

COMMUNITY HUMAN SERVICES BOARD MINUTES
JANUARY 11, 1983

Present

Stuart Clark
Marge Schad
Dick Purcell
Gene Szymkowiak
Marge Lundquist
Jerry Kaczmarek
Dennis Tierney
Jim Clark

Excused

Dave Varney
Bob Engelhard
Scott Schultz

Others Present: Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, Coordinator; Lauri Rockman, Supervisor; Jerry Glad, county Business Administrator; Craig Flagel, Programmer/Analyst; and Sharon Spencer, line staff.

The meeting was called to order by Chairman Purcell at 4:40 p.m. on Tuesday, January 11th, in Conference Room 1 of the Gilfry Center

I. MINUTES, REPORTS, AND COMMENTS

1. Approval of the Minutes of the December 14, 1982 Community Human Services Board Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the Minutes of the December 14, 1982 meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Purcell was presented with a card and gift for his 25th wedding anniversary.

3. Director's Report.

Mr. Porubcansky reported that the department is experiencing a cash flow lag of around fifteen days in the state aid monies.

The state budget proposal will be delayed about one week -- until Feb. 8th. As the impact of the state budget becomes known, the Board will be briefed.

The Committee on Committees met Thursday, January 6th, but did not take any action on the replacement to the Board vacancy caused by Mrs. Chelcun's resignation. The Board will be kept updated on this situation.

The department is requesting Board approval for the Income Maintenance staff to be able to take client records out of the agency when they are subpoenaed for a trial in which they would be gone for a considerable part of the day. The first alternative the agency will try to use will be that of having the staff on-call for the trial. If this fails, it may be necessary to have client files transported to subpoenaed staff at the County-City Building. Adequate security measures will be taken. The Board felt that this matter was to be handled at the discretion of the director.

I. 3. Director's Report (continued)

Mr. Porubcansky reported to the Board that the laundry service contract between Normington's Laundry and the County Home is being terminated by Normington's. The County Home is now looking for a new provider. The Nursing Home Committee will be meeting on Friday and expects to review a couple of bids -- one from a private concern and one from Community Industries. If Community Industries is the successful bidder, the agency may see an increase in the number of individuals Community Industries can serve. It may also see concerns voiced from the union sector as well as the private business establishment. An update will be provided to the Board at a future meeting.

The Finance Committee met on Monday, January 10th, and approve excess liability coverage for the volunteers of the department and also passed the Shared Services Coordinator position on to the County Board.

The Board was provided with advance information on the Income Maintenance Program. All aspects of the Income Maintenance services will be presented to the Board at the next training session on January 25th.

II. FISCAL ISSUES

1. Action Regarding Budget Transfer to Business Administrator's Office.

The department is asking for approval to transfer from its budget the sum of \$9,000 into the Business Administrator's budget to allow that office to hire additional LTE staff for the purpose of doing a rewrite on this department's billing and accounts receivable computer programs. Mr. Glad, Business Administrator and Mr. Flage1, Programmer/Analyst were at the meeting to answer Board questions. At present, it is anticipated that work cannot be started until September of 1983 on the computer rewrite the department needs. The work would not be completed, using this timetable, until June 30, 1984. If additional LTE staff can be hired, the rewrite can be completed by December of 1983. The Business Administrator's Office would write a contract with this department spelling out the terms and conditions of the contract. The department hopes to recapture around \$28,000 in additional revenue in 1983. A Motion was made by Mrs. Schad and Seconded by Mr. Jim Clark to approve the transfer from our budget to the Business Administrator's budget the amount of \$9,000 for additional help on an LTE basis to accelerate the computerization of the Human Services Department. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Action Regarding New Position Requests for Food Stamp Job Search Project.

The department has received a grant in the amount of \$33,000 for a Food Stamp Job Search Project. This project is fully funded until September 30, 1983. In order to provide this service, the department is requesting authority to hire three project employees -- a coordinator and two counselors. The department is anticipating serving between 700 and 800 people during this seven-month time span. Because these positions are project employees, authorization will be needed from the Personnel and Finance Committees in addition to approval by

III. PERSONNEL ISSUES (continued)

1. County Board. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Stuart Clark to approve the LTE Job Search employees as requested. All were in favor of the motion. Motion carried.

2. Action on Request for LTE's for Therapeutic Tutoring Program.

The department is requesting authorization for three Tutor LTE positions for the Therapeutic Tutoring Program. Prior to 1983, this program was administered by the Mental Health Association for the department. As a cost saving measure, the department can realize a \$1,500 savings by administering the program itself, and for better coordination of services, the department has chosen to provide the program in the department. The Board questioned whether the school system should be approached about providing this service in the schools, whether the department could collect fees for this service, and the success rate of this service. After extensive discussion, a Motion was made by Mrs. Schad and Seconded by Mr. Jim Clark to approve the three LTE Tutor positions contingent upon a report on this program to include case histories and success rates. All were in favor of the motion. Motion carried.

3. Action on Request for LTE's for Community Support for the Chronically Mentally Ill.

The department is requesting approval of two LTE Crisis Support Workers. This is the final phase of a new program which was developed by the department to provide alternatives to hospitalization for persons with problems of mental illness. The Board had been provided with a brief summary of the Community Support Network and the role that these LTE's will play. A Motion was made by Mrs. Lundquist and Seconded by Mr. Purcell to approve the request for the two LTE Crisis Support Workers. All were in favor of the motion. Motion carried.

IV. ADJOURN

The meeting was adjourned at 5:45 p.m. The next meeting will be held on Tuesday, January 25th, in Conference Room 1 beginning at 4:30 p.m.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JANUARY 25, 1983

Present

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

Excused

Marge Lundquist

Others Present: Julie Dietche, John Moffatt, Noel McCormick, and Mary Kampschoer, representing the advisory committee; Mrs. Stuart Clark; Rich Porubcansky, Director; Judy Bablitch, Associate Director; Mark Jurgella, Business Manager; Daryl Kurtenbach, coordinator; Lauri Rockman, I.M. Supervisor; Sharon Spencer, line staff; and panel members representing recipients of Income Maintenance services.

I. BOARD TRAINING

Board training this month consisted of a comprehensive look at the Income Maintenance programs administered by the department. Panel members discussed their views as recipients of these social programs, suggested changes in them, and were available for questions. In summation, Mrs. Rockman indicated that there are over 6,000 poor in Portage County and that represents 10.6% of the population. The department is aiding recipients in becoming self-sufficient citizens of the community. The panel was thanked for their participation.

The meeting was called to order by Chairman Purcell at 5:40 p.m. on Tuesday, January 25th, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, AND COMMENTS

1. Approval of the January 11, 1983 Community Human Services Board Minutes.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the Minutes of the January 11th meeting as submitted. All were in favor of the motion. Motion carried.

II. 2. Correspondence.

A liaison member to the advisory has not been appointed yet. Jim Clark has been temporarily filling this role. It was determined that at the next Board meeting a permanent appointment should be made.

Mr. Porubcansky's letter of resignation was noted. This matter will be further discussed in Executive Session.

3. Advisory Committee Report.

Mrs. Bablitch presented the advisory committee report. She indicated that the advisory committee members are becoming more active and knowledgeable. They will be taking action on a set of proposed bylaws at the next meeting. At its January meeting, the committee reviewed a draft contract for school services which was presented by Mr. Mormann. Mr. Mormann will be approaching district superintendents and school principals regarding the rationale and cost of services. The department will be asking \$1.00 per student per year to cover the cost of the optional services available to the schools. In all, a total revenue of \$10,500 could be raised with this fee charge to offset the \$100,000 cost to provide school health services in Portage County. The advisory committee will also be looking at ways to obtain additional citizen input for the CPB processes.

4. Director's Report.

Mr. Porubcansky reported that the Committee on Committees did not act on a citizen-member replacement for this Board because of a communication problem in the County Clerk's Office. A recommendation will be coming before the County Board in February. We should have a new member seated at our February 22nd meeting.

The Shared Services Coordinator position has been approved by the County Board. This position will need to be offered to the candidate prior to the Personnel Committee's meeting of February 2nd. The Personnel Committee will set salary for the position at that time. In addition, a third-step department grievance will be reviewed by the Personnel Committee. The results of this meeting will be shared with the Board at the next meeting.

III. FISCAL ISSUES

1. Business Manager's Report.

Mr. Jurgella reviewed the Accounts Receivable, Financial and Expenditure reports for the months of November and December. In summary, he indicated that the department will have a surplus -- perhaps around \$50,000. A motion was made by Mrs. Schad and Seconded by Mr. Varney to accept the reports as submitted. All were in favor of the motion. Motion carried.

IV. CONTEMPLATED CLOSED SESSION

1. 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 Mr. Schultz and Seconded by Mr. Engelhard to adjourn to Closed Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

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

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

The Board accepted with regret Mr. Porubcansky's letter of resignation. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney that Mrs. Bablitch be offered the position of Acting Director for a period of six months during which time the Associate Director position would be kept open and unfilled. An evaluation and review will be done in six months to determine whether the appointment to the position of Director is acceptable to both Judy and the Board. If the appointment is acceptable, the appointment will be made and if the recent administrative reorganization allows, the position of Associate Director could be abolished. If Judy's taking the permanent appointment as Director is not mutually agreeable, Judy will again assume the title of Associate Director and a search process for a Director will begin. It will be recommended to the Personnel Committee that the salary for the Acting Director be commensurate with job duties and responsibilities. All were in favor of the motion. Motion carried. Mrs. Bablitch was asked to comment on the motion. She indicated that she would accept the terms as outlined in the motion.

V. ADJOURN

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 7:05 p.m. The next meeting is scheduled for Tuesday, February 8th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Administrative Assistant

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 8, 1983

Present

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

Excused

Marge Schad
Scott Schultz
Dick Purcell

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

The meeting was called to order by Vice-Chairperson Gene Szymkowiak at 4:40 p.m. on Tuesday, February 8th, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, AND COMMENTS

1. Approval of the Minutes of the January 25, 1983 Community Human Services Board Meeting.

A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to approve the Minutes of the January 25th meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to come before the Board.

3. Report on the Therapeutic Tutoring Program.

This report has been postponed until the next Board meeting.

4. Director's Report.

Mr. Porubcansky reported that the state budget was unveiled today by Governor Earl. Approximately \$100 million will be taken from the Department of Health and Social Services' \$2.3 billion budget. Even with this reduction, an increase in the state grant-in-aid formula should remain.

The Committee on Committees will be recommending to the County Board of Supervisors the appointment of Shirley Gibb to our Board to fill the citizen-member vacancy. Mrs. Gibb could be seated at the next Board meeting.

The position of Shared Services Coordinator has been offered to Mr. Kurtenbach. The salary will be decided at the next Personnel Committee meeting on Feb. 21st.

I. 4. Director's Report (continued)

Two grant applications have been submitted by this department. One is for the Toughlove program and the other is for an evaluation program project. The cost of the evaluation project is approximately \$95,000. It would be sponsored through the Bureau of Evaluation. Portage County and one other county would be chosen for the project. As with all grant applications, the Board make final determination for acceptance or rejection of them.

The department's CPB has been approved and all state-county contracts have been signed. Our state revenues have thus been assured but the state cash flow problem may be of future concern to the department.

Mr. Porubcansky expressed and recommended to the Board that the money which will be saved from not filling the Associate Director position be used in four areas. This savings will be about \$15,000 plus fringes for the six-month period. These recommendations were to (1) keep the alternate care center open at the County Home; (2) allow for additional D.D. day services; (3) allow those individuals who had previously indicated they would take voluntary time off to see if their situations had changed and to recant of their commitment if it was financially impossible for them to take the time off now; (4) if the present clerical staff cannot handle the waiting area, to allow the department to hire a half-time clerical person for this area.

II. FISCAL ISSUES

1. Action Regarding Supplementary Funding for Alternate Care Center.

Mr. Porubcansky reported that the alternate care center will be closing its doors this Friday unless some type of financial arrangement can be made to financially sustain the program. Porubcansky recommended that the Board consider transferring some of the money saved by holding the Associate Director position open to the alternate care center to assist in keeping that service operating and available. Mr. Porubcansky indicated that the program would need about \$7,747 -- \$2,000 to be supplemented by the Commission on Aging and \$5,747 to be supplied by this department. In addition, the program itself would cut the number of days it would operate each week from five days to four days and would also cut staffing for the program by eight hours per week. Even with these economies and supplements, the program would only be able to run through the end of August. So far, twenty-three people have been served by the program. The funding issue was discussed in depth. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the transfer of \$1,000 to the alternate care center and to review this issue at the earliest possible meeting at which time the Board would hear a report on this service from appropriate personnel. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Action Regarding Extension of an LTE Position.

The department is requesting the continuation of an LTE as replacement for Peg Hudson who had suffered a stroke in July of 1982. A Motion was made by Mr. Engelhard and Seconded by Mr. Tierney to approve the request as submitted. All were in favor of the motion. Motion carried.

IV. ADMINISTRATIVE ISSUES

1. Discussion Regarding Process for Recommending Candidate for Citizen-Member Positions on the Board.

Mr. Porubcansky read correspondence from Mr. Wrycza advising the department and Board of the upcoming citizen-member terms which are about to expire. If the Board wishes to recommend to the Committee on Committees that the incumbents be reappointed, then only one name need be submitted for the position. If the Board wishes a broader selection base, a search will have to be conducted and the Board will then recommend two nominations to the Committee on Committees. The Board decided that they wished to continue with Mr. Varney and Mrs. Gibb and that a search would not be necessary. This topic will be addressed at the second meeting in March when a formal recommendation will have to be made to the Committee on Committees.

V. CONTEMPLATED CLOSED SESSION

1. 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 and Seconded to adjourn into Closed Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

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

A Motion was made by Mr. Jim Clark and Seconded by Mr. Stuart Clark to return to Open Session. Roll call vote was taken. All were in favor of the motion. Motion carried. No action was needed on this item.

VI. ADJOURN

The meeting was adjourned at 6:00 p.m. The next meeting will be held on Tuesday, February 22nd, at 4:30 p.m. in Conference Room 1.

PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 22, 1983

Present

Stuart Clark
Dick Purcell
Marge Schad
Gene Szymkowiak
Jerry Kaczmarek
Marge Lundquist
Jim Clark

Excused

Dave Varney
Scott Schultz
Dennis Tierney
Bob Engelhard

Others Present: Judy Bablitch, Acting Director; Gary Borski and Ted Schulfer of the Town of Hull; Bob Steinke, County Board Chairman; Brian Shoup and staff from the Alcohol and Drug Abuse Council; Dwight Stevens of the Stevens Point School System; Ms. Zenk and Ms. Rayala, tutors; Daryl Kurtenbach, Bill McCulley, and Doug Mormann, Coordinators; Mark Jurgella, Business Manager; Lauri Rockman and Bob Schmitz, Supervisors; Sharon Spencer and Sally Murwin, line staff; and a representative of the news media.

I. BOARD TRAINING

As part of the ongoing Board training, a tour was given of the laboratory facilities in the building. Sally Murwin, medical technologist, was available to answer questions on laboratory processes and procedures. A brief overview of the lab services was presented by Ms. Murwin.

The meeting was called to order by Chairman Purcell at 4:50 p.m. on Tuesday, February 22nd, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 8, 1983 Community Human Services Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak 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.

II. MINUTES, REPORTS, COMMENTS (continued)

3. Acting Director's Report.

Mrs. Bablitch reported that Phase IV is moving toward implementation. The transition to her new position is also going smoothly. As an update for the Board, Mrs. Bablitch reported that at its last meeting the Personnel Committee heard the union grievance centering around the Income Maintenance/EAP Coordinator position. The committee postponed action on this matter until their next meeting. The Personnel Committee also froze the Coordinator of Shared Services' current salary at the incumbent's present level. Mr. Kurtenbach assumed the position of Shared Services Coordinator recently at a Grade 19. Mrs. Bablitch was also granted a \$500 supplement for assuming the duties of Acting Director. This tied into the beginning first quintile of a Grade 25.

4. Advisory Committee Report.

Mrs. Bablitch reported that Mr. Jim Clark has continued as acting liaison to the Advisory Committee. Beginning in March, Mr. Kurtenbach will be the Advisory Committee staff liaison. Mrs. Bablitch believes a conflict of interest could exist if the staff liaison to the Advisory Committee and Board were the same. At the last meeting of the Advisory Committee the interim pesticide report was reviewed and the recommendations approved. A Public Nuisance Ordinance was considered and will be reviewed again at the Advisory Committee's next meeting. The committee is planning to hold a public hearing on this matter. The bylaws are still under discussion and consideration by the committee. As a final note, Mrs. Bablitch reported that the Advisory Committee will be more involved in the Coordinated Plan and Budget process. They will assume a lead role in obtaining public opinion on the department's services through town meetings and special sessions with other concerned groups.

Mr. Steinke reported that Mrs. Gibb's appointment would not be considered at the March County Board's meeting. It was felt that since her three-year appointment would again come due in April that it would be more appropriate to appoint her to fill the Board's citizen-member vacancy at that time.

III. PROGRAM ISSUES

1. Review of Fraud Investigation Quarterly Summary (October 1, 1982-December 31, 1982).

Mrs. Rockman reviewed the fourth quarter fraud statistics with the Board. In addition to this information, a summary of court action taken this quarter was also presented and reviewed. The Board requested that information be obtained from other counties regarding their fraud statistics and reported on at a later date. The Board encouraged quarterly fraud reports. Additionally, they suggested a news article on the entire program be released as an informational item for the public.

III. PROGRAM ISSUES (continued)

2. Action on Transfer of Monies to Fund Chemical Dependency Day Treatment Program.

The department is requesting approval for the transfer of \$7,035 from the Chemical Dependency inpatient account to a Day Treatment account for the Community Alcohol and Drug Abuse Center. The Center has investigated the possibility of beginning a chemical dependency day treatment program over the past year and believes that the program is a more beneficial and less expensive treatment for many clients. The program is estimated to serve fifty-four clients for the remainder of 1983. The Board had been provided with a revenue/expense breakdown for the program along with the proposed structure of the new program. Since the money is already in the Chemical Dependency budget, a budget transfer will not be necessary. The Board discussed the request extensively. A Motion was then made by Mrs. Schad and Seconded by Jim Clark to approve the transfer of \$7,035 from the outpatient accounts to the Center with the stipulation that the Center give the Board periodic reports on this program. All were in favor of the motion. Motion carried.

3. Report on Therapeutic Tutoring Program.

Ms. Zenk and Ms. Rayala, tutors in the therapeutic tutoring program, presented an overview of the therapeutic tutoring program along with case histories. In addition, a synopsis of the program had been provided to Board members in their Board packets. Mr. McCulley, Coordinator of Restorative Care Services, was also available to answer Board questions. The Board suggested that the therapeutic tutoring program might be an appropriate Board training topic.

4. Interim Report of the Portage County Advisory Study Committee on Pesticides.

Mr. Mormann presented an interim report of the Advisory Study Committee on Pesticides. The purpose of the report was to inform the Board of the committee's actions and to request Board approval of the committee's suggestions for public education on the pesticide issue. Mr. Mormann reviewed the document and reiterated and expanded upon the educational recommendations as listed in the appendix. Questions were answered by Mr. Mormann. A Motion was made by Mr. Jim Clark and Seconded by Mr. Szymkowiak to accept the report and the recommendations on the educational activities as proposed by the Advisory Study Committee on Pesticides. All were in favor of the motion. Motion carried. The Board was also advised that there would be a conference this coming Saturday, February 26th, at the University on how to protect groundwater. The conference is being sponsored by this department, the University Extension, and the Environmental Resources Unit. The Board was encouraged to attend this conference.

5. Action on Setting Charges to Towns for Special Environmental Health Studies.

The Town of Hull has asked the department to conduct a water quality survey in the Przybylski Subdivision. In the past, some special studies for municipalities have been conducted at no charge. The Board was asked to consider whether the Town of Hull should be charged for the study they are requesting

III. PROGRAM ISSUES (continued)

5. Action on Setting Charges to Town (continued).

and if they are to be charged, what the fee should be. The Board considered the issue of whether the Town of Hull should be charged for the water survey. Since the township would collect the water samples and have them brought en-mass to the department for testing, the Board felt that one-half of the original cost for this service (which represents \$5.00 instead of \$10.00) be charged to the Town of Hull. Mr. Schulfer and Mr. Borski, both representing the Town of Hull, stated they would take this message to the town for approval. A Motion was made by Mr. Jim Clark and Seconded by Mrs. Schad to proceed with the Town of Hull tests enmass at one-half the total cost to the department (\$5.00) based on a per household charge. All were in favor of the motion. Motion carried. In addition, the Board decided to refer to the Advisory Committee the charge to recommend a department policy on fee charging to towns for special environmental health studies.

6. Action on Waiver of Public Health Fees for Medical Assistance Clients.

The department is requesting Board approval to modify the department's policy on billing for public health services to Medical Assistance (M.A.) recipients. The state Medical Assistance Program has informed the department that it cannot bill M.A. directly for public health services provided to M.A. recipients. Thus, the M.A. recipient would have to pay a fee for the service received from the public health nurses which they could receive free from a physician. This would ultimately cost the state considerably more money. The department is in the process of petitioning M.A. for permission to bill M.A. for public health services. In the interim, the department wishes to serve these clients and encourage use of department services but is requesting that no fee be charged for the services until a determination is reached by the M.A. Program. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to approve the waiver request until that time which the department receives a determination from the M.A. Program. All were in favor of the motion. Motion carried.

7. Review of Community Human Services Contract with Schools for School Nursing Services and Approval to Distribute the Contract to the County School Boards.

The Board had been provided with a copy of the draft contract that was developed by the School Health Task Force and reviewed by the Advisory Committee. Mr. Mormann reported that the contract had also been discussed with the superintendents of the various Portage County school districts. The contract outlines two levels of services to be provided to the schools. The first level or basic services (including communicable disease control, annual and specialized consultation, fluoride mouthrinse program, and vision, hearing, and dental testing of selected students) are mandated to be provided by this agency and would be done at no cost to the schools. The second level or advanced services (such as regular school hours by the public health nurse, vision, hearing, scoliosis, preschool, and dental hygiene services and health presentations) would be assessed a fee of \$1.00 per student per year. (This is below the actual cost of approximately \$5.00 - \$6.00 per student per year.) Mr. Dwight Stevens, Superintendent of the Stevens Point School District, was present to present his views on this proposed contract. He supports the pro-

III. PROGRAM ISSUES (continued)

7. Review of School Contract (continued).

vision of services but doubts the district's ability to pay for them. The matter was discussed indepth. A motion was made by Mrs. Schad and Seconded by Mr. Jim Clark to accept the School Health Task Force's recommendations and allow the department to distribute to the Presidents of the School Boards of the Portage County school districts the proposed school health services contract. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Business Manager's Report.

Mr. Jurgella presented an overview of the department's financial picture. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to approve the reports as presented by Mr. Jurgella. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:45 p.m. The next meeting will be Tuesday, March 8th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta
Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 8, 1983

Present

Gene Szymkowiak
Marge Schad
Dave Varney
Dennis Tierney
Marge Lundquist
Jim Clark
Scott Schultz
Jerry Kaczmarek

Absent

Bob Engelhard

Excused

Stuart Clark

Others Present: Judy Bablitch, Acting Director; Mark Jurgella, Business Manager; Jim Bialecki, County Home Administrator; Carole Koziol, Supervisor of Alternate Care Center; Daryl Kurtenbach, Coordinator; Lauri Rockman and Jerry Koeppel, Supervisors; Sharon Spencer, line staff.

The meeting was called to order by Chairman Purcell at 4:30 p.m., Tuesday, March 8th, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 22, 1983 Community Human Services Board.

A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the minutes of the February 22, 1983 meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to come before the Board.

3. Acting Director's Report.

The department's request for three project employees for the Job Search Program will be acted upon by the County Board at its March meeting. According to the proposed resolution, the county would not assume responsibility for any unemployment compensation claims. The department has been unable to obtain complete funding for the maximum possible amount of unemployment compensation claims but the federal government will cover \$6,000 of the maximum claim potential.

In the event that the agency did not use the entire \$6,000 granted by the federal funding, the department would not have to return this money. The department, through unencumbered salary from the past director, could be able to cover any unemployment claims not covered through the federal grant. The Board considered its options. It was decided that Mr. Purcell, on the County Board floor, would try to eliminate the paragraph that specifically indicated that the county would not be liable for any unemployment claims and that the department could become liable for them.

I. 3. Acting Director's Report (continued).

In other business, Mrs. Bablitch reported that the Health Resources Committee has been discussing smoking regulations in public buildings. The Health Resources Committee is suggesting that smoking be allowed in the Gilfry Center only in restricted areas. The department staff will be solicited for their opinions on this matter. It was also questioned whether any other committees of the County Board should consider this matter for a general policy on public, county buildings.

The March of Dimes has contributed \$2,000 for continuation of prenatal classes. This amount will be shared equally with St. Michael's Hospital.

Mr. Mormann asked the Board's endorsement of a request made by the state that the Board cosponsor a conference on March 21st and 22nd in Madison on groundwater concerns. Agencies from throughout the state have been invited to the conference. In addition, members of the Pesticide Committee have been invited to participate in the conference. The Board agreed to cosponsor this conference. Mrs. Schad stated that Mr. Mormann should be commended for his efforts in sponsoring the groundwater seminar at the University and his continuing efforts in the environmental health area.

II. PROGRAM ISSUES

1. Report on Alternate Care Center and Request to Transfer Funds to Continue the Program.

Carole Koziol, Director of the Alternate Care Program, and Jim Bialecki, Portage County Home Administrator, presented a financial, programmatic, and statistical analysis of the present Alternate Care Program. Client hours have increased from 226-1/4 hours in January to 364-1/4 hours in February. Ten clients use the service on a regular basis; an additional two clients use them as needed; and three clients have services pending. Major staffing cuts have been initiated in order to perpetuate this service in addition to having the Commission on Aging provide transportation for a majority of the clients. It is anticipated that in March the program will be sustained by three full-time equivalents and hopefully by August the service will have five full-time equivalents which could totally sustain the program. At present, the cost of this service is \$1.65 per hour without a meal and \$1.85 per hour with a meal. The Department is recommending transferring the total amount needed to sustain the program -- \$6,750. The necessary funds would be used from the salary savings of the former Director. The financial and statistical elements of the program were discussed. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney that the Board approve a transfer in the amount of \$2,000 contingent upon the Commission on Aging also approving \$2,000 for the program and also that the Center increase their hourly charge to \$1.80. All were in favor of the motion. Motion carried. The Board could look at another transfer request for the Center in May when additional statistical and financial data would be available.

II. PROGRAM ISSUES (continued)

2. Report on Funding Independent Living Arrangements for Adolescents and Request to Transfer Funds from the Foster Care Account to an Independent Living Account

The department currently has an adolescent in independent care. The county judge has ruled that the child cannot remain in his own home and foster care is not appropriate. Therefore, because the department does not have custody, the department is liable for the juvenile's care in an independent setting. The department anticipates that the cost of this juvenile's care will be approximately \$1,000. However, as other similar situations may arise, there may be an additional need for approximately \$2,000 in 1983. With this in mind, the department is requesting the transfer of \$3,000 from the Foster Care account to a separate account for Independent Living Arrangements-Adolescents. A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve the transfer request. All were in favor of the motion. Motion carried.

3. Report on Public Patient Program (Chapter 142) and Recommendation on Options for Program Funding.

In February of this year, the agency received word that the state fund covering medical care at University Hospitals for certain income eligible individuals was exhausted. Under Chapter 142, physician fees are waived for all cases of income eligible individuals receiving services at University Hospitals. In addition, the cost of care at the hospital is split 50-50 between the county of legal settle and the state. Recently the department received word from the Superintendent of University Hospital indicating that the hospital would receive county public patient referrals but would have to bill the department as follows: (1) physician fees would continue to be waived; (2) county of legal settlement would be responsible for total payment; and (3) billing would be deferred until March 31, 1984. The department is asking for guidance on how to provide this service. Upon consideration of the matter, the Board recommended that this issue be forwarded to the Finance Committee for review and action.

III. PERSONNEL ISSUE

1. Request to Authorize Leave of Absence

The department is recommending the approval for three months leave of absence for medical purposes for an employee. The leave was to become effective Feb. 16th and end May 16th. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the leave of absence as requested. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made by Mr. Jim Clark and Seconded by Mr. Varney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:00 p.m. The next meeting is scheduled for Tuesday, March 22nd, at 4:30 p.m. in Conference Room 1.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MARCH 22, 1983

Present

Dick Purcell
Gene Szymkowiak
Stuart Clark
Marge Lundquist
Bob Engelhard
Scott Schultz
Dennis Tierney
Jim Clark
Jerry Koeppel

Excused

Marge Schad
Dave Varney

Others Present: Judy Bablitch, Acting Director; Daryl Kurtenbach and Doug Mormann, Coordinators; Mark Jurgella, Business Manager; Deb Pierce, Bob Schmitz, and Ray Schmidt, staff; Kathy Dunn representing WSPT; Bonnie Bressers representing the Stevens Point Journal; Dennis Kenealy, Assistant District Attorney; and Don Zivney, client.

I. BOARD TRAINING

1. Community Options Program.

Mr. Don Zivney, assisted by Deb Pierce, social worker, gave a slide presentation for the Board. Mr. Zivney, a handicapped individual, has been able to live independently through the use of many of the services available through the department and community. Services highlighted were COPS (Community Options Program), Supportive Home Care, and Community Industries. The Board was encouraged to ask questions of Mr. Zivney after the presentation. He was thanked for the information.

The meeting of the Community Human Services Board was called to order at 4:55 p.m. by Chairman Purcell on Tuesday, March 22, 1983, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 8, 1983 Community Human Services Board Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the minutes of the March 8, 1983 meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to come before the Board.

3. Acting Director's Report.

Mrs. Bablitch reported that the Food Stamp Job Search position requests were defeated on County Board floor. However, some County Board members had contacted her and suggested that the Board should consider bringing back this issue at the next County Board meeting. Mrs. Bablitch has considered the issue and is suggesting that the Board not take these positions to the County Board again. The Board agreed.

It was decided that the Board would recommended to the Committee on Committees the appointment of Mr. Varney and Mrs. Gibb to the two citizen-member vacancies on the Board. Mrs. Bablitch was instructed to send the appropriate communique to that committee.

4. Advisory Committee Report.

Mr. Kurtenbach reported that the Advisory Committee met yesterday. The Committee discussed several issues. The Committee began reviewing a draft of the proposed bylaws. The bylaws will be finalized at the next meeting. The legal drinking age legislation was discussed. Since the legislature will not take action on this matter until Fall, any action by the Committee was tabled until a later date. Some of the Advisory Committee members were in favor of obtaining free training experience sponsored by state staff on how to obtain public input for the CPB process. Mr. Kurtenbach will obtain more information on this training for both Advisory Committee and Board members. Finally, the appeals process for septic systems was discussed and approved. The Advisory Committee had voiced concern over the extent of their liability when serving on the appeals board. Mr. Kenealy of the District Attorney's Office, will be present later in the Board meeting to discuss this matter. The next meeting of the Advisory Committee will be April 18th.

III. PROGRAM CONCERNS

1. Update Report on Issue of Contracting with School Boards for Nursing Services.

Mr. Mormann presented the Board with an update on this matter. So far, only the Almond/Bancroft school system has returned the signed contract to the department. All the school systems have until April to decide whether they will contract for services or not. The Board reviewed its options; (1) provide only level 1 services to those systems not signing a contract; (2) provide level 1 and 2 to all schools without payment for 83-84 school year; (3) get the School Board chairpersons, principles, superintendents, Community Human Services Board, Department Director, and Health Coordinator together to work out a viable economic solution. Mr. Mormann will review this issue with the Board in April for further action by the Board.

2. Action on Appeals Process for On-Site Waste Disposal.

The department is requesting favorable endorsement by the Board on the appeals process for on-site waste disposal. Mr. Dennis Kenealy, Assistant District Attorney, was on hand to answer the Board's and Advisory Committee's questions relating to liability while acting on this appeals board. Mr. Kenealy stated

that any members on the appeals board could be sued. In general, the suit wouldn't be successful. In quasi-judicial matters (such as those activities while serving on this appeals board), a person cannot be held liable because they are subjective matters and decisions. Portage County does have liability insurance to cover in case of malpractice. If an individual would be sued, he should inform the supervisor and they would inform the District Attorney's Office. The county would then determine if they would defend the person or not. A person could not be personally sued unless there could be a determination that the person acted maliciously. The Board also discussed who the member from the Board should be to serve on the appeals board. Mr. Szymkowiak offered to act in this capacity. A Motion was made by Mr. Jim Clark and Seconded by Mrs. Lundquist to approve the appeals proces for on-site waste disposal as submitted and to approve Mr. Szymkowiak to act on this board on the Board's behalf. All were in favor of the motion. Motion carried. It was further approved that while acting in this capacity, Mr. Szymkowiak would receive per diem.

IV. PERSONNEL ISSUE

1. Authorization to Add Eight Hours Clerical Time.

The department is requesting authorization to extend a current part-time employee's hours an additional eight hours per week to compensate for the increased workload in the Environmental Health Section. The additional cost for these eight hours per week would be covered through an increase in the amount of permits to be issued. The request was discussed by the Board. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney that the request for eight additional hours be approved as requested with the understanding that the costs of this time not exceed the additional program revenue. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Business Manager's Report.

Mr. Jurgella noted that the Financial Report should be amended as follows: all of the "% Budget" figures should reflect a 17% usage not 12%.; in the Environmental Health Section YTD Revenues should reflect \$2,775.00 not \$18,653, YTD Program costs should be (\$8,485.00), Balance Revenue is \$47,331 and Balance Program Costs should be \$33,633. In reviewing 1983 Expenditure Report, Mr. Jurgella commented that the fees for Winnebago and Central State Services have been taken out of 1982 funds which had been set aside in a 1983 payable account. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Szymkowiak to approve the amended reports as submitted. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES (continued)

1. Report on Payment for Burial Expenses.

The Board has been provided with a summary sheet on allowable cemetery and funeral expenses. Each funeral director is provided with this listing. All of the expenses listed are reimbursed at 100% by the state for AFDC recipients.

VI. ADJOURNMENT.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Schultz to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:05 p.m. The next meeting will be on Tuesday, April 12th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
APRIL 12, 1983

Present

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

Excused

Stuart Clark

Others Present: Judy Bablitch, Acting Director; Mark Jurgella, Business Manager; Doug Mormann and Daryl Kurtenbach, Coordinators; Lauri Rockman, I.M. Supervisor; Sibyl Taylor and Joanne Higgins, line staff; Bonnie Bressers representing the Stevens Point Journal; and WSPT representative.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 22, 1983 Community Human Services Board Meeting.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Szymkowiak to approve the Minutes of the March 22nd meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

The correspondence to be addressed by the Board will be considered during the discussion on contracts with school boards. There was no other correspondence to come before the Board.

3. Acting Director's Report.

The Board and department will be hosting an informal recognition party for staff members who have been employed by the department for ten or more years. The Board was encouraged to participate in this event.

Mrs. Bablitch reported that Jim Bialecki, County Home Administrator, has resigned effective May 13th. According to state statutes, the county home must have a nursing home licensed administrator within four months. There will be a wide recruitment for this position. In the meantime, Mrs. Meyers, R.N. and Ramona Gavin, office manager, will share in the running of the day-to-day operations of the home. Judy Bablitch, as Community Human Services Acting Director, will have overall authority over the home and will be consulted on an as-needed basis. Personnel matters will be referred directly to the Personnel Office.

I. MINUTES, REPORTS, COMMENTS (CONTINUED)

3. Acting Director's Report (continued).

Mrs. Bablitch and Mr. Kurtenbach reported that the Child Day Care Program is experiencing a funding crisis. Portage County currently received \$34,881 to provide child day care services. Of this, \$16,589 has been expended for services from January through March of this year. It is anticipated that the department will have less than \$5,000 to continue services from June through December. At the department's present rate of spending, this would mean that the department would be approximately \$30,000 - \$35,000 short of funds this year. This matter will be discussed by the advisory committee at its April 18th meeting. The committee will address possible alternatives and make recommendations to this Board. The Community Human Services Board will then be asked to take action on this matter in the near future.

The Board was reminded that a full report on the Alternate Care Program will be provided to them in May. The Alternate Care Program has had an increase in client use.

The department has participated in the fourth distribution of cheese and butter. A slight problem with moldy cheese occurred. Only nonmoldy cheese was given to participants. The moldy cheese was taken by the parochial school system. It was reported that the department has continued to use volunteers to staff the majority of this program.

II. PROGRAM ISSUES

1. Update on Phase IV Reorganization.

The Board had been provided with Phase IV reorganization charts showing both the names and titles in the restructured divisions. Mrs. Bablitch indicated that the department has requested Mr. Jadin, Personnel Manager, to do three job audits. Job audits will be done on two positions assigned to the Counseling Section (Pray and Urmanski) and also one for Mr. Mormann. It was felt that a job audit should be requested on Mr. Mormann's position because of his duties and responsibilities as Health Officer for Portage County. In addition, a Human Services Assistant in the D.D. Section may be transferred to the Shared Services Section because of comparable duty assignments. Other requests for reclassifications may occur when the position of Acting Director is decided. Mrs. Bablitch reported that outside of the refining of service delivery, this new organization should be stable and effective.

2. Update on Pesticide Study Committee Activity.

The Board had been provided with the minutes of the Pesticide Study Committee. The committee will continue to meet and study the issues involved. Mr. Mormann was available to answer Board questions. The Board will be continually updated on the progress of this committee.

II. PROGRAM ISSUES (CONTINUED)

3. Action on Policy Regarding Placement of Developmentally Disabled Persons in Foster Care.

In order to meet the needs of both the developmentally disabled children and adults in Portage County, the department is requesting that the policy pertaining to developmentally disabled children within one home be revised to include the possibility of placing three persons -- with no more than two of the individuals being either adults or children. The current policy provides that no more than two children be placed in any one foster home. The recommendation was reviewed by the Board. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the addendum to the Foster Care Policy for Developmentally Disabled Children as recommended by the department. All were in favor of the motion. Motion carried.

4. Action on Contracts with School Boards for School Nursing Services.

Mr. Mormann provided the Board with an update on the status of the school health contracts. As of this date, three school districts have decided not to participate in Level 2 services. These school districts are the Stevens Point Area School District, Rosholt Schools, and the Tomorrow River Schools. The three districts, however, encompass over 70% of the total school population. The Board discussed its alternatives in regard to this matter. Mr. Purcell had drafted a letter to School Board members of the nonparticipating districts. The Board reviewed the proposed draft. It was recommended that Mrs. Bablitch and Mr. Mormann compose a letter essentially stating the points as outlined in Mr. Purcell's draft letter and that this letter be sent out under the signature of the Chairman of the Board. It was further decided that the three school districts be invited to attend the next Board meeting to discuss mutual concerns. The Board is requesting a written response from the three school districts by the middle of May as to whether or not they will reconsider our request for the \$1.00 fee per student for Level 2 services.

5. Action on Funding for Public Patient Program.

At the March 3rd Board meeting, the Public Patient Program funding issue was referred to the Finance Committee for action. At its March 28th meeting, the Finance Committee redirected the issue back to the Community Human Services Board for recommendations. The department outlined the problems with this program and possible alternatives in its memo of April 8th. The department is recommending that the county support a resolution calling for the reinstatement of Chapter 142 funds into the 1983-85 state budget bill. The department is looking for Board direction as to whether or not the department should enter into a contract with University Hospital. The matter was discussed. Two actions were taken. First, a Motion was made by Mr. Tierney and Seconded by Mrs. Schad to support a resolution endorsing the continuation of the Public Patient Program in the 1983-85 state budget. All were in favor of the motion. Motion carried. Secondly, a Motion was made by Mr. Tierney and Seconded by Ms. Schad to Table action on this issue until more information is available. The Board more specifically is looking for information on the fiscal impact on the county especially

5. Action on Funding for Public Patient Program (continued).

in the area of general relief and township responsibility. The Board would like to be aware of what other surrounding counties are doing in regard to this problem. All were in favor of the motion. Motion carried.

III. ADJOURNMENT

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. The meeting was adjourned at 6:15 p.m. The next meeting will be on Tuesday, April 26th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
APRIL 26, 1983

Present

Bob Engelhard
Dick Purcell
Shirley Gibb
Marge Schad
Stuart Clark
Dave Varney
Scott Schultz
Dennis Tierney
Jerry Kaczmarek
Jim Clark

Excused

Marge Lundquist
Gene Szymkowiak

Others Present: Judy Bablitch, Acting Director; Daryl Kurtenbach and Doug Mormann, Coordinators; John Holdridge, County Board member; Nancy Weber, staff person; Faye Clifford and Ken Spencer, volunteers; Helen Marshall, advisory committee member; and Bonnie Bressers, Stevens Point Journal.

I. BOARD TRAINING.

1. Volunteer Program.

A presentation was given on the Volunteer Program in the department. An overview of the program was presented by Mr. Kurtenbach. Nancy Weber, occupational therapist with the department, provided insights on how she utilizes volunteers in her programs and Faye Clifford shared some of her experiences as a volunteer. At the close of the presentation, Mr. Kurtenbach reminded the Board members of the Volunteer Recognition Social which will be held on Wednesday, May 4th, from 2:00 - 4:00 p.m. Board members were encouraged to attend the social and meet the agency volunteers.

The meeting of the Community Human Services Board was called to order by Mr. Purcell at 5:00 p.m. on Tuesday, April 26, 1983, in Conference Room 1.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the April 12, 1983 Meeting.

A Motion was made by Mr. Varney and Seconded by Mr. Schultz to approve the Minutes of the April 12, 1983 meeting as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

The Personnel Office is soliciting nominations from the public sector to fill seats on the Private Industry Council. The Board extensively discussed who should fill this role -- the Community Human Services Board Chairman or the Acting Director. The Board decided that Mr. Jadin would be consulted about who would have the most chance of being chosen for this important committee.

Mrs. Bablitch read a letter of resignation from Dave Johnson, Chairman of the advisory committee. Mr. Johnson's three-year term is expiring in May and he has indicated that he does not wish to be reconsidered for another term. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to accept Mr. Johnson's letter of resignation with regret. All were in favor of the motion. Motion carried.

3. Acting Director's Report.

Mrs. Bablitch provided the members with a copy of the NCAHPA (North Central Area Health Planning Association's) April newsletter. The majority of the newsletter addressed the Portage County COP Program.

Mrs. Bablitch reported that the department's quarterly goals and objectives would not be addressed in April because of the reorganization still taking place. She will give a goals and objectives update at the end of June.

Mrs. Bablitch reflected that the gathering honoring the ten-years-plus employees had been well attended. She thanked Board members for their participation and support.

A brief update on Chapter 142 was given by Mrs. Bablitch. The County Board had approved the resolution requesting the legislature to continue the program at its April meeting. Marathon County was contacted regarding the direction they are going with regards to Chapter 142 and they had indicated that they will be contracting with University Hospitals for services. Waupaca County has a township system but the townships will be asking the county to take over this commitment. The department will provide an analysis and recommendation to the Board in the near future.

4. Advisory Committee Report.

Mr. Kurtenbach reported that the advisory committee is still considering its bylaws and will probably finalize them in May. At its last meeting, the committee had been provided with a review of the goals and objectives for the Income Maintenance Section. The Day Services funding program crisis was shared with the committee and recommendations will be brought before the Board for action in the near future. The next advisory committee meeting is scheduled for Monday, May 16th.

III. PROGRAM ISSUES

1. Action on Community Human Services Board Liaison to Advisory Committee.

Jim Clark has acted as interim Advisory Committee Liaison. The Board had decided to wait until all members were seated before a permanent liaison was selected. Mr. Jim Clark indicated his willingness to continue to serve in this capacity. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve Mr. Jim Clark as the Board's liaison to the advisory committee. All were in favor of the motion. Motion carried.

2. Action on Replacement of Advisory Committee Chairperson.

Mr. Kurtenbach requested Board approval of the proposed process for filling the vacant advisory committee chairperson position. The process was outlined in Mr. Kurtenbach's memo to the Board. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the process as submitted. All were in favor of the motion. Motion carried.

3. Discussion Regarding Contracts with Schools for Nursing Services.

As of this date, the department has not received any more responses from the three school districts who had indicated they would support only Level I services for their students. Mr. Mormann indicated that he had to clarify with all school districts the difference between "testing" and "mass screening" concepts. The school districts who do not wish to contract for Advanced Level (Level II) services have until May 16th to make a final decision. Mr. Purcell indicated that unless the department hears to the contrary, only services paying for Level II services will receive them; all the rest will receive only Level I services.

IV. FISCAL ISSUES

1. 1982 Year-End Financial Report.

The Board reviewed the 1982 Year-End Financial Report. Mr. Jurgella, Business Manager, was available to answer questions. The department will be returning \$40,608 to the county Contingency Fund. The Board questioned the overage in the Salary line item of the Central Administration budget. Mr. Jurgella will report on this area at the next meeting.

2. Business Manager's Report.

The Board reviewed the three standard financial reports. Mr. Jurgella reported that he will be doing an analysis on updating work processing equipment in the department. He also reported that a modified Accounts Receivable will be ready to be tested in September or October. The expenses and revenues for 1983 are on target. A Motion was made by Mr. Varney and Seconded by Mr. Schultz to approve the Business Manager's reports as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Stuart Clark and Seconded by Mr. Tierney to adjourn the meeting. All were in favor of the Motion. Motion carried. The meeting was adjourned at 6:10 p.m. The next meeting will be on Tuesday, May 10th, at 4:30 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MAY 10, 1983

Present

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

Others Present: Judy Bablitch, Acting Director; Mark Jurgella, Business Manager; Bill McCulley, Doug Mormann, and Daryl Kurtenbach, Coordinators; Lauri Rockman, Supervisor; Paul Jadin, Personnel Manager; and Dennis Elsenrath, Director of the UWSP Counseling Center.

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

I. MINUTES, REPORTS, COMMENTS.

1. Approval of the Minutes of the April 26, 1983 Community Human Services Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the April 26th meeting as written. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Purcell reported that at the last Law Enforcement meeting, the committee discussed the Sheriff's request to contract with a private nurse to provide nursing services to the jail for about two hours per week. At that time, Mr. Purcell requested that the Law Enforcement Committee not take any action at that time until this department could ascertain whether these hours could be provided by the Public Health Section nurses. The Board endorsed Mr. Purcell's request that the department analyze this request for services and report its findings at the next Board meeting.

It was also reported that the Tomorrow River School District has decided not to participate in the Level II services provided by the school nurses.

I. MINUTES, REPORTS, COMMENTS (continued)

3. Acting Director's Report.

Mrs. Bablitch reported that Mark Jurgella, Business Manager, has resigned his position effective May 20th. His letter of resignation was read. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to accept Mr. Jurgella's resignation with regret and wishes of good luck. All were in favor of the motion. Motion carried

The agency, in conjunction with the Stevens Point Wellness Commission, is planning a prevention workshop for Thursday, May 26th. The workshop is being spearheaded by our volunteer prevention coordinator, Sue Dimka. The Board was invited and encouraged to attend.

Mrs. Bablitch reported that she is a semifinalist for a position on the Private Industry Council. She will be interviewed on May 11th at the Wisconsin Rapids Courthouse.

It was reported that the Stevens Point School District has agreed to contract for Level II nursing services. The Rosholt School District would like to postpone a decision as to what services they will contract for until its June 13th meeting.

Dr. Kamstra will be going into additional private practice at the Rice Clinic. Dr. Kamstra felt that the Board should be aware of this situation prior to his announcements appearing in the Stevens Point Journal.

II. PROGRAM ISSUES

1. Arrangements Concerning Meeting with Kathryn Morrison, Division of Health Administrator.

Mrs. Bablitch indicated that the meeting with Kathryn Morrison has been cancelled. The Board will be advised when a new meeting is scheduled.

2. Fraud Investigation Quarterly Report (January 1, 1983 - March 31, 1983).

Lauri Rockman, I.M. Supervisor, presented the first quarter fraud statistics. Of a total caseload of 1,622, alleged AFDC and Food Stamp fraud constitutes 4%. So far, \$8,994.78 has been recouped from AFDC fraud cases and \$1,883.45 through Food Stamp fraud. Four cases have been taken to court during this quarter. Lauri reported that so far an agreement between this agency and the District Attorney's Office regarding the reimbursement and distribution of state fees for the fraud program has not been initiated. Mrs. Bablitch will pursue establishing a contract with the District Attorney's Office.

3. Action on Policy to Extend Emergency Heating Program.

Additional funds have become available for extending the Emergency Heating Program. It is the department's recommendation not to accept the additional funds. Self-responsibility has been encouraged. It was felt that acceptance of these additional funds would not promote this concept but might encourage reliance

II. PROGRAM ISSUES (continued)

3. on this social system. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to accept the recommendation of the department and not request the additional funds through the Emergency Heating Program. All were in favor of the motion. Motion carried.

4. Action on Establishment of New Policy for Child Day Care Services.

Mr. Kurtenbach reported that the department will potentially get an additional \$8,876 in Child Day Care funds and that the 1984 allocation will be \$47,960 compared to \$34,881 allocated in 1983. This additional funding could allow for the Day Care Program to continue intact through June. In anticipation of a funding shortage in this program, the matter was brought before the advisory committee. A memo from Mr. Kurtenbach to the advisory committee outlining the Day Care funding crisis was provided for the Board. Mr. Kurtenbach noted that on page 2 of this memo, priority two should be listed as priority three and then priority three becomes priority two. The Board discussed in depth the rationale for the priority classifications. The department is recommending that if the additional \$8,876 becomes available that current services be provided through the end of June; effective July 1st through December 31st, only priorities #1 and #2 be continued. If these funds do not materialize, all services will be immediately scaled back to all populations except single parent working families in which the wage earner is not enrolled in any academic program and households where parents are completing a high school education or achieving a GED. In addition, a prioritized waiting list will have to be established. The CPB will have to be amended to reflect this significant change in our delivery of services to the Day Care Program. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the recommendations as outlined by Mr. Kurtenbach. All were in favor of the motion. Motion carried.

5. Action on Payment for Psychiatric Consultation for UW-SP Counseling Center.

Dennis Elsenrath, Director of the UWSP Counseling Center, has informed the department that the University can no longer absorb payment for a consultant psychiatrist (Dr. Kamstra). He is requesting that the department assume funding for Dr. Kamstra's time (approximately 2-1/2 hours per week) effective July 1, 1983. The department is recommending that this request be granted and that the psychiatric consultation time be funded from unexpended 1983 salary dollars (a maximum cost of \$2,529). The historical perspective on this issue was shared with the Board as well as potential for third-party reimbursement for consultation time. A Motion was made by Mr. Jim Clark and Seconded by Mrs. Schad to accept the department's recommendation that the department fund the psychiatric consultation time from unexpended 1983 salary funds for the period of July 1, 1983 - December 31, 1983 to a maximum of \$2,529 and that the costs for next year would be considered when budgeting for mental health contracts. All were in favor of the motion. Motion carried. The Board strongly encouraged the University to investigate psychiatric consultation reimbursement through third-party payments.

III. CONTEMPLATED CLOSED SESSION

1. Vote to Go into Closed Session.

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

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

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

Mr. Jadin was asked to provide an analysis and recommendation as to the filling of the Business Manager position. The Board set Wednesday, May 18th, at 4:30 p.m. as the date of a special meeting to consider this matter.

The meeting was then adjourned.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MAY 24, 1983

Present

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

Excused

Bob Engelhard

Also Present: Judy Bablitch, Acting Director; Jim Canales, Daryl Kurtenbach, Doug Mormann, and Bill McCulley, Coordinators; Lauri Rockman, I.M. Supervisor; Barb Kranig, Sharon Spencer, Julie Hovden, and Holly Swartz, line staff; Sheriff Dan Hintz; Carol Koziol, Program Director for the Alternate Care Center; Romel Cooney, Program Assistant for the Alternate Care Center; Pam Onstad, past limited-term employee.

I. BOARD TRAINING

1. Alternate Care Center.

A video presentation narrated by Carol Koziol, Program Director for the Alternate Care Center, was presented to the Board. Ms. Koziol indicated that participants in the program range from age 56 to 93 years. The program has twelve clients with participation ranging from 4-7 clients per day. The program can adequately handle 10-12 clients per day. The average client participates in the program between 20-25 hours per week. The Alternate Care Center has received two grants. One grant is from the United Way in the amount of \$500 and can only be used for publicity. The other grant is in the amount of \$500 from the Central Wisconsin Health Foundation and will be used to purchase additional physical and occupational therapy equipment. Ms. Koziol and Ms. Cooney were available to answer Board questions. Both participants were thanked for their presentation.

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

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 10, 1983 Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the May 10th meeting as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

A letter from the Health Resources Committee was read. The Health Resources Committee is requesting that the Environmental Health Section draw up and conduct a controlled scientific study of all persons who have known water contamination. The request was discussed. The department recommended that this matter be referred to the Advisory Study Committee on Pesticides. The Board concurred.

Ms. Schad questioned the status of the proposed 44-bed decertification at the County Home. She emphasized that consideration must be given to all aspects of decertification including layoff of staff, loss of revenue to the county, and analysis of renovation costs for the East Wing. As a directing committee of the County Home and County Home Committee, it was stressed that before any recommendations go to the County Board for action, a recommendation must be made by the Community Human Services Board first. As decertification is considered further, Mrs. Bablitch will provide the Board with necessary updates.

3. Acting Director's Report.

Mr. Bablitch indicated that Mr. Canales, who had been on extended sick leave, has returned to work as of the first week in May.

Linda Reivitz, Secretary of the Department of Health and Social Services, as well as Jerry Berge, Administrator of the Division of Community Services, visited the department last Friday and met informally with department staff. Mrs. Bablitch feels that Secretary Reivitz has a good handle on our concerns and appears very knowledgeable in the areas of health and social service delivery. From all state budget indications, the department will be receiving a 2% funding increase in the first year of the biennial budget and 4% in the second year.

The department is in the process of interviewing perspective employees to fill the vacant child psychologist position in the department. Hopefully, this position will be filled by September.

The Board should begin to consider when the department's budget will be considered in September. The department is looking for guidance on whether the Board would prefer consecutive meeting dates to consider the matter or whether they wish to have one meeting per week during September. The department will begin budget deliberations in July and should come before Finance in October.

The posting for Business Manager is up in the county and individuals have until Thursday, May 26th, to apply for the position. The Personnel Committee will be meeting on Wednesday, June 1st, to officially set the Business Manager's salary at Grade 19. The Board determined that they would interview only the top three candidates for the position and that a special meeting would be held on Wednesday, June 8th, at the Gilfry Center to accomplish this task.

Doug Mormann will be speaking to the Rosholt School District Board at their meeting on June 13th. At that time, the Rosholt School District will determine whether they will contract for Level 1 or Level 2 services.

II. MINUTES, REPORTS, COMMENTS (continued)

3. Acting Director's Report (continued).

Mrs. Bablitch has not been selected for a position on the Private Industry Council. She lost in the semifinals.

George Samardich has been chosen to fill the position of Administrator of the Portage County Home. He will begin employment on June 13th. The Board was invited to participate in a meeting with Mr. Samardich and the employees of the County Home on Friday, May 27th, at 10:30 a.m. at the Nursing Home.

4. Advisory Committee Report.

Mr. Kurtenbach reported that the department definitely is receiving an additional \$8,876 in Day Care funds. This means that the total program can be maintained until the end of June and limited services will be provided from July until the end of December.

The first CPB input meeting was held in Amherst Junction with all municipal officials. Positive feedback was received from this initial meeting. The Board was encouraged to participate in any of the following meetings: June 2nd at the Gilfry Center; June 6th at the Rosholt Village Hall; June 7th at the Junction City Village Hall; June 9th at the Amherst Town Hall; and June 22nd at the Methodist Church in Almond. All meetings begin at 7:00 p.m. Flyers will be distributed throughout Portage County announcing these meetings.

Jack Friess has been named temporary acting Chairman of the Advisory Committee. A Nominating Committee and a Membership Committee has been set in place. The Advisory Committee should be acting on the selection of a Chairman at its next meeting on June 20th.

The Advisory Committee has postponed any decision on setting of Environmental Health fees for special studies until its meeting in June.

A draft of proposed bylaws was distributed by Mr. Kurtenbach. According to the proposed bylaws, the Board will need to review this and then take action on them at its meeting June 28th.

III. PROGRAM ISSUES

1. Report on Potential Contract with Sheriff's Department for Nursing Services.

At its last meeting the Board had asked the department to analyze whether the Nursing Section could provide nursing services to the county jail. Mr. Mormann provided the Board with his analysis of the request. Mr. Mormann felt that sick call coverage and some nursing visits during the day could be accommodated if the Amherst School did not contract for Level 2 nursing services. He felt that it would not be in the best interests of the department to provide on-call services because that would result in 32 hours of comp. time per week. Sheriff Hintz indicated that the main reasons for requesting nursing time is to save

III. PROGRAM ISSUES

1. Report on Potential Contract (continued)

county dollars and also the limit the potential liability of his staff. Upon further investigation, it was determined that many legal issues would first have to be investigated before it would be feasible to determine whether county nurses could be contracted to provide jail services. Of particular investigation should be the legal issues surrounding nurses packaging drugs and also physician services. When these concerns are clarified, Sheriff Hintz was asked to return to this committee for further consideration of his request for some nursing services to the jail. Sheriff Hintz was thanked for attending the meeting.

2. Report and Action on Charging Fees for Medical Assistance Recipients Who Need Immunizations.

Mr. Mormann reported that Secretary Reivitz has rejected the department's request that Medical Assistance cover the cost of services that are being provided to M.A. recipients by his nursing staff. Options were reviewed with the Board. Secretary Reivitz had indicated that Portage County could be considered for a pilot study to determine the cost-benefit of this department providing nursing services to MA recipients in lieu of their physician. The matter was considered. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to continue with the current temporary policy and asked our legislators to make an effort to have the federal and state policy changed and also that the department request approval for the pilot study. All were in favor of the motion. Motion carried.

3. Action on Resolution Regarding Improvements Needed in Income Maintenance Computer System.

Mrs. Rockman reported that the state is having major problems with their Computer Reporting Network (CRN). As a result, the Income Maintenance staff has experienced a 34% increase in workload from February 1982 to March 1983. This problem has been brought to the Advisory Committee who has recommended that the Board approve the resolution regarding Income Maintenance workload. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the resolution as submitted and refer it to the County Board for action in June. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Review of Expenditures.

The Board had been provided with a report on expenses over \$250. Mrs. Bablitch was available to answer questions. A Motion was made by Mr. Varney and Seconded by Mrs. Schad to approve the voucher listing as submitted. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Approval of Contracts for LTE (Limited-Term Employees) to Act as Interpreters for Spanish-Speaking Clients.

Mrs. Rockman reported that the county is required by law to have available interpreters for Spanish-speaking clients. Three hundred dollars has been set aside for such contracts. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the request to hire two LTE Interpreters with expenses for these positions not to exceed \$300. All were in favor of the motion. Motion carried.

2. Action on Request for Job Sharing.

A job sharing request has been received by the department. Upon due consideration of the immediate supervisor and Acting Director, the department has decided that it would be in the best interest of the agency, clients served, and the employee to grant this request. The department is recommending that the Board approve the request and forward it to the Personnel Committee for their approval. It was pointed out that in this situation, AFSCME union approval would also be necessary because AFSCME only represents full-time employees and acceptance of this job sharing request would mean that AFSCME would lose one of its members. The Board probed this request in depth. Julie Hovden, President of Local 348 AFSCME, indicated that while she was personally in favor of the job sharing concept, Local 348 membership was not in favor of it. If the county granted this request, a grievance would be filed. Julie did report that she had been in contact with Paul Jadin, Personnel Manager, and that dialogue on this issue was continuing. A Motion was then made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the department's request for consideration of the job sharing concept in this instance and refer the matter to the Personnel Committee with the Board's endorsement. A roll call vote was taken. In favor: J. Clark, M. Lundquist, D. Tierney, G. Szymkowiak, S. Schultz, S. Clark. Against: M. Schad and D. Varney. Abstaining: D. Purcell. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to adjourn the meeting. Motion carried. The meeting was adjourned at 6:25 p.m. The next regular meeting is scheduled for Tuesday, June 14th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

SPECIAL NOTE: Because of conflicts in meetings, the special Board meeting to interview Business Manager candidates is rescheduled to Tuesday, June 7th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center instead of Wednesday.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 14, 1983

Present

Dick Purcell
Marge Schad
Marge Lundquist
Shirley Gibb
Dave Varney
Dennis Tierney
Scott Schultz
Stuart Clark
Jim Clark
Jerry Kaczmarek

Excused

Gene Szymkowiak
Bob Engelhard

Also Present: Judy Bablitch, Acting Director; Doug Mormann, Jim Canales, and Daryl Kurtenbach, Coordinators; Lauri Rockman, I.M. Supervisor; Lucy Kluck, Business Manager; George Samardich, County Home Administrator; Mr. and Mrs. Glenn Johnson; parents of the Waupaca County child; Dennis Wendt, Director of the Waupaca County Social Services.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 24, 1983 Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the May 24th meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Purcell reported that he had a telephone conversation with Mr. Ken Rentmeester, past Director of the agency, in which Mr. Rentmeester offered his services as consultant to this department as needed. Upon conferring with Mrs. Bablitch, Acting Director, it has been ascertained that at the present there is no need for this service.

3. Acting Director's Report.

Mrs. Bablitch reported that the department has received word from the state that additional commodities will be coming into the area for distribution. In addition to cheese and butter, such commodities as honey, rice, flour, and dried milk are offered for distribution. Once again, the department will try to make this a communitywide effort using as many volunteers as possible in this venture. The department will be able to claim some state reimbursement for the program's administrative expenses this time.

I. MINUTES, REPORTS, COMMENTS (continued)

3. Acting Director's Report (continued).

Four of the five scheduled Citizen Input Meetings have been held throughout the county. Mrs. Bablitch reported that there has been very little community input but the concerns voiced by citizens has been helpful for department program planning.

The 1981-1982 Community and Environmental Health Section Annual Report was distributed to Board members. It was suggested that this document be provided to County Board members at their next meeting.

In the near future, the department will be requesting limited-term employee approval for persons requesting medical and maternity leave.

II. PROGRAM ISSUES

1. Introduction of George Samardich, New Portage County Home Administrator.

Mr. Samardich was introduced to the Board. Samardich gave a brief background presentation. He also highlighted his concerns about the proposed decertification of forty-four beds at the County Home and presented a brief financial impact statement. The Board once again reiterated that any resolution on the decertification of County Home beds must be brought before this committee for recognition.

2. Biannual Report on 1983 Goals and Objectives.

The Board had been provided with a written update on 1983 Goals and Objectives. Mrs. Bablitch was available to answer or clarify any questions regarding them. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Review and Action on School Health Nursing Contracts for 1983-1984 School Year.

Mr. Mormann, Coordinator for Community and Environmental Health Section, reported that to date, all eight school districts have chosen to receive total school health nursing package and will be paying one dollar per student for the 1983-84 school year. The Board commended Mr. Mormann on this excellent work in this matter.

4. Review and Action on Request for Extension of Out-of-County Foster Placements.

Waupaca County is again requesting a year's extension from Portage County for an out-of-county foster child. The department has delved extensively into this request and is recommending that this extension be granted. Mrs. Bablitch reiterated that, while the department shares the Board's concern that out-of-county foster children would remain here after their eighteenth birthday to become county residents and compete for the limited services with our own residents, she feels that it is in the best interest of this child to remain in Portage County. The child is currently being helped to develop to her maximum potential through

II. PROGRAM ISSUES

4. Review and Action on Request for Extension of Out-of-County Foster Placement Continued.

Portage County education and family services. Further, Waupaca County and the child's family bear the financial burden for care. There is no concern expressed at this time that the child will remain in Portage County as an adult. The Board discussed the matter further with Mrs. Bablitch and Mr. Wendt, Director of Waupaca Social Services. Members of the Board felt that a definite plan for the future care of this child was necessary. A Motion was then made by Mrs. Schad and Seconded by Mr. Schultz that the Board grant a one-year extension for this child and that a report be brought back to the Board in six months regarding the future planning and care of this child. All were in favor of the motion. Motion carried. Mr. Wendt concurred with the stipulations of the motion and thanked the Board for its favorable consideration in this matter.

5. Action on Additional Funding for Medical Costs for Indigent County Residents.

Over the past several months, the department had researched the issue concerning the depletion of the state's share of Chapter 142 funding and its effect on Portage County. The department has ascertained that the cost of care at St. Michael's Hospital or Marshfield is substantially less than at University Hospital on a per diem basis even though the physician's fees are not waived as it is at University Hospital. Chapter 142 funds are not expected to be reinstated in the next biennial budget and therefore costs will have to be picked up by the municipality and county. To date, there are two ongoing patients previously authorized under Chapter 142. The combined medical costs for these two cases is approximately \$8,200. Given the above circumstances, the department is recommending that Portage County enter into an agreement with University Hospital in order to cover the costs for the two individuals already receiving services there under Chapter 142 provisions. Any other additional referrals will be thoroughly screened and directed to a less expensive institution. In the event that someone requests assistance after receiving treatment at University Hospital, the department will have the option to approve or disapprove payment. It was noted that this contract would be effective only through the end of this fiscal year and that it may be renewed in the future at which time the cost/benefit will be addressed again. The department also suggested that funds to provide medical costs for indigent county residents be provided through General Relief funding. A Motion was made by Mr. Tierney and Seconded by Mr. Varney that the Board approve the recommendations of the department and that this matter be brought to the attention of the Finance Committee for approval. All were in favor of the Motion. Motion carried.

II. PROGRAM ISSUES

6. Action on Renewal of Agreement with UW-SP for Social Work Field Placements.

The department is once again requesting Board authorization to enter into an Agreement for Social Work/Psychology Field Placement. In this combined effort, Mrs. Bablitch felt that both the department and student benefits. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to approve the department's request. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Vote to Go into Closed Session.

A Motion was made by Mr. Tierney and Seconded by Mr. Schultz to adjourn to Executive Session. A roll call vote was taken. All were in favor of the motion. Motion Carried.

2. Vote to Return to Open Session.

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

A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to approve a 6% salary increase for the Acting Director and an indication that her performance exceeds standards. All were in favor of the motion. Motion carried. The Board expressed their endorsement of Mrs. Bablitch's continued growth on the job and her continued efforts in light of recent position vacancies.

IV. ADJOURNMENT

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

The next Board meeting is scheduled for Tuesday, June 28th, in Conference Room 1 of the Gilfry Building.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 28, 1983

Present

Dennis Tierney
Scott Schultz
Marge Schad
Dave Varney
Stuart Clark
Jim Clark
Jerry Kaczmarek
Dick Purcell
Shirley Gibb

Excused

Bob Engelhard
Marge Lundquist

Absent

Gene Szymkowiak

Also Present: Judy Bablitch, Acting Director; Doug Mormann, Jim Canales, Daryl Kurtenbach, and Bill McCulley, Coordinators; Sue Fliehr and Deb Richmond, line staff; Lucy Kluck, Business Manager; Brian Shoup, Mary Ellen Nelson, and Lois Ryland of the Community Alcohol and Drug Abuse Center; Mike and Bonnie, graduates of the day program at the Center; Judy Zimmerman, Julie Dietche, and Jack Friess, advisory committee members; Mike Houlihan and Dave Christopherson of the Portage House; George Snyder of the North Central Area Health Planning Association; Jan Fabiano and other concerned citizens of the Stevens Point Difference; Bonnie Bressers of the Stevens Point Journal; Paul Rice of Community Industries; Lauri Rockman, I.M. Supervisor; and Jerry Bohren, Stevens Point School District's Special Education Director.

I. BOARD TRAINING

1. Presentation on the New Day Services Program for Persons with Problems of Chemical Dependency.

Brian Shoup, Director of the Community Alcohol and Drug Abuse Center, along with two counselors and two graduates of the day services program presented a program on the recently implemented day services program for the chemically dependent. An overview of the program's goals and content was given. In addition, two recent graduates of the program expressed their views about the program. Second quarter statistics were also provided to the Board members for their information.

The meeting was called to order by Chairman Purcell at 4:55 p.m. on Tuesday, June 28th, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, CORRESPONDENCE

1. Approval of the Minutes of the June 14, 1983 Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the June 14th meeting as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, CORRESPONDENCE (continued)

2. Correspondence.

The department has received a request from the North Central Area Health Planning Association for nominations to fill a seat on the Board of Directors. The nominee(s) should have a health background. Applications and information are available from Judy Bablitch

3. Acting Director's Report.

Mrs. Bablitch reported that this year the department will be trying to coordinate the setting of the goals and objectives with the state and department budget. The agency budget should be ready for review by September 12th. The Board members were asked to be ready at the next meeting to set dates for budget deliberations. PLEASE BRING YOUR CALENDARS FOR THE JULY 12TH MEETING.

4. Advisory Committee Report.

Mr. Kurtenbach reported that an Advisory Committee meeting was held on June 20th. At that time Jeff Grover was accepted as a new member to fill the vacancy caused by the resignation of Mike Bubla. The Advisory Committee also discussed the status of the prevention efforts of the department. A nominating committee has been formed to look into replacing the four current vacancies and also to assure that there is a broad based representation on the Advisory Committee. Jack Friess continues as Acting Chairman of the group. The Advisory Committee will hear the request by the Environmental Health Section on fee charging for special services by that section at its next meeting.

III. PROGRAM ISSUES

1. Authorization for Use of Project Income to Purchase Personal Computer for Portage House.

Mike Houlihan, Director of the Portage House, requested approval to spend \$4,000 of project income on a personal computer. Project income is money over and above his usual contract and comes from client rent and funds paid to the program by the Federal Bureau of Prisons when their clients reside at his facility. The Regional Office has approved this proposed expenditure and now approval must be received from this Board. Mr. Houlihan was available to discuss his anticipated use of this machine. Some members felt that the requested equipment could be purchased for \$3,000 or under and also felt that before such equipment was purchased that a consultant be utilized to ascertain need and recommend appropriate equipment. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to approve a maximum of \$3,000 for computer purchase with \$100 of the total amount to be used to purchase consultation services. Mr. Houlihan will then return to the Board at the next meeting with an appropriate recommendation and action on this issue. Final approval would be acted on at that time. All were in favor of the motion. Motion carried.

III. PROGRAM ISSUES (continued)

2. Overview of North Central Area Health Planning Association.

George Snyder of the North Central Area Health Planning Association gave an overview of the organizational structure of the Association. Mr. Snyder briefly discussed the mission of the NCAHPA and was available to answer any Board questions. An annual report of the Association has been provided to the Board.

3. Action on Final Report of Day Services/Alternate Living Task Force.

The Board had been provided with the complete survey of the Day Services/Alternate Living Task Force which had been done over the past ten months. Members of the task force were available for questions. Mrs. Fabiano gave a profile on two individuals who would benefit from a day service program. Mr. Bohren of the Special Education Services in the Stevens Point School District spoke in favor of this type of programming for the developmentally developed individual. The program could cost Portage County \$190,560 without consideration given to any other type of reimbursements possible. COP and CIP dollars are possible in addition to the possibility of diverting ten persons from Community Industries. A Motion was made by Mr. Varney and Seconded by Mr. Jim Clark to accept the committee recommendations as submitted. All were in favor of the motion. Motion carried. The department was requested to have firmer cost figures by budget time in addition to other provider options. The task force was commended for their interest and dedication to this issue.

At this point in time, a quorum was not present so no action could be taken on any subsequent issues. The Board decided to call a third meeting in June. The meeting was set for Thursday, June 30th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center. Meeting was ended at 6:40 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 30, 1983

Present

Gene Szymkowiak
Jim Clark
Marge Schad
Dave Varney
Dick Purcell
Scott Schultz
Dennis Tierney
Shirley Gibb
Jerry Kaczmarek

Excused

Marge Lundquist
Bob Engelhard
Stuart Clark

Others Present: Judy Bablitch, Acting Director; Lauri Rockman, I.M. Supervisor; Lucy Kluck, Business Manager; and Jack Friess, Acting Chairman of the Advisory Committee.

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

At the June 28th meeting, some of the Board members had expressed their feelings that the Board members shouldn't receive a per diem payment for the June 30th meeting. Some felt that all business could have been transacted during the meeting of the 28th and did not feel it was appropriate to claim per diem for this third June meeting. The matter was discussed. It was noted that Mr. Szymkowiak had not been present for the meeting of the 28th and therefore should receive per diem payment for this meeting. A Motion was made by Mr. Schultz and Seconded by Mrs. Schad that all Board members serve without per diem for this meeting. An amendment to the motion was then made by Mrs. Schad and Seconded by Mr. Jim Clark that all members except Mr. Szymkowiak serve without per diem for this meeting. All were in favor of the amendment to the motion. Amendment carried. All were in favor of the amended motion. Motion as amended carried.

I. PROGRAM ISSUES

1. Action on Advisory Committee Bylaws.

The Advisory Committee has worked extensively on the proposed bylaws. Mr. Friess was available to answer any questions on the proposed document. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Advisory Committee bylaws as submitted. All were in favor of the motion. Motion carried.

2. Action on Recommendation for Proposed Advisory Committee Terms of Office.

The Board had been provided with the proposed Advisory Committee terms of office. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the proposed Advisory Committee terms of office as submitted. All were in favor of the motion. Motion carried.

II. PERSONNEL ISSUES

1. Action on Two Requests for Leave of Absence.

The department is requesting approval of two leaves of absence; one for Mrs. Footit from 6/9/83 through 6/8/84 (medical leave) and the other for Mrs. Karner for three months maternity/personal leave from 8/27/83 through 11/20/83. A Motion was made by Mr. Varney and Seconded by Mrs. Schad to approve both leaves of absence as requested. All were in favor of the motion. Motion carried.

2. Action on Three (3) Requests for Limited-Term Employees.

The Board first heard the department's request for two limited-term Account Clerk I's to replace the two persons granted leaves of absence. The funding mechanism for these positions was reviewed. A Motion was made by Mr. Varney and Seconded by Mrs. Schad to approve the request for two LTE Account Clerk I's as requested. All were in favor of the motion. Motion carried.

The Board then considered the request for an additional LTE Typist I position within the Division of Operations. The explanation of need was provided on the memo distributed in the Board packet. A Motion was made by Mr. Schultz and Seconded by Mr. Szymkowiak to approve the LTE Typist I request. All were in favor of the motion. Motion carried.

3. Action on Public Service Employee (PSE) Contract for a Clerical Position.

The department has been informed by the Job Service Office that it will be able to receive the services of a full-time clerical person. This position would be paid for by Job Service but would require the department assuming the responsibility for an unemployment compensation claim after the approximate one-year utilization of this person. Duties would primarily center on telephone relief, duplicating, and I.M. clerical needs. The matter was discussed. A Motion was made by Mr. Varney and Seconded by Mrs. Gibb to approve the request for LTE PSE clerical position. All were in favor of the motion. Motion carried. It was noted that the funds for the unemployment compensation claims could be charged back to the Income Maintenance budget.

III. FISCAL ISSUES

1. Business Manager's Report.

Mrs. Kluck reported that the department's expenses and revenues are on target. In the future, COP costs will be broken down from total Elderly Section costs. The department has received \$120,930 in unanticipated revenues from past audits. Of this amount, \$80,000 is firm. It was suggested that the department direct a letter to the Chairman of the Finance Committee indicating the presence of these funds and recommending that they be used to fund "needy department projects" such as the day care program. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Business Manager's report as submitted. All were in favor of the Motion. Motion carried. A Motion was also made by Mr. Varney and Seconded by Mrs. Schad to approve the expenditures over \$250. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to adjourn the meeting. All were in favor of the motion. Motion carried. Meeting was adjourned at 5:40 p.m.

The next meeting is scheduled for Tuesday, July 12th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JULY 12, 1983

Present

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

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Acting Director; Doug Mormann, Jim Canales, and Daryl Kurtenbach, Coordinators; Suzanne Oehlke, WIC Director; Lucy Kluck, Business Manager; Mike Houlihan and Dave Christiansen of the Portage House; Roger Bullis, consultant for the Portage House project; George Samardich, County Home Administrator; Jeff Grover, advisory committee member; Scott Krueger representing WSPT; Bonnie Bressers representing the Stevens Point Journal.

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

I. MINUTES, REPORTS, CORRESPONDENCE

1. Approval of the Minutes of the June 28th and June 30th Community Human Services Board Meetings.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the June 28th and June 30th meetings as submitted. All were in favor of the Motion. Motion carried.

2. Correspondence

Mrs. Bablitch reported that the department received a thank you letter from Lon Newman for our contributions to the Portage County Commission on Women's hearings on the status of women.

I. MINUTES, REPORTS, CORRESPONDENCE (continued)

3. Acting Director's Report

Mrs. Bablitch reported that the department is in the process of reviewing all clerical office equipment in an effort to gain maximum efficiency. When the analysis is complete, it will be brought before the Board for comment and action.

II. PROGRAM ISSUES

1. Authorization for Use of Project Income to Purchase Personal Computer for Portage House.

Mike Houlihan, Director of the Portage House, and Roger Bullis of the Communication Department at UWSP presented their proposal of the equipment needed to meet the computer demands of the Portage House. The detail equipment proposal was distributed to all Board members. Some Board members questioned the need for the 128K memory and the amount of software included in the package. It was also suggested that this equipment be shared with other county units who might have need of this computer. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to approve the proposed package of \$4,000 as submitted in addition to the \$100 consultant fee. In favor of the motion: Schad, Varney, Lundquist, Purcell, Schultz, Tierney, J. Clark, S. Clark. Against the motion: Gibb and Engelhard. Motion carried by a vote of 8-2.

2. Report on Financial Impact of Decertifying Beds at the Portage County Home. Possible Action on Bed Decertification.

The Board members had been provided with the report by Clifton, Gunderson and Co. on the Projected Costs Per Patient Day Due to Decertification of 44 Licensed Beds. Mrs. Bablitch reported that at its meeting earlier in the day, the Nursing Home Committee voted 3-2 not to decertify the 44 beds at the County Home. Mr. Samardich indicated that it would have cost a resident about \$700 more per year to live at the Home if the beds would have been decertified. Of the \$3.08 cost increase for decertifying the beds, \$1.00 would have been picked up by M.A. reimbursement policy and \$2.08 would have to be picked up by Portage County. Mrs. Bablitch indicated that the East Wing is not adequate for skilled nursing care and this situation will have to be addressed in the near future. Mr. Engelhard reported that he had voted in favor of decertifying the nursing home beds at this afternoon's County Home Committee meeting because of the inadequate conditions of the East Wing. He cited plaster falling from the ceilings and inadequate doorway space to move residents in and out of their rooms in wheelchairs. Mr. Samardich reported that Portage County would be looking at perhaps \$1,000,000 to replace the East Wing. He projects that \$28,000 of this amount would be picked up in state charges per year in addition to the yearly interest on the mortgage. A report will be given at the next County Board meeting on this matter. A Motion was then made by Mrs. Gibb and Seconded by Mrs. Schad to accept the report and recommendation of the Nursing Home Committee not to decertify the 44 County Home beds. All were in favor of the motion. Motion carried.

II. PROGRAM ISSUES (continued)

3. Endorsement of Application to Division of Health for Maternal and Child Health (MCH) Prevention Block Grant.

Mr. Mormann, Coordinator of the Public and Environmental Health Services Division, requested Board approval of the department's Maternal and Child Health Prevention Block Grant. Mr. Mormann indicated that the county would receive around \$30,000 if the grant is approved by the state in its entirety. The block grant encompasses seven or eight different kinds of activities including the What Now? program, subsidizing the blood pressure control program, Student Health Assistance program, Fluoride Mouthrinse Program and lab technician's salary. Mr. Mormann's initial request had been for \$31,100 but he had been advised by the state the maximum request can only be for \$30,800. He will reduce his original grant application by that amount. The Board discussed the grant application. A Motion was then made by Mrs. Schad and Seconded by Mr. Tierney to approve the application of the MCH Block Grant as requested. All were in favor of the motion. Motion carried. Mr. Mormann also introduced Jeff Grover who is coordinating the Student Assistance program at SPASH this year.

4. Endorsement of Application to Division of Health for Women, Infants, and Children (WIC) Program Funds.

Ms. Oehlke, WIC Director and Nutritionist for the WIC Program, requested Board endorsement of the proposed 1984 application for the WIC program. Ms. Oehlke estimated that approximately 975 persons per month will be served in this program during 1984. The projected 1984 cost is \$56,160. Suzanne is planning an exercise session for children and adults during WIC sessions with the help of the Wellness Commission. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the WIC application as submitted. All were in favor of the motion. Motion carried. Any Board member wishing a complete copy of the application form can contact the department.

5. Scheduling Meetings to Review 1984 Department Budget.

As in past years, the Board was asked to schedule budget meeting dates during the month of September. It was decided that the budget hearings would be on Tuesday through Thursday, September 13th, 14th, and 15th. The Board requested that each meeting last no longer than two hours and begin at 4:30 p.m. Final budget approval for the total department budget will be given on the final night of hearings. Budget packets will be provided to the Board in advance of the first meeting.

III. PERSONNEL ISSUES

1. Action on Request for Educational Leave of Absence.

Ms. Gotham, a nurse on the Community Support Team is requesting an educational leave of absence from September 5, 1983 through May 4, 1984. The total leave per week would be 13 hours of uncovered time. The department has reviewed the client needs and services available and has determined that it would be in the best interest of the clients and the department if the leave was granted. A financial impact statement was provided to members in the Board packet. A Motion was made by Mr. Engelhard and Seconded by Mrs. Schad to approve the educational leave of absence request for Ms. Gotham as requested. All were in favor of the motion. Motion carried.

2. Action on Request for Limited-Term Employee.

The department is requesting approval to hire a 13-hour per week limited-term Community Health Nurse to fill the vacancy caused by granting an educational leave of absence to Ms. Gotham. The department has determined that it will not be possible for any other staff member to assume the additional 13 hours of nursing time. A Motion was made by Mrs. Schad and Seconded by Jim Clark to approve the LTE 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. Varney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:35 p.m. The next meeting is scheduled for Tuesday, July 26th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JULY 26, 1983

Present

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

Excused

Shirley Gibb
Scott Schultz
Stuart Clark
Bob Engelhard

Others Present: Judy Bablitch, Acting Director; Daryl Kurtenbach and Doug Mormann, Coordinators; Paul Jadin, Personnel Manager; Pat Ritter, line staff; participants in the Single Prenatal class and What Now program; Lucy Kluck, Business Manager; Sue Rutta, Recording Secretary; Diane Kliss, What Now Program.

I. BOARD TRAINING

Services Provided Through Maternal and Child Health/Prevention Funding

Of the six components funded through Maternal and Child Health dollars, a brief overview was given on the Single Prenatal Classes and the What Now Program. Mrs. Ritter, staff nurse responsible for the single prenatal classes presented the Board with an outline of the objectives of the class along with highlights on its programming. The average age of participants is 18. Last year, 60 referrals were received on single mothers. Of that total, Mrs. Ritter met with 42 of them. Twenty-eight chose to attend the single prenatal classes. Mrs. Ritter indicated that one of the goals is to increase attendance at the single prenatal classes and that more one-on-one contacts will be made in 1984. It was also suggested that some of the more appropriate presentations be videotapped and used at St. Michael's Hospital or within the department for clients who cannot attend classes at the department. A past client spoke in favor of this class.

Diane Kliss, Coordinator of the What Now program, spoke briefly about the services offered through the program. This program reaches mothers with infants 0-9 months and mothers with infants 10-18 months. Meetings are held at Trinity Lutheran Church from 10:30 a.m. to noon on Wednesdays. The first and third Wednesday of the month services the mothers of children 10-18 months while the second and fourth Wednesdays are reserved for mothers of children 0-9 months. The average number of mothers participating with children 0-9 months is around ten; while the 10-18 month group is around 4 to 5 persons. Ms. Kliss reviewed program content with the Board. A mother current attending the classes spoke in favor of this program.

All participants were thanked for their presentations on the programs.

The meeting was called to order by Chairman Purcell at 5:00 p.m. on Tuesday, July 26, 1983, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 12, 1983 Community Human Services Board Meeting.

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

2. Correspondence.

The Acting Director read a letter from the Health Resources Committee supporting work of the North Central Area Health Planning Association (NCAHPA) and requesting favorable endorsement of its funding level request for 1984. Mrs. Bablitch reflected that the NCAHPA had been granted \$5,093 in 1981; \$0 in 1982; and \$4,000 in 1983. The NCAHPA will be requesting 9¢ per capita for 1984 which amounts to approximately \$5,400. Mrs. Bablitch reported that as of this date, Mr. Snyder has not contacted her regarding endorsement by the Board for the funding request.

The department has received a request for interested Board members to serve on a WSSBM&DA Task Force studying the various aspects of the Children's Code. Any recommendations on this issue will also be accepted. WSSBM&DA would then refer its findings and recommendations to the Legislature for action. Jim Clark, Marge Lundquist, and Dick Purcell indicated that they would like more information on participation on this task force. As information is received it will be brought before the Board.

Mrs. Schad indicated that she reported to the Finance Committee that the Community Human Services Department had received an unanticipated cash return of \$120,000 this year. The Finance Committee, however, will not consider any request by the department for additional needy projects.

Mr. Szymkowiak, Chairman of the Environmental Health Appeals Board, and Mr. Mormann reported that the Appeals Board conducted its first hearing on two environmental requests. Both requests were approved in favor of the appellants. Mr. Mormann noted that he anticipates approximately three more cases to come before the Appeals Board.

3. Acting Director's Report.

Mrs. Bablitch reported the department is beginning to work on its 1984 budget. She also reported that an Alternate Care Center Committee has been set up to review the program and its financial needs. Monitoring of this program has suffered because of the changeover in administrative personnel in this department and the County Home.

II. MINUTES, REPORTS, COMMENTS (continued)

4. Advisory Committee Report.

Daryl Kurtenbach reported that the committee continues to meet on the third Monday of each month. At the last meeting, the Advisory Committee acted on Environmental Health fees for special studies. This will be presented later in the meeting. In addition, a Prevention Task Force has been begun. It is hoped that a final report on Prevention can be presented to the Board by next May. The Advisory Committee also passed a nonsmoking resolution. The resolution calls for committee members to refrain from smoking in the Gilfry Center except in designated "smoking" areas. A smoking policy is being considered within the department. The agency will also be contacting the Space and Properties Committee regarding its concern about the adequate ventilation of the building. In the future, the Advisory Committee chairman might be working toward closer dialogue with the chairman of this Board.

III. PROGRAM ISSUES

1. Action on Fees for Special Environmental Studies.

Several months ago the Board asked the Advisory Committee to develop a recommendation on an appropriate fee level to be charged to municipalities for special well water quality surveys. At its July 18th meeting, the Advisory Committee recommended that municipalities and other parties who choose to do large quantities (over 15) of water samples at one time should be charged a rate of 1/2 the charge to private individuals for single samples.

In addition, the request by the county Parks Department was heard. The Parks Department requested that the department waive the cost of its Eating and Drinking Establishment license in addition to its Campground license. The waived amount would be \$75.00. It was the Advisory Committee's recommendation that the fee not be waived because the department is required by law to conduct inspections of these facilities and the fee generated covers the cost of the inspections.

A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve both Advisory Committee recommendations as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action on Position Change for Home and Financial Manager/Volunteer Services Coordinator.

The department is requesting Board endorsement of a position change from a 40-hour paraprofessional (Home and Financial Manager) position to a 15-hour (professional) Volunteer Services Coordinator and 25-hour (paraprofessional) Home and Financial Manager position. It is hoped that the current employees could be used which result in no further increase in staff and no layoffs. Mr. Jadin proposed a salary of \$6.88 per hour. Mr. Kurtenbach spoke in opposition to this level indicating department opinion that a more adequate compensation would be approximately \$7.00 per hour. This matter was further considered

IV. PERSONNEL ISSUES (continued)

1. Action on Position Change for Home and Financial Manager/Volunteer Services Coordinator (continued).

by the Board. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to approve that 15 hours of Volunteer Services Coordinator time be assigned to an existing staff position contingent (1) upon successful negotiations with appropriate union personnel and (2) upon the avoidance of undue staff workload disruption or threat of layoffs. All were in favor of the motion. Motion carried. Mr. Jadin indicated that he would inform the union that the position was contingent upon acceptance of the above stipulations and the \$6.88 per hour salary. If these items could not be negotiated, he would withdraw any further consideration of this position.

2. Action on New Position Request for Environmental Health Water Quality Specialist.

The department is requesting Board endorsement of its request for a full-time Environmental Health Water Quality Specialist. The department indicated that this position would only be filled providing that funds could be obtained from the state for this position and that Portage County could enter into a contract with Marathon County for 40% of the cost of this position. The department has determined that it would use 60% of the person's time and that 40% of the time could be contracted out to Marathon County. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the position contingent upon total funding of the position. All were in favor of the motion. Motion carried. The department will proceed with an application to the Division of Health for funds for this position and will contact Marathon County for a commitment for 40% of the position cost.

3. Action on New Position Request for 16-Hour Extension of Typist I Position.

Documentation of need for a 16-hour Typist I position extension was reviewed with the Board. Mr. Tierney suggested that a UW-SP Work/Study individual could provide this type of expertise without the substantial added cost indicated by the department. 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. The department was instructed to work closely with the University when filling these 16 hours.

V. FISCAL ISSUES

1. Business Manager's Report.

It was reported that additional revenue, as seen in the Accounts Receivable Report under Psychotherapy, has been generated in the amount of \$1,800. This is because of the billing for the services of two Master degreed Social Workers now housed within the Mental Health Clinic. It was noted that the EPSDT revenue reflects collections for two months. It was called to the Board's attention that \$11,000 in the Vouchers Over \$250 Report was paid to IBM for maintenance contracts on the mag card machine and OS6. In the Financial Report, it was noted

V. FISCAL ISSUES (continued)

1. Business Manager's Report (continued).

that D.D. project expenses continue to run 15% over budget because of advance payments to the Achievement Center (2 months in advance) and Community Industries (1 month in advance). A Motion was made by Mr. Szymkowiak and Seconded by Marge Lundquist to approve the reports as submitted. All were in favor of the Motion. Motion carried.

Mr. Tierney suggested that this Board recommend to the appropriate committee that a means of bulk buying be investigated. He suggested that perhaps a consortium from Sentry, the University, and Portage County be brought together to discuss the possibilities of bulk buying for all supplies and equipment. It was decided that a letter would be forwarded to the Chairman of the County Board requesting consideration of this matter and under the signature of the chairman.

2. Report on Department's Collection Activity.

It was reported that between 1982 and 1983, approximately 800 accounts were written off as uncollectible in the agency. In addition, there has been some cash flow problems with the state and the department has had limited time to pursue delinquent invoices. It will be the department's goal to actively pursue open credit balances in 1984. A Motion was made by Mrs. Schad and Seconded by Mr. Jim Clark to approve the report. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

1. Adjourn Meeting.

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. The meeting was adjourned at 6:30 p.m.

The next meeting is scheduled for Tuesday, August 9th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 9, 1983

Present

Scott Schultz
Bob Engelhard
Shirley Gibb
Marge Schad
Stuart Clark
Gene Szymkowiak
Jerry Kaczmarek
Dennis Tierney
Dick Purcell

Excused

Marge Lundquist
Dave Varney
Jim Clark

Others Present: Judy Bablitch, Acting Director; Doug Mormann and Jim Canales, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, I.M. Supervisor, Carol Koziol, Alternate Day Care Director; Karen Swan and Jean Howley, line staff; Mary Ann Krueger, concerned citizen; Bonnie Bressers, Stevens Point Journal; Sue Rutta, Recording Secretary.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 26, 1983 Board Meeting.

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

2. Correspondence.

Mrs. Schad reported that Finance Committee had received a request for consideration of payment of a nine-cent per capita assessment by the Health Systems Agency. The request has been referred to this committee for consideration. Judy Bablitch indicated that Mr. Snyder would be appearing before the Board at the next meeting regarding HSA's assessment request.

3. Acting Director's Report.

Mrs. Bablitch extended an invitation from Rich Porubcansky to attend a party at his home on Lake DuBay on Tuesday, August 16th, beginning around 5:00 p.m. Directions to Rich's house were distributed. Mr. Porubcansky will be in town for a few days and would like to renew acquaintances with everyone.

Mrs. Bablitch reported that Peg Hudson, Typist 2 in the Division of Business Services, advised the department that she will not be returning from her extended sick leave. Approximately one year ago, Mrs. Hudson suffered a stroke and was

I. MINUTES, REPORTS, COMMENTS (continued)

3. Acting Director's Report (continued).

granted one year's leave of absence. The department will proceed with the necessary measures to fill the vacancy caused by this resignation.

Agency goals for 1984 were distributed to the members. Mrs. Bablitch asked that the Board review these goals for agency direction and asked that any other suggestions be directed to her before the next meeting. Action will be taken at the August 23rd meeting on the department's goals. The department's goals will also be presented to the Advisory Committee.

Mrs. Bablitch reminded members that information on the 1983-1983 Biennial Budget was included in the Board packets they received. The Board will be kept up to date on this matter.

The department will be applying for capacity building funds. These funds would apply for the years 1983 - 1985 and focus on the chronically mentally ill and developmentally disabled populations. The following dollar requests were noted: for CMI's -- 1983 - \$1,700; 1984 - \$16,000, and 1985 - \$6,300; for D.D. -- 1983 - \$5,400; 1984 - \$10,784, and 1985 - \$10,784. If the application for this request is approved by the granted by the state, the Board will be asked to act favorably on it also.

Further information has been received on the WSSBM&DA Children's Code Task Force. That information was distributed to the Board by Mrs. Bablitch. The Board will be asking Mrs. Lundquist, who had previously indicated an interest to be on this task force, to serve on the Children's Code Task Force. Mrs. Bablitch had been asked to serve by the Committee Chairperson.

The department contacted Dick Karch, county Purchasing Agent, to discuss the potential for group supplies and equipment purchasing with local agencies. Mr. Karch indicated that several years ago he had contacted Mr. Burling who does all the UW-SP purchasing, and suggested a joint purchasing venture. At that time, Mr. Burling declined. Mr. Karch currently purchases 40% of county supplies from Consolidated Stores. In addition, Mr. Karch does sell to other city agencies and is able to obtain substantial discounts on purchases. Mr. Karch, it was suggested, should contact Sentry Insurance and Consolidated regarding mutual purchasing considerations. The committee recommended that Mr. Purcell write to Mr. Steinke, anyway, advising him of their concern.

At its next meeting, the Board will be presented with a word processing demonstration in the building by Wang, Inc. The department will provide a cost analysis for the new equipment versus present equipment.

II. PROGRAM ISSUES

1. Report and Action on Alternate Care Center.

The Board had received a report on the Alternate Care Center Program. A task force including Mrs. Bablitch, Jim Canales, and Dick Purcell representing the department; Pat Stade and Gordon Hanson representing the Commission on Aging; George Samardich and Carol Koziol representing the County Home; and Claude Skibba representing the County Home Committee met to review the program. Projections through December 31, 1983 were also available at that time for review.

II. PROGRAM ISSUES (continued)

1. Report and Action on Alternate Care Center (continued).

The committee felt that because the program is a valuable addition to the range of alternatives for the elderly and is very cost effective, the program should be continued in 1984. The committee recommended that fees be increased from \$1.80 per hour to \$2.20 per hour effective September 1st. In addition, it was felt that the program assistant's hours should be increased from 32 hours per week to 40 hours per week also effective September 1st. It was also concluded that continued supervision of the program be shared between the Nursing Home Administrator and the department's Long-Term Support Coordinator. The most appropriate committee to govern this program, it was determined, would be the Community Human Services Board. The matter was discussed. A Motion was made by Mrs. Schad and Seconded by Mr. Tierney to approve the recommendation of the committee as indicated. All were in favor of the motion. Motion carried. Mrs. Gibb suggested that in the future she would like to see users represented on these types of task forces and committees. Her suggestion was noted by the Board.

2. Pesticide Committee Report and Action on Committee Recommendations.

As staff liaison to the Advisory Study Pesticide Committee, Mr. Mormann reviewed the committee's Second Interim Report and recommendations. In addition, Mr. Mormann distributed Minutes from the July 21st meeting. Mr. Mormann requested Board action on the recommendations submitted to this Board based on the charges given to the committee. Before action on the recommendations were taken, the Board heard a minority report given by Mrs. Krueger, a member of the technical section of the Advisory Study Committee. Mrs. Krueger expressed several concerns about the committee composition and the slowness of action of it. Mrs. Krueger felt that the "victims" of the pesticide problem were not being adequately represented on the study committee and indicated that she wanted the Board to allow expanded representation on the study committee even if it included allowing an additional agribusiness representative on it too. Mrs. Kreuger felt that she could not represent the victims properly by only being allowed to participate as a member of the technical panel. Mrs. Kreuger felt that only three of the individuals on the study committee were pro victim; the rest were "polluters". Mrs. Kreuger requested that the Board endorse the concept but not the specific legislation pending before the legislature on the pesticide matter. She felt that more stringent and therefore better legislation would be forthcoming. Mr. Szymkowiak, a member of the Advisory Pesticide Committee, indicated that while efforts were proceeding slowly, it was very important work that demanded a methodical and logical process. He felt that the committee was not sand bagging any efforts and were indeed very concerned about the groundwater and pesticide issue in Portage County. Mr. Szymkowiak indicated that the public hearing in Plover had good representation and that people had an opportunity to express their concerns on environmental matters. Mrs. Kreuger was thanked for her report.

A Motion was made by Mr. Engelhard and Seconded by Mr. Tierney to approve the concept but the not specific legislation on groundwater and pesticide concerns. All were in favor of the motion. Motion carried.

II. PROGRAM ISSUES (continued)

Pesticide Committee Report and Action on Committee Recommendation-continued..

The Board was then asked to take action on the recommendations for Charge #2 -- that of appropriate actions to be taken to protect health from pesticide exposure which can have an adverse effect on public health. A Motion was made by Mr. Engelhard and Seconded by Mrs. Schad to approve the recommendations for Charge #2 as submitted. All were in favor of the motion. Motion carried.

Mrs. Kreuger expressed concern that the personnel at the UW-SP would probably not be allowed to participate in the study. She indicated that she did not want the request for the study to be addressed by Dallas Peterson at the UW-Madison. Mr. Engelhard reflected that while Mr. Peterson would be the most appropriate person to address our request to, it could also be sent to the Dean of Agriculture at UW-Madison. Mr. Mormann was instructed to refer the letter to the most appropriate person -- wherever the most action would be taken.

As final action, Mr. Mormann requested approval of the two nominations for appointment to the Advisory Committee. It was noted that both Dr. Slater and Dan Trainor had resigned from the committee. Dr. Reigel and Mr. Klessig had both expressed an interest in participating in the Advisory Study Committee. Both nominee's credentials were briefly reviewed. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve Dr. Reigel and Mr. Klessig as replacements to the Advisory Study Committee. All were in favor of the motion. Motion carried.

Mrs. Kreuger once again asked that the Advisory Study Committee's membership be re-evaluated and that she also be appointed to the actual study committee instead of filling her role as technical panel advisor. The Board felt that the matter of whether membership in the actual voting portion of the Advisory Study Committee should be expanded should be referred to the Advisory Study Committee itself and then a recommendation could be brought back to this Board if necessary. Mr. Szymkowiak did not feel that there would be a need to expand the Committee and felt that the current members represented a very neutral factor while the technical panel was composed of both agribusiness concerns and citizen concerns. He felt that it was imperative to keep the voting section of the committee as neutral as possible.

Prior to the conclusion of this topic, Mrs. Kreuger once again expressed her deep disappointment in this Board's and committee's actions on the pesticide matter especially to the slowness of actions and the lack of victim representation on the committee.

3. Fraud Investigation Quarterly Summary (April 1, 1983 - June 30, 1983).

Mrs. Rockman, I.M. Supervisor, presented the second quarter fraud investigation statistics. Mrs. Rockman noted that 3.6% of the caseload was identified as allegedly fraudulent. In addition \$11,865.81 had been recouped in fraudulent AFDC reimbursements and \$3,236.96 in Food Stamp fraud. Currently there are 127 cases under investigation. Mrs. Rockman was thanked for the update.

III. PERSONNEL ISSUES

1. Action on Requests for Maternity Leaves of Absence.

The department is requesting approval of three maternity leaves of absence; 17 weeks each for Karen Swan and Jean Howley, and 19 weeks for Diane Bemis. The matter was discussed with emphasis on the amount of sick time an employee could use while on maternity leave. Mr. Purcell expressed concern that sick time be granted only for the 10-week maternity portion of the maternity leave and that any other time be granted at personal leave with or without pay. A Motion was made by Mr. Engelhard and Seconded by Mr. Tierney to approve the leaves as requested. All were in favor of the motion. Motion carried.

2. Action on Requests for Limited-Term Employees.

With the approval of the three maternity leaves, the Division of Community Health Services is requesting approval to hire two limited-term employees to fill the nursing vacancies caused by these leaves. A fiscal impact for 1983 and 1984 had been done. Mr. Mormann will be able to cover the 1983 additional LTE costs of \$5,136.31 through additional revenues in 1983 and also by delaying purchase of some supplies. A Motion was made by Mrs. Gibb and Seconded by Mr. Engelhard to approve the request for two limited-term employees to fill the nursing vacancies as requested. All were in favor of the motion. Motion carried. Mr. Mormann requested approval to fill the 40-hour LTE nurse request with more than one nurse if needed. The Board indicated that if the LTE position could not be filled by one person then Mr. Mormann would have to bring the request back at that time.

IV. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

2. Vote to Return to Open Session.

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

A Motion was made by Mr. Purcell and Seconded by Mr. Szymkowiak to offer to Judy Bablitch the position of Director at a Grade 25. All were in favor of the motion. Motion carried. The salary will be commensurate with duties and responsibilities of the position.

V. ADJOURNMENT

1. 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 approximately 6:45 p.m. The next meeting is scheduled for Tuesday, August 23rd, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
AUGUST 23, 1983

Present

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

Excused

Dave Varney
Dennis Tierney

Others Present: Judy Bablitch, Director; Daryl Kurtenbach, Coordinator; Mike Houlihan, Portage House Director; George Snyder representing the North Central Area Health Planning Association; Lucy Kluck, Business Manager; and Sue Rutta, Recording Secretary.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, August 23, 1983, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 9, 1983 Meeting.

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

2. Correspondence.

Mr. Purcell had met with Mrs. Krueger, citizens' advocate, regarding proposed legislation on groundwater standards and other environmental issues. Mrs. Krueger requested that the Board ask Tom Dawson, Public Intervenor, to update the Board on groundwater legislation. The Board concurred with this request. A meeting will be set up after the budget has been completed.

Mrs. Bablitch indicated that she had received a request from the Stevens Point Area Wellness Commission requesting space in the Gilfry Building. The letter was placed on file. Mrs. Bablitch indicated she would consult with the Commission as to what its specific needs were.

I. MINUTES, REPORTS, COMMENTS (continued)

3. Director's Report.

Mrs. Bablitch thanked the Board for its vote of confidence in her. She indicated that as Director she will be looking at the job description and duties of the Coordinators to make sure that they were properly classified.

The department is in the process of internal budget deliberations. The Board will receive a copy of the budget for their consideration on September 9th. The department is \$129,000 over the 3% budget increase allowed in 1984. Part of this shortfall is because the Income Maintenance allowance has been decreased by the state in the amount of \$40,000.

The Board has received an invitation to participate in Community Involvement Day at Central Colony on September 22nd. The invitation centers around a trip to that developmental disability center in Madison. Anyone interested in participating in this event should contact Judy.

4. Advisory Committee Report.

Mr. Kurtenbach reported that the Advisory Committee is soliciting candidates to fill the current five vacancies on the Committee. The Board suggested that the Committee try Mary Williams and unsuccessful candidates for the Board position. The Prevention Task Force, in its efforts to coordinate wellness responsibilities within the county, will be contacting the Wellness Commission for its input and assistance with the wellness venture. The media will also be contacted regarding the possibility of perhaps sponsoring a wellness corner for all wellness activities in Portage County. Mr. Kurtenbach reported that the Committee proposed changes to its bylaws. The Board will be acting on these changes later in the Board meeting.

Jim Clark reported that the Advisory Committee is on the move and is becoming very active. The Advisory Committee members, because they are volunteers, are paid mileage for meetings.

Mr. Kurtenbach reported that Mrs. Krueger attended the last Advisory Committee meeting because she had thought that the Community Human Services Board had directed the Advisory Committee to analyze current membership on the Pesticide Task Force. Mrs. Krueger indicated that there should be more "victims" on the Pesticide Task Force than there currently is. It was finally clarified that the Pesticide Task Force would look at its own membership.

As a final comment, Mr. Kurtenbach indicated that the department is in need of volunteer drivers. If any Board member knows anyone willing to drive, they should contact Daryl. Volunteer drivers are paid 20¢ per mile.

II. PROGRAM ISSUES

1. Demonstration of Office Equipment.

A demonstration of Wang office equipment was presented to the Board. The department is investigating the possibility of new office equipment to replace the OS6 and mag card. After the demonstration, a price comparison was distributed to members for their information. No action was requested at this time. The department will be proposing new equipment in the 1984 budget.

2. Action on Request for Financial Assistance to North Central Area Health Planning Association (NCAHPA).

Mr. George Snyder of the NCAHPA appeared before the Board to request endorsement of its 9¢ per capita request. Mr. Snyder briefly reviewed the functioning of the NCAHPA and the services it provided over the past year. Mr. Snyder indicated that all twelve counties participate in the Association and that nine out of the twelve counties have supported it last year. A Motion was made by Mr. Scott Schultz and Seconded by Mrs. Schad to refer the Association's request for funding to the Finance Committee without any set dollar figure endorsed. A roll call vote was taken. With the exception of Mr. Szymkowiak and Mrs. Lundquist, all were in favor of the motion. Motion carried.

3. Action to Enter into Agreement with UWSP for the College Work/Study Program.

The Board considered an Agreement with UWSP for College Work/Study Program students. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak to approve the entering into such an Agreement. All were in favor of the motion. Motion carried.

4. Action on Change in Advisory Committee Bylaws.

The Advisory Committee's proposed bylaw changes had been reviewed by the Board. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the changes as requested. All were in favor of the motion. Motion carried.

5. Action on Purchasing File Cabinets for Income Maintenance Section.

The department is requesting permission to purchase three of the six needed file cabinets for the Income Maintenance Section this year. The purchases would be paid for by state and federal monies. A Motion was made by Mrs. Lundquist and Seconded by Mr. Engelhard to approve the request as submitted. All were in favor of the motion. Motion carried.

6. Action on 1984 Department Goals.

At the Board's last meeting, Mrs. Bablitch requested that the Board review the department's 1984 Goals and be prepared to act on them at this meeting. The Board concurred with the goals as stated but also requested that a goal on "cost containment" be added. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the 1984 department goals as amended. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Approval of Vouchers over \$250.00.

Vouchers over \$250 were reviewed with the Board. A Motion was made by Mr. Engelhard and Seconded by Mrs. Schad to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

2. Business Manager's Report.

It was noted that an additional \$31,514 will be received by the department due to a desk review for 1982 state grant-in-aid. The Board had been provided with copies of the Financial Report and Accounts Receivable Report. A Motion was made by Mr. Engelhard and Seconded by Mrs. Schad to accept the Business Manager's Reports as submitted. All were in favor of the motion. Motion carried.

IV. ADDENDA

1. Approval to Authorize Portage House Director to Participate in the National Academy of Corrections Training Program in Boulder, Colorado, September 11th - 23rd.

Mr. Houlihan appeared before the Board to request permission to participate in the National Corrections training program in Boulder, Colorado. He is one of five persons selected from around the country to attend the program. All expenses will be paid for by the federal government. Mr. Houlihan indicated that in his absence, Mr. Christophersen would be left in charge. A Motion was made by Mr. Engelhard and Seconded by Mr. Scott Schultz to approve Mr. Houlihan's request. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

1. Adjourn.

A Motion was made by Mr. Engelhard and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:20 p.m. The next meeting will be held on Tuesday, September 13th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 13, 1983

Present

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

Also Present: Judy Bablitch, Director; Doug Mormann, Daryl Kurtenbach, Bill McCulley, and Jim Canales, Coordinators; Vicki Scholze, student intern; Lucy Kluck, Business Manager; Sue Rutta, Recording Secretary; Tim Blotz representing WSPT; Steve Tuszka, Supervisor; and Bonnie Bressers representing the Stevens Point Journal.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 23, 1983 Meeting.

A Motion was made by Mr. Scott Schultz and Seconded by Mr. Gene Szymkowiak to approve the Minutes of the August 23, 1983 meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Purcell read a letter that was sent to Mr. Tom Dawson, Public Intervenor. The Board has invited Mr. Dawson to its meeting on October 25th to discuss groundwater legislation.

The Board also received a thank you note from the North Central Area Health Planning Association for its endorsement of financial support for that agency in 1984.

Mrs. Bablitch read a letter from the Portage County Commission on Women. The Commission also enclosed a copy of the recommendations they are forwarding to the County Board resulting from the public hearings on the status of women in Portage County which was conducted by the Commission last May. The recommendations support, in particular, the provision of emergency funding for child care in Portage County and recognition that this department is responsible for the public health of the community and therefore endorses educational programs especially centering around child abuse.

I. MINUTES, REPORTS, COMMENTS (continued)

3. Director's Report.

Mrs. Bablitch reported that the department has filled the child psychologist vacancy in the Mental Health Clinic. Dr. Mike Schulein has accepted the position and has been employed since the beginning of the month.

The department has participated in three program audits. In the audit to determine compliance with foster care guidelines, it was noted that no errors existed. The second program audit was for the WIC program. Again, the department received a good report. The last program audit was not as successful. This audit centered around the department's restaurant inspections for the state. The department has been devoting more time to groundwater and pesticide inspections and even less time to restaurant inspections. The state usually does an audit of agencies every eighteen months. However, the next audit for the department will be in six months. The state will be looking for us to improve our below-state-average scores.

The Personnel and Finance Committee did not approve either new position request made by the department. However, because of numerous misunderstandings during that joint meeting, it has been suggested that the department bring back the Sanitarian (Water Specialist) position. This position is imperative to the department in light of the our problems with the state contract for restaurant inspections. The department asked for support in this matter. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to request that the new position of Sanitarian be reconsidered by Personnel and Finance Committee. All were in favor of the motion. Motion carried.

II. REVIEW OF 1984 COMMUNITY HUMAN SERVICES BUDGET

1. Overview of 1984 Budget.

The Board was given an opportunity to express concerns over any items in the letter of overview submitted by Mrs. Bablitch, the 1984 Budget Recap, or the 1983/84 Line Item Comparisons.

A question was raised in the 1983/84 Line Item Comparison about the percentage increase as noted in the Salary line item. It was explained that this increase is 5.9% instead of 3% for several reasons -- there are 8 additional hours in 1984 than in 1983; the fact that some 1984 salary for nonunion personnel reflected 1-1/2 years span instead of a one year span because of the way salaries had been calculated in 1983; and the EAP wage is now included in the salary item.

It was noted that comparisons are based on a budget-to-budget cycle. It was decided that coordinators would not highlight their salary and fringe line items unless additional staff were included in these line items.

Mrs. Bablitch indicated that the department had tried to present a realistic and accurate picture as to the department's needs in 1984. Department staff have all worked hard to bring this document to the Board.

II. REVIEW OF 1984 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET

2. Administration Budget.

Mrs. Bablitch review the Administration Budget. The budget represents a decrease of 26.3% because the Associate Director position will not be filled. There were no questions or items flagged for further discussion.

3. Business Administration Budget.

Mrs. Kluck addressed questions on this budget. An 8.8% decrease instead of an 8% decrease is expected in 1984. This is because the line item Board Per Diem/Travel has been removed from the Community Human Services 1984 budget and placed in the County Clerk's budget. This amount has also been deducted from the department's base. This account also calls for a 5-year installment purchase for new equipment. However, the department strongly recommends that this equipment be purchased in 1983 because of the potential cost savings and because the present equipment continues to continuously breakdown.

FLAG: Purchase of Equipment with 1983 funds instead of 1984 funds. Page BA-24. Potential to cut \$7,524.

4. Division of Shared Services Budget.

The overall Shared Services Division budget calls for a 9.7% increase. Mr. Kurtenbach reported that the Child Day Care line item is at bare bones and that in order to serve all potential clients in 1984, the budget could be increased by \$12,000. He also stated the Volunteer Travel has not been allocated enough money according to the figures for the last several months. In order to cover this potential deficit, an additional \$2,000 could be added to this line item.

FLAG: Child Day Care - page SS-42, Support Services Section - Potential for increase to a maximum of \$12,000 needed.

FLAG: Volunteer Travel - page SS--45, Support Services Section - Potential for increase to a maximum of \$2,000 needed.

5. Division of Community Health Services Budget.

Mr. Mormann presented the Community Health Services budget. He indicated that the Maternal and Child Health/Prevention Block Grant has been approved and is included in this budget along with the expenses and revenues associated with the Water Quality Specialist/Sanitarian. The total Division budget reflects a 0.5% increase.

A. Coordinator Budget.

No concerns or line items were questioned in this budget.

5. Division of Community Health Services Budget (continued).

B. Community Health Section Budget.

Mr. Mormann reviewed this section's budget. In the line item, Rent, the Board suggested that perhaps rent could be obtained free of charge from at least the town halls. Mr. Mormann will investigate this possibility. Mr. Mormann asked for Board permission to reduce the fee for blood pressure screenings to the community from \$2.00 to \$1 in order to be consistent with the cost charged by other agencies. He also requested that the fee charged for influenza vaccine be reduced in 1984 from \$6.00 to \$3.00. Unless otherwise amended by the Board on Thursday, the fee revisions will stand as requested.

C. Environmental Health Section Budget.

Mr. Mormann reported that an arrangement has been worked out with the Sheriff's Department so that vehicle repairs can be done by the auto mechanic in that department. The line item for Vehicle Depreciation carries a \$0 request because the department did not feel it could afford to allow any funds for this line item. However, Mr. Mormann stated that in 2-3 years, the department will have to look at replacing the Environmental Health cars or going with additional cars in the county pool. Mr. Purcell indicated that the county does not use a depreciation account for any of its equipment. When appropriate, the Board will make a final determination on this matter. Mr. Mormann noted that unless the Board disapproves, a \$6 increase in Sanitary Permit license fees will go into effect January 1st. This increase is necessary to cover the \$6 increased state cost to the agency. Also, Mr. Mormann noted that Eating and Drinking licenses will only be issued to taverns which sell food. We cannot now legally charge restaurants a county fee in addition to the state fee that they must pay. The department indicated that the Wisconsin Fund fee will be increased in 1984 from \$30 to \$50. There will also be a new fee for Holding Tank Appeals in the amount of \$100 per appeal. The Board indicated that unless otherwise amended on Thursday night, the fee changes will stand as requested.

D. Health Education Section Budget.

Mr. Mormann briefly reviewed line items in this budget. Note that the MCH grant includes the same number of LTE's as in the past. There were no questions or concerns voiced by the Board in this area.

E. Home Health Section Budget.

In addition to the regular full and part-time staff, this budget allows for an addition 3,132 hours in LTE nursing time (3 nurses) and 2,088 hours of LTE aide time (2 aides) to allow for the flexibility needed in caseloads throughout the year. This is the same number of staff that the program currently has. The section is also requesting the approval to hire a consultant to review the annual cost report to see if additional revenues can be recuperated from Medicare. The program pays for itself through private, Medicare, Medicaid, and third-party reimbursement. The Board indicated that unless otherwise amended on Thursday night, these items will stand as indicated.

5. Division of Community Health Services Budget (continued).

F. WIC Budget.

Mr. Mormann reported that the WIC budget is self-sustaining. No changes or concerns were noted in it.

The staff was thanked for their presentations.

III. ADJOURNMENT

A Motion was made by Mr. Scott Schultz and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:10 p.m. The next meeting will be tomorrow, Wednesday, Sept. 14th, beginning at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 14, 1983

Present

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

Excused

Jerry Kaczmarek

Also Present: Judy Bablitch, Director; Daryl Kurtenbach, Doug Mormann, Jim Canales, and Bill McCulley, Coordinators; Steve Tuszka, Jerry Koeppel, Jay Cleve, and Lauri Rockman, Supervisors; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Vicki Scholze, Student Intern; David Christofferson of the Portage House; Brian Shoup of the Alcohol and Drug Abuse Council; Romel Cooney of the Alternate Care Center; Paul Rice and staff of the Community Industries Corporation; Bonnie Bressers of the Stevens Point Journal; members of the Stevens Point Difference; and other concerned citizens.

The meeting was called to order by Chairman Purcell at 4:35 p.m. in Conference Room 1 of the Gilfry Center.

I. REVIEW OF 1984 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET

1. Continuation of the Division of Community Health Services Budget.

The Board review this Division's budget in its entirety last night. No further action is needed today on this budget.

2. Division of Restorative Care Budget.

Mr. McCulley reported that the total Division budget reflects a 6.3% increase. Included in the total budget is an in-home Placement Prevention Grant request. Mr. McCulley briefly reviewed the services and sections in the Division.

A. Coordinator Budget.

There were no questions or concerns with regards to the Coordinator's budget.

2. B. Counseling Budget.

Mr. Koepfel reiterated that this section budget includes the Placement Prevention grant's expenses and revenues. Maximum usage has also been projected in the state funds used for Substitute Care and Youth Aides. The Board voiced no concerns with this budget.

C. Income Maintenance Budget.

Mrs. Rockman noted that this is the first year in which Portage County's allocation from the state has been cut. The I.M. allocation reduction in 1984 will be \$40,000. However, the I.M. section will be self-sufficient. Mrs. Rockman reviewed several line items with the Board. There were no other concerns shared on this budget.

D. Psychological Services Budget.

Jay Cleve noted that over 90% of his budget focuses on salaries. Dr. Cleve shared with the Board his section's commitment to pre- and post-testing of certain clients within the next year.

E. Chemical Dependency Budget.

Mr. McCulley indicated that because of a projection of more use from community-based services for chemical dependency treatment, it was possible to reduce the Inpatient line item from \$64,110 to \$49,120. In addition, Community ADA line item should be adjusted from \$247,420 to \$252,420. The total savings would still net the department \$10,000. The total budget should reflect \$257,617. If the department could realize \$28,409 from the Intoxicated Driver Program instead of the \$23,182 the department would realize a 0% increase in this budget. As it stands currently, there is a 1.7% increase projected. The state had indicated that Portage County had not used the maximum of funds for this Intoxicated Program and therefore cut the 1984 allocation. This is not true. There had been a reporting error when the report was submitted to the state. The allocation is, therefore, being contested. The Board did not cite any areas for improvement.

F. Mental Health Contracts Budget.

It was projected that an additional \$4,200 would be needed for Inpatient days in 1984 because of a client identified as in need of services within the last few days. Therefore, the Inpatient line would should reflect \$333,265 instead of \$329,065. Mr. McCulley noted that the department will begin to try to collect for Delinquent Inpatient Fees. As a result, \$500 had been included in 1984 revenue. When questioned as to the amount of delinquent inpatient fees, it was noted that around \$250,000 is delinquent. The Board questioned if \$500 was reasonable or whether this revenue projection could be increased. The Board also indicated that they wanted quarterly reports on the collection of Accounts Receivable.

FLAG: Delinquent Inpatient Revenue - Page RC-108. Potential for increase in revenue collection.

2. G. Portage House Budget.

Mr. Christofferson entertained any questions the Board might have on this budget. This is a self-sustaining program. There were no further questions on this budget.

3. Division of Long-Term Support Services Budget.

Mr. Canales indicated that several items are included in this Division's budget that had not been there in the past. These things are the Alternate Care Program, reimbursement to Dunn County for client care, 20-hours of Protective Services Worker time per week, and a new full-time social work position effective 7-1-84. Again, the emphasis on care is for community-based services in lieu of institutionalization. Funds for a new Developmental Disability Day Care program have also been included in the budget. The total increase in the budget for this this section is 11.5%.

A. Coordinator Budget.

Mr. Canales briefly reviewed this budget. There were no questions or concerns expressed with it.

B. Alternate Care Center Budget.

The Alternate Care Center reflects the direction of the Board in this program. The program includes a full-time program assistant and an increase in charges per hour to \$2.20. The program reflects a 45.2% decrease in 1984. There were no concerns expressed with the budget proposal.

C. Community Options Budget.

Mr. Canales once again stated that this budget reflects an increase of one full-time social worker beginning 7-1-84 as recommended by the COP Committee. Funding for this position would be available through COP funds. If the position was denied, these funds would be used to offset county dollars in the total department budget.

FLAG: Salary and all Fringe line items - Pages LT-26 through LT-30. Potential to make this position LTE or not to fund it.

D. Community Support Program Budget.

Mr. Tuszka reviewed this section budget with the Board. It was noted by the staff and Board that efforts to decrease the cost of Inpatient Clark County care was not successful. This is the least restrictive environment for that client. No other concerns were noted.

1. 3. Division of Long-Term Support Services Budget (continued).

E. Developmental Disabilities Budget.

Mr. Canales noted that a new line item appears in this budget -- that of Dunn County Adult Placement for \$1,200. This is a gentleman's agreement to pay for case management services for an ex-Portage County resident that now resides in Dunn County. Also included in this budget in the funding for a new D.D. Day Services Program. The \$45,720 cost of this new program will be offset with \$10,720 in grant money. It was noted that Community Industries was given a 5% increase for 1984 which will be \$14,000 short of their requested amount. A letter was read from the Stevens Point Difference endorsing the D.D. Day Services Program. It was also noted that the cost for the D.D. Day Services Program would increase in 1985 to \$66,500 most of which would have to be funded through county dollars. Mr. Varney questioned whether it would be better to increase dollars spent at CIC for current services than to later have these clients served through more expensive care.

FLAG: Work-Related Services - Page LT-79. Potential for reinstatement of \$14,000 into CIC's budget request for 1984.

F. Elderly Services Budget.

Mr. Tuszka briefly addressed the Elderly Services budget. It was noted that the Supportive Home Care line item was also at minimum and that there was potential for increasing needed services in this area. No dollar figure for need was addressed.

FLAG: Supportive Home Care - Pages LT-107 and LT-108. Potential for an increase in dollars due to increase in need for services. No dollar figure stated.

The Board thanked all budget presenters and the Stevens Point Difference for their input into the budget process today. The Board will take final action on the budget at its meeting on Thursday.

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. The meeting was adjourned at 6:00 p.m. The next meeting will be tomorrow, 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 MEETING
SEPTEMBER 15, 1983

Present

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

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Lauri Rockman, Steve Tuszka, Jerry Koeppel, and Maria Boario, Supervisors; Bill McCulley, Doug Mormann, Jim Canales, and Daryl Kurtenbach, Coordinators; Deb Richmond and Deb Pierce, line staff; Lucy Kluck, Business Manager; Paul Rice of Community Industries; Brian Shoup of Community Alcohol and Drug Abuse Center; Marlene Miller of Achievement Center; Pat Stade of the Commission on Aging; Bonnie Bressers of the Stevens Point Journal; Stevens Point Difference members; concerned citizens.

The meeting was called to order at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Thursday, September 15, 1983.

It was reported by the Director and the Chairperson that, because the department had been informed via letter today that state reimbursement for Medicare rates would rise from 70% to 80%, an additional \$20,805 would be realized in 1984 revenue. With this increased revenue, the department will be under the county mandated 3% 1984 increase. Without any other changes to the budget, the county share will now be 2.7% or a total of \$1,117,523. Before any other action was taken to approve the 1984 department budget, the Board decided to review division budgets and needs.

It was reported that an additional \$500 could be added to revenues in 1984 in the line item Delinquent Fees Revenue. After a discussion of this matter, it was decided not to increase this line item.

The first division budget for consideration was that of Administration. There were no further questions or concerns regarding this budget. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Administration budget as submitted. All were in favor of the motion. Motion carried.

The next budget to come under scrutiny was that of the Business Administration budget. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to buy the word processing equipment out of 1983 funds instead of 1984 funds thereby reducing this budget by \$7,524. Mr. Tierney indicated that he would like to amend the motion to read that the department check out the University discount allotment before buying from Wang because he felt that the department could receive the same discount advantage as the university. Motion carried. A Motion was then made by Mr. Varney and Seconded by Mrs. Schad to approve the Business Administration budget as amended (excluding the \$7,524). All were in favor of the motion. Motion carried.

Before taking action on any more division budgets, the Board concurred that it was important to get the director's, members' and any other citizen input on the rest of the budgets. Therefore, the floor was open to any other discussion or concerns on any of the remaining budgets.

Mrs. Bablitch indicated that she would be supportive of granting an additional increase to Community Industries and also providing additional dollars to the Volunteer Travel line item. Mrs. Bablitch felt that Child Day Care has received more money than it had in the past and that while the amount allocated by the department was not enough to meet the needs of all clients, she felt that there were more pressing needs that needed Board consideration and dollars. Mrs. Bablitch emphatically endorsed beginning the new proposed D.D. Day Services Program along with the Alternate Day Care Program for the elderly. If additional cuts needed to be made in the budget, Mrs. Bablitch felt she would be more willing to investigate the possibility of hiring an LTE or perhaps not filling the requested HSS1-Social Worker for the Community Options Program. Both Mrs. Stade, COP Chairperson, and Mrs. Schad, COP member, spoke in favor of hiring a social worker for this position.

The implications, pro and con, of not funding the ex-Portage County resident who resides in Dunn County and for whom we will be paying a case management fee of \$1200 to Dunn County for in 1984 was discussed. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the recommendation of the Director and decline to pay to Dunn County for case management services for the ex-Portage County resident. A roll call vote was taken. Nay: Purcell, S. Clark, Schultz, and Engelhard. Aye: Schad, Tierney, Varney, J. Clark, Lundquist, Gibb, Szymkowiak. Motion carried.

The matter of funding the full-time HSS1-Social Worker for the COP program beginning July 1, 1984 was discussed. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to approve funding this position as indicated. With the exception of Mrs. Gibb, all the rest were in favor of the motion. Motion carried.

Additional funding needs and ability to fund additional costs at Community Industries were discussed. CIC's request for 1984 was \$14,000 less than had been allowed by the agency. Mr. Rice indicated that upon further calculations, he could cut his costs approximately \$4,000 and would now need \$10,000. Mrs. Gibb spoke in favor of additional financial support to CIC but no more than 2%. Mr. Varney also spoke in favor of additional funding. A motion was made by Mrs. Schad and Seconded by Mrs. Gibb to increase funding to CIC by \$5,000. All were in favor of the motion. Motion carried.

A Motion was then made by Mr. Engelhard and Seconded by Mrs. Schad to adopt the budget as amended. Roll call vote was taken. In favor of adoption the budget: Schad, Varney, Purcell, Engelhard, Schultz, Gibb, S.Clark. Against adoption. J.Clark, Tierney, Lundquist, and Szymkowiak. Motion carried. It was noted by Mr. Tierney that the reason he was in opposition to the motion was the fact that additional funding should have been available to other needy areas within the department, such as

Volunteer Travel since the 3% budget limit had not been reached.

III. PROGRAM ISSUES

1. Approval of Maternal and Child Health/Prevention Grant.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the Maternal and Child Health/Prevention Grant as submitted. All were in favor of the motion. Motion carried.

2. Approval of Transfer of Income Maintenance 1983 Funds for Purchase of Equipment.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the transfer of Income Maintenance 1983 funds to purchase equipment (electronic stencil and three I.M. file cabinets). All were in favor of the motion. Motion carried.

3. Approval to Purchase Word Processing Equipment.

The word processing equipment had been approved when discussing the Business Administration budget. However, the Motion to approve purchasing this equipment in 1983 was made by Mrs. Schad and Seconded by Mr. Varney. All had been in favor of the motion.

IV. ADJOURNMENT

A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:30 p.m. The next meeting will be held on Tuesday, September 27th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Administrative Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 11, 1983

Present

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

Excused

Stuart Clark

Others Present: Judy Bablitch, Director; Bill McCulley, Doug Mormann, and Daryl Kurtenbach, coordinators; Lauri Rockman and Bob Schmitz, Supervisors; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Mary Kampschoer, Advisory Committee member, and newsmedia.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the September 13th, 14th, and 15th, Community Human Services Board Meeting.

A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the Minutes of the September 13th, 14th, and 15th, meeting was submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch reported that she had received a letter from the Stevens Point Area Wellness Commission indicating that they had chosen not to pursue renting space in the Gilfry Center. The letter was placed on file.

3. Director's Report.

Mrs. Bablitch reported that the department was not awarded the Placement Prevention grant. She also noted that the Finance Committee did approve the department's request for the word processing equipment, stencil, and file cabinets to be paid with 1983 funds. The 1984 proposed budget will also go before the Finance Committee on Wednesday, October 12th. The final preparations in coordinating the agency's Coordinated Plan and Budget (CPB) with the final proposed budget figures are well underway. The agency plans to submit the CPB to the state government around mid-October.

I. 4. Advisory Committee Report.

Because Mr. Jim Clark had been excused from the last Advisory Committee meeting, Mr. Kurtenbach gave the Board an update. Mr. Kurtenbach stated that the committee formed the Teenage Drinking Task Force at its last meeting. A transmittal regarding this task force was distributed to all Board members. The next several meetings of the Advisory Committee will be used to review the Divisions' goals and objectives. Mr. Kurtenbach also indicated that recruitment efforts for new Advisory Committee members have been slow. Only one or two applications have been received so far.

It was noted that the Advisory Committee will be using a new transmittal form to direct matters of importance to the Board. The Advisory Committee also has requested that the Board use the second transmittal form (that which is to be directed to the Advisory Committee from the Board) for any type of formal communications.

The Board requested that the Advisory Committee have a report and recommendation on the drinking legislation ready for them at the next meeting on October 25th. This request will be forwarded to the Task Force.

II. PROGRAM ISSUES

1. Action on Emergency Policy for the Energy Assistance Program.

Mrs. Rockman reviewed the emergency policy with the Board. She noted that this is exactly the same policy as that used in 1983. The 125% of poverty figure could be changed to 150% before the program gets final endorsement. Mrs. Rockman indicated that no problems arose last year because of the emergency policy. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the emergency policy for the Energy Assistance Program as submitted. All were in favor of the motion. Motion carried.

2. Action on Setting Priorities for Day Care Program.

Mr. Kurtenbach briefly reviewed the priorities as recommended by the department with the Board. Priorities have to be set because it is projected that the amount of money allocated in 1984 for child day care will be insufficient. The Coordinated Plan and Budget requires that a contingency plan be set up. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Schad to approve the 1984 priorities for the Child Day Care Program as submitted. All were in favor of the motion. Motion carried. It was suggested that the department send the Commission on Women a copy of the Day Care Program because they were unaware of most aspects of it. Mr. Kurtenbach will see that this suggestion is carried out.

3. Report on Restaurant Inspections.

A letter addressed to the Board was distributed by Mr. Mormann. In his letter, Mr. Mormann addressed the hotel and restaurant program evaluation. Mr. Mormann recognized that a problem existed in trying to complete the state-required inspections as well as to provide sanitary, nuisance, and groundwater requirements. However, he felt that if the groundwater specialist position is approved that the staff will have the time necessary to improve the scores and meet the

II. 3. Report on Restaurant Inspections (continued).

other demands upon the department. If the proposal for the additional sanitarian is not approved by the county or the state, then other solutions will have to be found for this problem. Mr. Mormann felt confident that the department could turn around the unfavorable scores by the time that the state returned in the Spring of 1984 to conduct another evaluation. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to accept the report as submitted and to request a report after the Spring evaluation is conducted. All were in favor of the motion. Motion carried.

Mrs. Bablitch reintereated that if the department does not get the water specialist, the department may well have to review and set priorities in the Environmental Health Section.

4. Action on Resolution to Increase Funding for Income Maintenance.

As a result of anticipated cuts in the 1984 Income Maintenance funding levels, many counties will be passing resolutions to encourage the state to provide adequate funding in this area. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lundquist to amend paragraph 7 of the resolution to reflect a request for an amount that is sum sufficient to cover the costs of the Income Maintenance Program in 1984. All were in favor of the amendment to the resolution. Motion carried. A Motion was then made by Mrs. Gibb and Seconded by Mrs. Lundquist to approve the resolution as amended. All were in favor of the motion. Motion carried. It was also noted that the state representative should also receive a copy of this resolution and should be so noted in the resolution itself.

III. PERSONNEL ISSUES

1. Approval to Hire a Limited-Term Employee for Commodity Distribution Program

The department has been recently informed that starting in November commodities will be distributed on a monthly basis. Because of all the time and effort needed to coordinate the distribution program, the department is requesting permission to hire a limited-term employee for one year at approximately 43 hours per month. The department currently has a volunteer handling all aspects of the commodities distribution program. It was suggested by Mr. Schultz and Mr. Tierney that perhaps an intern student could coordinate this program at a reduced cost to Portage County than the department has indicated. A Motion was made by Mrs. Schad and Seconded by Mr. Varney to approve the request contingent upon the department contacting the university to obtain an intern student to coordinate the program. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the vouchers as submitted. All were in favor of the motion. Motion carried. It was noted that vouchers will be submitted every Board meeting for approval according to the conditions of the County Board resolution,

IV. FISCAL ISSUES (continued)

2. Business Manager's Report.

It was reported that between 95% and 99% of all client records are loaded into the Accounts Receivable system. Staff logs will be inputted for October. The first test run of this system will be in November so that any bugs can be worked out. So far, everything is on target and is looking good.

V. ADJOURNMENT

A Motion was made by Ms. Schad and Seconded by Mrs. Gibb to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:40 p.m.

The next meeting will be held on Tuesday, October 25th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Assistant.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 8, 1983

Present

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

Absent

Shirley Gibb

Others Present: Judy Bablitch, Director; Jim Canales, Doug Mormann, and Daryl Kurtenbach, Coordinators; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Pat Stade, Chairperson of the Long-Term Planning Committee; Julie Hovden, AFSCME Union President; and Bonnie Bressers of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:35 p.m. in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 25th Board Meeting.

A Motion was made by Mrs. Lundquist and Seconded by Mrs. Schad to approve the Minutes of the October 25th 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.

Mrs. Bablitch reported that the agency is researching information on current federal legislation on the drinking age issue. The department will bring back this information to the Board as soon as possible.

The Finance Committee has given the approval to hire an outside firm to do the department's Home Health Section's Medicare Report for 1983. The department was informed that the actual authorization to hire the firm did not have to be endorsed by this Board.

3. Director's Report (continued).

The department will be closing intake on child day care requests tomorrow. The department will be running out of money in mid-December. At the next meeting, Mrs. Bablitch will be prepared to discuss the status of the child day care program in greater detail along with proposed recommendations.

Commodities were distributed November 1st through the 3rd. It was reported that approximately 2,750 households were served and around 37,000 pounds of commodities (cheese, butter, rice, dry milk, honey, and corn meal) were distributed. The next distribution date will be sometime before Christmas. At that time, the agency will only be obtaining half of this month's allotment. The majority of the program utilizes volunteers. Hal's Red Owl has generously donated its warehouse facilities free of charge. In December, however, the department may have to pick up the cost of heating the warehouse.

The position of Water Quality Specialist/Sanitarian was reconsidered by the Personnel Committee and the Finance Committee. The position was approved by Personnel but received a 2-2 vote from Finance Committee and as a result was defeated. The Personnel Committee will be bringing a resolution endorsing the approval of this position to the County Board meeting on November 17th. The Board was encouraged to contact other County Board members and solicit their endorsement of this request.

At the last meeting, the Personnel Committee requested that the department prepare a status report on the staffing pattern of the department since consolidation. Mrs. Bablitch indicated that Sue Rutta has prepared an initial analysis which will be forwarded to the Personnel Committee. A copy of this analysis will also be forwarded to each Board member.

II. PROGRAM ISSUES

1. Status Report on Community Options Program.

The Board had been provided with a six-month status report on this program. The program receives approximately ten referrals each month. Through the Community Options Program, twenty-one individuals have been diverted from institutionalization which is about 45% of referrals. In 1982, the diversion rate was about 27%. Currently the program has a caseload of thirty-eight people. Of the \$120,654 dollars available for diversion, it is anticipated that the department will use between \$85,000 and \$90,000. The allocation for this program in 1984 is \$239,000. Mr. Canales also reviewed two case histories with the Board as an indication of the types of individuals receiving services. Mrs. Stade was also present to answer any questions.

2. Action on Appointments to Long-Term Support Planning Committee for Community Options Program.

The COP Committee will be expanding from a nine-member committee to a thirteen-member committee. Therefore four new members will have to be approved by the County Board. In addition, a staff member from the Community Human Services Board (Pete Zimmerman) will be resigning. An additional member must be endorsed to replace Mr. Zimmerman. The positions that will need filling are

II. PROGRAM ISSUES (continued)

2. Appointments to COP Committee (continued).

an additional County Board member, an agency member, and three citizen members. Mrs. Schad recommended that Mr. Scott Schultz be asked to represent the County Board on this committee because Mr. Schultz had indicated a willingness to serve in this capacity. The Board concurred with this recommendation and Mr. Schultz indicated a favorable response to this appointment. In addition, the COP Committee has suggested that Mr. Brian Shoup fill the agency vacancy and that Pamela Collins, Janice Gilligan, and Phillip Murphy represent the citizen contingency. The nominations were considered by the Board. A Motion was made by Mr. Purcell and Seconded by Mrs. Lundquist to endorse the appointment of Scott Schultz as the second County Board member to the Long-Term Planning Committee. All were in favor of the Motion. Motion carried. A Motion was then made by Mr. Purcell and Seconded by Mr. Engelhard to approve the recommendations of the Long-Term Committee for the agency and citizen members as submitted. All were in favor of the motion. Motion carried.

3. Discussion and Possible Action on Amendments to AB-595.

The Board had been provided with the proposed amendments to AB-595 (proposed groundwater legislation). The department recommended that since the Board had previously endorsed the concept of some type of groundwater legislation that it refer the amendments to the Pesticide Advisory Task Force for its consideration. The Board considered the recommendation and matter. A Motion was then made by Mrs. Schad and Seconded by Mr. Engelhard that the Board accept the department's recommendation and refer these amendments to the Pesticide Advisory Task Force for consideration with recommendations as appropriate to this Board. In addition the Pesticide Task Force was encouraged to meet with Representative Horvath when discussing this matter. All were in favor of the motion. Motion carried. Mr. Mormann indicated that the Pesticide Advisory Task Force would have this matter on its agenda for discussion.

4. Discussion on Resolution Concerning the Proposed Use of Social Security Numbers as a Client Identifier on CSIS.

The department has brought this resolution before the Board because of its concern for the confidentiality of its clients as well as a small protest against the wide use of generic numbering for people. The department feels that these issues can be addressed through the use of a CSIS number than the standard Social Security number. The Board discussed the philosophy behind this request. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Varney to approve the resolution as submitted. With the exceptions of Mr. Engelhard and Mr. Szymkowiak, all were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Action on Extension of Limited-Term Employee for Division of Operations.

The department is requesting the extension of a Typist I limited-term employee through February 1984. The extension is necessary due to additional work incurred through the use of the new computer system for the Accounts Receivable network. The Board reviewed the matter. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the LTE extension as requested. All were in favor of the motion. Motion carried. Mr. Engelhard indicated that when the department initially requests an LTE position, it should request what is actually needed and not come back at a later date to request an extension. Mrs. Bablitch agreed but stated that in this instance we originally requested what we thought we would need. Mr. Schultz questioned the phraseology and intent of the sentence in the memo stating "He (Mr. Glad) told me (Kluck) that he would allow us to use unexpended 1983 Business Administration salary...". Mr. Schultz felt that Mr. Glad should be reminded that this Board determines policy for the department and not Mr. Glad. The Board concurred. Mrs. Kluck stated she was not positive about the wording.

2. Action on Request for Maternity and Personal Leave of Absence.

A Typist 2 in the Division of Operations is requesting maternity and personal leave. Mrs. Bablitch indicated her endorsement of this request stating that she considered service delivery, cost, and replaceability in addition to staff morale in making her decision to recommend approval of the personal leave. Some Board members felt that such a diverse leave could be setting precedent. Mrs. Bablitch indicated that she had discussed the maternity/personal leave issue with Mr. Jadin, Personnel Manager, and he suggested that individual considerations should be given to each request. Each leave request is evaluated in three areas: what affect the granting of the leave has on service delivery, what the financial impact on the agency will be, and whether the position is replaceable. For instance, if a female psychiatrist requests a 6-month maternity/personal leave, it probably could not be granted because the service delivery and replaceability focuses could not be met. Another example would be that of an IM Worker. Here, too, because of the complexity of the work and the fact that the position is not easily replaceable, an extended personal leave, for example 6 months, could not be granted. The matter was discussed by the Board. A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the maternity and personal leave as requested. With the exception of Mr. Varney, all were in favor of the motion. Motion carried.

3. Action on Limited-Term Employee to Fill Vacated Position.

In response to the Board's approval of the maternity/personal leave of absence for the Typist 2 in the Division of Operations, the Board considered the department's request for an LTE to fill the vacancy. Again, Mrs. Bablitch reiterated that she analyzed staffing patterns, need for the LTE, and cost to the department. She could find no negative impact by hiring an LTE to fill this position. The matter was discussed. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the request for the LTE as submitted. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES (continued)

3. Action on Limited-Term Employee to Fill Vacated Position (continued).

The Board requested an analysis of the actual cost of using limited-term employees over the last two years. This analysis should include the salary, fringe benefits, and unemployment costs.

4. Action on Request to Job Share.

The Board considered the department's request for job-sharing of a Typist 2 position in the Division of Operations. A cost analysis was provided. The Board questioned whether this was indeed a job-sharing situation. Julie Hovden, AFSCME Union President, indicated that this did not fit the realm of job sharing. She also indicated that personally she endorsed the concept of job sharing but as a representative of the union, she could not endorse this request. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad to approve the request in spirit and refer to the Personnel Committee for its consideration. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

The vouchers were distributed to Board members for their perusal. Any unusual line items were highlighted. A Motion was made by Mr. Jim Clark and Seconded by Mrs. Schad to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

In discussing the construction of the wheelchair ramp, the Board questioned whether this item had been put out on bids. The department was unsure of the practice used in approving this construction project. The Board indicated that the department should get bids for anything of substantial cost.

V. ADJOURNMENT

A Motion was made by Mr. Jim Clark and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:00 p.m.

The next meeting will be held on Tuesday, November 22nd, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 22, 1983

Present

Marge Schad
Shirley Gibb
Dick Purcell
Gene Szymkowiak
Bob Engelhard
Stuart Clark
Jim Clark
Scott Schultz
Dennis Tierney
Jerry Kaczmarek

Excused

Marge Lundquist
Dave Varney

Also Present: Advisory Committee Members -- Jack Friess, Jeff Grover, Bev Nelson, John Moffatt, Sue Coe, Joe Harris, Noel McCormick, Judy Zimmerman, Mary Kampschoer, (Excused Advisory Committee Members -- Carole DellaPia-Terry, Dr. Slater, and Helen Marshall. Absent Member -- Julie Dietche

Also: Senator David Helbach and Aide; Judy Bablitch, Director; Doug Mormann and Daryl Kurtenbach, Coordinators; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Tim Blotz of WSPT.

I. BOARD TRAINING

1. Advisory Committee.

The November training session was designed to acquaint both the Board members and the Advisory Committee members with each other. Each member was requested to provide a brief personal background to be shared during this session. At the conclusion of this training session, the Board expressed its thanks to the Advisory Committee members for the work it had accomplished. Advisory Committee members were encouraged to stay for the complete Board meeting.

The meeting was then called to order by Chairman Purcell at 5:00 p.m. on Tuesday, November 22nd, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the November 8, 1983 Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch reported that Aid Association for Lutherans donated \$149 to be used to purchase an education film within the Division of Community Health Services. The Director also indicated that the department has received approval of its grant for a full-time Water Quality Specialist. Recruitment for the position will start immediately. Mrs. Bablitch has also talk with Representative Horvath and indicated that Rep. Horvath is willing to meeting with the Advisory Committee and Board to discuss pertinent issues. As a final note, Mrs. Bablitch thanked the Board for their support and encouragement during the department budget process.

III. PROGRAM ISSUES

1. Discussion with State Senator David Helbach.

Senator Helbach addressed the primary issue of groundwater protection. He compared two groundwater bills before the legislature -- that of AB595 and 686. He noted that AB595 allows for no fault compensation through GPR; that no monitoring clause is included in it but that \$1.5 million has been added in the state budget bill to coordinate monitoring; that the administrative rules would be exempt from review and revision by the Pesticide Review Board; and that it allows standards based on scientifically valid numbers. In 686, the Pesticide Review Board would have veto power; standards are based on relevant information; would make mandatory homeowner insurance to cover cost of water contamination; and that \$1.7 million would be set aside for monitoring from a tax on potential polluters. Senator Helbach feels that the citizens of Wisconsin want some type of legislation but he is unsure as to what type of legislation will eventually come about. He also feels that additional funds should be available at the local level to monitor individual counties. In response to the arsenic concerns, he indicated that efforts are being made with the DNR to locate and obtain unused arsenic. He does not feel that the homeowner should be responsible for the cost of disposing of this hazardous waste. Senator Helbach was thanked for his input.

2. Approval of Contract for Southeast Asian Health Services.

The department requested approval to enter into a contract with the Division of Health for a period of one year (October 1, 1983 - September 31, 1984) for services to Southeast Asian refugees. The amount of the contract would be \$750. A breakdown of costs and services was provided. A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to approve the contract. All were in favor of the motion. Motion carried.

3. Approval of Transfer to Fund Day Care Services.

In order to keep the Child Day Care Program running as its optimum, the department is requesting the transfer of \$4,000 from the mental health services line item to the Day Care Program account. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the transfer as requested. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Business Manager's Report.

The limited-term employee needed to continue through March so that the computer can be loaded and tested has been approved by the Personnel Committee. In addition, it was reported that the computer systems for Accounts Receivable is progressing well.

2. Approval of Vouchers.

With the exception of the purchase of the electronic stencil indicated under IM/Outlay for \$1,395.00, no other purchases over \$250 were unusual. A Motion was made by Mrs. Schad and Seconded by Mrs. Gibb to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

It was noted that, if appropriate, the Board will only have one meeting in December. That meeting would be scheduled for Tuesday, December 13th.

V. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mrs. Schad to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:55 p.m.

The next meeting is scheduled for Tuesday, December 13th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
DECEMBER 13, 1983

Present

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

Excused

Scott Schultz

Others Present: Judy Bablitch, Director; Doug Mormann and Daryl Kurtenbach, Coordinators; Sue Rutta, Recording Secretary; Mike Houlihan, Portage House Director; and Lucy Kluck, Business Manager.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the November 22, 1983 Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the Minutes of the November 22nd 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.

Mrs. Bablitch thanked the Board and staff for a successful 1983. The Board was also reminded that the second Board meeting for December had been cancelled.

II. PROGRAM ISSUES

1. Report on the Completion of 1983 Goals.

Mrs. Bablitch provided the Board with a listing of the 1983 goals and objectives. Goals completed within the last quarter were reviewed. Goals not completed were either unrealistic or out of the department's control. During 1984, the department will be working on an internal department personnel review. Objectives to meet the 1984 Goals which were set in August will be reviewed with the Board in January.

II. PROGRAM ISSUES (continued)

2. Report on Regional Office Review of 1983 Coordinated Plan and Budget (CPB).

The Board had been provided with the general comments on the agency's CPB. The review indicated the agency has done a good job in planning for and providing services to the county residents. A Motion was made by Mr. Tierney and Seconded by Mr. Engelhard to commend the Director and staff for a job well done and to accept the CPB report as submitted. All were in favor of the motion. Motion carried.

3. Approval to Use Project Income to Purchase Equipment for Portage House.

Mr. Houlihan came before the Board to request permission to use project income to purchase weight equipment and an oven. Each item was considered by itself. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the purchase of the range as requested. All were in favor of the motion. Motion carried. The matter of purchasing the weight lifting equipment was then considered. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the purchase of the weight lifting equipment as requested. All were in favor of the motion. Motion carried. Mr. Houlihan and agency staff were asked to investigate whether any other county agency or department could use the old oven from the Portage House.

4. Approval to Transfer Funds to Purchase Office Equipment,

The department is requesting approval to purchase seven file cabinets, four tables, two Accuchecks, and drapery material from unexpended monies. A memo regarding some of these needs was provided to the Board prior to the meeting. The department is anticipating a need of approximately \$2,830. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to approve a budget transfer in the amount of \$3,000. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Approval to Continue Employment of a Limited-Term Account Clerk I.

The department requested permission to continue the employment of an Account Clerk 1 (LTE) to fill Mrs. Footit's position. A Motion was made by Mr. Engelhard and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried. A financial impact statement had been provided to the Board.

IV. FINANCIAL ISSUES

1. Approval of Vouchers.

Vouchers over \$250 were reviewed by the Board. A Motion was made by Mr. Varney and Seconded by Mr. Engelhard to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 5:35 p.m. The next meeting will be held on Tuesday, January 10th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant