Mr. Kurtenbach addressed the anticipated difficulty in filling the leave time with only two LTE persons. It is anticipated that the department could perhaps find three or perhaps four persons to fill this time. Mr. Kurtenbach asked the Board for flexibility in filling these hours. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to approve the two requests for maternity leave of absence and to give flexibility in the hiring of the replacement LTE positions. All were in favor of the motion. Motion carried. The department will hire the fewest LTE's possible and yet provide Portage County residents with a continuum of care comparable to the time prior to the granting of the leaves.

8. BOARD MEETING SCHEDULE FOR 1982.

Since at least three members would be absent from the December 8th Board meeting, it was the Board's decision to cancel that meeting. The next meeting will be held on the regular meeting day, Tuesday, December 22nd. The meeting, however, will begin one-half hour earlier -- at 4:00 p.m. and will be held in Conference Room 1.

The Board had been aware that the line item for Board per diem payments had been decreased in the 1982 budget. The Board was given several options to consider as to the frequency of Board meeting in 1982. It was determined that, because the Board must deal with many complex and diverse matters, it would be infeasible and inadvisable for the Board to alter its present meeting schedule. Until further notice, the 1982 Board meeting schedule will remain as it has been in the past -- two meetings per month on the second and fourth Tuesday of each month beginning at 4:30 p.m. If funds do become depleted in the Board per diem line item, a journal transfer will be considered at that time.

9. CONTEMPLATED CLOSED SESSION IN ACCORDANCE WITH S. 19.85 (1) (c) TO DISCUSS EMPLOYMENT AND COMPENSATION OF PUBLIC EMPLOYEE.

A Motion was made by Mr. Kollock and Seconded by Mr. Varney to adjourn into Closed Session. A roll call vote was taken. All were in favor of the motion. Motion carried.

10. VOTE TO RETURN TO OPEN SESSION. ACTION ON EMPLOYMENT AND COMPENSATION OF PUBLIC EMPLOYEE.

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

No action was taken on the matter of employment and compensation of the public employee.

11. ADJOURN.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to adjourn the meeting. The meeting was adjourned at approximately 6:40 p.m. The next meeting will be Tuesday, December 22, 1981, at 4:00 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
DECEMBER 22, 1981

Present

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

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Jim Canales and Jerry Koepfel, Supervisors.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, December 22, 1981, in Conference Room 1 of the Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE NOVEMBER 24, 1981 MEETING.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the Minutes of the November 24, 1981 meeting as written. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

There was no correspondence.

3. DIRECTOR'S REPORT.

Mr. Porubcansky reported that the 1982 funding level has been set and approved by the Governor and Legislature at 100% of the 1981 funding level. This could mean additional revenue for the department in the amount of \$97,340. Mr. Porubcansky is skeptical of anticipating this additional revenue because of the anticipated \$300 million state deficit and the projected staff reductions at the state level. The applied receipts formula is no longer in effect and therefore cuts at the federal level will be passed through by the state to local governments. This will also influence our revenue sharing formula. Mr. Porubcansky recommended that if any additional moneys are received by the department that they be kept in the department's budget until a firmer pattern of revenue is seen during the course of the year. The department is aware that additional revenues do not guarantee additional expenditures. Use of any additional revenues remains a Board decision.

3. DIRECTOR'S REPORT (CONTINUED).

Mr. Porubcansky reported that equipment has been purchased for approximately \$700 and installed in the building to aid the deaf and hard-of-hearing client. This equipment is hooked into the telephone system and enables a handicapped person to communicate their messages via typewriter. The state is paying for this equipment and the department is to be responsible for its maintenance but Mr. Porubcansky pointed out that the contract with the state did not stipulate a maintenance provision and therefore the department probably is not even **legally responsible** for the equipment maintenance.

The announcement for Mr. Bartkowiak's retirement party was shared with the Board. Ray's last day is January 26th. The party will be on Sunday, January 24th at the Sky Club. All Board members are encouraged to attend. A formal invitation has been sent to appropriate individuals.

Dr. Brenner once again was not able to attend the Board meeting. His medication makes it difficult to attend meetings in the late afternoon. Dr. Brenner will be scheduled in January. Mr. Porubcansky indicated that he had been approached by CAP Services regarding our willingness to contract with them for evaluation services. CAP has an obligation to evaluate the Family Crisis Center and would be willing to pay our department if we could provide the expertise to meet this need. Mr. Porubcansky intends to accept the contract with CAP to provide these services. The Board had no objections.

Mr. Porubcansky reported that a psychiatric center out of St. Paul is doing a follow-along survey with alcohol abusers. Their system is not as sophisticated as our evaluation process but it has received much publicity. This points out that more and more organizations are aware of the need for this type of objective data.

It was reported that CAP had received a substantial amount for its winterization project. Judy Bablitch reported that the department is looking at tying energy conservation into our Emergency Assistance and CAP's weatherization project next year.

4. ADVISORY COMMITTEE REPORT.

Mrs. Schad reported that she has met with all the advisory committees and that all of them are convinced of the appropriateness of integrating the three advisory committees into one combined committee. The new integrated group is looking forward to its first meeting on January 13th. Cindy Chelcun has been asked to act as temporary chair for the first few meetings. There will be approximately fifteen members now but that number should be tempered to about twelve or so. The new advisory committee is planning to meet once per month for perhaps a few hours each meeting.

5. CONSOLIDATION OF ADVISORY COMMITTEES.

In conjunction with the Advisory Committee Report, Mrs. Schad once again reiterated that all advisory committees had been asked for input into the advisability of having one advisory committee instead of three. Human Services Advisory Committee had more questions and were more reluctant than any other committee to incorporate. Eventually the committee did accept the alternative. The new advisory committee will have about fifteen members to start with and

5. CONSOLIDATION OF ADVISORY COMMITTEES (CONTINUED).

will be reduced to eleven or twelve members. Mrs. Schad expressed her enthusiasm for the high calibre of people who had served on the advisory committees or will continue to serve in this capacity. Mrs. Schad had been continually impressed with each member's high motivation and original and timely contributions. The advisory committees members are very anxious to continue to make meaningful contributions to this department, Board, and community. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to consolidate the three present advisory committees into one combined advisory committee. All were in favor of the motion. Motion carried.

6. BUSINESS MANAGER'S REPORT.

Mr. Jurgella reported that all financial indicators reflect a savings of 12-15% in the areas of department Travel and Operating Expenses for 1981. Outlay will probably show a 20% savings. The overall effect on the department's total budget is anticipated to be a savings of 3-5%. It will not be known until the latter part of January if the department will be able to carry over \$16,000 from the 1981 budget into the 1982 budget because of the unstable and variable collection and other revenue patterns. The Board expressed concern over the practice of some employees not turning in their travel and expense vouchers on a monthly basis. The Board requested that the practice of monthly voucher submission be enforced. Mr. Tierney suggested that if the department does not have a policy which states that employees who tender their resignations are not eligible for further staff development and related travel, it should be incorporated into the department policies. Mr. Porubcansky was asked to give the Board a report on all such policies active in the department at the next Board meeting. Mr. Jurgella was also requested to have a time reference indicated on all contract services itemized on the voucher listing.

Mr. Jurgella also requested the transfer of \$4,991 from the Developmental Disabilities Salary line item to the Developmental Disabilities New Concept line item to cover the December cost for clients' residency in the group home. A Motion was made by Mr. Kollock and Seconded by Mr. Varney to approve the vouchers and the line item transfer as submitted. All were in favor of the motion. Motion carried.

7. LEAVE OF ABSENCE REQUEST.

An employee is requesting a medical leave from the department. The leave would incorporate 18-3/4 paid days and 12 days leave without pay. Mr. Jurgella also requested approval for the transfer of the money which would be saved through leave without pay to the Operations Overtime account. The money would then be paid at time and one-half for Operations personnel who would fill in for the absent employee. It would not be feasible to hire an LTE because of the training necessary for this function. The only other alternative available per Mr. Jurgella would be to let the collection area slide until the employee returned to assume her functions. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the leave of absence request and to approve the transfer of the savings in this area to the Operations Overtime Account. All were in favor of the motion. Motion carried. It was clear that the amount of overtime will not exceed the savings realized by the absence of the employee.

8. RECLASSIFICATION REQUESTS.

Mr. Kurtenbach presented the Board with four reclassification requests. The first two dealt with the placement of two Administrative Assistants who had previously been in the union but were now considered nonunion. The Personnel Manager had done a job audit and recommended that the two positions be entered as a Grade 15. The net impact per each reclassification will be about \$1,319. The Board expressed concern that they had not received any documentation for the reclass requests and requested that they have the necessary material before action on the items. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to recommend to the Personnel Committee that the two Administrative Assistant positions be classified as a Grade 15. All were in favor of the motion. Motion carried.

The third reclass dealt with the upgrade of a position from that of Human Services Assistant to Human Services Specialist 1/Social Worker. This position would have a dollar impact of over \$8,000 but would free up two social worker's time in working with the respite care and supportive home care programs. Because no documentation was presented on this position, the Board felt they could not consider it at this time. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to Table action on this reclass. All were in favor of the motion. Motion carried.

A reclass from a Human Services Specialist 1/Social Worker to a Human Services Specialist 2/Social Worker was recommended for another employee. Once again, the Board felt they could not make any objective decision because lack of appropriate documentation. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to Table action on this reclass. All were in favor of the motion. Motion carried.

9. CONTEMPLATED CLOSED SESSION IN ACCORDANCE WITH S. 19.85 (1) (c) TO CONSIDER COMPENSATION OF PUBLIC EMPLOYEE.

A Motion was made by Mrs. Lassa and Seconded by Mr. Varney to adjourn to closed session. Roll call vote was taken. All were in favor of the motion. Motion carried.

10. RETURN TO OPEN SESSION TO TAKE ACTION ON COMPENSATION OF PUBLIC EMPLOYEE.

A Motion was made by Mr. Kollock and Seconded by Mr. Varney to return 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 Mrs. Gibb to recommend to the Personnel Committee the granting of five additional vacation days to Dr. Kamstra based on an accrued anniversary year basis (the method current in effect for Portage County employees). All were in favor of the motion. Motion carried.

11. ADJOURN

A Motion was made by Mr. Kollock and Seconded by Mr. Varney to adjourn the meeting. All were in favor of the motion. Motion carried. The next meeting will be Tuesday, January 12, 1982, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

12. BRIEF TOUR OF APARTMENT LIVING PROJECT.

The Board was encouraged to tour an apartment living project which houses seven disabled individuals. Cookies and punch will be provided by the residents. For many of the residents, this is the first time they are experiencing this type of independent living arrangements. Both the department and the residents are proud of this project.