

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES DEPARTMENT
JANUARY 12, 1982

Present

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

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Doug Mormann, Jim Canales, Lauri Rockman, and Jerry Koepfel, Supervisors; Barb Kranig and Sharon Spencer, line staff; Cindy Chelcun, advisory committee chairperson.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, January 12, 1982 in Conference Room 1 of the Ruth Gilfry Center.

1. APPROVAL OF THE MINUTES OF THE DECEMBER 22, 1981 BOARD MEETING.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Kollock to approve the Minutes of the December 22, 1981 Board meeting as submitted. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

Mr. Purcell reported that the Portage County Council on Alcohol and Drug Abuse will be having their annual meeting on January 21st at the Sky Club. Interested members are encouraged to attend. The Board decided that it would be appropriate for Mrs. Lassa, as the Board's liaison to that agency, to represent the Board at the meeting. The Board offered to pay the cost of the meeting dinner but Mrs. Lassa declined the offer. The letter was then placed on file.

The Board is also invited to participate in a seminar entitled Wisconsin's Public Health System -- A Time of Change being sponsored by the NCAHPA. The conference will be held on February 22, 1982 between 6:00 and 9:30 p.m. at Wilbern's Supper Club in Wisconsin Rapids. Speakers include Ken Rentmeester, Dave Helbach, and Mary McClain. Any interested Board member should have their reservations into the department by the next meeting. Mr. Purcell expressed an interest in attending the conference. Mr. Porubcansky indicated that Doug Mormann who has recently joined our staff spearheaded the effort to organize this conference. Doug was introduced to the Board.

3. DIRECTOR'S REPORT.

Various cuts from the state and federal level are continuing to be filtered down to county and local levels. Among the cuts which will be discussed in depth at the next Board meeting are those of the WIN (Work Incentive Program) and M.A. copayment provision. Financial assistance for the WIN Program which affects AFDC clients and Job Service has been cut. The Stevens Point Job Service is closing its doors. This will mean an overall deficit in our budget of \$34,000. Possible action plans will be presented to the Board at our next meeting with action being taken at that time. The M.A. copayment provision is being initiated for such things as transportation. The department staff are analyzing the repercussions of this decision and will be ready to discuss their recommendations with the Board at that time.

The department has received approval of the Emergency Human Services Plan. The department was obligated to formulate a plan which would set in place a plan of action so that human services could be delivered to residents in time of crisis or disaster. We will begin to implement this plan by training the necessary individuals.

Mr. Porubcansky indicated that when he reported to the Board at the last meeting that the department could anticipate approximately \$97,000 in additional revenues he had unintentionally divulged the wrong information. The correct amount is about \$60,000. Mr. Porubcansky had not taken into account some adjusted figures previously calculated.

The Board is now being advised by a single advisory committee. The advisory committee's initial organizational meeting is scheduled for January 13th at 4:00 p.m. Board members were encouraged to attend.

At the last meeting, the Board requested a report on active department policies. Mr. Porubcansky indicated that these policies are being correlated and will be available at a Board meeting in the future.

Dr. Brenner and Dr. Holmes are tentatively scheduled to meeting with the Board at their first meeting in February -- the 9th. At this meeting, the evaluation project will be discussed along with global indicators, etc.

Mrs. Schad, Board liaison to the advisory committee, requested Board input as to issues they felt the advisory committee should address. This data should be forwarded to either Mrs. Schad or Judy Bablitch. Mrs. Schad indicated that any and all suggestions are welcomed. Mrs. Schad also circulated for the Board's perusal a list of possible discussion items that would be presented to the advisory committee for their consideration at their next meeting.

Mrs. Gibb questioned the Director whether, when any additional state revenues are received by the Community Human Services Department, they could be transferred by the Finance Committee to another department such as the County Home. Mr. Porubcansky stated that state revenues are essentially earmarked for 51 Board and Social Service responsibilities. Porubcansky indicated that what could be done would be to decrease the county-shared revenue in the department's budget and replace that amount with incoming increased revenue from the state. The local funding could then be transferred by the Finance Committee from one agency to the next. Mr. Porubcansky reflected that an appropriate balance between the County

Home and Community Human Services Department service priorities must be dealt with by this Board.

4. REPORT ON CURRENT STATUS AND FUTURE DIRECTIONS FOR THE DEPARTMENT

Once again the department is taking a phase approach to the reorganization of the department. Phase IV has now been initiated. This phase will take a look at all direct services which are being provided by the department, discuss where problems occur, and then decide if the situation can or should be rectified. Recommendations will be forthcoming from this task force by mid-May. The recommendations will address problems and their remedies and also how to administer the proposed changes. Changes will be initiated not for change in itself but because it is necessary for the efficient and effective service delivery systems within the department. It is planned that Phase IV will be implemented either in the Fall of 1982 or at the beginning of 1983. After that point, Mr. Porubcansky foresees a timeframe of perhaps two years in which all of consolidation efforts will be reviewed and evaluated. At that point in time, Mr. Porubcansky envisions the department's emphasis changing from one of reorganizing to that of managing our resources, increasing our evaluation processes, and setting priorities for the department. The Board concurred with Mr. Porubcansky's reasonings. The Board also expressed their desire to have a meeting in Executive Session to discuss any concerns they might have regarding the directions of the department, deficiencies, etc. The Board may like to take a more active part in giving general directions for the management of the department. It was also requested that an information update be given to the Board on the new staff logging system in the department and that when an up-to-date report is ready of the effects of M.A., Food Stamp, and AFDC cuts that it be presented to the Board.

5. REPORT ON DEPARTMENTWIDE GOALS AND OBJECTIVES FOR 1982.

Mr. Porubcansky distributed the tentative 1982 goals and objectives for the department. The Board was asked to review these recommendations and address them at the next meeting. Unless otherwise instructed to do so, section goals and objectives will be shared with the advisory committee instead of the Board.

6. ACTION ON RESOLUTION HONORING A RETIRING EMPLOYEE.

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

7. ACTION ON RECLASSIFICATION REQUESTS.

The first request was that of upgrading a Human Services Specialist I to a Human Services Specialist 2. It is felt that this position had originally been classified wrong. The approval of this reclassification requested was endorsed by the department. After due consideration, a Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the reclassification request. With the exceptions of Mr. Erzinger, Mr. Varney, and Mrs. Lassa, all were in favor of the motion. Motion carried.

7. ACTION ON RECLASSIFICATION REQUESTS (CONTINUED).

The next request dealt with upgrading a position from Human Services Assistant to Human Services Specialist 1. After this position request was discussed by the Board, a Motion for tabling was made by Mr. Tierney and Seconded by Mrs. Schad. It was requested that the department check with the unions regarding the transfer of the person from AFSCME to OPEIU, whether a new position request is more appropriate, and also have a position audit done. All were in favor of the motion. Motion carried.

8. ACTION ON RECOMMENDATIONS REGARDING ENERGY ASSISTANCE PROGRAM.

Lauri Rockman, I.M. Supervisor, brought before the Board several recommendations on the operation of the Basic Energy Assistance Grant and the Emergency Assistance Program. The Board reviewed all of the recommendations. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the document with the exception of item B1 to be effective January 15th. All were in favor of the motion. Motion carried. The Board indicated that the staff should be commended for putting together these recommendations.

9. ACTION ON BUDGET TRANSFER.

Mr. Jurgella requested the transfer of \$2,00 from the DD/Community Industries line item to DD/Day Care line item. This transfer is necessary to provide services to developmentally disabled client. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to approve the transfer as requested. All were in favor of the motion. Motion carried.

10. ADJOURN.

The meeting was adjourned at approximately 6:40 p.m. The next meeting is scheduled for Tuesday, January 26th, 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
JANUARY 26, 1982

Present

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

Excused

Jim Kollock

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Lauri Rockman, Jim Canales, Steve Tuszka, Jay Cleve, Bill McCulley, and Doug Mormann, Supervisors.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, January 26, 1982, in Conference Room 1 of the Ruth Gilfry Center.

1-1. APPROVAL OF THE MINUTES OF THE JANUARY 12, 1982 BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to approve the Minutes of the January 12, 1982 meeting as submitted. All were in favor of the motion. Motion carried.

1-2. CORRESPONDENCE.

Mr. Purcell read a letter from Mr. Musgrave regarding his request for information on how the Board and department are using the priority-setting instrument for the appropriation of 1982 funds in specific department programs. Mr. Porubcansky was requested to draft a reply to Mr. Musgrave's letter for the Board's signature.

It was announced that there will be public hearings on Social Services and Alcohol and Other Drug Abuse/Mental Health service block grants at five sites in Wisconsin. The closest site is in Rhinelander and public testimony will be heard there on February 2nd. Other sites and hearing dates include Milwaukee on February 3rd, Eau Claire on February 3rd, Appleton on February 4th, and Madison on February 4th. The department is planning to put together an agency stance on these issues. Any additional input from the Board is welcomed.

1-3. DIRECTOR'S REPORT.

Mr. Porubcansky reported that Mr. Bartkowiak's retirement party was well received and well attended. He thanked Board members for their participation in the event. Ray was very pleased with the dinner and has left the department with very good memories.

The Director called the Board's attention to the new format which will now be used for all future Board agendas. Each section will be addressed by a member of Central Management.

Mr. Porubcansky indicated that there has been a number of staff changes in the department. Nancy Eggleston has been hired to fill the newly created position of Income Maintenance Lead Worker. As a result, Nancy's position as Income Maintenance Worker had become vacant but has been subsequently filled by Joni Smith who was our LTE Terminal Operator. The LTE Terminal Operator position is now vacant and a replacement is being solicited.

According to state indicators, Wisconsin will have a \$377 million deficit. The governor is looking into a tax increase to alleviate some of this deficit and is also looking into reductions in program funding. The Board will be kept apprised of the situation.

Mr. Porubcansky expressed his apology to the Board on how the nominations for the long-term planning committee for COP were handled. This issue will be acted upon later in the Board meeting.

1-4. ADVISORY COMMITTEE REPORT.

Mrs. Schad reported that the first meeting of the consolidated Community Human Services Advisory Committee was on January 13th. Ten out of sixteen members participated in the meeting. Two or three members who could not attend did call in advance and indicate their willingness to serve on the committee. The committee has chosen to meet on the first Monday of each month beginning at 4:00 p.m. At the first meeting, presentations were given by Mrs. Schad, Judy Bablitch, and Rich Porubcansky. The goals and objectives for 1982 were distributed and discussed with the members. The members also received a listing of possible topics for consideration by the committee and will be asked to prioritize them at their February meeting. The advisory committee is also investigating the possibility of charging fees for services the department provides. Department staff have been asked to have the data on fee charging ready for the committee's February meeting. Mrs. Schad encouraged Board participation at the advisory committee meetings.

Mrs. Lassa reported that she had attended the Council on Alcohol and Drug Abuse's Annual Dinner and Meeting on January 21st. The Council reported at the dinner that the takeover of all Portage County alcohol and drug abuse services has gone well. It was also reported that the Council will be returning \$6,000 to this department in fees generated. The Council has hired an additional part-time person in their collections area.

Mr. Szymkowiak questioned the process by which individuals can obtain treatment for alcohol-related problems. Mr. Porubcansky shared the procedures with him and the Board.

2-1. ACTION ON BUSINESS MANAGER'S REPORT.

Mr. Jurgella reported that he will have definite figures on the department's 1981 financial picture sometime in late February. The Accounting Office has advised the department that revenues for 1981 but collected in 1982 will be processed to our 1981 revenue accounts until the middle of February. With this procedure in effect, the department will probably be able to realize the \$16,000 carry-over it had projected.

In reviewing the voucher listing, the Board questioned a volunteer's travel voucher. The Board requested that staff re-review this voucher and report their findings at the next Board meeting. The Board also requested a report on the number of hours and total costs incurred for contract employees.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to approve the Business Manager's Report as submitted with a conditional approval for the Lawrence Wallace voucher. All were in favor of the motion. Motion carried.

2-2. ACTION ON PROPOSED M.A. COPAYMENT POLICY.

Mr. Porubcansky reported that the department's funding for M.A. transportation has been cut substantially for 1982. The department's expenditures for 1980 were \$23,669 whereas only \$8,557 will be available for this service in 1982. The state has informed the department that a copayment fee must be initiated for all M.A. transportation. Lauri Rockman, I.M. Supervisor, shared a proposed copayment transportation policy with the Board. It was stressed that this policy is subject to change especially if an adequate cutback has not been imposed. This account is being monitored on a quarterly basis. The Board expressed its concern regarding the inadequacy of the copayment fee. Lauri indicated that this was the official state stance on the copayment fees and that it could not be altered by the department. Portage County, however, does have flexibility in the number and kinds of trips that would be paid for. The Board asked that their concerns regarding the copayment fees be addressed to the state level. Mr. Porubcansky will also share the Board's concerns with Mr. Rentmeester when he meets with him in Madison next week. Mr. Porubcansky had asked the District Attorney's Office for an opinion as to the feasibility of the department implementing this policy immediately. The District Attorney's opinion is that the department can implement the fee schedule immediately so long as it is uniformly applied. The department's implementation date is February 1, 1982. A Motion was made by Mr. Erzinger and Seconded by Mr. Szymkowiak to approve the policy as submitted. All were in favor of the motion. Motion carried.

3-1. ACTION ON 1982 AGENCY GOALS AND TASKS.

There was a brief discussion on the 1982 goals and tasks as submitted. The Board felt there was a need to review the progress of the department's goals on a quarterly basis instead of only annually. The Board also requested a report for the next Board meeting on the status of the 1981 goals and objectives. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to Table action on the 1982 goals and objectives until the Board received a report on the 1981 goals and tasks. Upon further clarification, the motion was withdrawn by Mrs. Gibb and Mrs. Lassa. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to approve the 1982 goals and tasks with the under-

standing that the Board will be given a quarterly update. All were in favor of the motion. Motion carried.

3-2. ACTION ON INTERNSHIP FOR THE MENTAL HEALTH CLINIC.

A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the internship program as proposed. All were in favor of the motion. Motion carried. This proposal will be forwarded to the Personnel Committee for their review and action.

3-3. ACTION ON WORK INCENTIVE PROGRAM ELIMINATION.

Mr. Porubcansky reported that WIN funds have been eliminated as of February 28th. An analysis of the options available to the department due to this monetary and program loss has been done by Judy Bablitch. The analysis includes six options along with the recommendation from Mrs. Bablitch for the layoff of one full-time social work position. The issue was being brought to the Board's attention at this time because of time constraints. Under the OPEIU contract which represents social workers, the county must confer with the union prior to the layoff process. This means that discussions would have to begin in February. Because of the unclear financial picture, the Board chose to wait until their next meeting to see if a clearer financial analysis would be available to assist in making a more responsible decision on this issue. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to Table this issue until the next meeting. A voice vote was taken. Motion carried.

3-4. ACTION ON NOMINATIONS TO LONG-TERM SUPPORT PLANNING COMMITTEE.

The Board was asked for their input on nominations to the Long-Term Support Planning Committee. After discussion on the proposed nominees, the Board felt that it would be appropriate to add a tenth member which would be the Community Human Services Board Chairperson or his/her designee. A Motion was made by Mr. Purcell and Seconded by Mrs. Gibb to amend the nine-member committee to ten members as reflected above. All were in favor of the motion. Motion carried. A Motion was then made by Mrs. Schad and Seconded by Mr. Varney to approve the amended Long-Term Support Planning Committee nominations. All were in favor of the motion. Motion carried. The nominations will now be forwarded to the Committee on Committees for action.

3-5. ACTION ON A MATERNAL AND CHILD HEALTH GRANT.

The department requested the Board's approval for acceptance of a \$24,990 Maternal and Child Health grant. Questions were answered by Mr. Mormann of the Community/Environmental Health Section. Mr. Szymkowiak voiced his concern regarding this program and felt he could not support it. A question was also raised whether or not the acceptance of the grant would preclude the charging of a user fee for the prenatal classes which would be expanded through use of the grant monies. Mr. Mormann indicated that this would not hinder our fee-charging capabilities. A Motion was made by Mr. Purcell and Seconded by Mrs.

Lundquist to accept the MCH grant. With the exceptions of Mr. Szymkowiak who voted nay and Mr. Kirschling who abstained from voting, all were in favor of the motion. Motion carried.

4-1. ACTION ON AGENCY MEMBERSHIPS.

The agency asked for input from the Board as to the feasibility of the department's membership to either the WSSBM&DA or WACHSP organization. WACHSP has requested that the Board refrain from making a decision regarding agency memberships until they can give the Board a presentation on their services. Because of fiscal constraints in 1982, the Board decided that they could not endorse memberships in either organization and that a WACHSP presentation would not alter their decision. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to disapprove both memberships. All were in favor of the motion. Motion carried.

4-2. ACTION ON APPOINTMENT TO BOARD TRAINING COMMITTEE.

Department staff requested that a member of the Board be on a committee that plans for Board training experiences. The department felt that this type of Board input would be an invaluable asset in planning and designing of training experiences which would be most beneficial to all Board members. The Board discussed this recommendation and felt that it would be more appropriate for all Board members to submit issues they felt should be discussed than for only one Board member to express the concerns he/she felt should be addressed. The Board also felt that all the major issues would be presented sometime during the two-year term of the members. They did express an interest in meeting at the various service provider facilities and learning first hand about the programs being provided. It was suggested that the department develop a calendar of events and then the Board would react to the suggestions.

5-1. CONTEMPLATED CLOSED SESSION. VOTE TO GO INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTES 19.85 (1) (c) TO DISCUSS EMPLOYMENT AND PERFORMANCE EVALUATION DATA OF PUBLIC EMPLOYEES.

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

5-2. VOTE TO RETURN TO OPEN SESSION WITH POSSIBLE ACTION ON THE ABOVE DISCUSSED ITEM.

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

No action was needed on the information discussed in Closed Session.

ADJOURN.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Tierney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 7:30 p.m. The next meeting is scheduled for Tuesday, February 9th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 9, 1982

Present

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

Excused

Eugene Szymkowiak

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Maria Boario, Steve Tuszka, Bill McCulley, and Jay Cleve, section coordinators; Cindy Chelcun representing the Advisory Committee; Paul Rice and Joan Honl representing Community Industries; Drs. Holmes and Brenner, program evaluators; Mat Misgrave, past employee; Barb Kranig, line staff; Brian Shoup representing the Council on Alcohol and Drug Abuse.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, February 9, 1982, in Conference Room 1 of the Gilfry Center.

I-1. APPROVAL OF THE MINUTES OF THE JANUARY 26, 1982 COMMUNITY HUMAN SERVICES BOARD MEETING.

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

I-2. CORRESPONDENCE.

A transmittal from the Human Services Advisory Committee to the Human Services Board was read by Mr. Porubcansky. This transmittal centered around two facets of the Wisconsin Fund "Failing Septic System Grant Program". The committee, in a vote of support, is recommending that the eligibility for assistance through this fund be expanded to include all types of failing septic systems in Portage County rather than only alternate systems and that the processing fee for this program be increased from \$15.00 to \$20.00. Mrs. Chelcun was present to briefly explain the program and the committee's recommendation. This recommendation will be addressed at the next Community Human Services Board meeting of February 23rd.

A letter and statistical report from the Mental Health Association was read by Mr. Porubcansky. The Information and Referral Program which is operated by the Mental Health Association has made approximately 6,249 contacts in 1982. This is an increase from both 1979 and 1980 in which 2,674 and 4,847 contacts respectively were made.

A letter to the Stevens Point Journal Editor from Mr. Purcell as representative of the Community Human Services Board was read and which endorsed public support for the Town Meeting on Child Abuse and Neglect to be held on Monday, February 15th. The Board had no objections to the letter being sent to the newspaper.

I-3. REPORT ON M.A. TRAVEL USING VOLUNTEERS.

Barb Kranig of the Education and Training Section presented to the Board an overview of the Volunteer Travel Program of which she is responsible. Client transportation is provided for either of two purposes: (1) M.A. transportation to any services covered by M.A., or (2) Title XX transportation for any treatment area covered under a social worker's plan. Volunteer drivers are paid on a portal-to-portal basis. Before any transportation is provided through a volunteer, all other sources of transportation available to the client are investigated. Guidelines for transportation services have been tightened in the past few years. Efforts at coordinating rides for more than one person going to the same location but at different times have been incorporated. Mrs. Kranig has eight steady drivers in the Stevens Point area, one in the Junction City area, four each in the Amherst and Almond areas, and three in the Rosholt area. Mrs. Kranig reported that Mr. Wallace, her only volunteer who would consider trips to Madison, has indicated that until the weather clears he would be unwilling to make these long distance trips. Mrs. Kranig praised the dedication and compassion of the volunteer drivers.

I-4. REPORT ON CSIS.

Mr. Jurgella, Business Manager, reviewed with the Board the foundation for and status of the CSIS reporting format. CSIS means Client Service Information System. This system was created as a means to better utilize and record data presently being gathered under the TIS and SSIS systems. CSIS will eventually mean a reduction in paperwork because a common language to describe services, settings, and program components will be used instead of three or more systems presently in effect. Eventually, the Coordinated Plan and Budget, the Client Services Information System, and the fiscal reporting system will all incorporate the same human service taxonomy and become a very valuable tool for the state and our agency in determining priorities, costs, and services rendered. Mr. Jurgella reviewed the various elements and forms which are presently necessary to satisfy both the state's and our agency's fiscal and data demands. Currently Portage County is one of seven pioneer counties in the CSIS system. In January 1983, however, all counties will have to be on CSIS.

1-5. ADVISORY COMMITTEE REPORT.

A brief report had been given earlier in the meeting by Mrs. Chelcun on the action of the advisory committee regarding the Wisconsin Fund. Mrs. Schad, Board liaison to the advisory committee, reported that an article prepared by Mrs. Kranig was released to the Stevens Point Journal. The article gave a brief background on the advisory committee, indicated who the members were, and asked that citizen input be directed to the committee members on any areas of concern they may have.

I-6. DIRECTOR'S REPORT.

Because the financial picture is less than clear, the Board was not asked to act on the future status of the WIN Program. This matter will be brought back to the Board for action at the March 9th meeting.

Mr. Porubcansky reported that the projection of a \$449 million state deficit by the end of this biennium is quite likely. There is a general feeling that even with this deficit, the county's grant-in-aid projections will probably hold true and that the school aids and university system will have to absorb more of the potential cuts. As more current information becomes available, it will be shared with the Board.

Mr. Porubcansky reported that there will be a Public Hearing in this building on Thursday, February 11th. The Public Hearing will address the Health Systems Agency's 1982 Implementation Plan. Board members were encouraged to attend.

Wisconsin has become the recipient of 125,000 pounds of cheese in five-pound blocks. Portage County will receive 18,000 pounds. The cheese is scheduled for dissemination to eligible people during the last two weeks in February. Eligible individuals include those persons on AFDC and Food Stamps and amount is based on family size. CAP will be doing the cheese distribution in several of the surrounding counties and would be willing to handle the distribution for Portage County. There is no money available in this program for administrative costs but CAP would be willing to provide this service without any remuneration from Portage County. It was Mr. Porubcansky's recommendation that CAP be allowed to handle the cheese distribution in Portage County. A Motion was made by Mr. Erzinger and Seconded by Mr. Varney to allow the CAP agency to handle the cheese program in Portage County. All were in favor of the motion. Motion carried. It is the Board's understanding that CAP will not be given any remuneration for this service.

II-1. REVIEW AND ACTION ON PERSONAL SERVICES CONTRACT PROCEDURES.

Mr. Kurtenbach gave a brief history of the department's personal services contracts and procedures to obtain them. The District Attorney's Office has been asked for an opinion as to when an employee is a county employee and when he is considered self-employed. Job Service has also been contacted regarding whether individuals under a personal services contract are eligible for unemployment compensation. The department is looking for input and direction from the Board as to how to proceed in this matter. A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to refer this matter to the Personnel Committee and the Personnel Manager for action with a request that a recommendation be brought back to this committee. All were in favor of the motion. Motion carried.

III-1. UPDATE ON PROGRAM EVALUATION PROJECT.

Drs. Brenner and Holmes were available at the Board meeting to discuss the program evaluation project. Currently, evaluations are being done on seven programs. The Board was encouraged to ask questions regarding the concept, technique, or anticipated results. The concept of using an evaluation tool to determine community needs and services rendered is a revolutionary concept for a public agency. Evaluation processes such as the one's being used in Portage County have evolved through extensive input from line staff and by adapting generalized evaluation tools to meet the specific needs of a program. Dr. Brenner sees the present projects as being at step seven of a nine-step plan. The total plan incorporated such things as (1) determination of need for evaluation; (2) doing a feasibility study; (3) discussion and background on services provided; (4) choosing and creating an evaluation instrument(s); (5) designing a computer application and finalizing an instrument; (6) doing a pretest; (7) collecting data; (8) analyzing data (They anticipate this being done by mid-April); and (9) reporting to the Community Human Services Board their findings. When all of the data is compiled, some will be analyzed by hand and some will require the assistance of a computer. Dr. Holmes shared with the Board the instruments which were being used in all of the programs. When a final presentation is given to the Board in Summer, a decision will have to be made as to the validity and usability of the information generated, whether the project should continue on a full-time or limited-term basis, or whether it should be discontinued. Drs. Brenner and Holmes were thanked for their presentations.

III-2. REPORT ON MEDIATION PROCEDURE.

Due to time constraints, the program was not explained in depth by Mr. Tuszka. The Board was asked for any comments or questions. Mr. Tuszka will present a follow-up report on this program after it has been in effect for a few months. A Motion was made by Mrs. Lassa and Seconded by Mr. Kollock to accept the report as submitted. All were in favor of the motion. Motion carried.

IV-1. REVIEW OF 1981 GOALS AND TASKS.

Because of time constraints, this agenda item will be discussed at the next Board meeting.

IV-2. REVIEW OF EXISTING DEPARTMENT POLICIES.

Mr. Porubcansky distributed a listing of current department policies. Also because of time constraints, this agenda item will be discussed at the next Board meeting.

V-1. ADJOURN.

A Motion was made by Mr. Erzinger and Seconded by Mrs. Lassa to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 7:00 p.m. The next meeting will be Tuesday, February 23rd, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted by: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 23, 1982

Present

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

Excused

Dave Varney

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Lauri Rockman, Daryl Kurtenbach, Bob Schmitz, and Doug Mormann, Coordinators; Ray Schmidt, line staff in Environmental Health.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, February 23, 1982, in Conference Room 1 of the Gilfry Center.

I-1. APPROVAL OF THE MINUTES OF THE FEBRUARY 9, 1982 COMMUNITY HUMAN SERVICES BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mr. Kollock to approve the Minutes as submitted for the meeting of February 9th. All were in favor of the motion. Motion carried.

I-2. CORRESPONDENCE.

Two letters from the Midwest Psychotherapy Associates were read by Mr. Purcell. One letter extended an invitation to attend their open house which will be held on February 26th and 27th and the second letter requested information about the process by which they could contract with the department to provide their services to Medical Assistance recipients. It was decided that the letters would be placed on file. Mr. Purcell will acknowledge the second letter which requests information on the contracting process and will extend an invitation to this agency to attend the March 9th Board meeting when this issue will be discussed.

A letter from the County Board Chairman indicating the appointment of the Human Services Board chairperson or designee to the Long-Term COP Committee was acknowledged and placed on file.

I-3. REPORT ON PUBLIC HEALTH FORUM.

Board members Lassa, Lundquist, and Purcell attended a public health forum at Wisconsin Rapids on February 22nd. They reported that public health hasn't changed in 100 years. The main thrust of the meeting was to talk to counties about taking responsibility for health of their citizens at a local level. Inducements such as fee charging for inspection services usually done by the state and block grants were cited. The Wisconsin Medical Society also endorses the concept of prevention at the local level. It was mentioned that the local governments will not be given carte blanche as it pertains to services to be provided through block grants but will have specific services attached to these monies. Portage County had been cited as a leader in the consolidation of public health needs for their citizens.

I-4. DIRECTOR'S REPORT.

The state's projection of a \$449 million deficit seems to be a reality. Massive cuts are projected along with an increase in taxes. There is a possibility that the increase in taxes could be enacted. Even with this in mind, our grant-in-aid appears to be holding steady. The Board and department will need to take a continuous look at our financial picture because of the proposed people/program cuts coming before the Board at the next meeting. The Board will be kept apprised of the financial picture both at the department and state level.

II-1. BUSINESS MANAGER'S REPORT.

The Business Manager's report was reviewed. A Motion was made by Mrs. Lassa and Seconded by Mrs. Gibb to approve the reports as submitted. All were in favor of the motion. Motion carried.

III-1. REPORT REGARDING EMERGENCY AND REGULAR FUEL AID PROGRAMS.

Background information had been provided for the Board members on the emergency and regular fuel aid programs. Lauri Rock^{man} was available to discuss any concerns or answer any questions that the Board might have had. Lauri indicated that the third allotment of emergency fuel funds has been received by the department. She also indicated that since the inception of new rules for this program, five cases have been put under protective payment.

III-2. REPORT REGARDING MODIFICATIONS TO ALL FINANCIAL AID PROGRAMS.

Background material had also been provided for the Board on this issue. Ms. Rockman was available to answer questions and also presented three case histories which reflected how the budget cuts and tightening of restrictions affected some individuals and families. A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to approve both reports. Motion carried.

III-3. INFORMATION REGARDING PRIVATE SEWAGE DISPOSAL SYSTEMS.

In response to a recommendation by the Advisory Committee, the Board considered the issue of expansion of the Wisconsin Fund eligibility criteria for county residents. Mr. Schmidt, Environmental Health Sanitarian, gave a presentation on the functioning of private sewage systems. Information had also been provided to the Board on how the grant program was able to alleviate some of the financial burden for taxpayers whose septic systems fail. The fund provides for a maximum of 60% or \$3,000 reimbursement (whichever is lesser) for septic system replacement. Right now, Portage County only provides relief for individuals whose failing systems must be replaced with alternate systems -- fill, pressurized mounds, or holding tanks. The department and Advisory Committee are recommending that all Portage County residents with failing systems be eligible for assistance through this program. The individual assumes responsibility for payment of the upgrading of his system and then applies for grant reimbursement. Grant monies are not guaranteed to any individual applicant but so far Portage County has received 100% of its requests. Through these grant monies, all Portage County residents received benefits because of cleaner, safer water and the individual with the failing system does not have to carry the financial burden for the upgrading of his system alone. This program has encouraged individuals who not ordinarily have upgraded their failing system to do so. It was proposed that the \$15.00 filing fee be increased to \$20.00. After consideration and discussion, the Board determined that a fee of \$30.00 was more appropriate. A Motion was made by Mrs. ✓Lassa and Seconded by Mrs. Szymkowiak to approve changing the Wisconsin Fund eligibility requirements to include all failing septic systems with a fee of \$30 to cover the processing cost. All were in favor of the motion. Motion carried.

III-4. ACTION ON EXPANSION OF WISCONSIN FUND ELIGIBILITY.

The Board reviewed a proposed resolution for the elimination of restrictive regulation on the use of the Wisconsin Fund. All were in favor of the proposed resolution. The resolution will be forwarded to the County Board for action at its meeting in March.

III-5. OVERVIEW OF EMERGENCY HUMAN SERVICES PLAN.

Mr. Kurtenbach provided an overview of the Emergency Human Services Plan and timetable for updating and implementing it. Portage County has eight disaster centers. Mr. Kurtenbach will continue to provide updates to the Board on this disaster plan as necessary.

IV-1. REVIEW OF COMPLETION OF 1981 DEPARTMENT GOALS.

Mr. Porubcansky reviewed the status of the 1981 goals and objectives for the department with the Board. This report was accepted.

IV-2. REVIEW OF EXISTING DEPARTMENT POLICIES.

The Board was provided with a breakdown of department policies and procedures. It was suggested that the subject of Board and Advisory Committee members orientation be added under Section 3--Training. Any policies or procedures that the Board feels the department should or should not have should be addressed to Mr. Porubcansky for action.

Mr. Porubcansky reported that the internship program will not become a reality this year. The intern that was selected had turned down the position and the department did not feel that the other possible candidates fit the department's needs.

It was questioned whether the Board would respond to the letter which appeared in the Stevens Point Journal under Letter to the Editor. The letter was from Mat Musgrave and addressed the Board's use of the priority setting instrument. It was determined that no response was needed.

V-1. ADJOURN

A Motion was made by Mr. Kirschling and Seconded by Mr. Purcell to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 6:20 p.m. The next Board meeting will be on Tuesday, March 9th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MARCH 9, 1982

Present

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

Excused

Kim Erzinger
Marge Lundquist
Shirley Gibb

Absent

Jim Kollock

Others Present: Bob Steinke, County Board Chairman; Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Doug Mormann, Steve Tuszka, Jim Canales, Maria Boario, and Bill McCulley, Coordinators; Paul Jadin, Personnel Manager; Charm Fournier, Nancy Strube, and Barb Kranig, staff members; Dr. Hurlbut representing the Midwest Psychotherapy Associates; Jim Gebhard representing Riverdale Marriage and Family Clinic; and Bonnie Bressers representing the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, March 9, 1982, in Conference Room 1 of the Gilfry Center.

I-1. APPROVAL OF THE MINUTES OF THE FEBRUARY 23, 1982 COMMUNITY HUMAN SERVICES BOARD MEETING.

The Recording Secretary indicated that on page 2, Section III-1, line 2 Lauri Rock should be changed to read Lauri Rockman and on page 3, Section III-3, line 24, Mrs. Szymkowiak should be changed to read Mr. Szymkowiak. A Motion was then made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the Minutes with the changes as noted. All were in favor of the motion. Motion carried.

I-2. CORRESPONDENCE.

Mr. Purcell suggested that Mr. Erzinger be appointed as his designee to the Long-Term COP Committee until his term expires next month. Mr. Erzinger has expressed interest in this committee and has been a member of the County Home Committee. Per diem will be paid to the County Board member on this committee. The first meeting is scheduled for March 12th. A Motion was made by Mrs. Schad and Seconded by Mr. Kirschling to approve the appointment of Mr. Erzinger to this committee as the Community Human Services Board Chairman's designee until Mr. Erzinger's term of office expires next month. All were in favor of the motion. Motion carried.

I-3. ADVISORY COMMITTEE REPORT.

Mrs. Schad reported that the Advisory Committee met on March 1st. The main thrust of that meeting was to discuss the role that the advisory committee would play. Initially a motion was made regarding this role but failed for lack of support. The first motion centered around three central responsibilities of that committee: (a) development of an annual plan for the department on distribution of services to Portage County and which would be submitted to the Board for approval; (b) review of requests for program changes; (c) education of the advisory committee members as to the services the department provides and the needs of the community at large. A second motion was made which encompassed only points (b) and (c) of the original motion. This second motion carried the full support of the committee. Ray Schmidt, Environmental Health Sanitarian, gave an overview of the ordinance revision on holding tanks that he is proposing. The advisory committee agreed with the concept of revising the holding tank ordinance into everyday language the common consumer could understand and also with limiting the use of holding tanks in Portage County. Lauri Rockman, I.M. Supervisor, gave a brief report on the effects of the decrease in state and federal funds for support programs. Mrs. Schad indicated that the advisory committee is also addressing the issue of whether additional members should be recruited for the advisory committee. No suggestions have been formulated yet.

I-4. REPORT ON BOARD TRAINING PROPOSAL.

Mrs. Kranig of the Education and Training Section presented to the Board a proposed training schedule which will occur over the next two year and which coincides with the terms of the County Board members. It is the recommendation of the department that the first four segments be adopted by the Board as proposed. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to accept the Board training report and to put the first four segments into action. All were in favor of the motion. Motion carried.

I-5. DIRECTOR'S REPORT.

Mr. Porubcansky reported that he had met with the Personnel Committee regarding the transfer of duties from Mr. Kurtenbach to Mrs. Rutta in the area of personnel. Mr. Porubcansky and Mr. Jadin will be meeting to discuss this transfer in depth and will forward that information to the Personnel Committee on March 15th. The information will be brought back to this committee on March 23rd for action and approval. The transfer of personnel duties from Mr. Kurtenbach to Mrs. Rutta will occur no later than April 1st.

II-1. SUGGESTED REVISED FORMAT FOR FISCAL REPORTS.

Mr. Jurgella shared his proposed revised formats on the Financial Report and Accounts Receivable Report. It was suggested that an area be set aside for comments which would reflect any unique situations for that month. The Board approved the formats with the revision as noted above.

II-2. 1981 YEAR-END FINANCIAL REPORT.

Mr. Jurgella reported that the department was able to carry over the projected \$16,000 into the 1982 year. The department will be returning \$7,511.34 to the county and \$11,982.75 to the state in unexpended WIC funds. Mr. Jurgella feels confident about projections used in determining the department's 1982 budget. Intensive efforts have been made within each section to be consistent in their definitions of line items, projected expenses and revenues. The Board received a final Year-End Financial Report for 1981. This report was accepted by the Board.

III-1. ACTION ON CLASSIFICATION PLAN FOR NONPROFESSIONAL POSITIONS.

Mr. Jadin, Personnel Manager, reviewed the complete proposed classification plan for nonprofessional positions in the department. Three exceptions to his original recommendations were noted. These exceptions were that Betty Footit should be classified as an Account Clerk II instead of as the proposed Account Clerk I and that both Shirley O'Keefe and Evelyn Stoltenberg be classed as Typist II's instead of the proposed Account Clerk I. No individual will have a decrease in salary this year but will be red circled throughout 1982. A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa that we proceed with the recommendations and forward to the Personnel Committee the recommendation for approval of them and that Mr. Jadin be given the flexibility to accomplish the negotiation of this proposed plan. All were in favor of the motion. Motion carried.

III-2. ACTION ON LEAVE OF ABSENCE REQUEST.

Ellen Rylander is requesting a maternity leave from April 5th to May 27th. A Motion was made by Mrs. Lassa and Seconded by Mrs. Schad to approve the maternity leave as requested and forward this recommendation to the Personnel Committee for action. All were in favor of the motion. Motion carried.

III-3. ACTION ON RECLASSIFICATION REQUEST.

The reclassification request of a Human Services Assistant to a Human Services Specialist I-Social Worker was once again brought before the Board for consideration. Mr. Jadin, Personnel Manager, reported that an audit of this position had been conducted, that the AFSCME Union had been contacted regarding exclusion of this position from that union, and that this request had been reviewed from the stance of a new position request or a reclass request. The audit has indicated that the duties inherent in the position under discussion does warrant the title of Human Services Specialist I-Social Worker and that the AFSCME Union has agreed to exclusion of this professional position from their bargaining unit. Mr. Jadin indicated that this Board will have to determine if they feel that the Human Services Department had the authority to assign such different duties to the Human Services Assistant position than what had initially been assigned. Mr. Jadin indicated that if he had been personnel manager at the time these duties were changing, he would have indicated that a new position request be initiated. He felt that since guidelines on this matter were not available, this Board must determine if

they wish to pursue the reclass request. The matter was discussed. A Motion was made by Mr. Tierney and Seconded by Mr. Varney that the reclass request be approved and that the additional money needed for the upgrade of this position be taken from the existing budget of the department. All were in favor of the motion. Motion carried. Mr. Tierney also stated that the intention of this motion was that any further reclasses be very carefully scrutinized and that it should be noted that this reclass is an exception to the rule and is made to correct an improper class since the duties have been performed for the past year and the individual is qualified to assume the necessary duties.

III-4. ACTION ON ESTABLISHMENT OF LIMITED-TERM EMPLOYEE STATUS FOR EMPLOYEES FORMERLY COVERED UNDER CONTRACT.

Ten Limited-Term Employment requests were submitted to the Board for their review and approval. All ten positions have been personal services contracts. Upon review by the Personnel Manager, it was determined that these individuals should be considered Portage County employees and covered under the status of limited-term employees. Four other individuals, as indicated in Mr. Kurtenbach's memo to the Board, will continue to remain under personal services contracts. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the establishment of these ten limited-term employment positions and forward these requests to the Personnel Committee for approval. All were in favor of the motion. Motion carried. It should be noted that due to new personnel policies governing LTEs, only six positions will have to receive Personnel Committee approval.

III-5. ACTION ON ESTABLISHMENT OF A LIMITED-TERM EMPLOYEE POSITION FOR WIC PROGRAM.

The department is requesting the establishment of a limited-term employee position for the WIC Program. This position would be for eight hours per week and would terminate on September 30, 1982. Upon discussion of this request, the Board decided that there was not sufficient information available to make a decision on the request. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to Table the request until the next meeting. With the exception of Mr. Szymkowiak, all were in favor of the motion. Motion carried.

IV-1. ACTION REGARDING ELIMINATION OF WIN FUNDING.

Prior to the Board meeting, members had an opportunity to review a memo from Mrs. Bablitch regarding an update on recommendations for the WIN contract deficit. Mrs. Bablitch is recommending that the \$30,789 deficit be absorbed through the use of the anticipated additional \$60,000 in state revenue and that the services now provided through this program be continued because of documented need. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the recommendation as submitted in the report and to forward this recommendation to the Finance Committee for their approval. All were in favor of the motion. Motion carried.

IV-2. ACTION REGARDING PURCHASE-OF-SERVICE AGREEMENTS WITH PRIVATE PROVIDERS OF PSYCHOTHERAPY TO MEDICAL ASSISTANCE RECIPIENTS.

Because of changes in the law, Wisconsin Medical Assistance recipients are once again eligible for outpatient psychotherapy and AODA services. Some changes have occurred as to the administration of these services, however. The department must now approve any M.A. recipient using this type of service and is also responsible for 10% of the cost for these individuals. With this in mind, the department has reviewed the need to contract with other appropriate clinics to provide these services to M.A. individuals. The department would like to enter into Letters of Agreement with nine other agencies. Prior to any M.A. recipient obtaining services through these outside sources, the department would make a determination on each request to ascertain whether the need was genuine and whether services should be provided through an outside source or through our own Mental Health Clinic. Without prior authorization, the treating facility could not claim M.A. reimbursement. The department is also asking approval for the use of \$1,800 from the additional anticipated \$60,000 state revenue to offset the costs which must be absorbed by this agency for M.A. recipient care. A Motion was made by Mrs. Lassa and Seconded by Mr. Szymkowiak to approve the use of \$1,800 from the projected \$60,000 additional anticipated revenue and also approve the providers of services as indicated in the memo. All were in favor of the motion. Motion carried. It is understood that any new providers must be approved by the Board before they are given Letters of Agreement. The request for additional funds will be submitted to the Finance Committee for their approval.

V-1. DISCUSSION REGARDING REPLACEMENT OR REAPPOINTMENT OF CITIZEN BOARD MEMBER(S).

Roger Wrycza, the County Clerk, will be placing a notice in the paper soliciting names of interested citizens to fill the expired term of Mr. Tierney. The names will be brought to this Board so that a background questionnaire can be sent to potential nominees. It is suggested that the Board not replace the citizen member until all County Board members are seated on this Board. Potential citizen member(s) can be screened at the April 27th meeting and a recommendation for appointment submitted to the Committee on Committees after the May 6th meeting. The Board will be operating without full membership for about a month but this will not cause any problems because it will have a quorum for any needed action.

VI-1. ADJOURN

A Motion was made by Mrs. Schad and Seconded by Mrs. Lassa to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:50 p.m. The next meeting will be Tuesday, March 23rd, 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
MARCH 23, 1982

Present

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

Excused

Dave Varney
Marge Lundquist
Stanley Kirschling

Absent

Jim Kollock

Others Present: Bob Steinke, County Board Chairman; Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Lauri Rockman, Doug Mormann, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Sue Oehlke, Sharon Spencer, Mary Mahr, and Nancy Weber, line staff; Paul Jadin, Personnel Manager; and Bonnie Bressers, Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, March 23, 1982, in Conference Room 1 of the Gilfry Center.

I-1. APPROVAL OF THE MINUTES OF THE MARCH 9, 1982 COMMUNITY HUMAN SERVICES BOARD MEETING.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Gibb to approve the Minutes of the March 9th meeting as submitted. All were in favor of the motion. Motion carried.

I-2. CORRESPONDENCE.

There was no correspondence to be brought before the Board.

I-3. DIRECTOR'S REPORT.

Mr. Porubcansky reported that the department's LTE requests had been approved by the Personnel Committee. The County Board has also approved the resolution to expand eligibility for the Wisconsin Fund. The transfer of funds from our projected additional revenue of \$60,000 to the WIN program and the 10% cost in M.A. reimbursable psychotherapy and AODA services which must be absorbed by this department was approved by the Finance Committee. Mr. Porubcansky reported that interest was expressed by three persons for nomination to the citizen-member vacancy on our Board. A question was addressed to Mr. Steinke as to the process which must be followed if Mr. Tierney would consent to another term on the Board and the other individuals would not be considered to fill this vacancy. Mr. Steinke responded that the Committee on Committees must be informed as to the rationale used to choose Mr. Tierney and not consider any other applicants.

MISCELLANEOUS REPORT.

Mrs. Lassa reported that she had attended a meeting of the Council on Alcohol and Drug Abuse. At the meeting, the issues of utilization of the Jackson and Jefferson Street Houses was discussed along with the concept of using a single house for both men and women clients. It was questioned whether Portage County had an ethical responsibility toward the continued purchase of space from New Concepts. The Council also reported that they had turned back \$11,000 to the Human Services Department for the 1981 fiscal year. There is some indication that an increase in the tax on alcohol is being discussed but Brian Shoup does not feel there is any real hope that this tax will be forthcoming in the near future.

In response to Mrs. Lassa's comments about the Jackson/Jefferson Street Houses, Mrs. Bablitch responded that the zoning laws allow for a maximum of eight persons to be in either dwelling. With this in mind, Brian Shoup feels that he has no other choice but to renew both leases for six months and continue to look into other avenues for a solution to the housing problem. At a recent meeting with the Council, Space and Properties Committee, New Concepts, and this department, Mr. Wysocki, Space and Properties Committee Chairman, was in favor of continuing efforts to purchase from New Concepts. This meeting had taken place prior to receiving information about the zoning stipulation. Mr. Wysocki's stance could possibly alter with this new information.

II-1. BUSINESS MANAGER'S REPORT.

Mr. Jurgella presented the January and February 1982 Accounts Receivable reports, February 1982 Financial Report, and Expenditure Reports for 1982 and 1981. Questions were entertained. A Motion was made by Mrs. Schad and Seconded by Mr. Purcell to approve all the reports as submitted. All were in favor of the motion. Motion carried.

III-1. REPORT ON COMMUNITY HUMAN SERVICES DAY SERVICES PROGRAM.

Nancy Weber gave the Board an update on the Day Services Program which began about nine weeks ago. Nancy is the occupational therapist and is part of the Community Support Team which assists adult, chronically mentally ill clients who receive services from this program. The program can be the stepping stone to or from institutionized care. The eleven persons participating in the program receive such skills as adapting to new environments and situations, problem solving, recreation, self-care, communication, and sensory/motor use. Because this type of service is covered under Medical Assistance, it is possible for the department to obtain some reimbursement through the state. The Board was encouraged to ask questions and handouts were provided on the program. Ms. Weber was thanked for her presentation.

III-2. REPORT ON WELFARE FRAUD INVESTIGATION PROGRAM.

Mrs. Rockman reported on the progress made through the Welfare Fraud Program. The program has only been fully operational since March 1st even though a full-time person had been approved as of January 1st. Mrs. Rockman reported that of the 72 complaints received by Nancy Eggleston, the fraud investigator, 15 complaints were dropped, six have been handled in-house, and five have been referred to the District Attorney's Office. The remaining 46 cases are currently open for

investigation. Two cases have currently been decided in court. One individual was instructed to seek legal aid and one pleaded guilty to fraud and received ten days in jail, 80 hours of community service along with being required to pay \$600 in restitution. The department has collected \$1,057.14 of the \$3,412.44 in AFDC restitution agreements. The Board requested a report on a regular basis regarding the cost/benefits of this program. The Board also suggested that additional media coverage for this program be initiated.

III-3. REPORT ON A LONGITUDINAL STUDY OF AFDC IN PORTAGE COUNTY.

Mrs. Rockman also provided the Board with information on an AFDC Eligibility Study done in her section. The bar graph provided tended to indicate that a person is either on AFDC a short time (3 months or less) or a very long time (36 months or more). A further analysis on client longevity was done using the deprivation factor. The statistics were based upon the current caseload -- 742 cases. The Board asked for a report in three months as a follow-up to this issue. Mrs. Rockman was thanked for both reports.

IV-1. DISCUSSION OF REALIGNMENT OF PERSONNEL DUTIES.

This item will be addressed in Executive Session later in the meeting.

IV-2. DISCUSSION OF CONCEPT OF JOB SHARING.

The department has been approached by several workers regarding the county's stance on the job-sharing work concept. Mr. Jadin, Personnel Manager, has been contacted regarding his input on the matter. Mr. Jadin reported that persons covered under the OPEIU contract would probably still be able to retain their union benefits on a prorated basis as specified in the contract. Individuals under the AFSCME contract would not retain union benefits but would revert to the Nonunion Personnel Policies addressing permanent part-time employees because AFSCME does not recognize part-time employees. Mr. Jadin reported that he will be presenting a job-sharing policy to the Personnel Committee next Monday for their action. With this in mind, the Human Services Department may be coming before the Board to request this type of status for some employees of the department.

IV-3. ACTION ON ESTABLISHMENT OF A LIMITED-TERM EMPLOYEE POSITION FOR THE WIC PROGRAM.

Mr. Mormann presented a request for an eight-hour per week LTE typist position to the Board. He indicated that at the present time nutritionist are performing clerical work and it would seem more appropriate to have a clerical person doing this type of work. The WIC program has 1,005 registered clients and a waiting list of perhaps 30 more. The WIC program brings about \$289,440 into the county's economy. The program is totally funded through the state. Questions were answered by Mr. Mormann and Sue Oehlke, nutritionist. Among several concerns voiced by the Board, a predominant one was that of the hematocrit level guidelines used by the program. After considerable discussion, a Motion

was made by Mr. Tierney and Seconded by Mr. Erzinger to fund eight hours of clerical time through a LTE position. The Motion was discussed and when it was determined that it would not pass, Mr. Tierney withdrew his motion and Mr. Erzinger withdrew his second. A Motion was then made by Mr. Tierney and Seconded by Mrs. Gibb to allocate eight hours from existing staff time to this program. With the exception of Mr. Szymkowiak who abstained from voting, all were in favor of the motion. Motion carried. Mr. Tierney emphasized that the spirit of his motion was his concurrence with Mr. Mormann that highly paid professional time should not be paid to perform clerical functions.

IV-4. ACTION ON ESTABLISHMENT OF A LIMITED-TERM POSITION FOR THE ENVIRONMENTAL HEALTH SECTION.

Because the Sanitarian position had been deleted during budget deliberations, the department had been advised to include money in the Environmental Health budget for a personal services contract. The department is requesting that a LTE sanitarian be hired for 1,000 hours at \$5.00 per hour. The additional fringes for this position had not been budgeted but the department anticipates the needed amount from additional fees which will be charged through the Wisconsin Fund. A Motion was made by Mr. Purcell and Seconded by Mr. Tierney to approve the LTE request. All were in favor of the motion. Motion carried. This request will be forwarded to the Personnel Committee for approval.

IV-5. ACTION ON A MATERNITY LEAVE OF ABSENCE REQUEST AND REQUEST FOR LIMITED-TERM EMPLOYEE.

The department is requesting the approval for a 4-1/2 month maternity leave for Mrs. Moore. The Personnel Manager had suggested that Mrs. Moore be granted 10 weeks for maternity leave and the additional time as personal leave. In addition, the department is requesting permission to hire a LTE during the leave. The Board considered the issues. A Motion was made by Mr. Erzinger and Seconded by Mr. Tierney to approve the 10-week maternity leave and the rest of the time as personal leave and to endorse the request for the LTE position to begin at that point in time when Mrs. Moore is not on payroll (after 5/11/82). All were in favor of the motion. Motion carried.

IV-1. CONTEMPLATED CLOSED SESSION. VOTE TO GO INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTES 19.85 (1) (c) TO DISCUSS EMPLOYMENT AND PERFORMANCE EVALUATION DATA OF PUBLIC EMPLOYEES.

A Motion was made by Mrs. Gibb and Seconded by Mrs. Lassa to adjourn to Executive Session. All were in favor of the motion. Motion carried.

VOTE TO RETURN TO OPEN SESSION WITH POSSIBLE ACTION ON THE ABOVE-DISCUSSED ITEM.

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

A Motion was made by Mrs. Schad and Seconded by Mr. Purcell to endorse the action of reassigning personnel duties from Mr. Kurtenbach to Mrs. Rutta as indicated in the new job description for Mrs. Rutta. All were in favor of the motion. Motion carried.

The Recording Secretary was also instructed to schedule an Executive Session for the first order of business at the April 13th meeting.

V-1. ADJOURN.

The meeting was adjourned at 7:15 p.m. The next meeting will be April 13th at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 13, 1982

Present

Shirley Gibb
Marge Schad
Dick Purcell
Marion Lassa
Dave Varney
Stan Kirschling
Gene Szymkowiak
Marge Lundquist
Dennis Tierney
Jerry Kaczmarek

Absent

Jim Kollock

Excused

Kim Erzinger

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Lauri Rockman, Jay Cleve, and Daryl Kurtenbach, Coordinators; Paul Jadin, Personnel Manager; Barb Kranig, line staff; Cindy Chelcun, Advisory Committee Chairperson.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, April 13, 1982, in Conference Room 1 of the Gilfry Center.

I. CONTEMPLATED CLOSED SESSION. VOTE TO GO INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTES 19.85 (1) (c) TO DISCUSS EMPLOYMENT AND PERFORMANCE EVALUATION DATA OF ADMINISTRATIVE PERSONNEL FOR CENTRAL MANAGEMENT.

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

II. VOTE TO RETURN TO OPEN SESSION WITH POSSIBLE ACTION ON THE ABOVE DISCUSSED ITEM.

A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to return to open session. Roll call was taken. All were in favor of the motion. Motion carried. The Board requested that the discussion and concerns expressed in the Executive Session be shared with the members of the new Board at an Executive Session in the near future.

III. MINUTES, REPORTS, COMMENTS

1. APPROVAL OF THE MINUTES OF THE MARCH 23, 1982 COMMUNITY HUMAN SERVICES BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the March 23, 1982 Community Human Services Board as submitted. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A letter from Mrs. Gibb was read by Mr. Purcell. In the letter, Mrs. Gibb expressed an interest in serving as a citizen member of this Board. 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. ADVISORY COMMITTEE REPORT.

Mrs. Schad, Board liaison to the advisory committee, reported that there is some concern from the Health Section about the lack of medical personnel on the advisory committee. The advisory committee will probably be contact such individuals as Dr. Morris Rice, Dr. V. Benn, Peggy Eble, R.N., and Mary Gust, R.N. about the possibility of anyone of them serving on the advisory committee. Mrs. Schad also reported that at the last meeting, Judy Bablitch gave a report on the Community Options Program and an overview and status of the priority-setting instrument. The advisory committee was interested to know what role this instrument would play in formulating the 1983 department budget. Dave Johnson also gave a preliminary report on the Achievement Center's funding problems. Marlene Miller, Achievement Center Director, will attend the May Advisory Committee meeting. At that time, the advisory committee will formulate recommendations regarding the Center's funding which will be forwarded to this Board for action. A task force to study the Alcohol and Drug Abuse treatment alternate funding sources was also established. A chairperson for that task force will be selected in the near future. It was noted that since Mrs. Schad has been elected to the County Board, this was her last advisory committee meeting as Board liaison member. A new liaison will have to be selected soon.

4. DIRECTOR'S REPORT.

Mr. Porubcansky reported that two citizen member vacancies exist on this Board since Mrs. Schad has been elected to serve on the County Board. A questionnaire has been developed and sent to persons who indicated a willingness to serve on our Board. Completed questionnaires will be included in the April 27th Board packet and the Board will be requested to make their recommendations to the Committee on Committees at that meeting. The appointments to our Board will be confirmed at the May County Board meeting. The Board was also advised that Mrs. Schad will no longer fill the role as Board liaison to the advisory committee and that Mrs. Lassa will no longer serve as liaison to the Council on Alcohol and Drug Abuse. These two areas will need to be restructured. Also, Jerry Kaczmarek's role as city liaison to our Board will expire after this meeting. Measures will have to be taken to fill this vacancy. Jerry has indicated a willingness to continue with this appointment if recommended to, and approved by, the City Council.

Mr. Porubcansky indicated that the building season will begin shortly and the department would like to initiate a new procedure for issuing sanitary permits. The department, effective April 15th, would be issuing sanitary permits on Thursdays and Fridays from 8:00 - 11:00 and 12:00 - 3:30. Properly completed permit applications received Friday, Monday, and Tuesday would be issued on Thursday. Permit applications received on Wednesday and Thursday would be issued on Friday. This new procedure would allow the department to give better service to the client. Installers and certified soil testers would be informed of the new procedures if approved by this Board. The Board concurred with the recommendation. A Motion was made by Mrs. Lassa and Seconded by Mrs. Lundquist to initiate the new procedure for issuing sanitary permits effective April 15th. All were in favor of the motion. Motion carried.

IV. PERSONNEL CONCERNS.

1. DISCUSSION REGARDING RECRUITMENT OF CHILD PSYCHOLOGIST.

Dr. Cleve, Mental Health Clinic Director, reported that Mrs. Henderson, child psychologist, will be terminating employment with Portage County in a few weeks. Since Mrs. Henderson will be practicing in the community and her services would be available to the department and after reviewing client flow, staffing patterns, and fiscal constraints, Dr. Cleve is recommending that the department not hire a person to fill the child psychologist vacancy at this time. Dr. Cleve is recommending that this position be retained on the county's records as an open position until such time that the position is deemed necessary or unnecessary to the department's functioning, even if it means not filling this position until sometime into 1983. A side issue that the Board will have to address is the necessity of the 10% copayment for Medical Assistance clients to receive psychotherapy from a private practitioner -- the department is recommending the use of services from Mrs. Henderson as a private practitioner. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the request as submitted by Dr. Cleve not to fill the position of child psychologist at this time but to retain it as an open position on county records until such time as a decision to its need can be established and to approve the use of Dr. Henderson as a resource for private psychotherapy services. All were in favor of the motion. Motion carried. Dr. Cleve and staff were commended for this approach to the issue.

Dr. Cleve also gave an update on the internship request. Dr. Cleve reported that the internship would not be filled this year. The OPEIU union agreed to the use of the intern but the candidates who were offered the position declined it because of financial constraints. The salary which was established by the Personnel Committee and offered to the candidates was \$9,000. Dr. Cleve reported that the internship option is still viable for next year.

2. ACTION ON REQUEST FOR LEAVE OF ABSENCE.

The department is requesting the approval of a maternity/personal leave of absence for Laurie Iczkowski for a period of six months. The department is recommending that during the time of unpaid leave for Laurie that permission be given the department to hire a LTE to fill the necessary clerical time due to the leave. The matter was discussed. Concern was voiced as to the length of leave of absence requests staff have been requesting of late. The matter was considered. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lassa to approve the maternity/personal leave as requested and that permission be given to the department to hire a LTE during the time of unpaid leave. With the exception of Mr. Varney, all were in favor of the motion. Motion carried.

3. ACTION ON REQUEST FOR POSITION UPGRADE.

The department is requesting the reclass of an Administrative Assistant position from Grade 14 to Grade 15. Mr. Jadin spoke in favor of the reclassification. He felt that with the additional duties and the original work flowing from this position the Grade 15 reclass was appropriate. A Motion was made by Mr. Tierney and Seconded by Mrs. Lassa to recommend to the Personnel Committee the reclassification of this position from Grade 14 to Grade 15. All were in favor of the motion. Motion carried. This recommendation will be forwarded to the Personnel Committee for their consideration at their April 19th meeting.

4. ACTION ON SWITCH OF ASSIGNED HOURS.

The department is requesting permission to reassign a full-time staff person to a 24-hour position and a part-time (24-hour) staff person to a full-time position. The OPEIU union has been contacted and agreed with the request. There will be no additional financial impact for this request. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve this request. All were in favor of the motion. Motion carried.

V. FISCAL CONCERNS.

1. DISCUSSION REGARDING BUDGET TRANSFER POLICY.

Mr. Porubcansky requested Board input for a policy on budget transfers. A draft policy had been included in the Board packet and had been prepared by Mark Jurgella, the Business Manager. Mr. Porubcansky indicated that no action was needed at this time but that the present Board's input would be forwarded to the new Board for their consideration and action on the proposed policy. Mr. Jurgella reviewed his recommendations with the Board. Mrs. Gibb reminded the Board and department that any financial policy must complement any guidelines set by the Finance Committee. The policy was discussed. It was indicated that the \$250 amount be an accumulated amount and not individual amounts (once the \$250 amount had been reached any and all transfers would be brought before the Board) and that any transfers between sections be brought to the Board as an informational item. This information will be shared with the new Board with action taken on the policy at that time.

2. ACTION ON BUDGET TRANSFER FOR NEW CONCEPTS FOUNDATION.

The department requested approval to increase expenses to cover full capacity of a New Concepts group house (originally budgeted at less-than-full capacity) and to increase revenues to reflect the increase in the client's SSI benefits in the amount of \$7,886. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the request. All were in favor of the motion. Motion carried.

3. MISCELLANEOUS.

Mrs. Gibb requested additional information on the projected \$60,000 in unanticipated revenue from the state. Mrs. Gibb indicated that the Finance Committee was unsure of its status and she could not answer their question regarding these funds. Mr. Porubcansky indicated that the 1982 funding levels are not secure but that the department and Board had recommended to the Finance Committee the use of approximately \$32,000 of these funds to continue the WIN Program and to cover the additional 10% M.A. psychotherapy fees. This had been approved by the Finance Committee. Mr. Porubcansky will contact Mr. Glad, County Business Administrator, to clarify any of the details.

VI. ADMINISTRATIVE CONCERNS.

1. REPORT ON FIRST QUARTER GOAL ACHIEVEMENT.

Mr. Porubcansky reviewed with the Board the status of the 1982 first quarter goals and objectives. The Board approved the report.

2. ACTION ON MEDICAL ASSISTANCE TRANSPORTATION POLICY.

Mr. Porubcansky reported that a quarterly review of the financial status of the M. A. Transportation account incorporating the revised transportation policies indicated that a further tightening of the restrictions is in order. During the first quarter, over one-half of the total yearly allotment has been used. The department is proposing that for those clients who provide their own transportation and request reimbursement that only the most extreme needs be considered. Also, services no longer eligible for reimbursement would be trips for dental, podiatry, chiropractic, vision, hearing, and out-patient psychotherapy. Only those of a life-threatening nature would be approved. Family responsibility would be emphasized and only when no other alternatives exist and the request meets the above criteria would volunteer services be made available. The department will also be more closely monitoring this account. The Board was concerned that this fund had not been scrutinized more closely during the first quarter and that the funds had already been drastically decreased. A Motion was made by Mrs. Gibb and Seconded by Mr. Varney to approve, effective Monday, April 19th, the tightening of restrictions as proposed by the department. All were in favor of the motion. Motion carried. All potential recipients will be notified of this change by mail.

VII. ADJOURN.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to adjourn the meeting. All were in favor of the motion. Motion carried. Mrs. Gibb, Mrs. Lassa, and Mr. Tierney as well as all other out-going Board members not present were thanked for their contributions and past service on the Board.

The next meeting will be held on Tuesday, April 27th, at 4:30 p.m. in Conference Room 1. The meeting was adjourned at 6:45 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 27, 1982

Present

Dick Purcell
Scott Schultz
Dave Varney
Marge Schad
Eugene Szymkowiak
Marge Lundquist
Bob Engelhard
Jim Clark

Excused

Stuart Clark

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Lauri Rockman, Daryl Kurtenbach, Coordinators; Sharon Spencer, Emergency Assistance Program LTE; Robert Steinke, County Board Chairperson; and Brian Shoup, Council on Alcohol and Drug Abuse Director.

The meeting was called to order by Mr. Steinke at 4:30 p.m. on Tuesday, April 27, 1982 in Conference Room 1 of the Gilfry Center.

1. INTRODUCTION OF NEW BOARD MEMBERS.

All members present introduced themselves.

2. ELECTION OF BOARD CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY.

Mr. Steinke opened the floor for nominations for Chairperson. A Motion was made by Mr. Clark and Seconded by Mr. Varney to nominate Mr. Purcell for Chairperson. Nominations were called three times. There were no further nominations. Motion was made by Mr. Szymkowiak and Seconded by Mr. Schultz to close nominations for chairperson. All were in favor of the motion. Motion carried. Question was called. All were in favor of electing Mr. Purcell as Chairperson. The meeting was turned over to Purcell. The floor was then opened for nominations for Vice-Chairperson. A Motion was made by Mrs. Schad and Seconded by Mr. Clark to nominate Eugene Szymkowiak for Vice-Chairperson. Nominations were called three times. There were no further nominations. Motion was made by Mr. Varney and Seconded by Mrs. Schad to close nominations for Vice-Chairperson. All were in favor of the motion. Motion carried. The Question was called. All were in favor of electing Mr. Szymkowiak the Vice-Chairperson. The committee members decided to have no formal Secretary for the Board and will continue to utilize office personnel to record the minutes instead.

3. APPROVAL OF MINUTES OF THE APRIL 13, 1982 COMMUNITY HUMAN SERVICES BOARD MEETING.

A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the minutes of the April 13, 1982 Community Human Services Board Meeting as submitted. All were in favor of the motion. Motion carried.

4. CONSIDERATION OF CANDIDATES FOR BOARD CITIZEN-MEMBER POSITION.

Mr. Porubcansky informed members that there are two citizen-member vacancies on the Board. Enclosed in the Board packet was the completed questionnaires from the eight candidates. Ballots were distributed to member to vote for the two members for the Board. Results of the balloting indicated that Mr. Tierney was unanimously recommended to fill the three-year term on the Board. It also indicated that there was a tie between Shirley Gibb and Cindy Chelcun for the remaining one-year term previously held by Mrs. Schad. Since the Board could not break the tie between Mrs. Gibb and Mrs. Chelcun, it was determined that all three names would be submitted to the Committee on Committees for their consideration and that the Board will strongly recommend the appointment of Mr. Tierney for the three-year term.

Mr. Purcell indicated that a Board member had expressed concern over the present 4:30 p.m. meeting schedule. Upon discussion of this issue, the majority of the Board members present felt that this time was the most convenient for them. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to continue the current meeting time of 4:30 p.m. All were in favor of the motion. Motion carried. If a Board member or members consistently cannot meet at this time, the Committee on Committees may be asked for a substitute appointment to the Community Human Services Board. All were in favor of the motion. Motion carried.

5. BUSINESS MANAGER'S REPORT.

Mr. Jurgella presented the March Accounts Receivable, Financial, and Expenditure Reports. Questions were entertained. A Motion was made by Mr. Varney and Seconded by Mrs. Schad to approve the reports as submitted. All were in favor of the Motion. Motion carried.

6. ACTION REGARDING HANDLING OF GENERAL RELIEF CLAIMS FOR REFUGEES.

Mrs. Rockman reported to the Board that she has received word from the Federal Office of Refugee Resettlement that a policy, effective May 1, 1982, would limit eligibility through the Refugee Assistance Program from thirty-six months to eighteen months. After the eighteen months, the refugees could be eligible for General Relief with the federal government paying the General Relief cost and also the cost of administering that relief. A contact point for billing the federal government has to be designated by the county. The department feels that the County Clerk's Office would be the most appropriate central point for this purpose in light of our unit system of General Relief and the County Clerk's involvement with medical claims from relief recipients. The staff has discussed this issue with Mr. Wrycza, County Clerk, and he indicated agreement with the placing of responsibility in his office if approval is given by the Committee on Committees. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to recommend to the Committee on Committees the designation of the County Clerk's Office as the agency to administer these General Relief benefits. All were in favor of the Motion. Motion carried. This recommendation will be forwarded to the Committee on Committees for their approval.

7. ACTION REGARDING CONTINUATION OF EMERGENCY ENERGY ASSISTANCE PROGRAM.

Mrs. Rockman distributed an additional memo to members concerning the Emergency portion of the Energy Assistance Program. An additional \$10,299 has been received for continuation of this program. During the 1981-1982 winter season, a total of 164 emergency fuel allotments were approved. Based on criteria previously established by the Community Human Services Board, ten to fifteen requests were denied emergency assistance. Mr. Porubcansky pointed out that the rationale for revising the present policy was an attempt toward individual/family self-responsibility for fuel services. The department cited three options that were available to the Board. The Board could authorize that (1) the department continue with the present Emergency Fuel Assistance policy; (2) return the additional funds to DEA; or (3) amend the policy by tightening program requirements and limiting funds to include a set assistance ceiling of \$100; require verification of payments made to vendor since 1/1/82; and require/arrange for budget plan participation as a prerequisite to receiving funds. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to accept the third option as indicated in the memo dated April 27th. All were in favor of the motion. Motion carried. Mrs. Rockman reported that the Energy Assistance Program has been extended by the state at least through June 30, 1982. Funds to administer the program, which in our case means continuation of the LTE position scheduled for termination April 30, 1982, are also included. Mr. Purcell suggested that the LTE position servicing this area be continued uninterrupted until funds terminate June 30, 1982. This recommendation would be forwarded to the Personnel Committee for approval. This action would lend continuity to the services for the clients and Mr. Engelhard, as a member of the Personnel Committee, felt that he could support this suggestion. A Motion was made and Seconded to approve the continuation of this LTE position without a break in service until the end of the funding cycle June 30, 1982. All were in favor of the motion. Motion carried. This recommendation will be forwarded to the Personnel Committee for action.

8. ACTION ON LEAVE OF ABSENCE REQUEST.

Mrs. Rockman presented a request for a leave of absence request for Mrs. Jeanne Moss whose husband recently died of cancer. The leave is not to exceed six weeks. She would like the flexibility to have Jeanne come back to work when she feels ready to. Jeanne's current caseload has been covered by Mrs. Rockman and her staff and will continue to be covered in this manner until Mrs. Moss returns to work. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the personal leave as requested. All were in favor of the motion. Motion carried. This request will be forwarded to the Personnel Committee for action at their next meeting.

9. ADJOURN.

A Motion was made by Mr. Schultz and Seconded by Mr. Engelhard to adjourn the meeting. All were in favor of the motion. Motion carried.

The next meeting will be held on Tuesday, May 11, 1982, at 4:30 p.m. in Conference Room 1 of the Gilfry Center. The meeting was adjourned at 5:50 p.m.

Submitted: Sandra Uhl, Secretary

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MAY 11, 1982

Present

Jim Clark
Dave Varney
Marge Schad
Stuart Clark
Scott Schultz
Bob Engelhard
Dick Purcell
Gene Szymkowiak
Marge Lundquist

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Lauri Rockman and Daryl Kurtenbach, Coordinators; Barb Kranig and Sharon Spencer, staff members; Karl Pnazek, Director of CAP Services; Marlene Miller, Director of the Achievement Center; Dave Johnson, representing the Advisory Committee; Sally Clanton and Dan Houston representing the Mental Health Association; and Bonnie Bressers representing the Stevens Point Journal.

The meeting was called to order by Chairperson Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, May 11th.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the April 27, 1982 Community Human Services Board Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the Minutes of the April 26, 1982 meeting as submitted. All were in favor of the motion. Motion carried.

2. CORRESPONDENCE.

A letter addressed to the Stevens Point Journal from Mr. Purcell as Chairperson of the Board regarding the functioning of the Achievement Center was read. Mr. Purcell asked the Board's support for this letter being sent to the Journal. Mr. Szymkowiak spoke in favor of the Achievement Center and the service it is providing to the community. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Schultz to forward the letter as written to the Stevens Point Daily Journal. With the exception of Mr. J. Clark, all were in favor of the motion. Motion carried.

3. Advisory Committee Report.

Since a Board Liaison has not been appointed to the Advisory Committee, Mrs. Bablitch as department liaison furnished the Board with a report on the Committee's activities. The advisory committee has reviewed the Achievement Center's economic environment and has made recommendations for funding to this Board. The transmittals have been included in the Board packet and will be discussed later in the meeting. Also discussed was the special tax earmarked specifically for alcohol and drug abuse treatment. The advisory committee went on record as supporting the special tax in addition to the general revenue funds usually used to fund this program. A letter has been written to the state supporting the additional funding. The advisory committee is also planning a public forum to discuss and evaluate the WIC Program. This forum will be held on May 27th from 7:00 - 8:30 p.m. Notices have been sent to WIC participants, vendors, and the general public. From the information gleaned by the forum, the advisory committee will make recommendations to this Board as to whether the program should or should not be continued since it is not a mandated program. Helen Marshall of the advisory committee and the Board liaison member will be cochairs for the forum. In an attempt to better understand the programs available in the county, the advisory committee has been holding their meetings at various agencies in the county and will continue to do so. As a last item of business, Mrs. Bablitch indicated that the advisory committee is in the process of soliciting new members for the advisory committee especially in the area of medicine. Mrs. Bablitch was thanked for her report.

4. Report on Board Training Activities at May 25, 1982 Community Human Services Board Meeting.

Mrs. Kranig, chairperson of the Task Force on Board Training, highlighted the first Board Training Program to be held at the next Board meeting. Board members were reminded that the meeting will begin at 4:00 instead of the usual 4:30. At 4:00, members will meet with staff members and clients. From 5:00 to 5:30, the members will return to Conference Room 1 to share with other Board members their experiences and to clarify any questions or concerns. At 5:30, the regular meeting will convene. Mrs. Kranig shared some of the areas available to the Board including those areas available outside of the regular meeting time. The members present were asked to sign up for the area of interest to them. Mrs. Kranig will assign the training area to each Board member. Board members will be notified of their final assignment. A note will be attached to the Board packet indicating all pertinent information and assignment.

5. Presentation by Mental Health Association.

Sally Clanton, Director of the Mental Health Association, and Dan Houston, President of the Mental Health Association presented the Board with a certificate of appreciation for the services to Portage County residents in the area of mental health. The Board was also invited to participate in a walkathon sponsored by the Mental Health Association to be held on May 18th. The walkathon will begin at 7:00 a.m. and originate from the County-City Building. The walk will encompass approximately seven blocks, terminating at the Mental Health Office where a continental breakfast will be served. Information about the walkathon was distributed. Pledge sheets for the walkathon are available at the Mental Health Office. Mr. Purcell accepted the certificate on behalf of the Board.

6. Director's Report.

Mr. Porubcansky reported that the Committee on Committees will be meeting today to select two citizen board members and that they will then be approved by the County Board next Tuesday. At the next Board meeting, the Board will have to determine if they wish to continue the practice of designating a liaison member to the Advisory Committee and to the Council on Alcohol and Drug Abuse. As of this date, the Mayor has not responded with their liaison appointment to our Board. The department is also exploring the use of adult work experience personnel for department projects through CESA 7.

Mrs. Schad positively endorsed the concept of liaison members to the Council on Alcohol and Drug Abuse and the advisory committee.

II. FISCAL CONCERNS

1. Action Regarding Budget Transfer Policy.

The department is requesting endorsement of a department budget transfer policy which had originally been submitted to the Board at its April 13th meeting. Mr. Purcell endorsed the transfer policy. Questions were entertained. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the policy as submitted. All were in favor of the motion. Motion carried. The policy is further clarified in that any time a specific line-to-line transfer exceeds \$250 cumulatively it will be brought back to the Board for approval. This policy endorsement will be shared with the Portage County Business Administrator's Office and forwarded if appropriate with the Finance Committee.

III. PROGRAM CONCERNS

1. Action Regarding Proposal for Energy Assistance Program for Winter of 1982-83.

The department is seeking approval of a pilot project that is a cooperative effort between this department and CAP Services. It would provide a total look at Energy Assistance by centralizing all energy-related programs. The program encourages self-responsibility and conservation. It would not impact on the county budget but would be a long-term commitment (for as long as federal funds remain available for this program). A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to approve the pilot project for Energy Assistance Program coordination. All were in favor of the motion. Motion carried.

12. Action Regarding Advisory Committee Recommendation on Title I Funding for the Achievement Center.

The Advisory Committee has investigated possible alternate funding for the Achievement Center. It is the Advisory Committee's recommendation that funding for the Center continue under the current arrangement, that is, through this department and the United Way. In addition, the Advisory Committee also recommends that the Board continue as the legal education agency (LEA) to the Center for the Title I funds application for the fiscal year July 1, 1982 through June 30, 1983. Marlene Miller, Director of the Achievement Center, presented

a slide presentation on the Center and also distributed a budget summary/ financial issues statement. Both Ms. Miller and Dave Johnson representing the Advisory Committee answered questions and concerns. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to, if at all possible, maintain the current program through June 30, 1983 and to have the Board act as legal education agency for this program so that they can apply for Title I funding. All were in favor of the motion. Motion carried.

3. Action Regarding County Participation in Surplus Cheese Distribution Program.

Once again, surplus cheese is available to needy residents of Portage County. The Board was asked to decide if in fact the department wanted the cheese distribution program; if the Board decided in favor of the program, who would administer the program -- the department, CAP, or some other vendor. For the first cheese distribution program, CAP ran the program at no cost to the county. CAP has indicated that if they are to run the program again, it will cost Portage County a maximum of \$1,000. The cheese program was discussed Mr. Pnizek spoke in favor of the program whether or not CAP administered it. The Board was in favor of the department pursuing other options. A Motion was made by Mr. Varney and Seconded to refer the question of the administration of the cheese to the Committee on Committees or the Portage County Board to make a decision. The matter was discussed. An Amendment to the motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to indicate that the Board supports the cheese program and that it hopes that an appropriate committee to administer this program could be found. Roll call vote was taken on the amendment. Opposed: Englehard, Varney, and Jim Clark; For: Purcell, Schad, Lundquist, Szymkowiak, Schultz, S. Clark. Amendment carried. The question was called on the amended motion. The Recording Secretary heard no nays. Motion carried. The department was encouraged to investigate other avenues for the administration of this program. A report will be given to the Board at the next meeting.

IV. PERSONNEL CONCERNS

1. Action on Leave of Absence Request and Hiring of a LTE.

The department is recommending the approval of a maternity/personal leave of absence for maternity purposes for Debbie Zurawski, a keypunch operator in the Division of Operations. During the portion of unpaid leave for Mrs. Zurawski, the department is requesting approval to hire a LTE to fill this vacancy. In addition, an individual in the Operations Section has requested an unpaid leave for five days which has been granted, per Personnel Policies, by the Department Director. The department is also requesting that the unencumbered funds for this leave also be used to fund the LTE keypunch operator position. The matter was considered. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the maternity/personal leave of absence for Mrs. Zurawski as well as the LTE to fill this vacancy. The LTE position will be paid for through unpaid salary from both Mrs. Zurawski's position and also the other individual on unpaid leave. All were in favor of the motion. Motion carried. This matter will be forwarded to the Personnel Committee for action.

V. 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 6:20 p.m.

For those Board members who are going to participate in the Board Training Program at the next Board meeting, that meeting will BEGIN AT 4:00 P.M. on Tuesday, May 25th, in Conference Room 1 of the Gilfry Center.

For those not participating in the Board Training Program, a recap session for all Board members is scheduled from 5:00 - 5:30 p.m. It would be appropriate for all Board members to be present at that time.

The regular business meeting will begin at 5:30 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
MAY 25, 1982

Present

Jim Clark
Dave Varney
Marge Schad
Stuart Clark
Scott Schultz
Bob Engelhard
Dick Purcell
Gene Szymkowiak
Marge Lundquist
Jerry Kaczmarek and Dennis Tierney

Excused

Cindy Chelcun

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Maria Boario, Lauri Rockman, Jim Canales, Jay Cleve, Coordinators; Gary Magee, Tom Urmanski, Julie Hovden, Evelyn Zywicke, Deb Pierce, Sue Oehlke, Kitty Gotham, and Del Helmueller (Council on Alcohol and Drug Abuse) line staff; Judy Zimmerman from the Advisory Committee taking Cindy Chelcun's place; Brian Shoup representing the Council on Alcohol and Drug Abuse; and Bob Kellogg, representing the Stevens Point School System.

BOARD CONVENES TO BEGIN TRAINING EXPERIENCE.

The Board members met at 4:00 p.m. to begin their Board Training Program. Members were met by the appropriate line staff person or coordinator and were asked to rejoin the group in Conference Room 1 when the training had been completed.

BOARD RECONVENES TO DISCUSS EXPERIENCE.

The Board reconvened in Room 1 at 5:00 p.m. to discuss their training experiences and to have any questions or concerns answered. The overall response of the group was very positive and they eagerly anticipate their next encounter. The next Board Training Session will be at the Director's discretion. The department was considering scheduling these training events to coincide with the second meeting of the month, each month for the next two years.

The meeting was called to order by Chairperson Purcell at 5:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, May 25, 1982.

I. MINUTES, REPORTS, COMMENTS

1. Review and Approval of the Minutes of the May 11, 1982 Community Human Services Board Meeting.

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

2. Correspondence.

A letter from Mrs. Krueger addressed to the department was read by Mr. Porubcansky. Mrs. Krueger is requesting that the Pesticide Task Force be asked to review Dr. Ray Anderson's new study results on pesticide drift. The last meeting was the task force was in October 1980. The task force had decided that meetings would be called at the discretion of the chairperson who at that time was Mr. Rentmeester, Director of the department. The request was discussed. A Motion was made by Mr. J. Clark and Seconded by Mr. Tierney to refer the pesticide drift report to the advisory committee and request that a recommendation on this issue be forwarded to this Board by its second meeting in July. All were in favor of the motion. Motion carried.

A letter from Senator Bablitch addressed to Mr. Mormann was read by Mr. Porubcansky. The letter thanked Mr. Mormann for forwarding his recommendation that the Legislative Council study Wisconsin's public health system. It also indicated that this study will be carried out in the summer and fall and that if Mr. Mormann or any other knowledgeable interested person wished to serve on the study group, Senator Bablitch would place the name in nomination for it. Mr. Porubcansky reported that Mr. Mormann would not be able to participate in this study group and asked if any of the Board members would be interested in having their names placed in nomination of this position. Mrs. Lundquist indicated she might be interested but would need more meeting information. This information will be obtained from Senator Bablitch's office and forwarded to Mrs. Lundquist for a decision.

A letter from Mrs. Rosin addressed to the department's Home Health Care Section was read by Mr. Porubcansky. Along with the letter praising the dedication and help received from this section, Mrs. Rosin also enclosed a \$50 donation. Mr. Porubcansky felt it would be appropriate to use this money to help defray Home Health Care Section program costs. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to write a letter of thanks to Mrs. Rosin and also to use this donation to offset expenses wherever appropriate in that section. All were in favor of the motion. Motion carried.

Mr. Engelhard requested that the members receive copies of all correspondence when ever possible with the Board packet. If the correspondence is received after the Board information is mailed, copies should be available to all members at the meeting.

3. Director's Report.

Judy Bablitch, Associate Director, reported that the department is still studying the issue of cheese distribution through use of volunteers and not CAP. A report will be given at the next meeting.

The Budget Transfer Policy as approved by this Board at its last meeting was taken to Finance Committee and approved by them yesterday. Mr. Porubcansky indicated that that committee was very supportive of the policy and permission has been given to this department to implement it.

3. Director's Report (continued)

Mr. Porubcansky and Dr. Kellogg of the Stevens Point School System, discussed with the Board the need to evaluate the progress being made by Waupaca County for the placement of a developmentally disabled child being cared for in Portage County under foster care and educated through the Stevens Point School System. Under an agreement signed with Waupaca County, the placement of this child is to be terminated in September 1982. The Board will have to decide if an extension of this agreement is possible -- both for the good of the child and the good of the county. One other factor in the determination of this child's placement is that a Portage County resident who is now being cared for out-of-county at an expensive institution, may be ready to return to Portage County and could be placed in the same environment that the Waupaca child now lives. The matter was further discussed with the Board. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to Table the issue and invite the appropriate Waupaca County personnel to our next Board meeting to address these and other concerns. All were in favor of the motion. Motion carried. At that time, the department will also be able to address if the Portage County resident being served out-of-county will be able to return to Portage County.

II. FISCAL CONCERNS

1. Action on Business Manager's Report.

The Board reviewed the 1982 Expenditure Report, the April 30, 1982 Financial Report, and the April 30, 1982 Accounts Receivable Report. Questions were entertained by Mr. Jurgella, Business Manager. Mr. Jurgella was asked to have at the next Board meeting the rationale why different foster parents are paid at different rates. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the reports as submitted. All were in favor of the motion. Motion carried.

III. PROGRAM CONCERNS

1. Action on Plan for Use of OWI Surcharge Funds.

Mr. Brian Shoup, Director of the Council on Alcohol and Drug Abuse, explained a plan that this office and this department formulated for the use of OWI (operating a vehicle while intoxicated) surcharge funds. Based upon the number of individuals seen at the Council and the number of arrests in Portage County, he is anticipating the need to hire an additional counselor. The counselor's salary would be paid through these additional surcharge funds. The program and needs were further discussed. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to Table the matter until further information is received on the program. With the exception of Mr. Schultz, all were in favor of the motion. Motion carried.

III. PROGRAM CONCERNS (continued)

2. Review of Medical Assistance Transportation Usage and Policy

Mrs. Rockman reported that since the further restrictions were placed on reimbursement for Medical Assistance transportation, she has only received four requests. One has been approved. About \$247 has been spent in the six-week period. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the report. All were in favor of the motion. Motion carried.

IV. ADMINISTRATIVE CONCERNS

1. Action on Appointment of Board Liaison with the Portage County Council on Alcohol and Drug Abuse and the Advisory Committee.

The Board discussed the need for a liaison from this Board to the Council. It was felt that the liaison position would not be necessary since the takeover of services had been completed and the system was working well. The members felt that Mr. Shoup could update the Board periodically. A Motion was made by Mr. Tierney and Seconded by Mr. Schultz to drop the liaison to the Council on Alcohol and Drug Abuse. With the exception of Mr. Szymkowiak, all were in favor of the motion. Motion carried.

The Board then discussed the need for a liaison to the Advisory Committee. The Board concurred with Mrs. Schad as to the need for this position. Because of Mrs. Chelcun's service on the Advisory Committee, she will be approached to determine her feelings on assuming this role.

2. Action on Community Human Services Board Chairperson's Designee to the Long-Term Community Options Program Planning Committee.

Because of her expertise and interest in the area of the elderly and services to the elderly, Mrs. Schad was asked to service the the Chairperson's designee to the Long-Term Community Options Program Planning Committee. Mrs. Schad accepted this role.

V. ADJOURN.

A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak 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 June 8, 1982 at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
JUNE 8, 1982

Present

Marge Schad
Jim Clark
Stuart Clark
Scott Schultz
Bob Engelhard
Dick Purcell
Marge Lundquist
Cindy Chelcun
Jerry Kaczmarek

Excused

Eugene Szymkowiak
Dave Varney
Dennis Tierney

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator - Program Management and Support; Lauri Rockman, Income Maintenance Supervisor; Sharon Spencer, Energy Assistance Worker; and Brian Shoup, representing the Council on Alcohol/Drug Abuse.

The meeting was called to order by Chairperson Purcell at 4:30 P.M. in Conference Room # 1 of the Ruth Gilfry Building on Tuesday, June 8th.

I. MINUTES, REPORTS, COMMENTS

1. Review and Approval of the Minutes of the May 25, 1982 Community Human Services Board Meeting

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

2. Correspondence

A letter from Mr. Wendt of the Waupaca County Social Services addressed to the department was shared by Mr. Porubcansky. Mr. Wendt's letter reiterated their department's plan to remove a Waupaca County resident who had been placed in a foster home in Portage County by August 31, 1982 and return her to her natural home.

A letter from the Stevens Point City Clerk addressed to the Board was shared. The letter approved the appointment of Jerome Kaczmarek to the Board for a one year term to expire April 19, 1983.

3. Advisory Committee Report

Cindy Chelcun, Human Services Board liaison to the Advisory Committee gave a report on the current issues being addressed by the committee.

Ms. Chelcun said at the June meeting, Mr. Porubcansky gave a presentation on the Department's Phase IV reorganization. The advisory committee will be studying this further at a special meeting scheduled for June 21st. This meeting is to solicit further information to aid the committee in their final recommendation to the Board.

A report on the WIC (Women, Infants and Children) forum held May 24th was presented and the advisory committee unanimously supported the continuance of the WIC program.

The advisory committee also reviewed a proposal to establish a task force of representatives from education, health, and the Board to study many issues related to school health programs. The committee voted to recommend that the Human Services Board establish this Task Force.

4. Director's Report

Mr. Porubcansky informed members that he will be on vacation from June 11 - June 28. In his absence, Judy Bablitch, Associate Director will be in charge.

Mr. Porubcansky received notice from the New Concepts Foundation that after completion of the 1981 audit, an amount of \$1,725.00 in excess revenue over the budgeted amount was received by the New Concepts Foundation. Members discussed this issue and felt it would be best to have those excess funds returned to the Community Human Services Department. A Motion was made by Mrs. Schad and Seconded by Jim Clark to pursue the recovery of the \$1,725.00 paid in excess to the New Concepts Foundation. All were in favor of the motion. Motion Carried.

Judy Bablitch, Associate Director reported that the cheese distribution project is progressing well. Thus far it has been determined that Mid-State Trucking will pick up and deliver the cheese to the Cops Store where the cheese will be distributed. Members questioned whether elderly and homebound individuals will be able to receive the free cheese. Mrs. Bablitch said volunteers will be going out into the rural areas to handle distribution, hopefully through the Commission on Aging. Distribution of the cheese is planned for the week of June 21st. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to seek private funds for the cheese distribution only if the cost exceeds \$200.00 - if the cost is less than \$200.00 the department should seek available county funds. All were in favor of the Motion. Motion Carried.

II. PERSONNEL CHANGES

1. Action on Establishment of a Personal Services Contract

Mr. Porubcansky informed the Board that Dr. Margaret Henderson has resigned from the department effective June 10, 1982 to establish a private child psychology practice in Stevens Point.

The intention is to leave this position vacant as the same service will continue to be available to area residents. To aid in transition, the

department is proposing establishing a personal services contract with Dr. Henderson for a diminishing number of hours per week. The contract would be for three days per week in June and July and two days per week in August. At the end of August the situation will be reassessed. The rate of hourly pay proposed is \$11.78 . A Motion was made by Mrs. Lundquist and Seconded by Scott Schultz to approve a personal services contract with Dr. Margaret Henderson during the months of June, July and August. All were in favor of the Motion. Motion Carried.

III. PROGRAM CHANGES

1. Action Regarding Plan for Use of OWI (Operating While Under the Influence) Surcharge Funds

Mr. Porubcansky reviewed the new OWI law change. In addition to requiring stiffer penalties for drunk driving, the new law requires that all convicted persons undergo an assessment to determine if they have a chemical abuse problem. If the assessment indicates a need for treatment, they must undergo such treatment to regain their driving privileges.

Unique with this new law is that the costs of the added impact of assessment and treatment are paid entirely by those convicted of drunk driving through the assessment fees and a \$150.00 surcharge per conviction. These surcharge funds are distributed among each county, earmarked for OWI treatment. No tax dollars are used to fund this new law. In addition, counties are mandated by Chapters 51 and 193 to provide such assessment and treatment services.

The Community Human Services Department contracts with the Portage County Council on Alcohol and Drug Abuse to provide assessment and outpatient treatment for drink/drive clients. PCCADA has been experiencing an increasingly heavy caseload of clients. This is reflected in the fact that during the first quarter of 1982, the agency provided 892 outpatient treatment hours compared with the contracted amount of 587 hours. The additional counseling time was provided at the expense of time for collateral contacts, consultations, and case management. There has been a waiting period of 1-2 weeks for new clients during the last six months.

Timely treatment is of critical importance in dealing with chemical dependency problems. Lengthy waiting periods will mean that many clients will change their minds about seeking help before they can be seen by a counselor. Approximately 500 clients were counseled last year by PCCADA. It is impossible to absorb an additional 256 clients (51% caseload increase) without additional staff time.

Brian Shoup, Director of the Council was present to ask the Board if the additional dollars being received for OWI assessments could be used to hire an additional full-time counselor at the Council. A Motion was made by Scott Schultz and Seconded by Mr. Engelhard to endorse a contract for these services with the Council on Alcohol/Drug Abuse not to exceed funds to be received by the state in the amount of \$14,201.00. All were in favor of the motion. Motion Carried.

2. Discussion Regarding Phase IV of Department Reorganization

Mr. Porubcansky presented information on the philosophy behind the Phase IV reorganization. This phase looks further at the direct services delivery system of the department. A services directory manual has been put together by the agency. All members requested a copy of the services directory manual.

Mr. Porubcansky overviewed each division on the proposed organizational chart. Mrs. Schad questioned whether other consolidated counties have been contacted to compare organizational charts. Mr. Porubcansky responded that he was aware of their operations and would request those charts.

Discussion continued on the reorganization with various questions. Mr. Purcell informed members that this is the first look the Board has had at the proposed reorganization plans and they should be looked upon objectively. Mr. Engelhard requested that a few alternatives be presented for comparison. Board members all felt this would be helpful.

IV. ADJOURN

A Motion was made by Mr. Engelhard and Seconded by Scott Schultz to adjourn the meeting. All were in favor of the motion. Motion Carried. The meeting adjourned at 6:45 P.M.

The next meeting will be June 22, 1982 in Conference Room 1 of the Ruth Gilfry Center.

Submitted: Sandra Uhl, Secretary

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
JUNE 22, 1982

Present

Dick Purcell
Marge Lundquist
Dave Varney
Bob Engelhard
Jim Clark
Marge Schad
Stuart Clark
Eugene Szymkowiak
Scott Schultz
Cindy Chelcun
Jerry Kaczmarek

Excused

Dennis Tierney

Others Present: Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Lauri Rockman, Bill McCulley, Doug Mormann, Jay Cleve, and Steve Tuszka - Management Staff; Judy Zimmerman from the Advisory Committee; Barb Kranig, Tom Urmanski, Evelyn Zwicki, Debbie Brahmstead, line staff; Mike Houlihan representing Portage House, Murilla Weronke and Nancy Steele, former employees - guest to present board training.

BOARD CONVENES TO BEGIN BOARD TRAINING EXPERIENCE

The Board members met at 4:00 P.M. to begin their board training program.

The meeting was called to order by Chairperson Purcell at 5:15 P.M. in Conference Room 1 of the Gilfry Center on Tuesday, June 22, 1982.

I. MINUTES, REPORTS, COMMENTS

1. Review and Approval of the Minutes of the June 8, 1982 Community Human Services Board Meeting

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the minutes as submitted. All were in favor of the Motion. Motion Carried.

2. Correspondence

None.

3. Advisory Committee Report

Mrs. Chelcun reported that the Advisory Committee held a special meeting to discuss the Phase IV Reorganization. Eighteen staff members were present at that meeting to give their ideas and opinions on this phase. She reported that the committee will be studying this further prior to making a recommendation to the Community Human Services Board.

4. Associate Director's Report

Judy Bablitch, Associate Director reported that the department has received information that \$15,680.00 is available from the state to provide day care services to children of migrants. Staff is discussing the best way to use these funds.

Members questioned whether it was the responsibility of this agency or the farm at which the migrant lived to provide day care. Members also asked whether the migrants would indeed need day care services.

Mrs. Bablitch outlined options available, which would be to purchase the service from United Migrant Opportunity Services directly or to reallocate funds to Waushara County who would then purchase from United Migrant Opportunity Service to provide services to Portage County.

A Motion was made by Jim Clark and Seconded by Mrs. Schad to urge the department to utilize Waushara County in handling the responsibility of the service. All were in favor of the Motion. Motion Carried.

Mrs. Bablitch reported the cheese distribution is underway. During the initial four hours of the distribution, 476 households had been served. The entire process has been smooth indicating the possibility of public and private resource uniting to meet human needs.

Bill McCulley informed members that the alternative inpatient diversionary mental health program discussed during the budget process is underway. This program will show a cost savings in inpatient monies currently spent. The start up date is planned for July, 1982.

Mrs. Bablitch outlined the status of the Jefferson and Jackson Group Homes purchase. In addition, she described grant monies available through HUD 202-D, which would aid building facilities for elderly and handicapped individuals. LaCrosse Diocese Catholic Charities is considering sponsoring such a project for the chronically mentally ill. Further, Portage County is being considered for a \$5,000.00 housing survey grant. The Board will be kept fully informed of all progress.

II. FISCAL CONCERNS

1. Action on Business Manager's Report

The Board reviewed the 1982 Expenditure Report, the May 30, 1983 Financial Report and the May, 1982 Accounts Receivable Report. Questions were entertained by Mr. Jurgella. Mr. Jurgella explained the rationale for foster parents being paid at different rates. All specific information is available to the Board. A Motion was made by Mrs. Schad and Seconded by Mr. Engelhard to approve the reports as submitted. All were in favor of the Motion. Motion Carried.

III. PERSONNEL CONCERNS

1. Action on Establishing Limited Term Employee (LTE) Position of Spanish-Speaking Interpreter for Income Maintenance Programs

Lauri Rockman, presented a request for a spanish-speaking interpreter to assist Income Maintenance staff during the season migrants are in the area. Communications are a problem. Last year a CETA staff position with the agency was bi-lingual and the Income Maintenance staff asked her assistance in dealing with the migrants. This is not available this year. Therefore a Limited Term Employee position is requested. The position would not exceed ten hours per week and monies for this position is presently under contract salaries in the Income Maintenance 1982 budget. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to honor staff request for a Limited Term Employee position to act as interpreter for the migrant population. All were in favor of the Motion. Motion Carried.

IV. PROGRAM CHANGES

1. Action on Extension of Energy Assistance Program (EAP) and the Energy Assistance Program Limited Term Employee

Lauri Rockman, presented a request for the continuation of a Limited Term Employee (LTE) for the period 7/1/82 through 9/30/82 to be responsible for implementation of the Furnace Coupon program, registration and training of vendors authorized to participate in the furnace program, eligibility determination/contact person for weatherization activities and preliminary work for 1982-1983 Energy Assistance Program.

Members questioned the program and the effects the Furnace Coupon program will have. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the concept of hiring a Limited Term Employee on an as needed basis up to 40 hours per week. All were in favor of the Motion. Motion Carried.

2. Action on Portage House Refurnishing Proposal

Mike Houlihan, Director of Portage House presented a proposal to use \$2,300.00 of Project Income monies to refurnish the living room at Portage House. Mike stressed that the program is completely state funded and involves no county dollars. State approval has already been received. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the request for furniture for Portage House not to exceed \$2,300.00. All were in favor of the Motion. Motion Carried.

3. Action on Agreement with University of Wisconsin-Stevens Point for Field Placement

Mrs. Bablitch presented an agreement with UWSP for field placements within the agency. This agreement would be effective July 1, 1982 thru June 30, 1983. These placements have been very beneficial to the agency and University students. A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve this agreement with the University of Wisconsin-Stevens Point. All were in favor of the Motion. Motion Carried.

4. Action on Establishment of Portage County School Health Task Force

A request for the establishment of a task force to help develop uniform school health services in the county was presented. This group would thus be responsible for discussing financing of those services and uniformity in the schools. The Advisory Committee had studied this issue and recommended the establishment of such a task force. At present the Community Health Section dedicates much time to the schools. A Motion was made by Mrs. Schad and Seconded by Mrs. Chelcun to approve the establishment of a School Health Task Force. All were in favor of the Motion. Motion Carried.

Mrs. Lundquist volunteered to be a representative from this Board. Mike Bublka of the Advisory Committee has also volunteered to be a representative to the Task Force. The Board expressed appreciation to these individuals.

5. Action on Approval to Submit Letter of Intent Regarding Portage County's Women, Infant and Children (WIC) Contract Renewal with the Division of Health

Doug Mormann presented a request to submit a letter of intent for a contract to continue the WIC Program. A public forum on the program was held and results were presented to members.

The Advisory Committee has endorsed the continuation of the WIC Program. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to endorse the continuation of the WIC Program and send a letter of intent. All were in favor of the Motion. Motion Carried.

6. Action on Submitting Letter of Intent to the Division of Health on Application for Maternal and Child Health/Prevention Block Grant

Doug Mormann informed members that Portage County received notice that they could be eligible to receive a minimum of \$48,167.00 to be spent on maternal and child health and prevention services. At this time a letter of intent must be submitted, although the staff is still developing ideas as to how best to use the money. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to authorize the agency to submit a letter of intent for funds for maternal/child health services and prevention. All were in favor of the Motion. Motion Carried.

7. Further Deliberations on Phase IV Reorganization Plans

Mrs. Bablitch discussed the list of alternatives for the Phase IV Reorganization. Many questions were asked and suggestions made. Some follow:

1. What is the necessity for a separate supervisor over environmental health?
2. Could all nurses be supervised by one nursing supervisor?
3. Could Shared Services be placed in the Division of Long Term Support?

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4. Could the Associate Director be the Coordinator of Shared Services with a Supervisor reporting to that position?
5. It should be clear that the County Home relates directly to Central Management staff.
6. Discussion should take place supporting or not the concept of Divisions. Then discussion should follow on the rest of the organization.
7. Staff should show this on a projector. This would make viewing easier.
8. What is the timetable for the process? The previous Board members indicated Summer 1982.
9. Staff was advised to find and review Ken Rentmeester's memo of December 30, 1980 regarding organizational efforts.

All members agreed much more discussion was necessary. Therefore, a special meeting to discuss the Phase IV Reorganization was scheduled for Tuesday, June 29th at 4:30 P.M. in Conference Room 1.

V. ADJOURN

The meeting adjourned at 7:20 P.M.

The next regular meeting will be held Tuesday, July 13, 1982 in Conference Room 1 of the Ruth Gilfry Center.

Submitted by: Sandra Uhl, Secretary

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JULY 13, 1982

Present

Marge Schad
Cindy Chelcun
Dennis Tierney
Eugene Szymkowiak
Dick Purcell
Jim Clark
Stuart Clark
Jerry Kaczmarek
Bob Engelhard

Excused

Dave Varney
Scott Schultz
Marge Lundquist

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Daryl Kurtenbach, Lauri Rockman, Steve Tuszka, Bill McCulley and Jay Cleve, coordinators; Dr. Carole Holmes, project evaluator; and Bonnie Bressers, Stevens Point Journal.

The meeting was called to order by Chairperson Purcell at 4:30 p.m. on Tuesday, July 13, 1982 in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, AND COMMENTS.

1. Approval of the Minutes of the June 29, 1982 Community Human Services Board Meeting.

Mr. Szymkowiak asked that he be listed as Excused and not Absent in the Minutes of the June 29, 1982 Board meeting. Mr. Szymkowiak had informed the chairperson prior to the meeting that he would be unable to attend the meeting of June 29th. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Chelcun to approve the Minutes of the June 29th meeting as amended. All were in favor of the motion. Motion carried.

2. Correspondence.

A letter from the Council on Alcohol and Drug Abuse was read. The Council has invited the Board to attend an dinner/tour/training session on Tuesday, July 20th. While the Board was amiable to this invitation, most Board members could not attend on such short notice. The department was requested to advise the Council that perhaps this tour/dinner/training session could be rescheduled to Tuesday, August 3rd. The Council will be approached with this alternate date and the Board will be advised as to the revised schedule.

Mr. Purcell read a letter addressed to the Editor of the Stevens Point Journal regarding the cooperation of the private and public sectors in the cheese distribution project. Mr. Purcell asked Board approval to send this letter to the Editor. The Board concurred with this request.

3. Advisory Committee Report.

The Director and Associate Director reported that the Advisory Committee had reviewed the Phase IV organization structure and the Evaluation and Priority Setting Reports. The Advisory Committee is recommending that the Phase IV reorganization plan be adopted by the Board to be implemented as soon as possible given four conditions (a) that an effective, agencywide system of access be developed as part of that plan; (b) that the strengths and expertise of individual staff members be maintained to the greatest possible extent when assigning responsibilities throughout the divisions; (3) that monthly progress reports regarding implementation be made to both the advisory committee and the Board; and finally that an employee evaluation of the reorganization be completed during June/July 1983 through the advisory committee and/or Board. Upon discussion of the advisory committee's recommendation and stipulations, a Motion was made by Mr. Tierney and Seconded by Mrs. Schad to accept the recommendations and stipulations as submitted by the advisory committee regarding Phase IV reorganization. All were in favor of the motion. Motion carried.

Mr. Porubcansky reported that the priority setting report was well received by the advisory committee and that he hoped it would be well received by this Board also.

Mr. Bablitch reported that Dr. Slater is the latest new member representing the medical community. She reported that around seven members have been attending the meetings on a regular basis. The advisory committee will be contacting the other members regarding their participation on the committee.

4. Report on Second Quarter Welfare Fraud Statistics.

Lauri Rockman, I.M. Supervisor, presented the Second Quarter Fraud Investigation Summary to the Board. As of this date, approximately \$6,108.93 has been saved through this program. This figure, however, is not the net program savings. Mrs. Rockman feels that by having the fraud investigator on board, some people have been deterred from fraudulent claims. At the next Board meeting, this position will have to be reconsidered since it was originally only authorized for a period of one year. Mrs. Rockman also indicated that there is a possibility that Portage County could claim between 15-20% in revenues on the amount of money that is returned to the state from restitution on fraud claims. The Board accepted Mrs. Rockman's report.

5. Director's Report.

Budget deliberations are once again starting within the department. It is Mr. Porubcansky's recommendation that the Board set three meetings for just this purpose during the month of September. The Board determined that during the month of September, budget meetings would be September 14th, 15th, and 16th beginning at 4:30 p.m. and lasting no more than 2 hours each. The department was asked to come in with a bare bones budget. Mr. Porubcansky reported that in 1983, the department is anticipating receiving 100% of its 1982 grant-in-aid revenues. The department is waiting on instructions from the Personnel/Finance Committee

as to guidelines to be used for budget purposes. Mrs. Schad indicated that the Finance Committee will be looking into a no increase or minimal increase budget from each department.

As a note of information, Mr. Porubcansky reported that the County Home in conjunction with our department is investigating the possibility of starting a Day Services Program for Elderly. This would be a medically-based service for elderly and would be housed in the County Home. A charge of perhaps \$1.65 per hour would be assessed each client. About \$10,000 would be needed to start such a program and the Commission on Aging has committed \$3,000 for this program's start-up funds. The remainder of the needed funds would be requested from contingency fund monies. The Board will be kept apprised of this project.

Mr. Porubcansky indicated that a granite sidewalk is in place at the front of the Gilfry Center. Employees and clients now will no longer have to walk on the road in front of the building.

The department now has emergency lighting available in the lower level of the building -- including Conference Room 1. In the past, this emergency lighting was not available and would have caused a problem when removing individuals from this lower level in the darkness during a power outage.

On July 28th, a member of the Bureau of Collections will be visiting the department to evaluate the collections potential for present and future collection areas of the department. Any member wishing to attend this meeting is welcome. The meeting will begin at 9:00 a.m. and continue on into the afternoon.

II. ADMINISTRATIVE CONCERNS

1. Preliminary Report on the Program Evaluation Project.

Mr. Kurtenbach distributed a preliminary report on the Program Evaluation Project. Mr. Kurtenbach briefly highlighted the project and pointed out that while the evaluation project did not have the scrutiny of a laboratory-based project, it is the best that has been done in a community-based setting such as ours. The Board was asked to carefully review this document and be prepared to discuss it at the August 10th Board meeting. Mr. Kurtenbach reported that he has located a potential source of funding for projects such as ours through the National Institute of Mental Health. There is a possibility of obtaining a one-year, nonrenewable grant for \$15,000. Steps have been taken to obtain more information regarding this grant. Mr. Porubcansky reported that the Board will also be receiving information on the Council and Alda/Woodview results.

2. Discussion of Priority Setting.

The Board was provided with copies of the priority setting results. The report focuses mostly on the allocation of 1982 noncategorical revenues across the areas of prevention, restoration, and maintenance as defined by the priority setting instrument. Information is also available to enable an analysis of the manner in which noncategorical revenues were allocated to the various line items within individual department sections. The Board, after appropriate review of this document, will have to set the needed department direction on how to best utilize this document and results. Three options were given to the Board in Mr. Kurtenbach's memo. The Board was asked to be prepared to discuss this document

at the August 10th Board meeting. Dr. Holmes asked that any Board member wishing to discuss this document or the Program Evaluation Project document should feel free to contact her at her home.

3. Action on Department Reorganization.

The Board had been sent six copies of possible Phase IV organizational charts each indicating a particular concern the Board had expressed at the previous meeting. Each option was shared and reviewed with the Board. Upon due consideration, the Board felt that option A and E basically met the need of the department. Upon further discussion, the Board determined that the initial option -- option A was the best alternative. A Motion was made by Mrs. Schad and Seconded by Mrs. Chelcun to approve option A as the Phase IV organizational chart for the department and that this phase of department reorganization be implemented by at least January 1, 1983. All were in favor of the motion. Motion carried. Implementation was clarified to mean that persons would be assigned to all positions within the organizational structure.

III. PERSONNEL CONCERNS.

1. Action on Request for a Limited-Term Employee.

The department is requesting permission to hire a LTE instead of a full-time Typist II in the Mental Health Clinic. The 3-month LTE will give the department time to ascertain the need for that position and to then act accordingly. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the request for a three-month LTE as submitted. All were in favor of the motion. Motion carried.

2. Action on Leave of Absence Request.

The department is requesting the approval for a leave of absence of five days for an employee who had been required to take her vacation and comp. time during her medical leave. A Motion was made by Mr. Tierney and Seconded by Mrs. Chelcun to approve the leave of absence as requested. All were in favor of the motion. Motion carried.

IV. PROGRAM CONCERNS

1. Action on Acceptance of Additional Capacity-Building Funding for the Community Support Program.

The department is requesting approval to accept an additional \$5,664 in 1982 unbudgeted revenue for the community support program for the chronically mentally ill. Of the \$5,664, \$2,064 is an increase in the base grant allocation and \$3,600 is designated for capacity-building. The base allocation for this program in 1983 will be increased by \$2,064 because of this additional allocation. Budget justifications and allocations were presented to the Board by Mr. McCulley. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to accept these funds. All were in favor of the motion. Motion carried.

Mr. McCulley was also asked to give a brief update on the Nonmedical Detoxification Program. Mr. McCulley reported that there had been 54 admissions to the program of which 25 were long-term admissions. Other statistics and a broader report is being compiled for the state and the Board and will be presented in the near future.

MISCELLANEOUS.

It was reported that Mr. Scott Schultz had spent the day at the agency last week becoming familiar with the department's programs. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney that any Board member, new or old, who spends time in the department to become familiar with department programs would be eligible for per diem payment. All were in favor of the motion. Motion carried. Mr. Schultz will be eligible for per diem payment for the day he spent in the department.

V. ADJOURNMENT.

1. Adjourn.

The meeting was adjourned at 6:30 p.m. The next meeting will be on Tuesday, July 27th, 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
JULY 27, 1982

Present

Jim Clark
Stuart Clark
Marge Schad
Dennis Tierney
Dick Purcell
Cindy Chelcun
Scott Schultz
Eugene Szymkowiak
Jerry Kaczmarek

Excused

Marge Lundquist
Dave Varney
Bob Engelhard

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Bob Steinke, Chairman-Portage County Board of Supervisors; Barb Kranig, line staff; Doug Mormann, Coordinator; Brian Shoup and Del Helmueller representing the Council on Alcohol and Drug Abuse; and Dan and Ann representing recovering alcoholics and their families.

I. BOARD TRAINING -- CHEMICAL DEPENDENCY

Board training began at 4:30 p.m. with an panel discussion regarding alcohol and drug abuse presented by the Council on Alcohol and Drug Abuse. The panel included a recovering alcohol/drug user, the wife of an alcoholic, and Mr. Shoup as moderator. Highlighted in the discussion were the problems associated with these types of abuse, services and treatment currently available within the community, and support mechanisms to enable individual/families to cope with these problems. An intervention tape was also shown. This simulated encounter session with a chemically dependent person and his family and friends allowed the Board to become familiar with one of the techniques which the Council uses to help an individual recognize his/her drug/alcohol problem(s) and paves the way for intervention by the Council. The Board was encouraged to ask questions and they expressed thanks to Dan, Ann, and Brian for this learning experience.

II. MINUTES, REPORTS COMMENTS

The meeting was called to order by Chairman Purcell at 5:35 p.m. on Tuesday, July 27, 1982 in Conference Room 1 of the Gilfry Center.

1. Approval of the Minutes of the July 13, 1982 Community Human Services Board Meeting

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Stuart Clark to approve the Minutes of the July 13, 1982 Board meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mr. Porubcansky reported that the position adjustment requests for 1983 will be discussed at the August 10th Board meeting instead of this meeting.

Long-term support options will be discussed in a workshop called "Creating Your Options" to be held at the Stevens Point Holiday Inn on August 5th and 6th. There is a cost of \$20 for the two-day workshop. Any Board member interested in attending this seminar should contact the department. Information on this workshop was circulated to Board members.

The Board was reminded that the Alda House dinner/tour/counseling session is scheduled for Tuesday, August 3rd, beginning at 5:00 p.m. Board members indicated if they could or could not attend the meeting. Those unable to attend are Mrs. Schad, Mr. Varney, and Mr. Kaczmarek. The secretary will provide a written reminder for the dinner as well as directions to Alda House.

III. FISCAL ISSUES.

1. Business Manager's Report.

Mr. Jurgella presented the Financial Report and Accounts Receivable Report for the period ending June 30, 1982 and the 1982 Expenditure Report. A Motion was made by Mr. Jim Clark and Seconded by Mr. Schultz to approve the Business Manager's reports as submitted. All were in favor of the motion. Motion carried.

The Board was invited to attend a day long collections seminar to be held tomorrow at the department.

2. Action Regarding Liability Insurance and Audit Requirements for a Contract Agency.

For the past several years the department has been purchasing information and referral services as well as therapeutic tutoring services from the Mental Health Association without that agency having to provide a certified audit or liability insurance. The state has informed the department that this practice will no longer be allowed. The cost of an audit would be about \$500 and the cost of liability insurance would also be \$500. The Board questioned the need for both of these requirements. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to Table a decision on this matter until further information can be obtained from Mr. Glad on the audit requirements and an insurance company on the liability insurance issue. All were in favor of the motion. Motion carried.

3. Action Regarding Line Item Revision.

A revision in the department's revenues and expenses in the amount of \$21,700 is being requested. This amount reflects an increase in incoming SSI funding to the department for four clients housed in group settings. No actual county dollars are affected in this adjustment. A Motion was made by Mr. Tierney and

Seconded by Mr. Schultz to approve the line item revision. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action on Request for a Limited-Term Employee.

The department is requesting permission to hire a limited-term employee for 520 hours to replace a typist in the Division of Operations who is recovering from a stroke. An additional \$1,350 will be needed to fund this LTE because the department will be carrying both the LTE and the current typist on the payroll for approximately 258 hours. The department is requesting that this additional funding be taken from the unanticipated state revenue. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the request for the LTE and also to recommend to Finance Committee the approval to use \$1,350 from the department's unanticipated state revenue. All were in favor of the motion. Motion carried.

V. PROGRAM ISSUES

1. Action Regarding Block Grant Funding Request.

Mr. Mormann reviewed the concepts of the Maternal and Child Health (MCH)/Prevention Block Grant. This block grant incorporates numerous health grants now in the agency such as our dental/fluoride grant, sexually transmitted disease grant, and hypertension grant. The department will not know until early September what portion of its request will be funded. Mr. Mormann reported that if the department only receives \$24,000 currently budgeted by the state for Portage County, only the services currently provided through his section will be continued. Any funds over this amount will be utilized for program development and expansion. The Board will be asked to take action on the use and acceptance of these funds when more information is available.

2. Action Regarding Referral of Prevention Project.

The department recommended to the Board that the advisory committee be used as a catalyst in the community to begin discussion and definition of the role the department should be playing in the area of prevention throughout the county. A transmittal document outlining the prevention task assignment was reviewed by the Board. The Board concurred with the department's recommendation and referred the assignment to the advisory committee for their action.

VI. ADMINISTRATIVE ISSUES

1. Review of Workplan.

Mr. Porubcansky reviewed the workplan for the agency and commented on each objective and timeframe. Another update will be given in October.

VII. ADJOURNMENT

The meeting was adjourned at 6:35 p.m. The next scheduled meeting is set for Tuesday, August 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 MEETING
AUGUST 10, 1982

Present

Dick Purcell
Marge Schad
Cindy Chelcun
Dennis Tierney
Stuart Clark
Bob Engelhard
Dave Varney
Eugene Szymkowiak
Scott Schultz
Jim Clark
Jerry Kaczmarek

Excused

Marge Lundquist

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Jay Cleve, Doug Mormann, Bob Schmitz, and Daryl Kurtenbach, Supervisors; Sharon Spencer and Nancy Eggleston, line staff; Paul Rice and staff from Community Industries; Bob Kellogg of the Stevens Point School District; Marlene Miller of the Achievement Center; Dale Toltzman of New Concepts Foundation; Bonnie Bressers of the Stevens Point Journal; Dr. Carole Holmes and Dr. Mel Brenner, program evaluators; and Chris Moore and Karl Pnazel of CAP Services.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, August 10, 1982 in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, AND COMMENTS

1. Approval of the Minutes of the July 27, 1982 Community Human Services Board 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 letter from Aschenbrener, Koenig and Schmid, Attorneys-at-Law was distributed to the Board. This letter addressed concern over the proposed placement of a Waupaca County child currently residing in Portage County but scheduled to be placed in Waupaca County foster care at the end of August. Dr. Kellogg of the Stevens Point School District was asked to comment on the present and future educational needs of the child. The Board reviewed all pertinent information on this issue including the need for placement of another Portage County resident now residing outside of the county in institutional care and who staff hope to place in the foster home currently serving the Waupaca County child. Upon extensive deliberation, the Board concurred that a letter should be forwarded to the attorney indicating that an extension of the August 31, 1982 expiration date would be considered only if the agency was specifically requested to do so because of incomplete judicial proceedings or

due to the need for more time to adequately prepare a foster home or school program for the child. It was the intent of the Board that any extensions should be limited to thirty (30) days with extra time perhaps granted if absolutely necessary. Mr. Purcell will respond to Attorney Koenig's letter as chairman of the Board.

3. Advisory Committee Report.

Mrs. Bablitch reported that the Advisory Committee heard a report on pesticide drift and indicated that recommendations from the committee on this issue will be forwarded to the Board shortly. The Advisory Committee has been appraised of the mission as set forth at the last Human Services Board meeting and will be discussing the best possible way to deal with this assignment. The Stevens Point Difference, a group of parents of disabled children, spoke at the last Advisory Committee regarding the need for additional programming for handicapped children to include day care services and alternate living situations for developmentally disabled adults. The Advisory Committee is recommending to the Board that a task force be formed composed of representatives from the department, Advisory Committee, Board, Community Industries, Stevens Point Difference, and the public school system to study and make recommendations about the need for improved day services and alternate living situations for developmentally disabled adults in Portage County. The Board did endorse this concept and task force.

4. Director's Report.

Mr. Porubcansky reported that the request for an LTE in the Division of Operations was approved by the Finance Committee. He also shared the prevailing timeframe for department budget deliberations and indicated that by Friday, August 20th, a tentative budget should be formed. Mr. Porubcansky informed the Board that Assemblyman Helbach would be attending the next Board meeting and would be prepared to entertain any questions or concerns the Board might have. At that same meeting, the Board will also be presented with an AFDC and pesticide report.

II. ADMINISTRATIVE CONCERNS

1. Discussion and Analysis of First Program Evaluation Project Results.

Drs. Holmes and Brenner gave a verbal presentation accompanied by a visual presentation on some of the results of the evaluation project. Questions were fielded by Dr. Brenner and Dr. Holmes. While some of the documentation is subject to scrutiny, the Board felt that this was a good first step in evaluating department projects and programs. Drs. Brenner and Holmes were thanked for their presentation.

2. Action on Priorities for 1983 Budget.

The 1983 budget data will be provided in advance of the September 14th Board meeting date so that members can peruse the information. The Board was asked for their input as to how best to use the information provided in the priorities setting data recently compiled by the department. After a

general discussion on the value and applicability of the priority-setting results, the Board determined that the Director should use the instrument as he saw fit in the preparation of the 1983 budget.

3. Action on Instructions for Development of 1983 Budget.

As Department Director, Mr. Porubcansky was requesting input from the Board as to the percentage increase to be used in projecting the 1983 department budget. As chairperson of the Finance Committee, Mrs. Schad indicated that an increase range of 3-5% in 1983 budget should be projected. This range should be reflected in the department's county-share figure.

III. PROGRAM CONCERNS

1. Action on Energy Efficiency Proposal.

Mr. Karl Pnazek and Mr. Christopher Moore presented a proposal to the Board on energy conservation. Mr. Pnazek and Mr. Moore were asking the Board's endorsement of and participation in SPARE - Stevens Point Advocates for Rental Efficiency. Through participation in SPARE, the Board would endorse and support an amendment to the Stevens Point Housing and Maintenance Occupancy Code. In discussing this request with Mr. Pnazek, the Board indicated that this attempt at energy efficiency should not only be centered in the city of Stevens Point but should encompass all of Portage County. The matter was duly considered. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to NOT support the participation in the Stevens Point Advocates for Rental Efficiency as submitted at this time. A roll call vote on the motion was taken. Ayes: Szymkowiak, Varney, Schad, Purcell, Engelhard and S. Clark. Nays: Schultz, Tierney, and J. Clark. Abstaining was Cindy Chelcun. The motion against participation by the Board in this endeavor carried.

2. Action on Insufficient Day Care Funds.

At the current rate of expenditure the Child Day Care Funds in the 1982 department budget will become exhausted in September. This had happened in the past but the state has made up the deficit. While additional state funding is still a possibility this year, the department felt that appropriate plans should be made in case the additional funds would not be available. The Advisory Committee addressed this issue and formulated the recommendation that steps be taken effective September 1, 1982 to meet the projected deficit in child day care funding by (1) placing all new requests for child day care on a waiting list; (2) paying a percentage of all present recipients' child care costs with the remaining funds; (3) having all present clients continue to submit bills with the understanding that if additional funds become available a retroactive payment will be made. The Board concurred with this recommendation by the Advisory Committee. A Motion was made by Mrs. Schad and Seconded by Mrs. Chelcun to approve the recommendation as submitted. All were in favor of the motion. Motion carried.

3. Action on Acceptance of Housing Survey Grant.

Portage County has applied for a \$5,000 grant to conduct a comprehensive housing needs assessment of the chronically disabled and frail elderly population in the county. The department has just received written confirmation that it has been selected as the survey county. In light of the department's and county's emphasis on long-term support and the formalization of that emphasis through the Community Options Program, Mr. Porubcansky recommended in favor of accepting this grant money. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark that the Board accept the grant. All were in favor of the motion. Motion carried.

IV. PERSONNEL CONCERNS

1. Action on Position Requests for 1983.

The Board had been provided with a request and documentation for three new positions -- Sanitarian, Income Maintenance Worker/Energy Assistance Coordinator, and Income Maintenance Lead Worker. Mr. Porubcansky stated that any staffing changes would be within the budget parameters for 1983. All three positions are currently being funded all or in part. Each position was considered separately.

The Board first considered the Income Maintenance Lead Worker position request. Job description and further documentation/rationale for approval of this position was reviewed. A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the request for the Income Maintenance Lead Worker position. All were in favor of the motion. Motion carried.

The Board then reviewed the Income Maintenance Worker/Energy Assistance Coordinator position request. Once again, documentation and rationale for this request was considered. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the Income Maintenance/Energy Assistance Coordinator position request. All were in favor of the motion. Motion carried.

The last position request to be considered by the Board was that of a Sanitarian. Questions regarding possible new or increased revenue to offset this request were fielded by Mr. Mormann and Mr. Porubcansky. A motion was made by Mr. Schultz and Seconded by Mr. Szymkowiak to approve the request for a Sanitarian position. All were in favor of the motion. Motion carried.

All three position requests we now be referred to the Personnel and Finance Committees for their consideration and approval. Final approval will also have to be received from the County Board.

V. OTHER ISSUES

There were no other issues to come before the Board.

VI. ADJOURNMENT

1. Adjourn

The meeting was adjourned at 6:40 p.m. The next meeting is scheduled for Tuesday, August 24th, at 4:30 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 24, 1982

Present

Marge Schad
Stuart Clark
Cindy Chelcun
Richard Purcell
Marge Lundquist
Bob Engelhard
Scott Schultz
Eugene Szymkowiak
Jim Clark
Dennis Tierney
Dave Varney
Jerry Kaczmarek

Others Present: Richard Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Doug Mormann, Bob Schmitz, and Tom Copenhaver, Environmental Health staff; Daryl Kurtenbach, Coordinator; Barb Kranig, line staff; Lauri Rockman, I.M. Supervisor; Hank Weiss and Bob Newman from the state Division of Health; Dave Johnson representing the advisory committee; Dr. Ray Anderson from the University of Wisconsin-Stevens Point; Bob Kellogg, advisory committee member; Mary Ann Krueger and Bob Bembenek representing citizens concerned with pesticide use; Lonnie Krogwold of the Agriculture Committee and concerned farmer; Harold Sargant and wife and Richard Pavelski representing the Vegetable and Potato Growers Association; David Ankley of the University Extension Office; John Osinga, District Attorney; Bonnie Bressers of the Stevens Point Journal; Channel 9; Representative Helbach; and other interested citizens.

The Board Training session began at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Mr. Mormann, Community and Environmental Health Coordinator for the department, gave background and baseline information on what pesticides are, their use, and the extent found in Portage County. Local, state, and federal agencies involved in the pesticide issue were reviewed. Mr. Weiss, epidemiologist from the state Division of Health, put into perspective the health effects from pesticides in addition to the methods of data collection and surveillance practices. Mr. Ankley of the Portage County Extension Office reviewed the need for the agricultural community to use pesticides and the distribution of crops in the county. Questions were entertained after the presentations were completed.

The meeting of the Community Human Services Board was called to order by Chairman Purcell at 5:30 p.m. in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 10, 1982 Community Human Services Board Minutes.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the Minutes of the August 10, 1982 meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was none to be considered by the Board.

3. Advisory Committee Referral Regarding Agency Role With Pesticide Issue.

Dave Johnson, chairperson of the advisory committee, reviewed the rationale for the recommendations by the advisory committee on the pesticide issue. It was felt that an ad hoc committee was needed to study this issue and obtain a sound data base in order to make impartial recommendations to the Community Human Services Board. Mr. Johnson indicated that the proposal in no way recommended that the ad hoc committee become involved in research but that available data from research be collected and analyzed. Richard Pavelski and Harold Sargent of the Vegetable and Potato Growers Association spoke in favor of the committee and provided additional sources of research information. They also acknowledged the need for expanded education in the pesticide area and indicated an willingness to cooperate in this venture. Mr. Krogwold felt that the Agricultural Committee should be involved in the selection process for members of the ad hoc committee. The Board will consider this recommendation. It was stressed by Mr. Ankley that the recommendations from this ad hoc committee would not be coming for another two to three years due to the complexity of the issue and data. A Motion was then made by Mr. Schultz and Seconded by Mr. Engelhard to accept the recommendations of the advisory committee with the exception of paragraphs (a) and (b). The motion was discussed. An amendment to the motion was made by Mrs. Chelcun and Seconded by Mr. Varney to substitute the word "department" for the word "board" in paragraphs (a) and (b) and to approve all items of the recommendation. All were in favor of the amendment to the motion. Amendment carried. A vote was then taken on the amended motion. All were in favor of the amended motion. Amended motion carried.

4. Report Regarding Child Support and Welfare Costs.

Mrs. Rockman reviewed a Child Support Study report with the Board. She indicated that there appear to be three main problems in connection with child support that contribute to the net cost of AFDC to the state and federal governments. These problems include (1) support has been ordered but the amount is insufficient to meet the needs of the family; (2) support has been ordered but rarely, if ever, is paid; and (3) support has not been ordered. District Attorney John Osinga was present to discuss this report. He indicated that in 1980 for every dollar spent by Portage County for collecting child support, it collected \$2.81. In a comparison with six other comparable counties for every dollar spent, \$1.67 is collected. On a statewide basis for every dollar spent, \$1.63 is collected. In reply to further recommendations, Mr. Osinga indicated that the

county could not incorporate an escalator clause into the support award because that would be against the law. He also indicated that more court time and attorney and law enforcement personnel are needed to reduce the bottleneck that has been occurring in the processing of persons through the judicial system. It had been suggested at a meeting between the Community Human Services Department and District Attorney's Office staff that a committee should be established to explore ways to alleviate, if possible, some of the concerns expressed in the child support study. Mr. Purcell, because he is on both the Human Services Board and the Judicial Committee, volunteered to act as Board liaison to this committee. The committee would include staff from both the Human Services Department and the District Attorney's Office. The Board members concurred. Mr. Osinga was thanked for his comments.

5. Appearance by Representative David Helbach.

Representative Helbach reviewed four main issues with the Board. These centered on changes in Community Aids, General Relief, Public Health and Nursing Home monies. The state will have a \$1.5 billion shortfall for the 1983-85 fiscal year. If the 5% sales tax remains in effect, the deficit will be \$1 billion. Community Aids for 1983 has been projected at a 0% state increase to counties and a 4-5% increase in 1984. The formula for determining the Community aids formula may be changed to eliminate the urban/rural factor and also to lift the ceiling previously enforced. Both changes would benefit Portage County in the calculation of the Community Aids reimbursement. He indicated that the County Boards Association is requesting that the state take over the General Relief program either entirely, after a certain level of payments by counties has occurred, or for major medical bills. Counties have been experiencing financial difficulties in paying General Relief payments due to high unemployment, the fact that many unemployed individuals are no longer eligible for any other assistance programs, and the fact that General Relief is the last resort for financial assistance to many. Portage County has the unit system and has been able to keep their General Relief costs to a minimum. If this effort is successful, Portage County will be subsidizing other countys' General Relief costs. Mr. Helbach cited Portage County as having one of the best public health systems in Wisconsin. He indicated that as the result of the strides Portage County has made in this area, they will be eligible for some portion of the \$2 million earmarked for public health services at the local level. Representative Helbach also noted that the formula for the establishment of nursing home increases will be reviewed. This could benefit the Portage County Home if consideration is given to facilities which provide care to the high-cost patients. Right now, this factor has not been considered in the formula increase. Also under consideration is the out-patient psychotherapy issue. Determination will be made to whether this service will continue to be paid for through Medical Assistance funds and whether the Human Service Departments will continue to act as gatekeepers of this program. Representative Helbach was thanked for his presentation and extended an invitation to return at his convenience.

III. ADJOURNMENT.

1. Adjourn.

The meeting was adjourned at 6:55 p.m. The next meeting is scheduled for Monday, August 30th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 30, 1982

Present

Stuart Clark
Marge Schad
Dave Varney
Cindy Chelcun
Eugene Szymkowiak
Scott Schultz
Bob Engelhard
Dennis Tierney
Marge Lundquist
Dick Purcell

Excused

Jim Clark
Jerry Kaczmarek

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Bob Schmitz, Lauri Rockman, Jay Cleve, and Daryl Kurtenbach, Coordinators; Drs. Carole Holmes and Mel Brenner, program evaluators; Mr. Wendt of the Waupaca Department of Social Services; Bob Kellogg of the Stevens Point School District; Jim Bialecki of the Portage County Home; Bob Steinke, Chairperson of the County Board of Supervisors; Brian Shoup and Del Helmueller of the Council on Alcohol and Drug Abuse; other interested citizens.

The meeting of the Community Human Services Board was called to order by Chairman Purcell at 4:30 p.m. on Monday, August 30th, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, AND COMMENTS

1. Approval of the Minutes of the August 24, 1982 Community Human Services Board Meeting.

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

2. Correspondence.

The Waupaca County Department of Social Services is requesting the approval by the Board for a 30-day extension pending an Administrative Review for the Waupaca County handicapped child now residing in Portage County. Mr. Wendt of the Waupaca County Department of Social Services presented the request along with his appreciation to the Board for their help in placing this child during the last year. Mr. Wendt assured the Board that there would be adequate foster care facilities for this child in Waupaca County and that Waupaca County would also work out the needed educational arrangements. On September 13th, a determination will be made by the Courts as to the appropriate placement for this child. A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak that the Board approve the 30-day extension as requested by Waupaca County. All were in favor of the motion. Motion carried.

A letter from Mr. Purcell to Mr. Porubcansky and Mr. Osinga was read. The letter addressed the need for Mr. Osinga and Mr. Porubcansky to appoint one or two staff members to work with Mr. Purcell in addressing the issue of child support payments and their effect on AFDC costs. This study group will be addressed later in the meeting.

A letter from Bob Wagner, Director of the Division of Policy and Budget, was circulated to members of the Board. Mr. Wagner indicated that he was favorably impressed by the approach, methodology, and product of our program evaluation project. He offered the assistance of his bureau to the department if needed.

3. Director's Report.

As a followup to the discussion on the need for the Mental Health Association to provide an audit and proof of liability insurance to our department and thus keep themselves eligible for financial reimbursement through our department, Mr. Porubcansky reported that in 1983 the department will take over the tutoring program we had been contracting with the Mental Health Association for. This will reduce the Association's contract level below \$10,000 and they will then not be liable for either the audit or liability insurance requirements.

There will be a need to hold a business meeting during the month of September. Possible dates for this meeting were discussed. In addition to the budget meetings to be held on September 14th, 15th, and 16th, a business meeting will be held on Monday, September 27th, at 4:30 p.m.

The Board was asked to select a Board member to serve on the Day Services Task Force. Mr. Varney agreed to serve as Board representative.

II. FISCAL ISSUES

1. Action on Business Manager's Report.

Mr. Jurgella presented his 1982 Expenditure Report, Accounts Receivable Report, and the Financial Report all for a period ending July 31, 1982. The reports were reviewed. A Motion was made by Mr. Stuart Clark and Seconded by Mr. Varney to approve the reports as submitted. All were in favor of the motion. Motion carried.

2. Action on Request for Carryover of Funds into the 1983 Budget.

Mr. Porubcansky reported that the department is in the final stages of the development of a 1983 budget. So far, there is a \$60,000 gap between expenses and revenues. Mr. Porubcansky outlined, in this memo of August 26th, three options he wished the Board to consider in giving him final direction during the budget process. The options were discussed. Mr. Porubcansky was asked to circulate a memo to all staff regarding their willingness to voluntarily take time off during 1983 and incorporate this savings into the budget gap.

3. Action on 1983 Portage County Home Budget.

Mr. Bialecki, County Home Administrator, presented to the Board his 1983 County Home budget. This budget has already been approved by the Nursing Home Committee and carries no request for county funding. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the 1983 County Home budget as requested. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Action on Request for Extended Sick Leave.

The department is requesting Board approval for an extended sick leave request for a Typist 2 in the Division of Operations. This employee has suffered a stroke and at this time the doctor is unsure when she will be able to return to work. If this request is approved, the department is requesting that an LTE be continued to fill this vacancy. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the extended sick leave request and the extension of the LTE employee for a period of one year ---until September 9, 1983. All were in favor of the motion. Motion carried.

2. Action on Request for Leave of Absence.

An employee in the Income Maintenance Section is requesting a maternity leave for a period of two months. The section will not be hiring an LTE during this timeframe. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the maternity request as submitted. All were in favor of the motion. Motion carried.

3. Action on Request for Personal Services Contract Extension.

The department is requesting the approval to extend the personal services contract for the child psychologist an additional four months -- until December 31, 1982. The services would be for a maximum of two days per week, eight hours per day. Approval of this request would enable the department to shift client workload in the clinic. A Motion was made by Mr. Tierney and Seconded by Mrs. Chelcun to approve the extension of this contract until December 31, 1982 for a maximum of 16 hours per week. All were in favor of the motion. Motion carried.

4. Request to Extend Limited-Term Employee.

The department is requesting an extension of a limited-term employee filling the position of Human Services Specialist-Social Worker. The request is for a one-month extension, 24-hours per week. The department needs this extension so processes can be undertaken to refill this position with existing staff. A Motion was made by Mr. Engelhard and Seconded by Marge Lundquist to approve this extension as requested. All were in favor of the motion. Motion carried.

IV. PROGRAM ISSUES

1. Action on Resolution Regarding Mental Health Commitment Law Revision.

Department staff are supportive of Sauk County's resolution calling for a study of the Mental Health Act, Wisconsin State Statutes Chapter 51. The department is requesting that the Legislative Committee support this resolution when it comes before the Wisconsin County Boards' Association meeting. The Board concurred with the recommendation.

2. Action Regarding Membership of Pesticide Study Committee.

The Board was provided with a suggested membership list for the Pesticide Study Committee. Membership suggestions were studied in depth. It was suggested by Scott Schultz that number 6, 7, and 11 be eliminated as members of the task force but be included under technical assistance. It was also suggested that the College of Natural Resources-Stevens Point also be included under technical assistance. A Motion was made by Mrs. Schad and Seconded by Mr. Varney that the revised study group and technical assistance listing be approved. All were in favor of the motion. Motion carried. The Board also made the following suggestions as to individuals who could possibly be assigned from each agency represented in the study group. They are as follows: Human Services Board - Eugene Szymkowiak; Advisory Committee - not indicated; Staff - Doug Mormann; Agricultural Committee - Lon Krogwald; County Extension Office - not indicated; University - Dan Trainer; Health Resources Committee - Greg Holub; County Board - Bob Steinke; and Medical Society - not indicated.

3. Information Regarding Working Group on Child Support Issues.

Mr. Porubcansky reported that the Child Support Working Group will consist of Mr. Purcell, Mr. Schultz, John Osinga, Dick Stemper, Lauri Rockman and one of her staff members, and himself. Mr. Porubcansky was asked to chair the study group.

4. Presentation Regarding Evaluation Data from Portage County Council on Alcohol and Drug Abuse, Alda House, and Woodview.

Drs. Brenner and Holmes lead the discussion on the evaluation data obtained from the Council, Alda House and Woodview. Mr. Shoup, Director of the Council, verbally and in his letter to Dr. Brenner, addressed some of the compromises to the data generated and thereby to the results. Mr. Shoup did concur that because of this process, his agency will investigate the combining of treatment modalities for clients emphasizing both transitional and outpatient treatment techniques. The evaluation data was acknowledged by the Board.

V. ADJOURN

1. Adjournment.

The meeting was adjourned at 6:35 p.m. The next meeting is scheduled for Tuesday, September 14th, 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
SEPTEMBER 14, 1982

Present

Dick Purcell
Eugene Szymkowiak
Jim Clark
Stuart Clark
Marge Schad
Bob Engelhard
Marge Lundquist
Dave Varney
Scott Schultz
Jerry Kaczmarek
Dennis Tierney

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Paul Rice of Community Industries; Karl Pnazek of CAP Services; Jim Gebhard of Riverdale Marriage and Family Clinic; Brian Shoup of the Council on Alcohol and Drug Abuse; Bill King, Principal of Washington School; John Holdridge, County Board member; Doug Mormann, Steve Tuszka, Bill McCulley, and Maria Boario, Coordinators; Sue Oehlke, Karen Swan, Sibyl Taylor, Jean Howley and Ray Schmidt, line staff; Pat Patterson, practicum student.

The meeting of the Community Human Services Board was called to order by Chairman Purcell on Tuesday, September 14, 1982, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

To assist the Board members in focusing on the primary issues of the budget deliberation process, Chairman Purcell offered the following guidelines which were agreed upon by the other members. These guidelines indicated that the line items from Salary through Life Insurance would not be discussed because all of these items are fixed; all line items with variances of under \$500 would not need to be questioned; debate would be limited by the chair if necessary; there would be no voting on each individual budget but the total budget would be acted upon at Thursday night's meeting. The floor was then turned over to Mr. Porubcansky for his initial highlights on the budget.

Mr. Porubcansky responded that the budget preparation has been a balancing act between programs and ability to pay for them. The budget has been developed within the parameters set by Portage County and this Board -- 5%. For 1983, the department is projecting a state aid level as had been in 1981 and 1982. While no provisions have been made in these monies for any type of increase and therefore a loss in purchasing power, no cut in actual dollars is present either. The staff of the department has been polled since last meeting and the department can realize a salary/fringe benefit saving of \$7,557 through leave of absences for eleven people. Some budgets (Children and Youth, Elderly, Environmental Health) reflect an increase; other budgets reflect a decrease. The department has worked in close cooperation with the county Business Administrator's Office and all base figures used in the budget preparation are those on record at the Business Administrator's Office.

As the Board reviewed the Program Cost Comparison breakdown, a discussion on the item listed as \$44,632 (Projected 1982 Revenue) ensued. The department is strongly recommending the carryover of these projected 1982 funds into the 1983 budget to offset 1983 program costs. Mrs. Schad questioned the appropriateness of anticipating the use of these carryover funds and also requested further discussion on the data base used to calculate the 5% increase for the 1983 budget. She indicated that according to figures presented by Mr. Glad at last night's Finance Committee meeting, the Community Human Service's Board's 5% figure and data base did not coincide with the Business Administrator's Office's data base and increase figure. It was determined that the Board proceed with budget deliberations on the assumption that the figures presented tonight are valid and that the 1983 budget does project only a 5% increase from 1982. It was highly recommended that Mr. Glad be present to address and clarify the use of these carryover funds as well as the data base. The department will confer with Mr. Glad tomorrow regarding the discrepancies stated above.

1. Central Management Budget.

The Central Management budget was highlighted by Mr. Porubcansky. Two line items explained were Employee Travel and Dues. In Employee Travel, reflects travel reimbursement for UW-Madison students. These students will be coming here to help in the assessment of our Community Options Program. In the area of Dues, Mr. Porubcansky has set aside \$900 for membership in the Wisconsin County Boards Association. It was questioned whether in these times of austerity, the membership fee of \$900 to the Association was a luxury that could be eliminated.

INSTRUCTIONS: FLAG line item of DUES in the amount of \$900 in this section budget.

2. Operations Budget.

Mr. Jurgella reviewed the Operations budget. While most line items were highlighted by Mr. Jurgella, the Board expressed the most concern about the line item for Computer Services. Mr. Jurgella reported that the increase of \$10,000 in this line reflects the programming of the computer to incorporate an aging system for bills and also the processing function for some bills not already processed by the computer. Mr. Jurgella remarked that if the Collections section was to increase their billing capacity, this line item would need this additional \$10,000.

INSTRUCTIONS: Reconsider Computer Services line item only if absolutely essential.

3. Community Health Nursing Budget.

Mr. Mormann presented this budget proposal. Highlighted in his presentation was the substantial increase in Professional Supplies. This has resulted because the department must now purchase their own influenza/immunization vaccines instead of the state supplying them free of charge. Mr. Mormann reported that this budget calls for a reduction of 14 hours per week of nursing staff time. Changes in and charges for fees were discussed. A fee charge sheet was distributed to the Board. It was questioned whether fees could be increased to any greater degree than as proposed. It was suggested that immunizations be increased to \$3.00 each and that blood pressure screening be increased to \$3.00 also. With this additional revenue, 7 more hours could be put back into the 14 hours which had been eliminated. Mr. Mormann felt that this was possible.

INSTRUCTIONS: FLAG additional revenue and increase SALARIES if possible,

4. Environmental Health Budget.

Mr. Mormann also presented the Environmental Health Budget. He indicated that this budget reflects a 9-month sanitarian position. Also highlighted was the Travel line item. This line item incorporates \$3,000 for depreciation of the department cars. It was questioned whether at this time it was wise to set aside \$3,000 in car depreciation or to use this money to provide program services. The Board also questioned the increase in revenues which have been projected for 1983. Mr. Mormann provided the members with the revised and expanded fee schedule for 1983. The Board concurred with the recommended changes and additions in this fee schedule.

INSTRUCTIONS: Reconsider of the Travel line item's account with \$3,000 earmarked for car depreciation.

5. WIC Budget.

The WIC budget was presented by Mr. Mormann. Currently 925 people are being served monthly of which two-thirds are children. This is a self-sustaining program.

INSTRUCTIONS: None.

With the presentation of the WIC Budget, the budget meeting was concluded. A Motion was made by Mrs. Schad and Seconded by Mrs. Chelcun to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:15 p.m. The next budget meeting will be held on Wednesday, September 15th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 15, 1982

Present

Dick Purcell
Cindy Chelcun
Stuart Clark
Dave Varney
Eugene Szymkowiak
Marge Schad
Marge Lundquist
Bob Engelhard
Dennis Tierney
Jim Clark
Scott Schultz
Jerry Kaczmarek

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Mike Houlihan, Director of the Portage House; Bill King, Principal of Washington School; Brian Shoup and Del Helmueller of the Council on Alcohol and Drug Abuse; Paul Rice of Community Industries; Jim Gebhard of the Riverdale Marriage and Family Clinic; Marlene Miller of the Achievement Center; Jim Canales, Bill McCulley, and Steve Tuszka, coordinators.

The meeting of the Community Human Services Board was called to order by Chairman Purcell on Tuesday, September 15, 1982, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

The budget deliberations will be guided by the guidelines established at the meeting of Tuesday, September 14th.

1. Chemical Dependency Budget.

Bill McCulley presented the Chemical Dependency budget. He reflected that this budget incorporates only a percentage of his time in the administration of these contracts. Alda, Woodview, and Social Detox are incorporated into the line item, "Contract". New revenue to the agency from this section is listed as "Block Grant" and "OWI Assessments".

Under AA Contract it was noted that in 1983 the department will contract with North Central Health Care Center to a greater extent than had occurred in 1982. The line item, St. Michael's Hospital, has also increased because of the significant rise in the number of detoxification episodes per month. The Council line item has decreased by \$10,000 because they are projecting an increase in revenue. Kettle Morraine will not be contracted with in 1983. Individuals will be sent to North Central for services instead. Mr. McCulley indicated that the philosophy of the department has been toward community-based services to individuals instead of institutionalization. As a result inpatient days have been decreasing within the last few years -- 1981 there was 990 inpatient days; 1982 there were 768 days; and 1983 has been projected at 717 days. The department and especially staff, he felt, should be commended for their commitment to this philosophy.

Under DA Contract, it was highlighted that there is once again a line item for Norwood. In this instance, Norwood is used for emergency detentions or involuntary commitments.

INSTRUCTIONS: None.

2. Mental Health Budget.

Mr. McCulley also presented this budget. He indicated that the Salary line item does not allow for the hiring of the child psychologist until September of 1983. The decrease in staff is also reflected in the decrease in section revenue. Most of the money designated in the Travel account will be used to pay for normal case management in the Community Support Program. Currently there are 135 active cases. Program Materials have been decreased due to the capacity building funds which have been received. In the area of Psych Testing, the section is trying to do more testing within the department and therefore relies less on the Marshfield Clinic. Even though this line item is overrun, there is a savings in the long run because of less money filtering into Marshfield Clinic. Food and Recreation were reviewed. Mr. McCulley indicated that "Contract Salaries" specifically refers to the personal services contract with Dr. Henderson. The Tutoring Program reflects an \$1,800 decrease although the same or more services are being provided because the department has taken over that program and as a result the administrative cost has been decreased. New revenue coming into the section are listed under CMI/Capacity Building Funds and County Home.

Under Mental Health Contracted Mr. McCulley pointed out that inpatient days in this budget have been decreasing substantially in the past three years. For instance in 1973 7,200 inpatient days were projected; in 1981 2,444 days were projected and the department used 2,638; in 1982 it was projected at 1,702 but the use was 1,438; in 1983 we are projecting 1,880 days. Mr. McCulley once again pointed out the significant accomplishments of the staff in the department to make the philosophy of community-based services to clients a reality.

Mr. Gebhard of the Riverdale Marriage and Family Clinic shared his views on the line item "MA Surcharge Clinics". Mr. Gebhard stated that he felt that an inadequate amount had been projected in this account. The amount was not increased from this year and yet the 1982 total only reflected a six-month use. He asked that the Board consider increasing this amount. He also requested that the Board allow both of his therapists to bill for M.A. services and not just one as is presently the case. The department felt that they could adequately handle a majority of the client needs for these services. If more individuals would choose to go to private clinics (even though adequate time was available in our clinic) the department would lose not only the M.A. revenue but would be forced to cover the 10% M.A. charge not covered for these services.

INSTRUCTIONS: FLAG discussion on the M.A. Surcharge Clinics line item and also approval or disapproval of two therapists to bill for M.A. services through the Riverdale Clinic.

3. Elderly Services Budget.

Jim Canales shared his Elderly Services budget with the Board. Mr. Canales indicated that the 24% increase in this budget is due primarily to two specific areas. The first area, Salaries, includes the reclassification of a Human Services Assistant to a Human Services Specialist I-Social Worker which brought an increase in salary of about \$5,000. The second area was the Community Options Program. Last year adequate guidelines were not developed for the financial reimbursement through this program and the department had anticipated more revenues than actually were received. COP revenue now reflects a more realistic picture. Mr. Canales explained that in 1983 the department will realize \$200 per case plan for diversion and \$60 per each assessment. It is anticipated that these assessments and case plans will bring \$22,288 into the department in revenue while bringing into the community \$120,654 for services provided.

INSTRUCTIONS: None.

4. Developmental Disabilities Budget.

Mr. Canales also presented this budget. He indicated that the Community Industries line item only reflects a 4% increase from 1982. Transportation costs are decreased because bus service is not being contracted through the Community Industries. New Concepts has been budgeted a 6% increase while the Achievement Center had requested and has been allowed a 2% increase. Foster Home has been allowed an increase but this increase in projected dollars is balanced by a like amount in revenue. Rent-Sheltered allows for the contingency that one person would not be able to fund their housing needs in sheltered care. Mr. Canales indicated that the department has been approved for the billing for services provided to clients by social workers. An assessment of financial responsibility will be done at the same time as the service assessment is done. Fees will be based on a sliding fee scale. This is a new area of fee collection within this section and will be carefully monitored and reviewed throughout the year.

Mr. Rice, Director of Community Industries, spoke of the financial constraints placed upon his agency as a result of the proposed 4% increase. He indicated that his request had been for 7% or approximately \$12,000 more than is budgeted. The 7% increase would only allow for a status quo operation of Community Industries. He indicated that the agency is operating in the red. One of the factors for this financial condition is that there is less work for the work activities clients at Community Industries. While he is aware of the tight financial constraints the county is operating under, he would like further consideration of his request for additional money than the 4% now proposed.

INSTRUCTION: Flag Community Industries line item under D.D. Contracted Services for further discussion .

5. Portage House Budget.

Mike Houlihan, Director of the Portage House, presented the budget. The Portage House is totally funded by the state and operates on a fiscal year of July through June. Mr. Houlihan's budget reflects an actual budget for the first part of the year (January to June) and a projected budget from July to December because of the different fiscal cycle. It was noted that the Health Insurance line item increased

dramatically because some staff members have chosen to take the family insurance plan instead of the single insurance plan. He also indicated that the Work Study line item includes relief staffing as well as work study.

INSTRUCTIONS: No adjustments.

The budget meeting was concluded with the final presentation by Mr. Houliahn of the Portage House budget. A Motion was made by Mr. Engelhard and Seconded by Mr. Schultz to adjourn the meeting. All were in favor of the motion. Motion carried. Meeting was adjourned at 6:15 p.m. The next budget meeting will be Thursday, September 16th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 16, 1982

Present

Dick Purcell
Marge Schad
Stuart Clark
Dave Varney
Cindy Chelcun
Dennis Tierney
Gene Szymkowiak
Marge Lundquist
Bob Engelhard
Scott Schultz
Jim Clark
Jerry Kaczmarek

Also Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Brian Shoup and Del Helmueller from the Council on Alcohol and Drug Abuse; Karl Pnazek from CAP Services; Jim Gebhard from Riverdale Marriage and Family Center; Paul Rice from Community Industries; Maria Boario, Jerry Koepfel, Jim Canales, Steve Tuszka, Doug Mormann, Bill McCulley, and Lauri Rockman, Coordinators; Sibyl Taylor, Jean Howley, Karen Swan, and Barb Kranig, line staff; Pat Patterson, practicum student; and Bonnie Bressers of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Thursday, September 16th, in Conference Room 1 of the Gilfry Center.

The budget deliberations will be guided as they have been in the past two days under the guidelines established Tuesday. The Board was briefly asked to review the Minutes of last night's meeting and to use the "instructions" under each budget from the past two nights as a capsulization for potential action. A letter from King, Bubla, and Corgiat was read regarding school nursing services and placed on file.

1. Education and Training Budget.

Mr. Porubcansky reviewed this budget with the Board. He indicated that the line item for Staff Development reflects the total amount for the entire department -- approximately \$50 per capita. Community Education reflects money set aside for sponsorship of workshops, forums, etc. Under the line item Subscriptions, Mr. Tierney questioned whether a few hundred dollars might be cut. This is to be flagged for further deliberation. It was indicated that while there is \$2,000 allowed in Volunteer MA Travel, the regulations have been changed to assure clients a sum sufficient amount for requests. This amount will be inadequate to cover projected costs but an adjustment will not be made to this account because whatever the county expends in this line item is reimbursed by the state.

INSTRUCTIONS: Flag Subscriptions for possible cuts.

2. Family Services Budget.

Steve Tuszka presented this budget. He indicated that the Travel line item has been decreased for two reasons -- one of which being that a Homemaker position has been eliminated in the department and that the section is requesting when at all possible that clients come into the department. Steve also indicated that the Child Day Care line items brings in the equivalent amount in revenues. The section will be trying to recoup additional revenues through the charging of fees for such services as visitation studies, stepparent adoption studies, custody studies, divorce reconciliations, and voluntary services provided for marriage and divorce counseling. The impact of charging for these fees will be closely monitored. The Board asked that a report be given to them in six months regarding this new development.

INSTRUCTIONS: None.

3. Children and Youth Services Budget.

Jerry Koepfel reviewed this budget. Jerry indicated that additional monies have been set aside in the areas of Foster Parent Training and Treatment Foster Care because of the emphasis being placed on communitybased care. Treatment foster care he noted costs about \$600 compared to group care of \$1700 per month. Mr. Szymkowiak as well as other Board members felt that they would benefit from a tour of a group facility such as Washington House located in Plover. This will be arranged. Mr. Koepfel said that the Youth Aids/Work Restitution line item is managed through Cesa 7. Last year, this program impacted on 31 juvenile delinquents. Institutional Care line item reflects placement for 1-3/4 persons. Already one position is spoken for. The AI Refunds account shows a decrease in anticipated revenue. This was because the children placed were not entitled to SSI benefits.

INSTRUCTIONS: Possible review of Youth Aids/Work Restitution line item.

4. Home Health Budget.

Maria Boario presented her budget. She indicated that her line items have increased because of the anticipated increase in nursing visits projected in 1983. A new line item entitled License Fee has been initiated because of the mandate to become licensed in addition to the regular certification requirement. She indicated that a bad debt rate of 1% was seen in 1981.

INSTRUCTIONS: No changes.

5. Income Maintenance Budget.

Lauri Rockman presented the Income Maintenance budget. She indicated that her Travel line item is down substantially because her staff will no longer be making home visits except for verification of AFDC cases. Office Supplies has increased because of the additional paperwork involved in the programs. AFDC line item is for the most part maintained by the state instead of her section. She also indicated that while the MA Transportation account has increased, this line item doesn't represent a sum sufficient dollar need. However, if more is spent in this line

item, it will be reimbursed through the state. It was noted that this is a self-sustaining program. The Board indicated that it would like a report on the amount of money being spent for the AFDC program.

INSTRUCTIONS: None.

With the conclusion of Mrs. Rockman's presentation, all department section budgets had been heard.

Mr. Porubcansky then distributed a 1982-1983 Budget Change Comparison summary sheet and a Travel Comparison summary sheet. In discussing the Budget Change Comparison Mr. Porubcansky noted that \$32,192 (personnel reductions) should be subtracted from both the 1983 Program Costs and Difference columns. The new totals would then read \$2,810,302 for 1983 Program Cost and \$161,700 under Difference with an overall "Percent" impact of 6.1%. Personnel reduction included \$7,557 in time off plus a net reduction of 1.25 persons.

In discussing the carryover of \$44,632, Mr. Porubcansky stated that this figure is arrived at by considering the \$29,012 in unallocated state aid yet to be coming to the department and \$15,620 is the departmentwide savings projected through the end of 1982.

The department is using as a base to figure the 5% increase in budget for 1983 the amount of \$1,056,023. This amount does include the \$16,000 carryover from 1981 into 1982 and was given to the department as the figure to use by the county Business Office. It was further specified that if the carryover funds are approved for 1983 that the new budget figure for 1984 would be a base of \$1,109,043. In this way, there would be no roll-up effect on the carryover monies of 1984. Mrs. Schad further clarified the carryover issue by stating that it was her opinion that the carryover would not be allowed in 1984 or thereafter. This issue is a policy decision to be made by the Finance Committee but the Board could deny carryover to the department or recommend to the Finance Committee the carryover of this \$44,632 for 1983. The matter was then discussed. A Motion was made by Mr. Tierney and Seconded by Jim Clark that the Board accept the concept of carryover of the \$44,632 into the 1983 budget year and that it recommend to the Finance Committee approval of it. All were in favor of the motion. Motion carried. The Board is cognizant of and concurs with the 1984 base of \$1,109,043.

The Board then took action on each budget individually.

1. Income Maintenance Budget.

Motion was made by Mrs. Lundquist and Seconded by Mr. Jim Clark to approve the budget as presented. All were in favor of the motion. Motion carried.

2. Home Health Care Budget.

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

3. Children and Youth Budget.

A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak with amend this budget by reducing the Youth Aids/Work Restitution line by \$11,800. Upon discussion of this motion, Mr. Varney withdrew his motion and Mr. Szymkowiak withdrew his Second. A Motion was then made by Mrs. Chelcun and Seconded by Mr. Tierney to approve the budget as submitted. All were in favor of the motion. Motion carried.

4. Family Services Budget.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Tierney to approve the budget as submitted. All were in favor of the motion. Motion carried. Mr. Tuszka was asked for a report in six months regarding progress on the new collection line item.

5. Education and Training Budget.

A Motion was made by Mr. Tierney and Seconded by Mr. Schultz to approve the budget as submitted. Upon discussion, an amendment to the Motion was made by Mrs. Lundquist to increase the Staff Development line item to \$6,500. The amendment failed for lack of a Second. The motion to approve the budget as presented was considered. With the exception of Mrs. Lundquist, all were in favor of the motion. Motion to accept the budget as presented carried.

6. Portage House Budget.

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

7. Developmental Disabilities Budget.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Engelhard to approve the budget as submitted. An amendment to the motion was then offered by Mr. Varney and Seconded by Mr. Szymkowiak to increase \$12,500 to the Community Industries line item. Upon discussion of the amendment to the motion, the Amended motion and Second were withdrawn as well as consideration of the initial motion until later in the process.

8. Elderly Budget.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the budget as presented. All were in favor of the motion. Motion carried.

9. Chemical Dependency Budget.

A Motion was made by Mrs. Schad and Seconded by Mrs. Chelcun to accept the budget as submitted. All were in favor of the motion. Motion carried.

10. WIC Budget.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Varney to approve the WIC budget as submitted. All were in favor of the motion. Motion carried.

11. Operations Budget.

A Motion was made by Mr. Engelhard and Seconded by Mrs. Chelcun to approve the Operations budget as submitted. All were in favor of the motion. Motion carried.

12. Central Management Budget.

A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to reduce the Dues account by \$900 to 0. All were in favor of the motion. Motion carried. A Motion was made by Mr. Jim Clark and Seconded by Mr. Varney to approve the budget as amended. All were in favor of the motion. Motion carried.

13. Environmental Health Budget.

A Motion was made by Mr. Varney and Seconded by Mr. Tierney to amend the budget by decreasing the Travel line item by \$3,000 (designated for depreciation). All were in favor of the motion. Motion carried. A Motion was made by Mr. Schultz and Seconded by Mr. Varney to approve the budget as amended. All were in favor of the motion. Motion carried.

14. Mental Health Budget.

A Motion was made by Mr. Varney and Seconded by Mr. Engelhard to approve the Mental Health budget as submitted. As part of the discussion, Mr. Gebhard presented information as to why he felt that the line item for MA Surcharge Clinics should be increased from the proposed \$1,800. He also requested approval for two clinicians to bill for MA services. There was no support for an amendment to the budget and the Board did not taken any action on his request for the additional clinician to bill for MA services. All were in favor of the motion to approve this budget as submitted. Motion carried.

15. Developmental Disabilities Budget.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Chelcun to amend the proposed budget by increasing it \$3,900 in the Community Industries line item. The motion was discussed . Upon further consideration Mr. Szymkowiak and Mrs. Chelcun withdrew their motion and Second. A Motion was made to amend the budget to reflect an increase in the Community Industries line item of \$1,950 was made by Mr. Szymkowiak and Seconded by Mr. Tierney. Roll call vote was taken. In favor of motion: Tierney, Chelcun, Schad, Purcell, Lundquist, Varney, J.Clark and Szymkowiak. Opposed: Schultz, S.Clark and Engelhard. Motion to amend budget carried. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the amended budget. With the exceptions of those listed in the previous motion, all were in favor of the motion. Motion carried.

16. Community Health Budget.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to amend the fee schedule to \$3.00 per immunization and \$2.00 per blood pressure screening and thus increase the nursing budget by seven additional nursing hours. Upon discussion both the motion and the Seconded were withdrawn. A Motion was then made by Mr. Tierney and Seconded by Mr. Schultz to increase the nursing hours by seven by increasing fees in the amount of \$3,100 and using the \$900 saved from Dues in the Central Management budget. Upon discussion of this amendment, the motion and Second was also withdrawn. A Motion was then made to increase fees as needed to make up the 7 hours of nursing time but to also provide \$1,950 into the salary account from the partial savings realized from other budget reduction. The \$1,950 is to further compensate for lost nursing hours. All were in favor of the motion. Motion carried. A motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the Community Health budget as amended. All were in favor of the motion. Motion carried.

With the acceptance of all section budgets, meeting was adjourned at 7:40 p.m. The next meeting will be a regular business meeting at 4:30 p.m. on Monday, September 27th, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Administrative Assistant

MINUTES
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 27, 1982

Present

Dick Purcell
Cindy Chelcun
Stuart Clark
Eugene Szymkowiak
Dave Varney
Jim Clark
Dennis Tierney
Scott Schultz
Bob Engelhard
Marge Lundquist

Excused

Marge Schad
Jerry Kaczmarek

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Doug Mormann and Lauri Rockman, Coordinators; Sharon Spencer, line staff; University of Wisconsin-Stevens Point students.

The Community Human Services Board meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Monday, September 27th.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 30th, September 14th, 15th, and 16th Community Human Services Board Meetings.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the Minutes of the August 30th meeting as presented. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve the Minutes of the September 14th meeting as written. All were in favor of the motion. Motion carried.

A Motion was made by Mrs. Chelcun and Seconded by Mr. Szymkowiak to approve the Minutes of the September 15th meeting as submitted. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Chelcun to approve the Minutes of the September 16th as presented. All were in favor of the motion. Motion carried.

2. Correspondence

There was no correspondence to be considered by the Board.

3. Advisory Committee Report.

Mrs. Chelcun presented the Advisory Committee Report. Mrs. Chelcun indicated that Sue Dimka will be working with the advisory committee on the prevention project. The committee briefly had input into the budget process. They stressed their concern that all programs be maintained at their current level. The advisory committee would like more time next year to consider all the budgets and make recommendations to the Board on them. The Board then discussed what they felt the advisory committee's role in the budget process should be. It was decided to bring this matter to the Board's attention in June or July of 1983 so they could make some type of determination on the advisory committee's role in the budget process. Cindy reported that task forces presently in operation are the Day Services, Pesticide, and Prevention Task Forces. A Motion was made by Mr. Engelhard and Seconded by Jim Clark to accept the advisory committee report. All were in favor of the motion. Motion carried

4. Director's Report.

Mr. Porubcansky reported that another cheese distribution program is planned for early December. He asked the Board's direction as to who should be responsible for this program. A Motion was made by Mr. Purcell and Seconded by Mr. Tierney that the department once again provide this service. All were in favor of the motion. Motion carried.

Mr. Porubcansky also reported that the department will be instituting a policy for use of the county car whereby volunteers and volunteer drivers will be allowed to use it. This policy will be used very selectively. The insurance company has been contacted and it is their opinion that volunteers and volunteer drivers would continue to be covered under the county's present insurance coverage.

Paul Jadin, Personnel Manager, has announced to the departments that health insurance will go up to 14% in 1983 but not to 17% as anticipated. This reduction will have an impact on 1983 budgets.

The Board was informed that the 30-day extension given to Waupaca County for the handicapped child discussed recently will not be terminating on September 30th. It is probable that the child will remain in the county an additional amount of days because an administrative rules hearing, requested by the foster parents and which must take place prior to any movement of the child, has not yet been held or scheduled. The Board will be kept advised of the developments in this case. An update will be given at the October 12th Board meeting.

As a last item under the Director's Report, Mr. Porubcansky asked for the support by the County Board members of our Board when new positions are voted on at tomorrow night's County Board meeting.

II. FISCAL ISSUES

1. Action on Business Manager's Report.

Mr. Jurgella reviewed the 1982 Expenditure Report, Financial Report, and Accounts Receivable Report for the period ending August 31, 1982. Questions were entertained. A Motion was made by Scott Schultz and Seconded by Jim Clark to approve the reports as submitted. All were in favor of the motion. Motion carried.

2. Action on Revised Fee Schedule for Community Health Nursing Section.

Mr. Mormann reviewed his proposed revised Community Health Section Fee Schedule with the Board. The Board questioned whether the \$6.00 recommended charge for the influenza immunization was appropriate since the majority of the individuals receiving this vaccine would be elderly on limited incomes. The Board also expressed its hope that the department could at some point in the future charge the schools for services -- perhaps next year. Mr. Mormann said that this issue would be put forth for discussion by the School Health Task Force. Mr. Mormann also noted that the \$5.00 proposed charge for prenatal classes has not been firmed up with the hospital. A Motion was made by Mr. Schultz and Seconded by Mr. Varney to approve the revised fee schedule as proposed. All were in favor of the motion. Motion carried.

III. PROGRAM ISSUES

1. Action Regarding Energy Assistance Program and Staffing for Winter of 1982-83.

Mrs. Rockman presented the proposed Emergency Assistance Program Policy. With the exception of an additional stipulation -- #11 -- the policy is the same as last year. Mrs. Rockman indicated that included in stipulation 4 should be a sentence that reads that anyone who requests emergency fuel assistance for two or more times will be referred to the homemakers for possible protective payee services. This sentence had been unintentionally deleted during the final typing. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Engelhard to approve the Energy Assistance Program guidelines as amended. All were in favor of the motion. Motion carried. The LTE request will be considered when considering all other personnel matters.

2. Information Regarding Revised Medical Assistance Transportation Policy.

As a result of litigation resulting from the changes in the Medical Assistance funding levels for transportation, the Bureau of Economic Assistance has informed the department that the Bureau of Economic Assistance will now provide sum sufficient funding for Medical Assistance transportation reimbursement. Also effective October 1st all counties have to amend their Medical Assistance transportation policies to conform the new guidelines listed in the memo to the Board. The Income Maintenance staff have been instructed on the new policy guidelines. Requests for volunteer drivers continue to be handled by Mrs. Kranig who authorizes transportation requests and arranges for volunteer drivers.

3. Action Regarding Acceptance of and Priorities for Maternal and Child Health Grant.

Mr. Mormann reported that the Maternal and Child Health/Prevention Grant has been approved in the amount of \$25,700. Therefore priorities had to be set to reflect the decrease in requested funds. The Board reviewed the proposed priorities. A discussion ensued as to the appropriateness of funding the prenatal classes/refresher prenatal classes/unwed prenatal classes. A motion was made by Mr. Jim Clark and Seconded by Mr. Varney to approve the priorities and the Maternal and Child Health grant as recommended. All were in favor of the motion. Motion carried.

4. Action Regarding Future of Department Evaluation Efforts.

Mr. Kurtenbach gave a brief overview of the possible future directions in the area of program evaluation. Both the depth and breadth approach were discussed by the Board. It was the Board's feeling that it is the department's inherent responsibility to continue the program evaluation effort in as much depth as possible within our service and contract areas. The department will continue to investigate outside sources for indepth program evaluation.

IV. PERSONNEL ISSUES

1. Action Regarding Extension of a Leave of Absence and Limited-Term Employee.

The department has received a request for an additional four weeks of personal leave of absence from Mrs. Zurawski, a keypunch operator in the Division of Operations. Mrs. Zurawski was advised by her physician to leave work two weeks prior to her scheduled leave and Mrs. Zurawski is also asking for an additional two weeks after the time she is scheduled to return to work. If the Board concurs with this request, for an additional 20 working days, an LTE will have to be extended for a total of 32-1/2 hours. A Motion was made by Mr. Engelhard and Seconded by Mr. Varney to approve the extension for Mrs. Zurawski's leave until 10/18/82 and to extend the limited-term employee an additional 32-1/2 hours. All were in favor of the motion. Motion carried.

2. Action Regarding Limited-Term Employee and Personal Services Contract for Maternal and Child Health Grant Activities.

The department is asking Board approval to continue four positions currently funded through the Maternal and Child Health Grant. The old grant ends 9/30/82 with the new grant beginning 10/1/82 until 9/30/83. Two positions will be for prenatal instructors (140 hours each) and two positions will be for prenatal instructors (120 hours each). In addition, the department is requesting a personal services contract for a What Now Coordinator. This position would be paid \$10 per hour for 240 hours per year. A Motion was made by Mr. Engelhard and Seconded by Mr. Tierney to approve these five requests as submitted. All were in favor of the motion. Motion carried.

3. Action Regarding Limited-Term Employee for Energy Assistance Program

The department is requesting approval to hire a limited-term employee for the term of 10/1/82 - 3/31/83. This employee will work with the Energy Assistance Program for the winter of 1982-83. All applications for energy assistance will be processed locally instead automatically by the state. Because of this change in procedure, it is anticipated that 2,100⁺ households will be served. The present assistance worker would be unable to handle this caseload alone. A motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request for a limited-term employee in the Energy Assistance Program. All were in favor of the motion. Motion carried.

4. Contemplated Closed Session. Vote to Go into Closed Session in Accordance with Wisconsin State Statutes 19.85 (1) (c) to Discuss Performance Evaluation and Salary Adjustment for Department Director.

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

5. Vote to Return to Open Session with Possible Action on the Above Discussed Item.

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

Mr. Porubcansky was advised of the salary increase that was recommended by the Board. Mr. Porubcansky was rated as exceptional and given a 9% increase in salary.

V. ADJOURN

1. Adjournment

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, October 12th, 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 12, 1982

Present

Dick Purcell
Cindy Chelcun
Stuart Clark
Eugene Szymkowiak
Dave Varney
Jim Clark
Dennis Tierney
Scott Schultz
Bob Engelhard
Marge Lundquist

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach and Lauri Rockman, supervisors; Sharon Spencer, line staff; Bob Kellogg from the Stevens Point School System; Karl Pnazek and Chris Moore from CAP Services; Dennis Wendt from Waupaca County Department of Social Services; Mr. and Mrs. Glenn Johnson; the Lieberman family.

The Community Human Services Board meeting was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, October 12, 1982.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the September 27, 1982 Community Human Services Board Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Advisory Committee Report.

Mrs. Chelcun reported that at the last advisory committee meeting, the committee accepted eight new members, making the total advisory committee membership seventeen. An orientation for these new members has been set for tomorrow, October 13th. The advisory committee also expressed an interest in what the role of the group should be. A task force has been established to formulate some bylaws and organizational structure for the advisory committee. The committee also is concerned about the intent of membership on the pesticide study group. This issue, however, will be discussed later in the meeting.

I. MINUTES, REPORTS, COMMENTS (CONTINUED)

4. Director's Report.

The department's budget was reviewed by the Finance Committee last night. No action was taken on the department's carryover request. If adjustments to the department budget will have to be made, the Finance Committee will notify us next week. Any necessary action to reduce the budget will be discussed with Mr. Purcell and Mr. Szymkowiak and then brought back for total Board action at the next regularly scheduled meeting.

The Space and Properties Committee has recommended to the Finance Committee the purchase of the group home on Jefferson Street. There is \$35,000 set aside in a contingency fund to allow a down payment on the home. In addition, the department's budget also incorporates \$9,913 per year for rent and taxes which could be applied to the cost of purchasing the group home. The Finance Committee is seeking alternate avenues for funding this purchase, including land contracts, short-term notes, etc. The Board will be kept apprised of the situation.

II. ADMINISTRATIVE ISSUES

1. Clarification of Board Intent Regarding Pesticide Study Group.

The first meeting of the Pesticide Study Group was held September 29th. At that time, Bob Steinke was elected chairperson of the group. The Advisory Committee was questioning the intent of this Board in terms of membership to the study group. The Advisory Committee had recommended that Mr. Mormann be chair of the group. When the original recommendations were presented to this Board, the Board made minor changes in the recommendations but went along with the recommendation that Mr. Mormann be chair. Mr. Szymkowiak indicated that the group nominated and unanimously appointed Mr. Steinke chairman of the group because of his background and political position and perspective. It was felt that Mr. Steinke could remain a neutral chair and that Mr. Mormann's expertise would be useful in the staff support of this group. After much discussion, it was recommended that Dave Johnson be asked to attend the Board's next meeting and discuss this issue. It was also this Board's intent that an interim report be made by the pesticide study group in February but that this study group remain ongoing until such time as they feel they have synthesized enough data to make a recommendation to the advisory committee and the Board as to what the department's role in the pesticide issue should be.

2. Action Regarding Request from Stevens Point Area Wellness Commission for Use of Office Space.

The Stevens Point Area Wellness Commission has requested approval from this Board and the Space and Properties Committee to occupy space in this building free of charge. Currently the Commission is housed at the university but this tends to deter people who feel the organization is a university group. The Commission is open to all Portage County residents and would hope to change their image by moving into our building. Mr. Porubcansky was in favor of this request. The matter was discussed by the Board. Some members

were concerned with setting precedent by allowing a noncounty agency to occupy space in the building free of charge. The space requirement would be 80-100 square feet. A Motion was made by Mr. Jim Clark and Seconded by Mrs. Lundquist to approve the request by the Stevens Point Wellness Commission for space in the Gilfry Building free of charge and refer this request with the Board's endorsement to the Space and Properties Committee for final approval. Roll call vote was taken. Those in favor of the motion were Cindy Chelcun, Jim Clark, Dennis Tierney, Scott Schultz, Bob Engelhard, Marge Lundquist. Those opposed were Stuart Clark, Gene Szymkowiak, Dick Purcell, Marge Schad, Dave Varney. Majority vote carried the motion. The Board asked that their concerns about this agency not being a governmental unit in addition to paying no rent also be expressed to the Space and Properties Committee.

3. Third Quarter Report on Agency Goal Attainment.

Mr. Porubcansky briefly went through only the goals that had been set for third-quarter attainment and indicated those goals which had not been completed. The Board thanked Mr. Porubcansky for the update and accepted the report.

III. PERSONNEL CONCERNS

1. Action Regarding Request for Leave of Absence.

The department is recommending approval by the Board of the request for medical leave without pay for an Account Clerk in the Division of Operations. The amount of leave without pay would be from October 6th through October 26th -- fifteen days. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the medical leave without pay as requested. All were in favor of the motion. Motion carried.

2. Action Regarding Request for a Limited-Term Employee.

The department is requesting approval of a limited-term employee in the Energy Assistance Program. This position would be the coordinator for the program. The department is recommending a salary of \$6.05 per hour beginning October 1, 1982. The position has been approved as a full-time position beginning January 1, 1983. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the LTE request for this 3-month term at a salary of \$6.05 per hour. All were in favor of the motion. Motion carried.

3. Action Regarding Request for Extension of a Limited-Term Employee.

The department is requesting the approval of the Board for an extension of approximately 2 months for a limited-term employee Typist 2 in the Mental Health Clinic. This position needs to be extended because of the reorganization underway in the department due to Phase IV and because of the internal position filling process. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the request for extension of the Typist 2 until December 31, 1982 as requested by the department. All were in favor of the motion. Motion carried.

III. PERSONNEL CONCERNS (continued)

4. Action Regarding Request for Limited-Term Employees for the Elderly Services Section.

The department is requesting the approval for two additional limited-term employees to fill a Human Services Specialist 1-Social Worker position. The maximum number of individuals filling this position would be two and would only be hired until November 19th. These two positions are necessary because of the turn-over in the Elderly Services Section-- out of a three-person section, only one person is currently employed. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the request for two limited-term employees in the Elderly Services Section until November 19, 1982. All were in favor of the motion. Motion carried.

IV. PROGRAM CONCERNS

1. Action on Request for Endorsement of Countywide Energy Code.

Because of a conflict of interest by the Chairman, the Vice-Chairman, Mr. Szymkowiak, was asked to chair this section of the meeting. A fact sheet had been prepared by CAP Services and was distributed to the Board. Mr. Pnazek addressed questions and concerns of the Board. A Motion was then made by Mr. Tierney and Seconded by Mr. Scott Schultz to approve this Board's support of the principles of participation as listed. With the exception of Mrs. Chefcun who abstained from voting, motion was carried by voice vote.

2. Contemplated Closed Session.

Mr. Purcell reviewed with the Board a brief overview of the problem to be discussed. It was determined that an Executive Session would not be required. The Board heard Mr. Wendt from the Waupaca County Department of Social Services address the issue of extending the care of a Waupaca County child until August 1, 1983 in her present foster home in Portage County. Mr. Johnson also addressed the issue. After considerable discussion, a Motion was made by Mr. Szymkowiak and Seconded by Mr. Schultz to approve the request for extension of the Waupaca County child in Portage County foster care placement until August 1, 1983. All were in favor of the motion. Motion carried.

V. ADJOURN

1. Adjournment

A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to adjourn the meeting. Meeting was adjourned at 6:15 p.m. The next meeting will be Tuesday, October 26th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 26, 1982

Present

Stuart Clark
Dick Purcell
Eugene Szymkowiak
Dave Varney
Cindy Chelcun
Marge Lundquist
Bob Engelhard
Dennis Tierney
Jerry Kaczmarek
Jim Clark
Scott Schultz

Excused

Marge Schad

Others Present: Rich Porubcansky, Director; Mark Jurgella, Business Manager; Doug Mormann, Jim Canales, and Daryl Kurtenbach, Coordinators; Barb Kranig, Deb Richmond, and Nancy Strube, line staff; Leona Bruski and Gary Perron, service receivers; Dave Johnson, chairman of the Advisory Committee; Keri Walsh, WSPT.

I. BOARD TRAINING

Leona Bruski and Gary Perron, receivers of developmental disabilities section services, as well as Nancy Strube, homemaker, and Deb Richmond, social worker, participated in a panel discussion on the needs and services to developmentally disabled clients in the community. Board members were encouraged to ask questions following the presentation.

The Community Human Services Board meeting was called to order by Chairman Purcell at 5:15 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, October 26, 1982.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 12, 1982 Community Human Services Board Meeting.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Varney to approve the Minutes of the October 12, 1982 Board meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence

A letter from Cindy Chelcun was read to the Board. Mrs. Chelcun has indicated that she will be unable to continue as a Board member because of personal conflicts. The Board considered Mrs. Chelcun's request and decided to table action on it. Mrs. Chelcun will be excused from the next two meetings. After that time, a decision will be made on this request. Mr. Jim Clark will act as Board Liaison to the advisory committee in November.

2. Correspondence (continued)

A letter from the League of Women Voters was read. This organization is requesting that they be put on our mailing list for a copy of the Board's agenda and minutes. The Board concurred with this request.

3. Director's Report.

The Board discussed the feasibility of having only one Board meeting during the month of December. The Board chose December 14th as that meeting date.

Mr. Porubcansky advised the Board that there will be an aldicarb hearing on Monday and Tuesday, November 1st and 2nd, at the Sentry Auditorium. Board members were encouraged to attend.

Mr. Porubcansky also reported that one of the goals and objectives that had been previously reported to the Board as incomplete will be implemented in December and January. Our CSIS (Client Service Information System) system will be totally on line during the first half of January.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Chelcun to accept the Director's Report. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Action on Business Manager's Report.

Mr. Jurgella reviewed the Accounts Receivable Report, the 1982 Expenditure Report, and the Financial Report all for the period ending September 30th. In the Operations Section of the Financial Report, an error was noted in the Year-to-Date and Balance figures. These will be corrected for next meeting. A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to accept the reports as submitted and amended. All were in favor of the motion. Motion carried.

2. Action on Budget Adjustments.

Mr. Porubcansky informed the Board that the Finance Committee did not approve the department's request for carryover of 1982 funds into 1983 department budget. Therefore the department must reduce its 1983 proposed budget by \$26,733. The original carryover request was for \$44,632 but the department had been able to reduce that amount to \$26,733 by applying an additional \$14,620 from the Income Maintenance allocation and also the health insurance savings. The department is proposing the elimination of and Education and Training/Volunteer Services Coordinator position and filling the Supportive Home Care/Respite Care Coordinator with a paraprofessional and eventually eliminating one other line staff position. The volunteer coordinator duties (reduced to about 40% of a position) would be delegated to another nondirect services person. The Supportive Home Care position will be filled within the agency. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to accept the budget adjustments as proposed by Mr. Porubcansky. All were in favor of the motion. Motion carried.

IV. ADMINISTRATIVE ISSUES

1. Action on Board Intent Regarding Pesticide Study Committee.

The purpose and charge of the Ad Hoc Committee on Pesticides as submitted by Mr. Mormann was reviewed. Upon discussion of this document, the Board made minor changes. These changes were in the name of the committee to "Human Services Advisory Study Committee on Pesticides" and under the "Charge", subparagraph #1, "Conduct" was changed to "Suggest".

Mr. Johnson, chairperson of the advisory committee, was also present to discuss the membership and leadership of the pesticide study committee. Mr. Johnson stated that the primary purpose for sending the transmittal on this matter was to have the Board give the leadership role a second thought. He felt that he had accomplished his goal. The Board and Mr. Johnson discussed their rationales in each of their recommendations for a chairperson. In final agreement, the Board and Mr. Johnson concurred that the ad hoc committee could select their own chairperson and that Mr. Mormann would act in a staff capacity to this committee.

2. Action on Record Retention and Destruction Policy.

Mr. Mormann asked the Board for support on his proposed policy on retention and destruction of health records. The Board concurred with his request. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to accept the proposed policy as outlined. All were in favor of the motion. Motion carried.

V. ADJOURN

1. Adjournment.

The Board meeting was adjourned at 6:10 p.m. The next meeting will be on Tuesday, November 9th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 9, 1982

Present

Gene Szymkowiak
Marge Schad
Dick Purcell
Stuart Clark
Bob Engelhard
Dave Varney
Scott Schultz
Marge Lundquist
Dennis Tierney
Jim Clark
Jerry Kaczmarek

Excused

Cindy Chelcun

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director, Mark Jurgella, Business Manager; Lauri Rockman, Jim Canales, and Daryl Kurtenbach, Coordinators; Keri Walsh representing WSPT.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 26, 1982 Community Human Services Board Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Advisory Committee Report.

Judy Bablitch reported that there are currently sixteen members on the advisory committee. An orientation session was held for the new members. At their November meeting, the advisory committee heard reports on all the active task forces and were given the department's 1983 goals and objectives. Mrs. Bablitch briefly explained to the advisory committee at that time the rationale for the goals and objectives. Jim Clark acted as liaison at that meeting. Mrs. Bablitch indicated that she was very impressed with all the new members and the committee in general.

4. Director's Report.

Mr. Porubcansky reported that the Finance Committee will be recommending the purchase of the Jefferson Street group home at the next County Board meeting on the 18th. He also reported that the septic systems on Whiting Avenue have been malfunctioning and that orders will be written for the upgrade of those

systems. The residents in that area will be taking their concerns on this matter to the city Finance Committee. The area is noted for its high ground-water and excessive bedrock problems. The department considers these malfunctioning systems to be a potential if not definite health hazard and one which must be alleviated. The Board will be kept advised of the issue.

II. PROGRAM ISSUES

1. Discussion of Proposed 1983 General Agency Goals.

Mr. Porubcansky reviewed with the Board the proposed 1983 department goals and objectives. The Board was encouraged to ask questions. Formal modification and adoption of this document will take place at the next meeting. If there are any questions or concerns, Board members were asked to contact Mr. Porubcansky.

2. Report on Welfare Fraud Statistics for Third Quarter.

Lauri Rockman presented the welfare fraud statistics for the third quarter. She indicated that 64 complaints were received for this quarter bring the total number of complaints to date to 266. A fraud dollar total of \$57,938.30 has also been identified. The Board asked that the quarterly report also incorporate the total dollar amount collected, the potential for collection, and also the percentage of fraudulent or potentially fraudulent cases to total cases open.

3. Six-Month Status Report on Community Options Program.

Jim Canales gave the Board an update on the COP (Community Options Program). He briefly reviewed background, costs, statistics, and implications of the program. From April through September, 84 referrals have been made to this program. Of that number, 67 have been assessed. The program is averaging about 16-19 case assessments per month. Of the 67 people assessed for the program, 18 or 27% have been diverted from institutionalization. Mr. Canales reported that the monthly cost of nursing home care is about \$1,000 while the cost to the COP client is \$260. This program will have the potential for further growth in the near future.

4. Information Regarding State's Proposal for Block-Granting of Monies for Long-Term Support.

Mr. Porubcansky indicated that he had requested information from the state on their proposal for block-granting of monies for long-term support but as of this date he has not received any information. When the information does become available, it will be shared with the Board.

III. PERSONNEL ISSUES

1. Action on Request for an Increase in LTE Time.

The Community Health budget for 1983 reflects a 3-1/2 hour cut in nursing time. Additional funding has been secured from the March of Dimes and turned back from the Commission on Aging. With this money, Mr. Mormann is requesting that the Board approve an additional 204 hours for a present LTE nurse. This person would assume more of the blood pressure clinics and prenatal classes. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the request as submitted. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

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 next meeting will be on Tuesday, November 23, 1982, at 4:30 p.m. in Conference Room 1 of the Gilfry Center. Meeting was adjourned at 6:00 p.m.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 23, 1982

Present

Gene Szymkowiak
Marge Schad
Scott Schultz
Dick Purcell
Marge Lundquist
Stuart Clark
Bob Engelhard
Jerry Kaczmarek
Jim Clark
Dave Varney

Excused

Cindy Chelcun
Dennis Tierney

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Jerry Koeppel, and Lauri Rockman, Coordinators; Bob Schmitz, Karen Swan, Jean Howley, Betty Doyle, Joanne Higgins, and Sharon Spencer, line staff; John Moffatt and Judy Zimmerman of the Advisory Committee; Bev Knight, Ken Stahl, and Bill Gross representing the school systems.

I. BOARD TRAINING.

The training experience involved the services provided by this agency to and in conjunction with the schools throughout the county. The Board was presented with a global approach regarding our relationship with the schools and schoolaged children. Judy Bablitch presented the purpose and objectives of the Community Human Services Department services to schools which was then followed with a presentation and comments regarding present and future services by Beverly Knight, Bill Gross, and Ken Stahl. A question and answer period followed the presentation. The school presenters were thanked for their insight into the school services provided by the agency. Concerns voiced in the presentation will be addressed by the department.

The regular meeting of the Community Human Services Board was called to order by Mr. Purcell at 5:30 p.m. on Tuesday, November 23rd, in Conference Room 1.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the November 9, 1982 Community Human Services Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the November 9, 1982 meeting as written. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

Mr. Purcell indicated that Mrs. Chelcun has resigned from the Board effective immediately. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to accept Mrs. Chelcun's resignation with regret. All were in favor of the motion. Motion carried. In order to fill the vacancy, the department was asked to contact the individuals who had previously applied for a position on the Board and to bring that updated list to the next meeting. The Board will make a recommendation as to whom should fill the vacancy and forward that recommendation to the Committee on Committees for action. A Motion was made by Mr. Jim Clark and Seconded by Mr. Varney to follow the procedure outlined above. All were in favor of the motion. Motion carried.

3. Director's Report.

Mr. Porubcansky reported that the department is seeking volunteers for the cheese and butter distribution program. Anyone interested in volunteering their time should contact the department.

The department has received a communique from the state addressing the state's cash flow problem and their solution to it. The memo indicates that our grant-in-aid allocation will be held for approximately one week. The Finance Committee will be informed of this development. The change in this cash flow procedure should not have an adverse impact on the department.

The county computer system became operational today. By January of 1983, the department should be online with the vouchering and payroll systems. These new procedures may save additional staff time.

The department will be online with the CSIS reporting system in January and will not be using the SSIS and TIS systems as of that date.

Mr. Porubcansky distributed information on the Department of Health and Social Services 1983-85 budget request. Board members will be kept abreast of any further developments in this area.

III. FISCAL ISSUES

1. Action on Business Manager's Report.

Mr. Jurgella reviewed the Accounts Receivable Report, Expenditure Report, and Financial Report all for the period ending October 31, 1982. The Board was asked to correct an error on page 2 of the Financial Report. The year-to-day figure for Home Health expenses should be \$106,007 with the percentage used to reflect 78%. Mr. Jurgella remarked that the department is experiencing some cash flow lag. Medicaid is running between 7-10 days late. The department is expecting some surplus in the 1982 budget. A full report will be given to the Board in January. A Motion was made by Mrs. Lundquist and Seconded by Mr. Szymkowiak to accept the Business Manager's report as submitted and amended. All were in favor of the motion. Motion carried.

IV. PROGRAM ISSUES

1. Action Regarding Proposal for Food Stamp Job Search Program.

Lauri Rockman, I.M. Supervisor, presented a proposal for a Food Stamp Job Search Program grant. Mrs. Rockman indicated that approximately 800 individuals would be screened over a 12-month period. One hundred percent federal funding is guaranteed for one year. Before the department can submit their grant application the Board must give its consent to proceed. A Motion was made by Mr. Schultz and Seconded by Mr. Engelhard to approve the request to submit the Food Stamp Job Search application. All were in favor of the motion. Motion carried.

2. Information Regarding Proposed Statewide Residency Policy.

Mr. Porubcansky reported that the state is proposing Administrative Rules defining the term "residency". Residency and liability for payment for service has long been one of the most difficult of issues in our service delivery system. In most cases, residency has been handled on an individual county-by-county basis. The proposed definition for residency has been researched and proposed by a COPE (Central Office Project Experience) Committee. A trial period for this new definition would be one year beginning January 1, 1983. The ruling would be reviewed and adjustment made to it prior to it going into the final Administrative Rules January 1, 1984. Mr. Porubcansky's attitude toward the definition process was that it was necessary for uniformity between counties. He suggested that the results be monitored in Portage County and that the department respond to the implementation of it at that time. The Board concurred with Mr. Porubcansky's recommendation.

V. ADMINISTRATIVE ISSUES

1. Action Regarding General Agency Goals for 1983.

Mr. Porubcansky asked Board input into the 1983 agency goals and objectives. The Board approved the goals as written. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the 1983 goals and objectives as submitted. All were in favor of the motion. Motion carried. The department will provide the Board with updates on goal attainment quarterly.

2. Information Regarding New Open Records Legislation.

Mr. Porubcansky reported that there is new legislation regarding open records. In summary, this legislation requires that we assign someone to act as a records custodian and also to have a set procedure whereby an individual can obtain records. Our department will feel little effect regarding this ruling since our records are governed by the confidentiality statutes.

VI. ADJOURN.

The meeting was adjourned at 6:30 p.m. The next meeting will be Tuesday, December 14th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
COMMUNITY HUMAN SERVICES ADVISORY COMMITTEE
NOVEMBER 1, 1982

Present

Dr. Slater
Susan Coe
Dave Johnson
Helen Marshall
Noel McCormick
Carole DellaPia-Terry
Mary Kampschoer
John Moffat
Joe Harris
Bob Kellogg
Jack Friess
Judy Zimmerman
Beverly Nelson
Marg Coker
Julie Dietche
Jim Clark

Excused

Mike Bubla
Lynn Mertz

Others Present: Judy Bablitch, Associate Director; Doug Mormann, Environmental and Community Health Coordinator; and Daryl Kurtenbach, Program and Management Support Coordinator.

I. INTRODUCTIONS

1. Advisory Committee Members.

Each member of the committee introduced themselves and gave a brief statement about their background and interest in the Advisory Committee.

2. Director Richard Porubcansky to New Members.

Mr. Porubcansky, Director of the agency, introduced himself, gave a brief welcome to new members, and a thank you to them for their services.

II. MINUTES, CORRESPONDENCE, AND REPORTS

1. Review and Approval of the Minutes of the October 4, 1982 Advisory Committee Meeting.

A Motion was made by Mrs. Marshall and Seconded by Mrs. Zimmerman to approve the Minutes of the October 4th meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was none to come before the committee.

II. MINUTES, CORRESPONDENCE, AND REPORTS (continued)

3. Reports:

- A. Dave Johnson, Chairperson -- Mr. Johnson reported that he had appeared before the Community Human Services Board in regard to this committee's concern for the objectivity of the chairperson of the ad hoc pesticide study group. It was decided that Mr. Mormann would be retained in the staff position for this group and that Mr. Steinke would continue to act as chairperson.
- B. Cindy Chelcun, Board Liaison -- Cindy was excused for this meeting. Therefore, no report was given.
- C. Judy Bablitch, Associate Director -- Judy reminded both new and old committee members that she was available to answer questions anyone might have regarding the department and its services. She also indicated that a Board training topic is presented once each month to the Community Human Services Board. These training sessions are open to the Advisory Committee members. Each committee member was encouraged to participate in these programs.

Judy also reported that the Finance Committee had denied the department's request to carryover \$26,733 into the 1983 budget. As a result, the department has been forced to cut one paraprofessional and one professional position in 1983. These cuts, however, will not mean a layoff for any individual. Forty percent (16 hours) of the professional's time will be built back into a present staff position. The department's budget goes before the County Board for action in mid-November. Hopefully there will be no further cuts.

A draft of the agency goals and objectives were reviewed by Judy. She highlighted #5 under Administration -- Board/Advisory Committee Development and also all the Program Goals. Any questions can be addressed to Judy. These goals and objectives will be presented to the Board for adoption within the next two weeks.

D. Task Forces:

1. Prevention - Friess. Judy Bablitch reported that volunteer, Sue Dimka, has been working in the prevention area. It was felt that before a task force could be assigned to this area that the whole area of community priorities had to be explored. A survey is being sent out to about 250 agencies, companies, schools, and other resources to survey their prevention priorities and willingness to participate in coordinated prevention activities. After the survey, the kind of task force needed will be known and action on its composition will be taken at that time. The committee was presented with a copy of the survey letter and survey form.

- D. 2. Pesticides -- Marshall and Slater. Doug Mormann began the report on the Pesticide Task Force and was joined by Marshall and Dr. Slater. The task force has met two times and has been studying the most recent information available on pesticides. It has become very evident to the task force that there is not a very good store of information available -- a lot is purely speculative and not concrete. The task force is to report back to the Community Human Services Board to make an initial report and then eventually make final recommendations as to the role of the Community Human Services Department in this issue as well as pertinent health and safety impacts and recommendations.
3. School Health - Bubla. Doug Mormann reported on the progress of the School Health Task Force in the absence of Mr. Bubla. The purpose of this task force is to analyze the kinds of school health services provided to the schools, look at both the public health needs and mandated school nursing activities. At the next meeting of this group, a draft of a memorandum of understanding will be discussed. This document will describe the kinds of services the department can and will provide to the schools and will be endorsed by both the department and the school systems. It is anticipated that this task force will have completed its work by the first of the year and will then report to the Human Services Board on any recommendations they feel are appropriate.
4. Day Care - Kellogg Mr. Kellogg reported that since his last report the Day Care Task Force has not met. For the new members, he reviewed that this task force has divided into two groups -- one to discuss Alternate Living and one to discuss Day Care. The next meeting of this group will be tomorrow. A preliminary draft of recommended action will be addressed at that time. Finalized recommendations will be brought back to this committee and then forwarded on to the Community Human Services Board.

Mr. Kellogg also reported that he was terminating his membership on this committee effective this meeting because he was relocating in Kenosha. The committee thanked Mr. Kellogg for his dedication and leadership.

- E. Daryl Kurtenbach - Program Evaluation. Mr. Kurtenbach provided the members with a brief history of the evaluation process in the department. The members were encouraged to take copies of the Alcohol and Drug Abuse Council results as well as the results of the department's priority setting instrument. Any questions on either of these issues can be addressed to Mr. Kurtenbach.

III. ITEMS FOR DISCUSSION AND ACTION

1. Additional Membership on the Above Four Task Forces.

Mr. Johnson asked the new members to consider which of the task forces or or committees they would like to participate in. Members may indicate their choices to Mr. Johnson at the end of the meeting.

III. 2. Membership on Task Force to Study and Develop By-Laws, Membership Rules, Etc.

Mr. Johnson stated that membership was also needed on this task force. Members can sign up at the end of the meeting.

IV. NEW BUSINESS AND CITIZEN INPUT

Mr. Kellogg was thanked for his participation on this committee and for his work in general in the community. This is Mr. Kellogg's last committee meeting because he has taken a position in Kenosha.

V. ADJOURNMENT

A Motion was made by Mr. Kellogg and Seconded by Dr. Slater to adjourn the meeting. All were in favor of the motion. Motion carried. Meeting was adjourned at 5:30 p.m. The next meeting will be held on Monday, December 6th, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Administrative Assistnat

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
DECEMBER 14, 1982

Present

Gene Szymkowiak
Stuart Clark
Marge Schad
Dave Varney
Bob Engelhard
Marge Lundquist
Dick Purcell
Dennis Tierney
Jerry Kaczmarek
Jim Clark

Excused

Scott Schultz

Others Present: Mr. Dufresne and Mr. Toltzman representing New Concepts Foundation; Brian Shoup of the Council on Alcohol and Drug Abuse; Maria Boario, Jim Canales, and Bob Schmitz, Supervisors; Ray Schmidt, line staff; Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Marlene Miller, Achievement Center; Paul Jadin, Personnel Manager; Darrell Kinney, County Board member; and Bonnie Bressers, Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, December 14th, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, AND COMMENTS

1. Approval of the Minutes of the November 23, 1982 Community Human Services Board Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to accept the Minutes of the November 23rd meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

As an expression of the Board's thanks to Cindy Chelcun, a letter had been written to Cindy and each member signed it.

3. Advisory Committee Report.

Mrs. Bablitch reported that Mr. Jim Clark acted as liaison to the advisory committee at the last meeting. The committee will be reviewing section goals at its meeting in January. In the area of prevention, approximately one-third of the surveys have been returned. All respondents who have expressed an interest in the area of prevention will be contacted for an organizational meeting. The Day Services Task force will be compiling and reviewing more statistics on the needs of developmentally disabled population. In January, Rep. Helbach will meet with the task force to discuss the present and future needs of this population. The advisory committee has decided to meet the third Monday of each month during 1983. Mrs. Bablitch also reported that a public hearing has been conducted by the advisory committee on the proposed

- I. 3. changes in the sanitary ordinance. The advisory committee is recommending to the Board the adoption of the proposed revised sanitary ordinance.

4. Director's Report.

Mr. Porubcansky reported that between 720 and 800 households were served during the first two hours of the cheese distribution program. Around fifty people have volunteered their services for this program.

The department had been informed that grant-in-aid monies would be delayed but by no more than one week. Now the department has been informed that there will be a delay of 15-16 days.

There will be a groundwater conference held on Thursday, December 16th, at the County-City Building at 1:30 p.m. for counties and officials and again at 7:00 p.m. for the public. The Board was encouraged to attend this meeting.

Brian Shoup, on behalf of the SPASH Student Assistance Committee and the Council on Alcohol and Drug Abuse, encouraged members to attend a 6-day training session on "Alcohol and Drugs: Working with Adolescents and Schools". The program will be held in Minneapolis from February 13 - 18th and would cost \$400. Anyone interested in attending this program should contact Mr. Porubcansky.

II. FISCAL ISSUES

1. Action Regarding Medical Assistance Copayments.

Mr. Porubcansky reported that psychotherapy and medical day services are affected by the Medical Assistance Copayment ruling. The department is looking for direction from the Board on this issue. It was reported that over the last ten months, only \$770 could have been collected through charging for the copayment. This amount represents 1,540 visits for approximately 249 clients. It was stressed that it would cost the department more to collect the copayment than the copayments would bring into the agency. The matter was discussed at length. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad that the department recognize the importance of the client's fiscal responsibility for services and that in so far as it is cost beneficial, we should continue to bill for these services. All were in favor of the motion. Motion carried.

2. Action Regarding Becoming Fiscal Agent for Employee Memberships.

Dr. Kamstra is requesting that his memberships and malpractice insurance fees be deducted from his paycheck by the county. Dr. Kamstra would still retain responsibility for these items. The Board discussed the matter. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to disapprove this request. All were in favor of the motion. Motion to disapprove the request carried.

II. FISCAL ISSUES (continued)

3. Action on Request by New Concepts Foundation.

Mr. Dufresne and Mr. Toltzman of New Concepts Foundation presented a proposal to the Board to recoup some of New Concepts losses resulting from this department's decision to close the Jackson Street group home in January of 1982. Mr. Dufresne indicated that New Concepts has saved between \$5,00 and \$6,000 in the operation of Jefferson Street group home. What New Concepts is requesting to do is to amend their present contract with our department and include Jackson Street in it so that they can recoup some of the costs for this facility. The Board discussed this matter in depth. A Motion was made by Mr. Varney and Seconded by Mrs. Schad not to allow an amendment to the contract with New Concepts but to pay only the amount due for the Jefferson Street group home. All were in favor of the motion. Motion carried. Mr. Dufresne and Mr. Toltzman thanked the Board members for an opportunity to appear before them.

III. PERSONNEL ISSUES

1. Appearance by Paul Jadin Regarding Administrative Personnel Assignments for Phase IV.

Mr. Porubcansky reported that some changes have been made in the duties and responsibilities of middle management staff. As a result, Paul Jadin, county Personnel Manager, had been asked to ascertain the correct procedure for filling those positions and to offer his views on the appropriate classification for them. Mr. Jadin responding by indicating that he felt that the majority of positions showed no increase in the level of complexity and could be filled from within. He felt, however, that the classification of Coordinator-Shared Services should be put through the new position process because the duties in that position had changed considerably. The Board discussed the matter. A Motion was made by Mrs. Schad and Seconded by Mr. Jim Clark to approve the recommendations of Mr. Jadin that department management staff assign new duties to mid-level managers who currently have responsibilities most consistent with those outlined in the new position descriptions and that the Board bring before the Personnel Committee, Finance Committee and the County Board the request for a new position -- Coordinator of Division of Shared Services. All were in favor of the motion. Motion carried.

2. Action on Leave of Absence Request and LTE.

The department is requesting approval of a two-month leave of absence for an Account Clerk 2 in the Division of Operations. In addition, the department is requesting that an LTE be hired to fill this vacancy for a total of 320 hours. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve both the request for leave without pay and the LTE as submitted. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES (continued)

3. Action on Request for Extension of LTE's in Home Health Care Section.

The department is requesting the continuation of five LTE's in the Home Health Care Section. The LTE's provide the flexibility needed to keep this a viable, cost-effective program. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request for the five LTE's as submitted. All were in favor of the motion. Motion carried.

IV. PROGRAM ISSUES

1. Information Regarding Transportation and Achievement Center Programs.

Marlene Miller, Director of the Achievement Center, updated the Board on the problems that have been arising out of the obligation for the Center, and indirectly the Department because of its LEA (local education agency) status, to provide transportation to the 0-3 population the Center serves. Among the dictates inherent in securing Title I funding is the stipulation that a free appropriate publicly funded education be provided to each child with special education needs. This provision may be in jeopardy if problems with regard to providing viable transportation are not resolved. Marlene suggested continuing to use the school district buses, relying on parents to provide transportation and reimbursing them at 20¢ per mile, and providing services to the children in their own homes. As definite strategies become available, the Board will be made aware of them.

2. Action on Advisory Study Committee on Pesticides Request for Seminar Cosponsorship.

The Pesticide Advisory Study Committee has recommended that the Board cosponsor a meeting with the Portage County Extension Office on Dec. 16th to discuss with the public the potential health hazards and environmental impact of aldicarb in groundwater in Portage County. The Board concurred with this recommendation. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to cosponsor a meeting with the Extension Office on the impact of aldicarb in Portage County groundwater. All were in favor of the motion. Motion carried.

3. Action Regarding Revision of County Ordinance Regarding Septic Systems.

The Board reviewed the resolution and proposed revised sanitary ordinance in advance of the meeting. A public hearing was held by the advisory committee on the ordinance on December 6th. The committee approved the proposed ordinance change and is recommending to this Board its approval along with a recommendation to the County Board for its establishment. It was further recommended by the advisory committee that the Environmental Health Section staff develop a pamphlet or other material that can be used by the public to learn techniques for judging when their septic tank needs to be pumped. Concerns and questions were heard from Mr. Kinney. A Motion was then made by Mr. Engelhard and Seconded by Mr. Varney to approve the proposed revised sanitary ordinance and refer it for action to the County Board. All were in favor of the motion. Motion carried.

V. ADMINISTRATIVE ISSUES

1. Action Regarding Grievance Procedure for WIC Program.

The department is recommending that the proposed Women's Infant's, and Children's Program (WIC) appeal process for use at the department level be adopted. The process involves the establishment of a three-member hearing panel to include the Director or designee of the department, the chairperson or designee of the Human Services Board, and the chairperson or designee of the advisory committee. The advisory committee has voted to endorse this recommendation. The matter was discussed by the Board. A Motion was then made by Mrs. Schad and Seconded by Mr. Varney to approve the WIC grievance procedures as submitted. All were in favor of the motion. Motion carried.

2. Action Regarding Recommendations for Citizen-Member Position on the Community Human Services Board.

Six candidates have indicated a willingness to serve as a citizen-member on the Board to fill the vacancy caused by the resignation of Mrs. Chelcun. Any member wishing to speak for or against any of the candidates was given an opportunity to do so. The Board was provided with ballots. After the ballots were tallied, it was determined that there was a tie vote. Both Mrs. Roman and Mrs. Gibb had each received three votes. The Board decided to forward both names to the Committee on Committees for action.

VI. ADJOURN

The meeting was adjourned at 6:40 p.m. The next meeting will be held on Tuesday, January 11, 1983, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.