

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JANUARY 10, 1984

Present

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

Excused

Bob Engelhard
Marge Schad

Others Present: Judy Bablitch, Director; Jim Canales, Doug Mormann, and Daryl Kurtenbach, Coordinators; Sue Rutta, Recording Secretary; Jean Howley and Karen Swan, line staff; Lucy Kluck, Business Manager.

The meeting was called to order by Chairman Purcell at 4:35 p.m. on Tuesday, January 10th, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the December 13, 1983 Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the Minutes of the December 13th meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

A letter from Ray Schmidt, county sanitarian, was summarized. The letter indicated that legal action will be taken against him as a result of carrying out his duties as sanitarian. The letter was placed on file. The Board will be provided with updates on this matter.

3. Director's Report.

Mrs. Bablitch reported that the water quality specialist has been hired. The new sanitarian is Marsha Johnson. Ms. Johnson will begin work on Wednesday. She had been sanitarian in Marathon County and received her degree from UW-SP.

Commodities will be distributed in January on the 24th, 25th, and 26th.

Effective January 1st, the agency now has a new medical advisor. Dr. Jill Harman replaces Dr. Hettler in this role.

The next meeting is a Board training meeting which will be held at the Portage House. After the Board training, the Board meeting will be held in a conference room at the Courthouse.

Mrs. Bablitch reported that the department will begin the process of approving the full-time social worker position for the COP program. Since the Board had approved the position during the budget process, it will now go before the Personnel Committee, Finance Committee, and then County Board for action.

An overview of the department's staffing patterns since 1979 can be found in the Board packet. Mrs. Bablitch indicated that if there are any questions, they can be addressed to either Sue Rutta or to her.

4. Advisory Committee Report.

Mr. Clark reported that at the December Advisory Committee meeting, the Advisory Committee members expressed their disappointment as to how the Board handled their recommendation on the 21 year old drinking age issue. The matter was discussed. Mr. Clark was asked to communicate the circumstances which lead to the Board's action on this matter. It was also reported that the Advisory Committee bylaws will be changed to allow for an additional CAP member. A Motion was made by Mr. Purcell and Seconded by Mr. Szymkowiak to accept the report. All were in favor of the motion. Motion carried.

II. PROGRAM ISSUES

1. Review of 1984 Goals and Objectives.

Mrs. Bablitch reviewed the agency's goals and objectives for 1984. She indicated that the theme of these goals and objectives is that of community organization. A Motion was made by Mr. Schultz and Seconded by Stuart Clark to approve the goals and objectives as presented. All were in favor of the motion. Motion carried.

2. Action to Transfer Supervision of Alternate Care Center.

The issue of transferring supervision of the Alternate Care Center was discussed in depth. The department is recommending transfer of its supervision to the Nursing Home Administrator and the Nursing Home Committee. It is also recommending that an advisory council be established to make financial and administrative recommendations to the Nursing Home Committee. A proposed organizational structure had been distributed along with a background summary. A motion was made by Mrs. Gibb and Seconded by Mrs. Lundquist that at the request of the Nursing Home we allow the transfer of the supervision of the Alternate Care Center to them based on the proposed recommendations and that the budgeted finances for the program (\$2,552) be placed in escrow until it can be ascertained whether the program will need the funds. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Action to Approve Job Sharing Request.

The department is requesting permission to approve a request to job share one 40-hour nursing position between two nurses with each working 20 hours per week. Documentation was provided to the Board. If the full-time nurse had taken insurance, the cost for the job-sharing position would not have cost the county any additional funds. Since, however, the full-time nurse had not taken any type of health insurance and thereby has saved the county this cost over the past few years, the net cost to the county for this position to be job shared with be an additional \$852. Many Board members expressed strong opinions in favor of the job sharing concept and readily endorsed the request. A Motion was then made by Mr. Tierney and Seconded by Mrs. Gibb to approve the request. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval to Purchase Equipment with CMI Grant Funds.

Specific items have been identified for purchase with the chronically mentally ill grant funds. These items included an air purifier, a credenza, and a large storage cabinet. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the equipment purchase. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

Vouchers for over \$250 were reviewed. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the vouchers as submitted. All were in favor of the motion. Motion carried. It was also reported that the new word processing equipment has been installed and in use.

V. ADJOURNMENT

A Motion was made by Mr. Varney and Seconded by Mr. Schultz to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:50 p.m.

The next meeting will be Tuesday, January 24th, beginning at 4:30 p.m. at the PORTAGE HOUSE, 1019 Arlington Place.

Submitted: Sue Rutta, Administrative Assistant

Minutes
Portage County Community Human Services Board
February 14, 1984

Present

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

Excused

Marge Schad
Marge Lundquist

Also Present: Judy Bablitch, Director; Daryl Kurtenbach, Coordinator; Lauri Rockman and Bob Schmitz, Supervisors; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Marsha Johnson and Tom Copenhaver, Environmental Health Staff; Bill Grose representing the Stevens Point School System; and Bonnie Bressers of the Stevens Point Journal.

I. BOARD TRAINING

A Board training session was held at Portage House. A tour of the facility was given and questions were answered.

The meeting of the Community Human Services Board was called to order by Chairman Purcell at 5:05 p.m. in the County Conference Room of the County-City Building.

II. MINUTES, REPORTS, CORRESPONDENCE

1. Approval of the Minutes of the January 10th Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Schultz to approve the Minutes of the January 10th 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 indicated that Mrs. Lundquist's Board position will come up for renewal in April. The Board will be asked next meeting to forward to Committee on Committee's their recommendation as to who should serve as Board member. Mrs. Lundquist has expressed a willingness to assume another three-year term.

3. Director's Report continued.

It was reported that, with the resignation of Pete Zimmerman, there have been some shifting of employees within the department. As a final result of this resignation, a Social Worker position is vacant now and is being recruited for. The department is also recruiting at this time for a psychiatric social worker. An Account Clerk has been hired in the Business Section to fill a vacancy.

The Coordinator of Community Services's vacancy has been advertised. The department has received eleven applications. Of that number, five have been to be interviewed. Mrs. Bablitch suggested that a screening committee of one Board member, Maria Boario, Bob Schmitz, Doug Mormann (if still in the agency) and she be initiated. Mrs. Bablitch would then make final determination for filling this vacancy. It was determined that Mr. Purcell would act as the Board representative on this committee. A summary sheet outlining basic information on the five candidates was distributed. Any Board member wishing to peruse all the applications should contact Mrs. Bablitch.

The department has started to work on its 1984 goals. Initial objectives are moving right along.

4. Advisory Committee Report.

Mr. Jim Clark reported that the Advisory Committee met January 16th. At that time the Membership Committee reviewed its membership and indicated that they would be working on recommendations for new members and on a new chairperson for the Committee. The Prevention Task Force reported that they will be making a recommendation on prevention services in May. The Committee also heard a report from Bill McCulley on 1983 unmet goals and proposed 1984 goals.

III. PROGRAM ISSUES

1. Approval of Advisory Committee Bylaw Changes.

The Advisory Committee is recommending to the Board that its bylaws be amended to allow for a state mandate requiring a CAP Services member on the Advisory Committee. Membership will remain at seventeen members. Proposed wording was discussed. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the bylaw changes as recommended. All were in favor of the motion. Motion carried.

2. Action on Appointment of Member to Alternate Care Center Advisory Committee.

Mrs. Bablitch indicated that Board action is needed to appoint a Board member to the Alternate Care Center Advisory Council. Responsibilities were briefly outlined in the memo on this matter. Mrs. Gibb volunteered to serve on this Council. A Motion was made by Mr. Jim Clark and Seconded by Mr. Szymkowiak to appoint Mrs. Gibb to serve on the Alternate Care Center Advisory Council. All were in favor of the motion. Motion carried.

III. PROGRAM ISSUES (continued)

3. Endorsement of Stevens Point School System's Drug and Alcohol Prevention Program.

Bill Grose, representing the Stevens Point School System, asked the Board's endorsement for an alcohol and drug prevention program in the lower level grades. A project abstract was discussed with the Board. The school system will know in May if the \$39,700 grant is approved or not approved. He indicated that 80% of the grant would be paid through Chapter 331 funding. Of the remaining 20%, 10% of the cost will be provided through federal block grant monies. Mr. Engelhard expressed concern about the population to be reached with this grant. Mrs. Gibb also questioned the financial liability of the Community Human Services Board for the years in which the grant funding cannot be requested. Mr. Grose indicated that the grant is for one year and during that time this Board will not be held liable for any cost of the program. Other members spoke in favor of the grant. A Motion was then made by Mr. Tierney and Seconded by Mr. Schultz to endorse the Stevens Point School System's Drug and Alcohol Prevention Program as requested. With the exception of Mr. Engelhard, all were in favor of the motion. Motion carried.

4. Introduction of Water Quality Specialist and Update on the Implementation of This Project.

Marsha Johnson, the new water quality specialist, was introduced to the Board. Ms. Johnson gave a brief personal and professional history. She indicated that bacterial and nitrate groundwater testing in the Village of Plover will be a priority. Quarterly aldicarb tests will be done in March. So far, Marsha has consulted with six citizens regarding their wells. Ms. Johnson is working on educational presentations for the community and professionals of the area. Marsha works three days in Portage County and two days in Marathon County. The Board welcomed Marsha. Mrs. Bablitch indicated that periodic updates will be provided to the Board on this project.

5. Discussion About Agency Service Data Analysis Task Force.

Mrs. Bablitch asked for input as to what information the Board would find useful and necessary to monitor and better understand the operation of the department. The Board questioned the necessity of a task force as recommended by Mrs. Bablitch; however, when looking into issues, they felt that comparisons between our county and Marathon and Wood Counties would be beneficial. Mr. Schultz volunteer to act as a resource to this task force when one is initiated.

6. Income Maintenance Statistical Reports.

Mrs. Rockman reviewed the Income Maintenance Summary Report with the Board. She highlighted some areas of concern which included the fact that there is now a four week wait to process applications through her intake section. The Board suggested that perhaps an instructional videotape that explained the eligibility criteria could be used. They also indicated that Mrs. Rockman should

6. Income Maintenance Statistical Reports (continued).

contact other counties for ideas on how to shorten and streamline the intake process. Mrs. Rockman also briefly reviewed fraud statistics for the quarter. The Board asked that the next fraud report include a 1983-1984 comparison instead of the year-to-date figures. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to accept the fraud and summary reports. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action on Request for Maternity Leaves of Absence.

The department is recommending approval of two ten-week maternity leaves of absence. The Board concurred with the requests. A Motion was made by Mr. Engelhard and Seconded by Mr. Schultz to approve the leaves as recommended. All were in favor of the motion. Motion carried.

2. Action on Request for Limited-Term Employee.

Because there will be three maternity leaves each running ten weeks almost consecutively in the Income Maintenance Section, the department did not feel that current staff could handle the additional workload. The department is therefore requesting approval to hire a limited-term employee for 30 weeks to handle this additional workload. Funding will be provided from unexpended salary due to leaves without pay and also from additional WEOP administrative funds. The Board concurred with the request. A Motion was made by Mr. Tierney and Seconded by Mr. Jim Clark to approve the request for an LTE Income Maintenance Worker as requested. All were in favor of the motion. Motion carried.

3. Action on Request for Additional Staff Position for Income Maintenance.

The department requested the Board to consider its request for a new full-time Fraud Investigator. A summary outlining the request and rationale to document the need had been provided to the Board. After much discussion on the matter, Judy Bablitch was directed to review the request again and determine whether this position was top priority and to analyze where staff time could be taken from current programs. A Motion was made by Mr. Purcell and Seconded by Mr. Tierney to Table action on the request. All were in favor of the Tabling motion. Motion carried.

V. FISCAL ISSUES

1. Approval of Vouchers.

It was reported by Mrs. Kluck that the department will need to turn back to the state \$47,000 because of noncompliance during the 1980 contract cycle. In addition, the department was out-of-compliance to some degree during the state's 1981, 1982, and 1983 contract years. Mrs. Bablitch indicated that steps will be taken to negotiate a settlement with the state and also try to settle any type of liability for contract years 1981-1983. A payable account will be set

1. Approval of Vouchers (continued).

up using unexpended 1983 department revenue to cover the cost of these disallowances. The Board also reviewed vouchers. Unusual expenses were noted. 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.

VI. ADJOURNMENT

The meeting was adjourned at 6:30 p.m. The next meeting will be on Tuesday, February 28th, in Conference Room 1 of the Gilfry Building.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
FEBRUARY 28, 1984

Present

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

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Daryl Kurtenbach-Coordinator; Sue Rutta, Recording Secretary; Jerry Koepfel, Supervisor; Lucy Kluck, Business Manager; Fran Eskritt, Advisory Committee member; Bonnie Bressers, Stevens Point Journal reporter.

I. BOARD TRAINING -- CHILD SEXUAL ABUSE

Jerry Koepfel, Supervisor of the Counseling Services Section gave a brief overview of child sexual abuse. He indicated there has been a 54% increase in reported sexual abuse in Portage County since 1980. Between the years 1970 and 1975 the department received 3.6 reports of abuse per year; from 1973 through 1981 the reports increased to 20 per year. In 1983, 30 reports of abuse were received and of that total 10-15 were for suspected sexual abuse. It was noted that the chief sexual abusers of children were the natural parents or stepparents. After this group came the friends of the family. The movie, SHATTER THE SILENCE, was shown as part of the training. Mr. Koepfel was available to answer questions after the movie. Mrs. Gibb suggested that this movie be shown in the schools.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 14, 1984 Community Human Services Board Meeting.

A Motion was made by Stuart Clark and Seconded by Dave Varney to approve the Minutes as written. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch indicated work is progressing on alternate plans for the Income Maintenance Fraud Investigator duties. Some alternatives are using current staff, asking the District Attorney or Sheriff's Departments to do the function, or contracting with an outside person to perform the service. Mrs. Bablitch will try to have a report completed for a March meeting.

Interviews for the Coordinator of Health Services position have been set for Monday, March 12th. It is hoped that a possible selection could be made in time for announcement at the first Board meeting in March.

The Finance Committee has approved the COP Social Worker position request. It will now be going before full County Board in March. Unanimous approval had been received from both the Personnel and Finance Committees.

Mrs. Bablitch reported that the department is in the process of negotiating the audit exceptions. The Board will be provided with updates on this matter.

The second annual employee recognition party will be held on Thursday, March 8th, from 5:00 - 7:00 p.m. in the employee lounge. Wine and cheese will be served. Board members were encouraged to attend.

4. Advisory Committee Report.

Jim Clark reported that the Advisory Committee met on February 20th. At that time, Peggy Hendrick was seated as CAP representative to the Committee. In addition, Judy Bablitch gave an overview on the department's goals and objectives for 1984. Updates were also presented by each task force. It was recommended that Sue Coe assume the duties of chairperson in April. Members were also recommended to serve another 3-year term. The 1985 CPB process was discussed and approved. Mr. Clark's report was accepted.

III. PERSONNEL ISSUES

1. Approval of Medical Leave of Absence.

Mrs. Bablitch indicated that this request for medical leave did not require the Board's endorsement since the employee had paid benefits to use. This should be considered an informational item.

III. PERSONNEL ISSUES (continued)

2. Approval of Request for Limited-Term Employee.

The department is requesting approval to continue a current limited-term employee to fill an 8-week vacancy in the Clerical Section due to a medical leave. Funding for this employee would be from unexpended salary dollars within the Business Section. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Business Manager's Report of 1983 Year-End Closing Statement.

The Board had been provided with a 1983 Year-End Closing Report. On page 2 under the Counseling Section in the Year-To-Date column change the \$397,405.54 figure to \$145,033.89. Questions were answered by Mrs. Kluck. The department will be returning \$143,629.82 to the county. This amount, however, includes approximately \$82,000 returned to the department from past audits. Also, the \$47,000 which the agency might be returning to the state from the 1980 adjustment has been set aside in a payable account.

2. Collection Report -- 1983.

Collections during 1983 showed a 37.2% increase over collections in 1982. Home Health and WIC services increased and as a result this increased the charges generated. Cash received, adjustments, and recoupments were also briefly discussed. A Motion was made by Mr. Purcell and Seconded by Mr. Stuart Clark to accept the report. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

Exceptional items were reviewed with the Board. A Motion was then made by Mrs. Schad and Seconded by Mrs. Gibb to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

V. PROGRAM ISSUES

1. Appointment of New Members to Advisory Committee.

The Advisory Committee is recommending the appointment of Bill Grose, Peg Hendrick, Fran Eskritt, Jeff Grover, and Marge Odejewski to three-year terms on that Committee. In addition, it has also recommended that Sue Coe serve a one-year term as chairperson of that group. The Board considered the request. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to approve the Advisory Committee's recommendation that Mrs. Coe serve a one-year

V. PROGRAM ISSUES (continued)

1. Appointment of New Members to Advisory Committee (continued).

term as chairperson of the Advisory Committee and that Mr. Grose, Ms. Hendrick, Ms. Eskritt, Mr. Grover and Ms. Odejewski be appointed to serve a three-year term on that Committee. All were in favor of the motion. Motion carried.

2. Action to Recommend Appointment of Citizen Member to the Community Human Services Board.

Four persons have asked to be considered for the three-year appointment as citizen member to this Board. Resumes were provided to the Board. The Board indicated that all the candidates were exceptional. However, it was felt that because Mrs. Lundquist was already familiar with the department and its programs, was a member of the medical profession, and had indicated a willingness to serve another term that she be endorsed to fill this position. A Motion was made by Mrs. Schad and Seconded by Jim Clark to recommend to the Committee on Committees the reappointment of Mrs. Lundquist to the Community Human Services Board for another three-year term. All were in favor of the motion. Motion carried.

3. Report on Building Security.

In order to alleviate safety hazards, the department is recommending the installation of windows in the solid wood doors. It is anticipated that the cost would be approximately \$25 per door for five doors. The safety hazard was explained in depth in the Mr. Kurtenbach's memo to the Board. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the department's recommendation to install windows in the solid wood doors. All were in favor of the motion. Motion carried.

To provide better building security, the department is also requesting approval to have the inside door lock changed to match the locks on the outside doors of the building so that staff could enter the main floor to handle after-hour calls while not allowing unauthorized persons on the main floor after agency hours. A Motion was made by Mrs. Gibb and Seconded by Mr. Varney to approve the request to change the lock. All were in favor of the motion. Motion carried.

4. Contemplated Closed Session.

Mrs. Bablitch briefly outlined the request for closed session. The Board felt that closed session would not be necessary at this time. The Board had been able review the information sent on the out-of-county foster care placement. It was noted that the contract would be up for renewal in September. A Motion was made by Mr. Purcell and Seconded by Mrs. Schad that the report be accepted and that the matter be considered again in six months. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Varney and Seconded by Mr. Engelhard to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:50 p.m. The next meeting will be on Tuesday, March 13th, at 4:30 p.m. in Conference Room 1 of the Gilfry Building.

Submitted: Sue Rutta, Administrative Assistant.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 13, 1984

Present

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

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Lauri Rockman, I.M. Supervisor, Sue Rutta, Recording Secretary; Bill McCulley and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 28, 1984 Meeting.

A Motion was made by Stuart Clark and Seconded by Mrs. Lundquist to approve the Minutes as written. All were in favor of the motion. Motion carried.

2. Correspondence.

A letter to the Division of Community Services regarding the audit exceptions was read to the Board by Mr. Purcell. No action was taken on the letter.

Mr. Purcell indicated that he had a call from Mrs. Mary Ann Krueger regarding the death of the Betro children. Mrs. Bablitch provided the Board with an update on this matter.

3. Director's Report.

Mrs. Bablitch presented paperweight awards to Mr. Varney and Mr. Tierney for ten or more years of services to the department. Mr. Purcell had received his award at the Employees' Recognition party.

1. MINUTES, REPORTS, COMMENTS

4. Alcohol and Drug Abuse Block Grant.

Mr. McCulley reported on the status of the Alcohol and Drug Abuse Block Grant. He gave the Board a breakdown of what programs throughout the state would be receiving money from the grant. Bill indicated that the task force also recommended that no county would lose any more than 3% on the 1984 base and not any more than 3.8% from the federal allocation. Portage County will receive 3.8% less in revenue in 1985 but will not receive any reduction in revenue during 1984. Mr. McCulley was available to answer questions.

5. Social Services Block Grant Report.

Mrs. Schad reported on the Social Services Block Grant. Mrs. Schad is on a twenty-five member task force of which four members are county board supervisors. In 1983, Wisconsin received \$50.6 million from federal grants. For 1984, the state received \$51.4 million and then in October or November received an additional \$4.4 million bringing the total to \$55.8 million. In 1985, the state anticipates receiving \$55.2 million. The task force was also asked to support proposals for the distribution of the \$4.4 million additional revenue. For 1985, four programs will remain mandated -- Family Planning, Supportive Home Care, Day Care and Specialized Transportation. Of these four programs, two will have specific funds earmarked for them -- Supportive Home Care and Day Care. Mrs. Schad was available to answer questions regarding the block grant.

6. Children's Code Task Force Report.

Mrs. Bablitch and Mrs. Lundquist are both on this task force. The charge to the committee is to review the Children Code and recommend changes in light of federal mandates for 1985. Of particular emphasis will be changes in the handling of juvenile prisoners. The federal law had been changed in that it does not allow juvenile prisoners to be housed in the same cells that adult prisoners are housed. Mrs. Lundquist and Mrs. Bablitch will be meeting with the Law Enforcement Committee and discussing their concerns and recommendations on this matter. Both women were available to answer questions.

II. PROGRAM ISSUES

1. Review and Approval of a Burial Policy for Indigent Persons.

Board members were given a copy of the burial policy that the department currently follows. The department is recommending that there be no changes in it. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to approve the continued use of the burial policy as submitted. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Update on Hiring Coordinator for Community Health Services Division and Establishment of Salary for the Position.

The interview process for selection of a Coordinator for Health Services has been completed. Before the position is offered to the selected candidate, an academic check will be done as well as a telephone contact made with the last employment reference. The Board gave Mrs. Bablitch the flexibility to hire within the first quintile of the salary schedule. A Motion was then made by Mr. Schultz and Seconded by Mrs. Gibb to allow the Director to hire the candidate within the first quintile of Grade 21. All were in favor of the motion. Motion carried. The Board was also provided with the applicant's resume.

2. Approval of Maternity Leaves.

The department is requesting the approval of two maternity leaves in the Business Section. Each leave will be for a ten-week maximum. A Motion was made by Mrs. Gibb and Seconded by Mrs. Schad to approve the two requests for maternity leave as submitted. All were in favor of the motion. Motion carried.

3. Approval to Hire a Limited-Term Employee.

To handle the reception coverage for one maternity leave, the department is requesting permission to hire a limited-term employee for 2-1/2 days per week. The department currently has one employee working 16 hours per week who would be willing to work the additional time. The net cost for the limited-term employee time would be about \$45.00. These funds are available within the section. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request for the LTE as submitted. All were in favor of the motion. Motion carried.

In addition, Mrs. Kluck reported that the second person going on maternity leave would not be returning to work after the birth of the baby. With that in mind, the department will be filling her place with another full-time Typist.

IV. FISCAL ISSUES

1. Approval of Vouchers.

Vouchers were reviewed with the Board. A Motion was made by Mr. Schultz and Seconded by Mr. Varney to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

The department will be purchasing computerized score sheets for use in the Mental Health Clinic. The cost of the test, score sheet, and computer time to score the test will be between \$13 and \$15 each. An order has been placed for approximately 500 tests. It is hoped that by using these sheets, staff and clinician time will be saved. A report will be given on the efficiencies gained by using this system in June or July.

V. ADJOURNMENT

A Motion was made by Mrs. Schad and Seconded by Mr. Schultz 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, March 27th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MARCH 27, 1984

Present

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

Others Present: Judy Bablitch, Director; Bill McCulley and Daryl Kurtenbach, Coordinators; Jerry Koepfel and Lauri Rockman, Supervisors; Sue Rutta, Recording Secretary; Bob Steinke, County Board Chairperson; Lucy Kluck, Business Manager; Joanne Higgins, Julie Hovden, Nancy Eggleston, Pat Perkins, Ken Spencer, line staff; Fran Eskritt and Judy Zimmerman, Advisory Committee members; Bonnie Bressers, Stevens Point Journal reporter; and Bill Grose and Jerry Bohren, presenters.

I. BOARD TRAINING: UPDATE ON AGENCY SERVICES TO SCHOOLS

This Board training session is a follow-up presentation to a similar session which had been held in November, 1982. Bill Grose, Principal of the Emerson-Jefferson Schools and Jerry Bohren, Director of Special Education for the Stevens Point School District provided the Board with their views on services being provided by the department to the school systems. Both individuals concluded that services had improved extensively. In addition, Mr. Grose suggested that (1) the schools be a part of the evaluation process for people serving the school system; (2) have the department staff make presentations throughout the year in addition to having school personnel make presentations to the agency; (3) better define services where overlap could occur such as in the areas of social work, guidance, and psychology; (4) share information as to available grant money listings. In addition, he stressed the need for prevention services in the department. Mr. Bohren stressed the need to have services to the developmentally disabled population after the age of 21. He is also concerned about the population that does not qualify for special education services but is in need of them. Comments from Mr. Stahl, Assistant Administrator of the Almond/Bancroft Schools, were also shared with the Board. The comments indicated that services were much improved and there were no areas where problems existed. Both gentlemen were thanked for their presentations.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 13th Meeting.

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

2. Correspondence.

As an item of information, the Board was informed that the Advisory Committee will consider a bylaw wording change at its next meeting to clarify effective dates of membership and office terms.

Mr. Purcell reported that Mrs. Lundquist has been approved for another 3-year membership term on this Board.

Ms. Krause has accepted the position of Coordinator for the Division of Community Health Services. Ms. Krause will begin work on April 9th.

3. Director's Report.

Mrs. Bablitch reported that Ms. Boario had indicated that she will probably be leaving in the Fall. Ms. Boario will be returning to school for her Master's degree in Nursing. The Board expressed sincere regret and suggested that Mrs. Bablitch offer Ms. Boario the opportunity of an educational leave instead of resigning her position.

The Alternate Care Center Advisory Council met Monday, March 26th. The Council was impressed with the operation of the center and will be looking at state standards for alternate care centers.

Betty Footit, an Account Clerk on extended sick leave from the department, died last week. As a result, the agency will begin recruitment efforts to replace her.

The County Board approved the department's request for a full-time Community Options Social Worker beginning July 1st. The Board was thanked for its assistance and support in getting this position approved.

4. Advisory Committee Report.

Mr. Jim Clark reported that the Substance Abuse Task Force is looking at using education resources to reduce alcohol abuse. As a previous informational item, The Board already had been presented with the Advisory Committee's intention to revise bylaws regarding effective dates for terms of office. Also, a task force is being initiated to look at criteria for evaluating new programs that might be brought to the Advisory Committee for endorsement.

III. PROGRAM ISSUES

1. Report on Committee to Review Social Work and Guidance Services.

Bill McCulley participated on a school task force to review the social work and guidance counseling services available to primary and secondary school children and youth. As a result of this task force, several recommendations will be made to the School Board to enhance the current guidance services. The proposed recommendations call for the district to realign the duties of one management position to be responsible for the coordination of guidance/social work services in the K-12 grades. This person would have authority to set up the duties and responsibilities of the social workers and guidance personnel. In addition, the task force recommended the hiring of one guidance and four social workers during the 84/85 school year; two guidance counselors during the 85/86 school year; and 1.5 guidance counselors in the '86/'87 school year. Mr. Jim Clark spoke in opposition to this proposal while Mrs. Gibb spoke in favor of it. After discussion, a Motion was made by Mrs. Lundquist and Seconded by Mrs. Gibb to endorse the study committee's conclusions. With the exception of Mr. Jim Clark, all were in favor of the motion. Motion carried. Mr. Tierney then indicated that while he supported the motion, he felt that additional information on this and any issue would be needed before the Board could adequately support a position. He stressed that areas such as school finances, staffing patterns, and transfers would be needed to make a valid judgment and recommendation.

2. Approval to Refer Study of Child Neglect and Abuse Laws and Related Issues to the Advisory Committee.

In light of the fire that took three children's lives, Mrs. Bablitch recommended that the Board direct the Advisory Committee to study the current and proposed child abuse and neglect laws and processes and to make recommendations for change to the Board. Mrs. Bablitch suggested that representatives on this study group include members of the Advisory Committee, Community Human Services Board, District Attorney's Office, Sheriff's Office, a private attorney, foster parent, recipient of services, and the Crisis Center. It was felt that the study group should have approximately ten members and would report back to this Board in about six months. The Board concurred with this request. A Motion was made by Mrs. Schad and Seconded by Mr. Szymkowiak that the Board direct the Advisory Committee to study the current and proposed child abuse laws and processes and make recommendations to the Board in six months. Composition of the study group should be as previously stated. All were in favor of the motion. Motion carried. It was emphatically stated that this study committee would not address the tragedy but be limited in scope to the current and proposed child abuse laws and processes.

3. Report on Study of Staffing Alternatives for Income Maintenance.

The Board was presented with six alternatives for additional staffing in the Income Maintenance Section. The rationale for each alternative was reviewed. The Board requested that an opinion be obtained from the District Attorney regarding the statutory background for indicating that a private agency could not be contracted with to provide fraud services. A member also felt that a logical place for a self-sustaining fraud position would be in the District Attorney's office. The Board requested that the agency review what impact

3. Income Maintenance Staffing (continued).

hiring a six-month limited term employee would have on the section's need. The Board asked that a plan be developed and brought back for action.

IV. FISCAL ISSUES

1. Business Manager's Report.

It was reported that on page 1 of the February Accounts Receivable Report there is an error. Under Community Health Clinic -- Current Month Cash Received the correct amount should be \$442.00 not \$43.00. Also on the final page under Totals the Current Month Adjustments should be \$23,824.25 not \$238,824.25. It was noted that the final total would not be valid and the Business Manager will resubmit a corrected report for February. A Motion was made by Mr. Schultz and Seconded by Mr. Szymkowiak to accept the reports as amended. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

Unusual expenditures were reviewed with the Board. A Motion was made by Scott Schultz and Seconded by Gene Szymkowiak to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mrs. Schad and Seconded by Mr. Stuart Clark to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:30 p.m. The next meeting will be on Tuesday, April 10th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
APRIL 10, 1984

Present

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

Excused

Dave Varney
Shirley Gibb

Others Present: Judy Bablitch, Director; Bill McCulley, Helen Krause, and Daryl Kurtenbach, Coordinators; Sue Rutta, Recording Secretary; Ray Schmidt, line staff; Lucy Kluck, Business Manager; and Bonnie Bressers, reporter for the Stevens Point Journal.

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

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 27th Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the Minutes of the March 27th meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Purcell indicated that he had received a transmittal from the Advisory Committee regarding videotaping presentations given in the Gilfry Center and making them available to the public. Mrs. Bablitch indicated that when possible, the department will try to comply with this request.

Mr. Purcell thanked all the Board members for their support and dedication over the past two years.

3. Director's Report.

Mrs. Bablitch also thanked the Board for its support and help over the past two years. She indicated that the department is planning an orientation for all new County Board members. She hopes that this will enable the new members to become more familiar with the agency and its services. The meeting will be formalized in the next few weeks.

3. Director's Report (continued)

The department has received notice that the WSSBM&DA Spring Conference will be in LaCross beginning May 2nd and lasting until the 4th. Anyone interested in attending should contact Judy. The Board suggested that the reorganized Board should receive copies of the agenda for this meeting so they can determine if anyone wishes to attend.

Mrs. Bablitch reported that the Regional Office is recommending that Portage County receive a zero dollar disallowance in 1980. Reasons given for this recommendation was the newness and reorganized structure of the agency. Mrs. Bablitch will provide an update on this issue as appropriate.

4. Introduction of Helen Krause, Coordinator-Division of Community Health Services.

Ms. Krause was introduced to the Board and gave a brief personal and professional history. The Board welcomed Helen.

II. PROGRAM ISSUES

1. Report on Community Forum, "Concern for Children: Children in Self Care" and Related Agency Day Care Issues.

Mr. Szymkowiak gave a report on the community forum regarding child self-care in Portage County. Mr. Szymkowiak served on the committee for the forum and reflected that only thirteen people attended the meeting. In addition, Gene questioned the accuracy of the data gathered in the survey presented at the forum. Gene shared with the Board some suggested alternatives to the latch-key child problem which included a YMCA "warm line" and additional programs for infant and toddlers. A study committee has been initiated to look further into the issues and solutions to this problem.

Daryl Kurtenbach reported that approximately \$15,000 of the \$68,000 day care services budget has been expended through March. So far the program is serving 91 children per month. The greatest number of clients being served is in priority number six -- children of parents with long-term school goals. In this classification there are 33 parents with 40 children receiving services. At this point in time, it is hard to estimate whether or not there will be adequate funding to accommodate all service requests throughout the year. The Board will be provided with updates.

2. Report on Claim Against Portage County.

Mrs. Bablitch reported that a claim against Portage County has been filed and that the County Board will take action on the claim at its next meeting. As a result, Ray Schmidt, sanitarian, has been asked to address this matter. Mr. Schmidt reported that the claim, in his opinion, is unfounded and stressed that the alleged damages are a result of lack of communication between the owner and their plumber/soil tester. Mr. Schmidt indicated that all information was provided to the client in a timely manner. Mr. Schmidt felt that more consumer

2. Report on Claim (continued).

education is needed in this area. As part of his role, Mr. Schmidt indicated that he will be recommending to the state the revocation of three parties' soil tester's licenses or at least that disciplinary action be taken against the parties. One of the people being recommended for this type of action is the claimant. The Board recommended that instead of having Mr. Schmidt submit this letter against the claimant, he should discuss the matter with the district representative, Mr. Kaminski, to see if perhaps Mr. Kaminski will endorse the letter instead of Mr. Schmidt. It is permissible for Mr. Schmidt to send the recommendation for disciplinary action against the other two persons. Mr. Schmidt was thanked for his update on the matter.

3. Action on Staffing Needs for Income Maintenance Section.

The Board once again looked at the staffing needs for the Income Maintenance Section. Mrs. Bablitch has provided an outline of the concerns and recommended the hiring of a maximum of a 20-hour LTE for the intake process in this section. The Board considered the recommendation and concurred with the request. A Motion was made by Mrs. Schad and Seconded by Mrs. Lundquist to accept the recommendation of the department to hire a limited-term employee from May 1st through December 31st for no more than 20 hours per week and at the regular budget process the Board would look at that position request and other requests for additional new staff. All were in favor of the motion. Motion carried. In addition, when the staff member who is currently doing the food stamp duties retires, the agency will not fill the position with a full-time permanent employee but will fill it only with an LTE until staffing needs can be more adequately addressed.

III. FISCAL ISSUES

1. Approval of Vouchers.

Under the Staff Development account, the amount should read \$542.00 not \$1,050. Vouchers were reviewed. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Engelhard to approve the vouchers as revised. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made by Mrs. Schad and Seconded by Mr. Jim Clark 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, April 24th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
APRIL 24, 1984

Present

Dick Purcell
Marge Lundquist
Shirley Gibb
John Holdridge
Gordon Hanson
Dave Varney
Scott Schultz
Dennis Tierney
Jim Clark
Tracey Mosley
Jerry Kaczmarek
Gene Szymkowiak

Others Present: Judy Bablitch, Director; Bob Steinke, Chairman-County Board of Supervisors; Sue Rutta, Recording Secretary; Helen Krause, Coordinator; Lauri Rockman, Supervisor; Lucy Kluck, Business Manager; University student observing the meeting.

The meeting was called to order at 4:35 p.m. by County Board Chairman, Bob Steinke, in Conference Room 1 of the Gilfry Center on Tuesday, April 24th.

I. MINUTES, REPORTS, COMMENTS

1. Introduction of New Board Members.

All Board members introduced themselves. New Board members were welcomed.

2. Election of Board Chairperson and Vice-Chairperson.

Mr. Steinke asked for nominations for Board Chairperson. Mr. Szymkowiak nominated Mr. Purcell for Chairperson of the Board. Nominations were called three times. A Motion was then made by Mr. Hanson and Seconded by Mr. Szymkowiak to elect Mr. Purcell chairperson of the Board. All were in favor of the motion. Motion carried.

Mr. Purcell then chaired the meeting. Mr. Purcell asked for nominations for the Vice-Chairperson position. Mr. Holdridge then placed Mr. Szymkowiak's name in nomination for the position. Nominations were called three times. A Motion was then made by Mr. Holdridge and Seconded by Mr. Varney to unanimously elect Mr. Szymkowiak to the position of Vice-Chairperson of the Board. All were in favor of the motion. Motion carried.

Note: The position of Secretary will not be filled by a Board member but will, as has been in the past, be filled by Sue Rutta as Recording Secretary.

2. Election (continued).

Mr. Purcell indicated that the Board will continue to meet on the second and fourth Tuesdays of each month in Conference Room 1 of the Gilfry Center with meetings beginning at 4:30 p.m.

3. Approval of the Minutes of the April 10, 1984 Meeting.

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

4. Correspondence.

Mrs. Bablitch reported that there was no interest by any member of the Board to participate in the Wisconsin Social Services Spring Conference. If possible, Mrs. Bablitch will try to attend the meeting and bring a report back to the Board.

Mrs. Bablitch reported that the department has received a letter from Mary Stone, Director of Public Health Nursing in Marathon County, requesting that the department assess whether or not our Board is interested in participating in a multicounty get-together. Counties participating would be Florence, Lincoln, Vilas, Langlade, Forest, Oneida, Wood, and Portage County. Board members were asked to complete a questionnaire and return it to Judy Bablitch.

The Board placed on file a letter from Dwight Stevens thanking the Board for its endorsement of the school's proposed prevention efforts.

5. Director's Report.

Revised organizational charts were distributed by Mrs. Bablitch.

The Senate Bill regarding smoking has passed. A committee is being formed by the Personnel Committee to assure that a standardized policy is in place in Portage County. Mrs. Bablitch has agreed to serve on this committee.

The United Way has asked the department to be present at its allocation committee meetings when agencies that we also fund request United Way dollars. This is one way in which agency dollars can be stretched by not duplicating funding to agencies adequately funded by the United Way.

Mrs. Bablitch will be looking at reclasses within the department. In addition, the department will also be focusing on new position requests and proposed 1985 budget requests.

6. Advisory Committee Report.

Mr. Clark indicated that Helen Marshall has resigned from the Advisory Committee. He reported that the Prevention Task Force is almost ready to make a recommendation to the Advisory Committee. The Committee will be looking into establishing the

6. Advisory Committee Report (continued).

Child Abuse Task Force. This task force should probably be chaired by a member of the Advisory Committee. It was also reported that the Youth Aides Task Force is also interested in having an Advisory Committee member on it.

Mr. Szymkowiak indicated that Mrs. Glenn Johnson was interested in serving on the Advisory Committee when an opening was available. This information will be relayed to the Committee.

II. PROGRAM ISSUES

1. Action on Advisory Committee Bylaw Change.

A Motion was made by Mr. Varney and Seconded by Mr. Schultz to accept the Advisory Committee bylaw change as requested. All were in favor of the motion. Motion carried.

2. Progress Report on Status of Child Abuse and Neglect Task Force.

As reported by Mr. Clark, the Advisory Committee will be establishing this task force. It was felt that it should be chaired by a member of the Advisory Committee. Membership and structure has been approved by the Committee.

3. Action on Appointment of Board Member to Child Abuse and Neglect Task Force.

A Motion was made by Mr. Szymkowiak and Seconded that Mrs. Gibb be appointed to the Child Abuse and Neglect Task Force. All were in favor of the Motion. Motion carried.

4. Income Maintenance Statistical Reports.

Mrs. Rockman presented her Income Maintenance Summary Report and Fraud Investigation Quarterly Summary to the Board. It was noted that this Section has seen an 11% increase in caseload size per worker over the 1983 average and that a self-screening tool has been implemented in the waiting area for prospective clients. Mrs. Rockman indicated that a report on hunger in Portage County will be given in about six weeks. The Board also asked Mrs. Rockman to prepare a report noting the number of clients, average family size, income levels and service dollars per each category -- Aide to Families with Dependent Children (AFDC), Medical Assistance (M.A.), Food Stamps (F.S.), and Energy Assistance. Mrs. Rockman's reports were accepted by the Board.

III. FISCAL ISSUES

1. Business Manager's Report.

January, February, and March Accounts Receivables were reviewed by the Board. In addition, the Financial Report for March was perused. On the April Financial Report, a percentage comparison for 1983 revenue/expenses will be added. Also, a written explanation of major variances will be added. The Board accepted the report.

2. Approval of Vouchers.

Vouchers over \$250 were presented to the Board for approval. The Board directed the Business Manager to reduce the amount spent on postage. Instead of \$5,000 each time, the Board suggested a smaller amount be allocated. The Board also asked that the department prepare a report for the Board on ways to eliminate the Clark County care costs. The Board would like to have a written analysis on what care is actually needed and rationale for the restrictions; prognosis for client in addition to what improvements have been made by the client. A Motion was then made by Mr. Hanson and Seconded by Mr. Holdridge to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 6:10 p.m. The next meeting will be on Tuesday, May 8th, in Conference Room 1 of the Gilfry Center beginning at 4:30 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MAY 8, 1984

Present

Scott Schultz
Tracey Mosley
Gordon Hanson
Dave Varney
Shirley Gibb
Gene Szymkowiak
Dennis Tierney
Jim Clark
Jerry Kaczmarek

Excused

Dick Purcell
Marge Lundquist
John Holdridge

Others Present: Judy Bablitch, Director; Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Lauri Rockman, Supervisor; Helen Krause, Coordinator; Paul Rice, Sharon Spencer, and other staff from Community Industries; concerned citizens; Bonnie Bressers representing the Stevens Point Journal.

The meeting was called to order at 4:30 p.m. by Vice-Chairperson, Gene Szymkowiak in Conference Room 1 of the Gilfry Center on Tuesday, May 8, 1984.

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the April 24, 1984 Meeting.

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

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

Mrs. Bablitch reported that there will be a County Board orientation/open house at the Gilfry Center on Monday, May 14th. This is an effort to familiarize new and returning County Board members with the programs and services provided by the department.

The department will have its Spring picnic on Thursday, May 17th. Any member wishing to attend this event should let Judy Bablitch know in advance of that date.

Membership lists for the Board and Advisory Committee was distributed by the Director.

3. Director's Report (continued)

The agency is beginning to formulate plans for its 1985 budget. The director has suggested that the Board set aside September 11th - 13th as the timeframe to consider the agency's budget. There were no objections to this recommendation.

The department has met with representatives from the Seventh Day Adventists who hope to form a home health care program in Portage County. The department will present an assessment on the future outlook for home health agencies within the coming month. Mrs. Bablitch indicated that she was favorably impressed with the plans and expertise of the Seventh Day Adventists.

II. PROGRAM ISSUES

1. Board Appointments to Committees.

The Board will need to reappoint one Board member each to three committees. The three positions are liaison to the Advisory Committee, representative on the Septic System Appeals Board, and representative on the Pesticide Study Committee. Both Mr. Clark and Mr. Szymkowiak indicated their willingness to continue to serve on these committees. Mr. Clark serves in the liaison capacity to the Advisory Committee while Mr. Szymkowiak serves on the Appeals Board and the Pesticide Study Committee. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to continue the appointments as they currently are. All were in favor of the motion. Motion carried.

2. Report on Day Services Program.

Sharon Spencer, Coordinator of the Day Services Program, gave a brief history of the program and also gave a slide presentation. Currently participants in program range in age from 21 - 57 years old. The program serves fifteen people and has a 1:3 staff to client ratio. Miss Spencer indicated that three more clients are scheduled to enter the program in the Fall. Miss Spencer was thanked for her presentation.

3. Report on Planning for Long-Term Mentally Ill Client.

Mr. McCulley was present and provided the Board with a brief history of this client as well as cost-containment efforts. Mr. McCulley indicated that efforts are being finalized to move this individual to a long-term maintenance nursing home in a locked unit. If this transfer can be initiated, the cost to Portage County will be minimal -- perhaps \$4 per day with the rest of the cost of care coming from Medicare. The Board commended agency staff for their efforts in transferring this patient to more suitable facilities.

4. Report on Board Training Schedule.

Each Board member was asked his/her preference for the May 22nd Board training session. Interest was also shown for a tour to Norwood. Mr. Kurtenbach will investigate the possibilities of the tour and report back to the Board.

II. PROGRAM ISSUES (continued)

5. Report on Aid to Families with Dependent Children (AFDC) Eligibility Study.

Mrs. Rockman reviewed the findings of her AFDC study with the Board. She indicated that 48.5% of the cases continue to receive assistance after three years which is the reverse of what it was two years ago. The deprivation factor in 1984 shows the greatest number of recipients receiving services are those who are unmarried mothers and also persons who are divorced. Mrs. Bablitch indicated these areas will be examined to assess program implications.

6. Report on Child Support Issues.

Mrs. Rockman indicated that over one-third of the AFDC cases in which child support has been ordered by the court never receive any of the payments. She also noted that in Portage County, the average child support order went from \$116.20 per month in 1982 to \$78 per month in 1984. Additional statistical information on child support regimes were provided to the Board.

7. Additional Income Maintenance Statistics.

The Board was also provided with statistics on Portage County's involvement with AFDC, Food Stamps, and Food Stamp/AFDC caseload while member is maintaining employment. The Board thanked Mrs. Rockman for all three presentations.

In addition, the Board requested a training session on the Income Maintenance program process. Mrs. Bablitch also agreed to provide some AFDC recipients to speak about their lives on AFDC.

III. PERSONNEL ISSUES

1. Action on Request to Replace Clerk 2 with Limited-Term Employee.

The agency is requesting approval to hire a limited-term employee to fill a Food Stamp Clerk position. The Board considered the request. A Motion was made by Mr. Tierney and Seconded by Mr. Varney that the Board approve the LTE request for full-time for three months (July-September) and that in late August or early September the request be brought back to see if the position continues to be needed full-time until the end of the year. The department will then project the needs of this position for 1985. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Request to Transfer Funds to Purchase Three Accu-Checks.

The department is requesting permission to purchase three accu-checks for the Home Health Care Section. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES (continued)

2. Approval of Vouchers.

The Board considered vouchers over \$250. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting will be on Tuesday, May 22nd. The Board training will begin at 4:00 p.m. The regular meeting will start at 5:00 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MAY 22, 1984

Present

John Holdridge
Marge Lundquist
Gordon Hanson
Shirley Gibb
Tracey Mosley
Richard Purcell
Gene Szymkowiak
Dave Varney
Jerry Kaczmarek
Jim Clark
Scott Schultz
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Bill McCulley, and Daryl Kurtenbach, Coordinators; Maria Boario, Supervisor; Noel McCormick, Advisory Committee member; Mike Houlihan, Portage House Director; Lucy Kluck, Business Manager; Char Whitmarsh and Evelyn Zywicke, Home and Financial Managers.

I. BOARD TRAINING

Most Board members began their Board training in the program of their choice at 4:00 p.m. A wrap-up session was held around 4:30 p.m. in which each Board member and the Advisory Committee member gave a brief overview of the training event in which he/she participated. Staff were available to answer questions.

The regular meeting was called to order at 5:10 p.m. by Chairman Purcell in Conference Room 1 of the Gilfry Center on Tuesday, May 22, 1984.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 8, 1984 Meeting.

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

2. Correspondence.

Mr. Purcell read a transmittal from the Advisory Committee regarding the appointment of Woody Bishop to the Advisory Committee, Jack Friess to the Septic Systems Appeals Board as well as to the Chairpersonship of the Abuse and Neglect Task Force, Fran Eskritt and Peggy Hendrick to the Pesticide Task Force, and Marge Odejewski

2. Correspondence (continued)

and Mary Kampschoer to the Abuse and Neglect Task Force. The transmittal was acknowledged and placed on file.

Mr. Kurtenbach indicated that the Board would be able to take its trip to Norwood between the hours of 10:00 and 2:00 p.m, on any Tuesday, Thursday, or Friday. Board members were asked to consider how this timeframe would fit into their schedules and then indicate whether anyone would be interested in touring the facilities.

3. Director's Report.

Mrs. Bablitch reported that the Portage County resident who had been residing at the Clark County facility has been transferred, as of May 10th, to a locked nursing bed facility.

Four County Board members attended the orientation/open house which the department held on May 14th. As a note, Mrs. Bablitch reiterated that only new Community Human Services Board members were invited to the open house because most current Board members are aware of the services that the agency offers. An informational packet had been prepared and Mrs. Bablitch will attempt to personally deliver the information to all County Board members who did not attend the session.

Mrs. Bablitch indicated that she was invited to attend the United Way's Allocation Committee's discussions. The United Way has also been invited to attend the agency budget deliberations. It is hoped that by these mutual efforts, Portage County resource dollars can be providing more needed services with less duplication.

4. Advisory Committee Report.

Jim Clark reported that the Advisory Committee met last night. The appointments were noted under Correspondence. The Committee will be having two more vacancies in the near future. The Prevention Task Force has made their recommendations to the Committee who will forward them on to this Board for action at the June 12th meeting. Mr. Clark requested that one-half hour be allowed for consideration of this matter. Updates on other task force reports were given.

5. Other Reports.

Mrs. Gibb indicated that she had attend the organizational meeting for the citizens concerned with the problem of Portage County's "latchkey children". In addition to identifying problems in the community, the committee also identified agencies to provide services. This will be an ongoing appointment for Mrs. Gibb as well as her participation on the Child Abuse and Neglect Task Force.

III. PROGRAM ISSUES

1. Action to Authorize Portage House to Use Project Income to Purchase Household and Program Items.

The Board had a request from Portage House to use \$2,740 of its Project Income to purchase various household and program items. In addition, Mr. Houlihan also requested permission to purchase software for his computer. The computer software would potentially add another \$1,000 to the previously requested \$2,740. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Clark to approve the request including the software equipment. However, the software cannot be purchased until approval is given by the state for this additional expenditure and the Board is provided a copy of the approval. All were in favor of the motion. Motion carried.

2. Action to Accept Community Integration Program (CIP) Funds.

The agency is requesting Board acceptance of Community Integration Program (CIP) funds. These funds allow Portage County to recouperate \$55 per day for services to developmentally disabled persons returning to Portage County from state Centers for the Developmentally Disabled. Mrs. Bablitch indicated that so far, one person has been reintegrated into the community. A Motion was made by Mrs. Gibb and Seconded by Mr. Szymkowiak to accept the CIP funds. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Maternity Leave.

The department is requesting approval of a ten-week maternity leave of absence for Mrs. Perkins of the Income Maintenance Section. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Gibb to approve the leave as requested. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Approval of Vouchers.

A listing of vouchers over \$250 had been included in the Board packet for members' perusal. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

2. Business Manager's Report.

It was noted that a new column, 1983 Percentage Used/Received, has been added to the Financial Report. In addition, an explanation sheet will also be included identifying unusual financial expenditures. It was noted that the agency will be receiving an additional \$27,000 in Community Option Program funds which will be included in 1984 COP and Supportive Home Care budgets. These funds will

2. Business Manager's Report (continued).

be used to alleviate the waiting lists in both of these programs. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to accept the reports as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Hanson to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:45 p.m.

The next meeting is scheduled for Tuesday, June 12th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 12, 1984

Present

Shirley Gibb
Gordon Hanson
Jerry Kaczmarek
Tracey Mosley
Dick Purcell
John Holdridge
Jim Clark
Marge Lundquist
Scott Schultz

Excused

Dennis Tierney
Dave Varney
Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause and Daryl Kurtenbach, Coordinators; Maria Boario, Supervisor; Lucy Kluck, Business Manager; Sue Coe, Jack Friess, Fran Eskritt, and John Moffatt of the Advisory Committee; John Grabowski, North Central Area Health Planning Association representative; Linda Macak, Wellness Commission representative; Pat Helmick, St. Michael's Hospital representative; Mary Beth Torgeson-Bos, United Way representative; Jerry Rous, Commission on Aging representative; Teresa Summerton, Mental Health Assn. representative; and Bonnie Bressers of 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 on Tuesday, June 12th.

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 22, 1984 Meeting.

A Motion was made by Gordon Hanson and Seconded by Tracey Mosley to accept the Minutes of the May 22nd meeting as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Members were asked to write a few comments for the memory book to be given to Evelyn Stoltenberg, a Clerk who is retiring at the end of the month.

The Child Abuse Task Force, Mrs. Bablitch reported, has met once and has formed a planning group. The group has an excellent composition. The first meeting was very successful.

The agency has received \$500 from the March of Dimes to be used for health programming in the county.

3. Director's Report continued

It was noted that Mrs. Klesmith was honored at the Wisconsin Public Health Association's convention for her work in public health. It was also noted that Joanne Higgins also presented the topic of peer counseling at this convention.

The agency has received an additional \$6,104 in day care funds and \$5,603 for supportive home care. In 1985, the agency expects to receive in excess of \$70,000 for day care programming.

Mrs. Bablitch indicated that the acronyms that the Board requested can be found in this Board packet.

4. Introduction of Susan Coe, Chairperson of the Advisory Committee.

Mrs. Coe was introduced to the Board and gave a brief professional and personal history. Mrs. Coe indicated the Advisory Committee's interest in working with the Board on social concerns. The Board thanked Mrs. Coe for coming and reflected on the fine work being accomplished by the Advisory Committee.

II. PROGRAM ISSUES

1. Action on Prevention Task Force Report.

Mr. Moffatt, Chairperson of the Prevention Task Force and member of the Advisory Committee, presented the Prevention Task Force report and recommendations. Mr. Moffatt also introduced Prevention Task Force members who were present in the audience. Each recommendation was discussed with the Board. The main emphasis of the report centered around initiatives to combat person abuse and substance abuse. The task force recommended financial support be given to Information and Referral as well as the Stevens Point Wellness Commission. It was noted that the United Way has allocated \$1,000 for protective behaviors which will focus on preventing child abuse as well as allocating \$2,000 for Information and Referral publicity. The United Way hopes that this agency can provide the same monetary commitment to the programs. Mrs. Bablitch indicated that the Mental Health Association has applied for a grant to purchase a computer which would be used for updating information at Information and Referral. In discussing the "Categories of Social Problems" listing, Scott Schultz and Tracey Mosley both indicated that "Discrimination" should be added to the category listing. The Board concurred with this amendment. In acting on the 1985 budget, the agency and Board will consider these recommendations. A Motion was made by Mr. Hanson and Seconded by Mr. Clark to accept with gratitude the task force report as amended. All were in favor of the motion. Motion carried.

2. Report on Public Participation Process in Agency Service Plan and Budget for 1985.

This report was postponed until the next meeting.

3. Action on Home Health Care Report.

Maria Boario, Home Health Care Supervisor, presented the Board with a report on Home Health Care. Two other agencies have expressed interested in serving the home health needs of Portage County residents. The report outlines some of the issues and requests Board approval to form a subcommittee to study the problem and alternatives for this program. Mr. John Grabowski of the North Central Area Health Planning Association (NCAHPA) was also present to explain NCAHPA's role in determining the need for services in Portage County. Mr. Grabowski explained the conflicting needs formula used by the state and compared it to the formula used by NCAHPA. The agency expressed its concern that the county would incur increased costs for providing the home health care service if they only served no-fee clients which might not make the program viable and also the fact that clients needing the services might not be served. Mrs. Boario was thanked for her report. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Mosley to form the Home Health Care Subcommittee as recommended. All were in favor of the motion. Motion carried. Mrs. Lundquist and Mr. Schultz agreed to serve on this subcommittee.

4. Action to Refer Remodeling for Health Clinics to Space and Properties Committee.

The department is requesting Board endorsement to proceed on the proposal to build three additional exam rooms and a waiting area and refer this request to the Space and Properties Committee. These additional facilities would be paid for through Family Planning Services funding. A Motion was made by Mr. Schultz and Seconded by Mr. Clark to approve the recommendations as submitted. All were in favor of the motion. Motion carried.

III. FINANCIAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Mosley and Seconded by Mrs. Ludnquist to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made by Mr. Hanson and Seconded by Mr. Clark 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 on Tuesday, June 26th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 26, 1984

Present

Gordon Hanson
Jim Clark
Dave Varney
Scott Schultz
Marge Lundquist
Dick Purcell
John Holdridge
Jerry Kaczmarek

Excused

Shirley Gibb
Gene Szymkowiak
Dennis Tierney

Absent

Tracey Mosley

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach and Helen Krause, Coordinators; Fran Eskritt, Advisory Committee member; Lucy Kluck, Business Manager; Linda Macak, Scott Zechel, and Ron Cook representing the Stevens Point Wellness Commission; and Shirley Cumberland and Karl Pnazek representing the Crisis Center.

I. BOARD TRAINING

The Board training for June centered around the department's funding sources, accounting methods, and reimbursement processes. Lucy Kluck, Business Manger, conducted the session.

The July training will be on the Income Maintenance program.

The regular meeting was then called to order by Chairperson Purcell at 5:00 p.m. on Tuesday, June 26th, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, CORRESPONDENCE

1. Approval of the Minutes of the June 12, 1984 Meeting.

A Motion was made by Mr. Schultz and Seconded by Mr. Hanson to approve the Minutes of the June 12th meeting as submitted. All were in favor of the Motion. Motion carried.

2. Correspondence.

The North Central Area Health Planning Association (NCAHPA) is in need of nominations for a three-year mental health provider of services to its Board. The term would run from September 1984 through August 1987. Nominations must be in to NCAHPA by Friday, July 20th. Nonimations will be discussed at the next Board meeting.

II. MINUTES, REPORTS, CORRESPONDENCE (continued)

3. Director's Report.

Mrs. Bablitch indicated that a theft in the building occurred after 11:00 p.m. Monday night. The thief went through the ceiling tile in the basement hallway and entered the library. Over \$2,000 worth of video equipment was taken. The theft has been reported to the police.

Judy Bablitch and Lucy Kluck will be working on a State-County Contract Committee. Updates will be provided to the Board.

The department continues to work with other community agencies in attempts to strengthen its networking process and is also working on its goals and objectives as well as initial budget projections.

Mrs. Bablitch endorsed the Law Enforcement Committee's suggestion to request that some of the \$50,000 bond forfeiture be used in the area of prevention programming. Mr. Schultz briefly addressed this issue.

4. Advisory Committee Report.

Mr. Clark, Advisory Committee Liaison, reported that Don Herrmann has been appointed as Bev Nelson's replacement. A replacement for Julie Dietche will also be found. The Advisory Committee will be hearing an update on the COP program at its August meeting. John Moffatt has been appointed to serve on the Youth Aids Committee and Dr. Slater has agreed to serve on the Home Health Services Study Group. Ms. Boario was present at the last meeting and gave a brief update on the Home Health Services concerns.

III. PROGRAM ISSUES

1. Status Report on Public Participation Effort.

Mr. Kurtenbach reported that several listening forums have been held in the rural communities and more are scheduled in July. When all the forums have been completed, a synopsis of concerns and comments will be provided to the Board, Advisory Committee, and key citizen members who have attended the forums.

2. Presentation on Family Crisis Center.

Shirley Cumberland and Karl Pnazek gave a brief presentation on the Family Crisis Center's services and financial outlook. Mr. Pnazek reported that the Center would have a deficit of about \$15,000 for 1984. The Center, therefore, will be requesting additional funding through the Community Human Services Department. It is anticipated that the amount the Center would be requesting from the department would be \$4,050. This figure was arrived at by taking the deficit times the percentage of services received by Portage County residents less the United Way funding provided by the Portage County United Way. Shirley Cumberland answered questions about services provided. The Board questioned how people become aware of their services. Shirley and Karl were thanked for their presentations.

III. PROGRAM ISSUES continued

3. Presentation on Wellness Commission.

Linda Macak, Director of the Wellness Commission, and Ron Cook, Board President, gave a brief presentation on the goals and programs of the Wellness Commission. The Commission will also be requesting funds from the department. Linda noted that the Commission's budget for 1985 is \$22,500 of which only \$10,500 comes from United Way. The remainder of the revenue must be gotten through fees from services provided. Mrs. Macak briefly highlighted the Commission's continuing activities, special events, new projects, and its work with businesses and industry. Both Mr. Cook and Mrs. Macak were thanked for the presentation.

IV. PERSONNEL ISSUES

1. Approval to Hire a Typist 2.

The department is requesting reconsideration by the Board to hire a full-time permanent employee in the Food Stamp Clerk position instead of the full-time limited-term employee it has previously requested and subsequently been approved. The memo of June 26th to the Board outlined the requests under consideration. The matter was considered. After considerable discussion, the Board felt that the position should remain as a limited-term employee and that the benefits should be reflective of that status effective from the date of placement into the position. The Board concurred that the person performing these duties should be paid at the rate and grade of the position -- a Typist 2 with wages retroactive to the date the duties were assumed. A Motion was then made by Mr. Varney and Seconded by Mr. Schultz to continue the Food Stamp Clerk position as an LTE Typist 2 with benefits based on LTE status. The incumbent would be paid pay retroactive to the date she assumed the duties of Food Stamp Clerk. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Business Manger's Report.

The Business Manager's Report was deferred until the next meeting.

2. Collections Report.

The Collections Report was deferred until the next meeting.

3. Approval of the Vouchers.

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

V. FISCAL ISSUES continued

4. Action to Accept Addendum to Agency State/County Contract.

This matter was deferred until the next meeting.

VI. CONTEMPLATED EXECUTIVE SESSION

This matter will be acted on at the next meeting. The Board indicated that Mrs. Bablitch's pay would be retroactive to her annual salary adjustment date instead of the date the Board takes action on her salary.

VII. ADJOURNMENT

A Motion was made by Mr. Clark and Seconded by Mr. Hanson to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at about 6:40 p.m.

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JULY 10, 1984

Present

Dennis Tierney
Tracey Mosley
John Holdridge
Gordon Hanson
Dave Varney
Scott Schultz
Dick Purcell
Jerry Kaczmarek
Jim Clark

Excused

Gene Szymkowiak
Shirley Gibb
Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause and Bill McCulley, Coordinators; Maria Boario, Lauri Rockman, and Jay Cleve, Supervisors; Mary Mahr, I.M. Worker; George Snyder, Director of the North Central Area Health Planning Association; Bonnie Bressers, Stevens Point Journal.

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

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the June 26th Board Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch indicated that the July Board training will be postponed until the first meeting in August. At that time, a session on the department's Income Maintenance services will be presented.

Visions '84 brochures were distributed and the Board encouraged to attend the workshop. The workshop focuses on prevention efforts for employers.

Mrs. Bablitch discussed the newspaper article in which School Board member, Jerry Rolstad, indicated that over the past ten years there was a dramatic increase in the number of social workers hired by the county in relationship to the total population growth. His comments were made at a School Board meeting. Mrs. Bablitch was directed to talk to Mr. Rolstad and clarify his misconceptions.

Finance Committee has approved the transfer of funds to replace the stolen video equipment. The department will have to pick up the first one hundred dollars as a deductible.

II. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

A Motion was made by Mr. Hanson and Seconded by Mr. Varney to adjourn to Executive Session to discuss the performance evaluation and set salary for the Director. 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 and Seconded to return to Open Session. All were in favor of the motion. Motion carried.

A Motion was then made by Mr. Hanson and Seconded by Mr. Clark to rate the Director's performance at the exceeds level and to recommend a 4% salary increase. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Approval to Grant a Leave of Absence.

The department is recommending approval for a six-month medical leave of absence without pay for a Mental Health Clinician. The Board concurred with the request. A Motion was made by Mr. Tierney and Seconded by Mr. Holdridge to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Approval to Hire Limited-Term Employees for Psychological Services Section.

The department is requesting permission to hire possibly two limited-term employees to fill the six-month leave of absence granted to the Mental Health Clinician. A replacement for between one to two days per week has been found. The agency has contacted other possible resources in an effort to provide at least 2-3 days per week coverage during the absence. There would not be an additional cost to the county for these replacements. A Motion was made by Mr. Tierney and Seconded by Mr. Holdridge to approve the hiring of the limited-term employees to replace the Clinician during her medical leave. All were in favor of the motion. Motion carried.

Mr. Tierney felt that the general policy of the Board should be one of allowing the Director in coordination with the Board Chairperson to fill such vacancies and approve such leaves as above at their discretion. Such routine matters should not be brought before the Board unless it has a direct impact on increasing the staff or budget.

3. Approval to Change Full-Time Position to Two Part-Time Positions Through Job Sharing.

The department is endorsing the request to job share an Income Maintenance position between two workers. Documentation had been provided to the Board on work duties, responsibilities, and communication. Mrs. Bablitch felt that approval of the job share request was in the best interest of the department, the clients, and the employees. The matter was discussed. A Motion was then made by Mr. Hanson and Seconded by Mr. Varney to approve the job sharing request as submitted. All were in favor of the motion. Motion carried.

4. Approval to Hire a Limited-Term Employee for Environmental Health Section.

The department is requesting approval to hire a limited-term employee for the Environmental Health Section. This person would work 20 hours per week for twelve weeks and do water and soft-serve sampling. The agency is investigating the potential to use volunteers to carry on this work and would only hiring staff if volunteers cannot be found. The Board questioned the \$4.50 per hour wage and indicated that it should be amended to minimum wage of \$3.35 per hour. It was also noted that if at all possible, the agency should use work study students from the university since the cost of the student's time would only be 20% to the agency. A Motion was then made by Mr. Tierney and Seconded by Mr. Hanson that the agency be given permission to hire an LTE at \$3.35 per hour for twelve weeks only if volunteers cannot be found and that then the agency try to hire a work study student in this capacity. All were in favor of the motion. Motion carried.

IV. PROGRAM ISSUES

1. Semiannual Report on 1984 Agency Goals and Objectives.

Mrs. Bablitch indicated that all section goals and objectives have been reported to her and will be reported on at the next Advisory Committee meeting in July. The departmentwide goals and objectives were highlighted by Mrs. Bablitch. A Motion was made by Mr. Hanson and Seconded by Mr. Mosley to accept the report as presented. All were in favor of the motion. Motion carried. The department's 1985 goals will be presented at the next Board meeting.

2. Appearance by George Snyder, North Central Area Health Planning Association.

Mr. Snyder distributed a fact sheet about the NCAHPA's activities. He asked for suggestions on how to better communicate with the Board and indicated that all Board members have been put on the Association's mailing list so that each one will receive their newsletter. Mr. Snyder then gave an overview of the Association's services and responsibilities. He indicated a willingness to

come back on a regular basis to meet with the Board. Some Board members expressed their concern over the lack of past communication patterns. The way Health Resource committees communicate their meetings and agendas was questioned. It was also suggested that a county body such as the Board should have more control and input into the human service planning for the county instead of the Health Resources Committee. In the future, every effort will be made to communicate more fully with this committee. Mr. Snyder was thanked for his presentation.

3. Action to Establish a Task Force to Study Implementing a Countywide System of General Relief.

A Motion was made by Mr. Tierney and Seconded by Mr. Mosley to accept the report and to establish a subcommittee to study implementing a countywide system of General Relief. All were in favor of the motion. Motion carried. Mr. Holdridge was appointed to this study committee.

V. FISCAL ISSUES

1. Approval of Vouchers.

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

2. Action to Approve Addendum to State-County Contract.

A Motion was made by Mr. Tierney and Seconded by Mr. Clark to approve an addendum to the state-county contract as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Clark and Seconded by Mr. Tierney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:30 p.m.

The next meeting will be on Tuesday, July 24th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JULY 24, 1984

Present

Dennis Tierney
Tracey Mosley
John Holdridge
Gordon Hanson
Dave Varney
Scott Schultz
Dick Purcell
Jerry Kaczmarek
Jim Clark
Gene Szymkowiak
Shirley Gibb
Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause and Daryl Kurtenbach, Coordinators; Lauri Rockman, Supervisor; Marsha Johnson, Water Quality Specialist; Lucy Kluck, Business Manager; and Fran Messa, WSPT reporter.

The meeting was called to order by Acting Chairperson, Gene Szymkowiak on Tuesday, July 24th, in Conference Room 1 of the Gilfry Center. Mr. Purcell assumed the duties of Chairperson after the first order of business.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 10th Meeting.

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

2. Correspondence.

Mr. Purcell reported that he had received a letter from Mr. Snyder of the North Central Area Health Planning Association thanking the Board for allowing him to appear at the July 10th Board meeting and for the suggestions on how to strengthen communication links between both agencies. Mr. Snyder also suggested that any further ideas on how to better communication would be appreciated. Mr. Holdridge suggested that the Health Resource Committee should report to this Board. This matter will be discussed as a future agenda item of the Board. Mrs. Bablitch was asked to investigate the original intent of the Health Resources Committee.

The Chairman also received a letter from Mr. Ed Rusin requesting better coordination between the Environmental Health Planning, and Register of Deeds departments. Rusin noted that if these departments were all in one facility, efficiencies could be gained. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Mosley to refer this letter to Committee on Committees. All were in favor of the motion. Motion carried.

2. Correspondence (continued)

A notice of the North Central Areas Health Planning Association's public hearings was read and placed on file.

Mr. Purcell reported that Mr. Steinke had appointed Mrs. Lampert to represent the County Board on the North Central Area Health Planning Association's Board. Mr. Steinke had confirmed the appointment just prior to receiving our letter of concern. In the future, Mr. Steinke has indicated he will be contacting this Board for input.

3. Director's Report.

Mrs. Bablitch reported that the final three public input meetings will be held this week in Stevens Point and that the department is in the process of budget deliberations.

4. Advisory Committee Report.

Mr. Clark indicated that the Advisory Committee has appointed Mr. Don Herrmann to replace Julie Dietche. In addition, it was noted that Visions '84 had been cancelled due to lack of interest. Section supervisors presented 1985 goals and objectives to the Committee and reviewed their 1984 accomplishments with them.

II. PROGRAM ISSUES

1. Action to Adopt 1985 Departmentwide Goals.

The Board reviewed the proposed 1985 departmentwide goals. Mr. Hanson suggested that before Goal #10 was implemented, the Personnel Department should be contacted for its input. In addition, the Board indicated that each Goal should have some measurement tool attached to it. With these suggestions in mind, a Motion was made by Mr. Hanson and Seconded by Mrs. Lundquist to approve the 1985 departmentwide goals as submitted. All were in favor of the motion. Motion carried.

2. Update on Activities of Groundwater Specialist.

Marsha Johnson, Groundwater Specialist, gave an update on activities in our area. Ms. Johnson reported that 63 aldicarb samples were done in March. Out of the 63 samples tested, 10 were on new sites within the area. In June, 84 aldicarb samples were taken along with 42 nitrate samples. The test results have not been received yet on this group. In addition, she has held 26 individual consultations with citizens regarding well water problems and has made speeches on groundwater issues to such organizations as the County Board and UW-Extension's Rural Leadership Conference. In addition, Marsha has received requests from 12 homeowners for aldicarb testing since the end of June. Ms. Johnson was available to answer questions during her presentation.

It was noted that the next Pesticide Task Force meeting will be held on either August 8th or August 16th.

II. PROGRAM ISSUES (continued)

3. Quarterly Income Maintenance Statistical Report.

The Fraud Investigator Quarterly Report was reviewed with the Board. Mrs. Rockman noted that during this quarter, the Fraud Investigator was away on maternity leave. The Board accepted the report and suggested that more publicity be given to this program.

4. Action to Endorse Energy Assistance Prevention Pilot Study and Hire a Limited-Term Employee to Staff the Program.

The pilot study was discussed with the Board. Members felt that program elements number one and three should be coordinated with the Public Service Corporation if possible. It was noted that this project will not duplicate already existing services. The agency is also requesting an LTE to provide services in this program. Documentation on cost had been included within the Board information. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to approve the Energy Assistance Prevention Pilot Study and the hiring of a limited-term employee to staff the program. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Approval of New Position Requests.

The first request considered by the Board was that of a full-time Fraud Investigator position. The Board felt that since they had been monitoring this position the last six months and had seen the need for the position, they could endorse this request. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request for a full-time Fraud Investigator position. All were in favor of the motion. Motion carried.

The next position request considered was the change in job responsibilities for the Home and Financial Manager/Volunteer Services Coordinator. The department is requesting that this position's Volunteer Services duties be expanded from 15 hours to 30 hours in 1985 and that the position's Home and Financial Manager duties be decreased from 25 hours to 10 hours in 1985. In addition, the agency is requesting that the decrease in Home and Financial Manager time be filled by a limited-term employee working 20 hours per week in 1985. Mrs. Gibb spoke against the request because she was not sure of the need for this additional Volunteer Coordinator time. A Motion had been made by Mr. Tierney and Seconded by Mr. Varney to approve the revision to the job description of the Volunteer Services Coordinator/Home and Financial Manager position and the hiring of a 20-hour per week LTE Home and Financial Manager as requested. In response to Mrs. Gibb's concern regarding need for the change in job duties and corresponding LTE, a Motion was made by Mr. Tierney and Seconded by Mr. Mosley to amend the motion to reflect that a six-month trial period would be in place so that the Board could assess the need of this position in its proposed capacity. If the need was not satisfactorily met, the position would revert to its original duties (25 hours Home and Financial Management and 15 hours Volunteer Services). All were in favor of the amendment to the motion.

III. PERSONNEL ISSUES (continued)

1. Approval of New Position Requests (continued).

Motion carried. The amended motion passed unanimously.

The Board questioned whether the change in job duties for this position should be considered a new position. The Board indicated a new position reflects a new employee and not a change in duties. If this change in job duties must go before County Board, it should be stressed that this will not increase staff.

2. Action to Change Typist 2 LTE Position to Permanent Status.

The department is requesting reconsideration by the Board for a change in status of the Food Stamp Clerk position. The change would be from a limited-term employment to a permanent status. The Board was asked to refer to the discussion which took place at the June 26th meeting. Mrs. Bablitch indicated that this request was pertinent in view of the fact that the state now cannot give a final duty takeover date for these responsibilities. It appears that this position will be needed well into 1985. The circumstances and rationale for this request was discussed. A Motion was then made by Mrs. Gibb and Seconded by Mrs. Lundquist that the Board make the position permanent full-time — as per option #1 in Mr. Jadin's memo of July 24th. At that time, a Motion was made by Mr. Hanson and Seconded by Mr. Szymkowiak to Table action on this matter until the next meeting at which time Mr. Jadin would be asked to be present. A roll call vote was taken. Motion carried by a vote of 7-3 to favor of Tabling action. Mrs. Gibb, Mrs. Lundquist, and Mr. Mosley voted in opposition to the motion.

IV. FISCAL ISSUES

1. Approval of Vouchers.

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

2. Collection Report.

It was noted that the Accounts Receivable computer system is working very well and that collections are up. A Motion was made by Mr. Hanson and Seconded by Mr. Clark to approve the Collection Report. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Hanson 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 14th, at 4:30 p.m. in Conference Room 1.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
AUGUST 14, 1984

Present

Tracey Mosley
Gene Szymkowiak
Dave Varney
Gordon Hanson
John Holdridge
Dick Purcell
Marge Lundquist
Shirley Gibb
Scott Schultz
Jim Clark
Jerry Kaczmarek

Excused

Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach and Helen Krause, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, I.M. Supervisor; Gary Magee, Pat Smith, Mary Mahr, Julie Hovden, and Ken Spencer, I.M. Staff; and I.M. recipient; Paul Jadin, Personnel Manager; Glenn Bremer, Waupaca County Social Work Supervisor; Vicki Karner, AFSCME Union Steward; Rev. Dake representing Assn. for Lutherans; and Mrs. Brutlag representing St. Paul's Lutheran Church.

Before the Board Training was given, Rev. Dake and Mrs. Brutlag representing St. Paul's Lutheran Church and Aid Assn. for Lutherans presented the Board and department with the film entitled TOUCHING. This donation was part of their co-operative benevolent project. The Board and department expressed their appreciation for the gift.

I. BOARD TRAINING

The Access process for the Income Maintenance Program was highlighted in an hour-long presentation. The Board was encouraged to ask questions after the presentation or to contact the department at a later time. The Board commended the Income Maintenance staff for a presentation well given.

The meeting was called to order by Chairperson Purcell at 5:40 p.m. on Tuesday, August 14th, in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 24th Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Mosley to approve the Minutes of the July 24th meeting as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

Mr. Purcell indicated that the NCAHPA will have its annual meeting on Thursday, September 6th. Governor Earl will address the meeting. Anyone interested in attending should contact the department. Per diem will be paid for this meeting.

3. Director's Report.

Mrs. Bablitch indicated that she will be teaching a Fall course in social work at the University. Judy was congratulated on her appointment to this teaching role.

The department will be presenting information on the agency's transportation line item within the Division of Shared Services at the next meeting. The agency is experiencing financial difficulties and will recommend a solution at that time.

Mrs. Bablitch indicated that she has on several occasions tried to contact the citizens expressing concerns regarding the social work staff ratio in our building. Each time an appointment has been made, the individual has failed to keep it. A letter had been sent to the School Board members and School Superintendent regarding our staffing patterns.

Some interest has been shown in discontinuing the present Pesticide Task Force and replacing it with a groundwater council reporting directly to the County Board. Another meeting to discuss this issue will be held on Thursday. Mr. Schultz and Mr. Holdridge both expressed a concern regarding the pace and accomplishments of the current task force and felt that a change in committee should be look into. Mr. Szymkowiak will attend the meeting on Thursday and give a report at the next Board meeting.

III. PROGRAM ISSUES

1. Contemplated Closed Session.

The Board did not feel there would be a need at this point in time to adjourn to closed session to discuss this matter.

2. Vote to Return to Open Session with Possible Action to Approve Extension of Foster Care Placement for Out-of-County Developmentally Disabled Child.

The Board once again reviewed the request to approve extension of the foster care placement of the child. Progress reports had been provided to the Board. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Varney to approve the request for a one-year extension of the placement. All were in favor of the motion. Motion carried.

III. PROGRAM ISSUES (continued)

3. Action to Support Group Health Enhancement Program for Agency Employees.

The department is requesting Board endorsement to pursue organizing and funding the Group Health Enhancement Program. A brief outline as to the program content and cost was included in the Board packet. In general, the Board was supportive of the concept of health enhancement but questioned the feasibility of using staff time and county dollars to pay for the program. The matter was discussed in depth. A Motion was made by Mr. Clark and Seconded by Mr. Varney to go on record in support of the concept but to further explore having the employee paying for the total cost of the program with the county providing the opportunity and facility. All were in favor of the Motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Change Typist 2 LTE Position to Permanent Status.

The matter of the Food Stamp Clerk position status was once again discussed. The Board had been provided with a copy of the job posting for the position. Mr. Jadin, Personnel Manager, and union representatives were available to answer questions regarding the concerns. The matter was discussed in depth. A Motion was made by Mr. Hanson and Seconded by Mr. Szymkowiak to accept the position as having permanent status. Upon discussion of the motion, Mr. Hanson withdrew his motion and Mr. Szymkowiak withdrew his second. A Motion was then made by Mr. Mosley and Seconded by Mr. Szymkowiak to rescind the Board's action which created the LTE position. With the exception of Mr. Varney, all were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Action to Approve Transfer of Funds to Purchase File Cabinet.

The department is requesting approval to transfer funds from the Home Health Section's Travel line item to Outlay in order to purchase two file cabinets. A Motion was made by Mr. Hanson and Seconded by Mr. Clark to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

The Board had been provided with a copy of the vouchers. Unusual items were discussed with the Board. A Motion was made by Mr. Hanson and Seconded by Mrs. Gibb to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES (continued)

3. Approval of Outlay Items for Energy Assistance Pilot Project.

The Energy Assistance Pilot Project had been approved at the last Board meeting. The department is now able to provide needed outlay items through the grant monies and is requesting Board approval to do so. The outlay expenditures were itemized in the request. A Motion was made by Mrs. Gibb and Seconded by Mr. Hanson to approve the request for outlay as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Clark and Seconded by Mr. Schultz to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 6:40 p.m.

The next meeting will be on Tuesday, August 28th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
AUGUST 28, 1984

Present

Dick Purcell
Jim Clark
Gene Szymkowiak
Tracey Mosley
Gordon Hanson
Jerry Kaczmarek
Dennis Tierney
Scott Schultz
Marge Lundquist
Shirley Gibb
John Holdridge

Excused

Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Daryl Kurtenbach, Jim Canales, and Bill McCulley, Coordinators; Bob Schmitz and Lauri Rockman, Supervisors; Lucy Kluck, Business Manager; Sally Murwin, line staff; Jay Cleve, Mental Health Clinic Director; Bonnie Bressers representing the Stevens Point Journal; representative from WSPT; John Letterman, Portage County Resource Agent; and concerned citizens including: Jim Garbe (Plover), L.J. Burne (Plover), Nancy Lila (Plover), R.J. Bembenek Jr. (Plover), Martin Thomas (Plover) Alex Sorensen (Plover), Len Jelinski (Plover), Chet Osowski (Plover), Mary Ann Krueger (Stevens Point), Dorothy White (Plover), Anton Anday (Plover), John Rosenbaum (Stevens Point), and Gerard Troyanoski (Plover).

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, August 28th, in Conference Room 1 of the Gilfry Center.

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 14, 1984 Board Meeting.

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

2. Correspondence.

A letter from the North Central Area Health Planning Association has been received. The Association is requesting funding for 1985 in the amount of 9¢ per capita. Mr. Snyder will be asked to appear before the Board when the request is considered.

A conference on vocational courses for the handicapped will be held in Madison. Members were encouraged to contact the Director for more information on this conference.

1. MINUTES, REPORTS, COMMENTS (continued)

3. Director's Report.

Mrs. Bablitch once again invited all Board members to attend the meeting with Barbara Voltz on Friday.

Preliminary budget information was distributed to the Board. This information was presented to Finance Committee last night. Finance Committee has set a 4% budget increase for 1985.

Mrs. Bablitch indicated that the department will not be able to present its budget requests on September 11th, 12th, and 13th. She requested that the Board consider options in October. After discussing the matter, it was determined that the budget hearings would take place on Tuesday, October 2nd, and Thursday, October 4th, beginning at 4:30 p.m. in Conference Room 1 of the Gilfry Center. The only meeting in September will be that the first meeting of the month -- that of September 11th. The meetings set for September 12th, 13th, and 25th have been cancelled.

4. Advisory Committee Report.

Mr. Clark reviewed the progress that the Advisory Committee task forces have made since the Committee's July meeting. He indicated that the Committee has forwarded a recommendation on establishing a Groundwater Council which the Board will act on at the meeting. In addition, a resolution supporting a 21 year old drinking age will be submitted to the Board at the next meeting. The Committee meets on the third Monday of the month.

11. PROGRAM ISSUES

3. Action to Recommend that the County Board Form a Groundwater Council.

The department is recommending Board endorsement for the formation of a Groundwater Council. Helen Krause, Coordinator of the Health Division, gave a brief history of the groundwater problem and the Pesticide Task Force. The Board considered the request. In addition, John Letterman of the Extension Office spoke in favor of the proposal. Mr. Hanson spoke in favor of the Council but questioned whether the Pesticide Task Force should be a separate entity or report to the Groundwater Council or vice versa. Mr. Schultz and Mr. Szymkowiak supported the formation of the Groundwater Council and endorsed the concept of two distinct committees. Mr. Holdridge also expressed concern regarding the organizational structure of the Council. Members of the audience were given an opportunity to voice their concerns and opinions on this matter. Some individuals felt that more enforcement capabilities should be built into the proposal. All speakers favored the establishment of this Groundwater Council. Mrs. Krueger felt that this Council was the Ag's way of delaying any action on the groundwater issue and felt that a sunset clause should be written into the proposal. She also felt that a victim should be included in the Pesticide Task Force Committee. Mr. Anday spoke in favor of the new Council and felt that funding should be provided to the Council. Mr. Szymkowiak suggested that the Chairperson of the County Board be included in the Council's organization structure. The Board concurred. The Board considered the funding issue and felt that it would be inappropriate to propose a set dollar figure at this time but felt comfortable leaving that decision to the Council. A Motion was then made by Mr. Hanson and Seconded by Mr. Szymkowiak to recommend to

II. PROGRAM ISSUES (continued)

3. Action on Groundwater Council (Continued).

the Committee on Committee and the County Board the formation of the Groundwater Council. All were in favor of the motion. Motion carried. This motion incorporated the amended organizational structure to include the Chairperson of the County Board on the Council in addition to support for the funding of this Council. Mrs. Bablitch noted that the funding for the Council should not come out of department funds but should be made available from other county resources. The Board concurred with Mrs. Bablitch.

1. Community Options Program Six-Month Report.

Mr. Canales, Coordinator for the Division of Long-Term Care, presented the Board with a six-month report on the Community Options Program (COP). Mr. Canales noted the the COP Committee had been expanded this year. He also indicated that the committee has become better familiar with its role and the issues facing Portage County in this area. Jim highlighted the fact that the diversion rate has substantially increased each year. He noted that in 1982 the diversion rate was 20%, in 1983 it was 40%, and in 1984 it was 50% for the first six-month. Mr. Canales was available to answer any other questions and was thanked for his presentation.

2. Endorsement of Portage County Application for Maternal and Child Health/Prevention Block Grant Funding.

The Board considered the department's request. A Motion was then made by Mr. Tierney and Seconded by Mr. Szymkowiak to endorse Portage County's application for this block grant funding as submitted. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

1. Approval of New Position for Psychological Services Section.

The department is requesting the Board's endorsement for a new child psychologist position. Supporting documentation had been shared with the Board. Dr. Cleve indicated that an alternative to the hiring of a full-time position would be to reactivate the internship program which the Board had approved a few years ago and which never was implemented. The internship would be able to generate enough revenue to pay for the position while the new full-time position had the potential to cost about \$14,000 next year. The Board considered the matter and indicated that they would endorse the internship program. It was suggested that, instead of offering a one-year internship program, the department offer a two-year program and that it also raise the amount offered to the intern above the \$9,500 level currenting proposed by the department. The financial package and length of internship will be left to the discretion of the Director and Clinic Director. A Motion was then made by Mrs. Gibb and Seconded by Mr. Mosley to endorse the internship program as discussed. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES (continued)

2. Approval to Extend Limited-Term Employee for Commodities Distribution Program.

The department is requesting the Board's approval to extend the limited-term employee coordinating the Commodities Distribution Program. Mr. Schultz spoke in favor of using university students whenever possible to fill such positions. This position is paid through the administration funds for the program. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lundquist to approve the extension of the limited-term employee as requested. All were in favor of the motion. Motion carried.

3. Approval to Hire Limited-Term Employees for Energy Assistance Program.

The department is requesting approval to hire two limited-term employees to work in the Energy Assistance Program. Documentation for this need was included in the Board packets. These programs are totally funded. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request for two limited-term employees as requested. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval to Transfer Funds to Volunteer Transportation Account.

The department is requesting the transfer of \$4,000 to the Volunteer Transportation account. The additional funds are need to cover the projected requests for service. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Approval to Transfer Funds to Purchase Equipment.

A list of needed outlay items for the Health Division was discussed with the Board. The request was considered. A Motion was then made by Mr. Tierney and Seconded by Mr. Mosley to approve the request to transfer funds to purchase the equipment. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

Vouchers had been reviewed prior to the meeting. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

4. Business Manager's Report.

The Business Manager's Report had also been reviewed prior to the meeting. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to approve the report as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at about 6:30 p.m.

The next meeting will be held on Tuesday, September 11th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 11, 1984

Present

Shirley Gibb
Dick Purcell
Dave Varney
Marge Lundquist
Tracey Mosley
Dennis Tierney
Gordon Hanson
Jerry Kaczmarek
Jim Clark
John Holdridge
Scott Schultz

Excused

Gene Szymkowiak

Also Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Bill McCulley and Helen Krause, Coordinators; Lucy Kluck, Business Manager; Jo Ellen Seiser, Sanitarian; Joe Harris representing the Advisory Committee; Marti Sowka, Chairperson of the Health Resources Committee; George Snyder of the North Central Area Health Planning Association; Paul Rice of Community Industries; Dr. Carole Holmes, former employee; Antone Anday, Jim Garbe, and Martin Thomas representing concerned citizens; Bonnie Bressers of 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 on Tuesday, September 11th.

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 28, 1984 Board Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch reported that she and other staff had attended the Town Board's Association meeting recently. Ms. Krause, Mrs. Rockman, and Mrs. Bablitch discussed the various agency services with the association. Mrs. Bablitch reported that the members were very interested and receptive to this update. Further efforts to communicate with town officials are planned.

1. MINUTES, REPORTS, COMMENTS (continued)
3. Director's Report (continued)

The Director reported that she appeared before a joint meeting of the Personnel and Finance Committees in regards to the agency's new staff requests. Mrs. Bablitch announced that the Fraud position was not approved at that time. However the changes in the Volunteer Services/Home and Finance Manager position were approved. With the exception of Mr. Hanson, Mrs. Bablitch felt that the committee members did not credit the department heads with adequate management abilities.

The Board acknowledged the Finance Committee's recommendation to keep department budget requests to a 4% level. Mrs. Bablitch was asked to comply with this guideline and was given to understand that, if possible, the Board would try to endorse the budget without any unnecessary cuts.

Mrs. Bablitch indicated that the County Board Chairperson has called a meeting to discuss the Groundwater Council proposal. Mr. Anday and Mr. Garbe spoke in favor of providing adequate funds to support this endeavor. They also requested that the Board consider including a full-time staff position to do water testing in the 1985 budget. Ms. Krause, Coordinator of the Health Division, indicated that the Environmental Health Section would be trying to do a comprehensive nitrate sampling for the whole county. When this is completed, the agency can then look at focusing on a more effective aldicarb testing program.

As an update on the prevention proposals, Mrs. Bablitch indicated that the Judicial Committee would be meeting later this month to review about twenty prevention proposals. The agency has submitted ten of the twenty requests.

As a final note, Mrs. Bablitch indicated that job audits have been conducted on several agency positions. A confusion in timing resulted in the need to act on the Personnel Department recommendations immediately. At this time, the Director is requesting Board endorsement of the recommendation that the Business Manager position be upgraded from a grade 19 to grade 20. The Board acknowledged this recommendation. A Motion was then made by Mrs. Gibb and Seconded by Mr. Varney to endorse the upgrade of the Business Manager position. All were in favor of the motion. Motion carried.

II. FISCAL ISSUES

1. Status of 1985 Budget Preparations.

The status of the 1985 budget preparations was shared with the Board. Mrs. Bablitch reflected that if the equipment purchase request is approved tonight, the department would be able to stay within the 4% budget guideline. A Board member also questioned whether the hiring of the school social workers would have any impact on the number of social workers the agency would need to employ. The Board also expressed concern regarding the loss of the proposed Fraud position. Some Board members felt that, if possible, the agency should consider filling this need initially with a limited-term employee. The Board also suggested that the department have available a list of items it would like built back into the budget if at all possible.

II. FISCAL ISSUES (continued)

2. Action to Approve Transfer of Funds to Purchase Equipment.

The Board reviewed the request to transfer funds to purchase needed department equipment. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried.

As an item of information, it was noted that a request for three additional department terminals will be considered by the Finance Committee. The Business Administrator's computer budget will be charged for this purchase. If the department has excess funds to pay for this equipment in 1984, then a budget transfer will be completed at the end of the year. If the department does not have excess funds, then the equipment will be paid back over a three year period.

3. Approval of Vouchers.

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

III. PROGRAM ISSUES

1. Review of Community Human Service Department's Evaluation Program for Contract Agencies.

Dr. Carole Holmes was present to review the department's past efforts at evaluating programs for contract agencies. A brief written overview had also been provided to members. Dr. Holmes indicated that this evaluation effort brought people together and focused on the clients' needs. She indicated that Community Industries continues to use an evaluation tool to gauge their clients' progress. New Board members will be provided with copies of the evaluation project and priority setting instrument. Dr. Holmes indicated that she would be willing to work on a revised priority setting tool for the Board. She was thanked for her presentation.

2. Action to Endorse Raising the Drinking Age to 21.

Joseph Harris representing the Advisory Committee's Substance Abuse Task Force came before the Board to request its endorsement of that task force's recommendation calling for support of a 21 year old drinking age in Wisconsin. Mr. Harris reviewed the rationale for this recommendation. Many Board members favored the recommendation to raise the drinking age to 21 but did not feel that it was appropriate for the federal government to use its financial power to make this happen. After considerable discussion, a Motion was made by Mr. Clark and Seconded by Mr. Tierney that the Community Human Services Board accept the recommendation of the Advisory Committee to raise the legal drinking age in Wisconsin to 21 and that a letter to that effect be sent to the local legislators and to the Governor's office. All were in favor of the motion. Motion carried. The Board also expressed its appreciation for the work done by this task force and especially to Mr. Harris who chaired it. A letter to this effect will be sent to each task force member.

III. PROGRAM ISSUES (continued)

3. Discussion on the Structure of the North Central Area Health Planning Association (NCAHPA).

George Snyder representing the NCAHPA was present to discuss the structure of that agency and to address methods for improving communication between this Board and that organization. Mr. Snyder cited that Community Human Service Board members have been included on NCAHPA's newsletter mailing list. He also indicated that the Health Resources Committee been asked to follow the Open Meeting law more faithfully. In addition, Marti Sowka, Chairperson of the Health Resources Committee, was also present to discuss this committee's recommendation supporting the need for additional home health care providers in the area. Mr. Snyder also indicated that the Health Resource Committee and his office would be willing to make periodic reports to this Board. On the whole, the Board felt that efforts at improving communication were working.

4. Action to Recommend Funding for North Central Area Health Planning Association.

The North Central Area Health Planning Association represented by Mr. George Snyder came before the Board to solicit endorsement for its request for 9¢ per capita funding (\$5,168) from Portage County. The matter was discussed especially in regards to the means of funding this request. The Board acknowledged that the department lacks sufficient funds to pay for this service out of its budget. It was noted that in past years payment was made through general county appropriations. A Motion was then made by Mr. Schultz and Seconded by Mr. Varney to endorse the NCAHPA's request for funding in the amount of 9¢ per capita provided that the funds are not taken from the Community Human Services budget. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:20 p.m.

The next meeting is set for Tuesday, October 2nd, at 4:30 p.m. in Conference Room 1 of the Gilfry Center. At that time, the Board will begin budget deliberations.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 2, 1984

Present

Dick Purcell
Gene Szymkowiak
Shirley Gibb
Marge Lundquist
Scott Schultz
Dave Varney
Tracey Mosley
Jim Clark
Dennis Tierney
Gordon Hanson
Jerry Kaczmarek

Excused

John Holdridge

Also Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Maria Boario, Bob Schmitz, and Steve Tuszka, Supervisors; Sue Oehlke, WIC Nutritionist; Karl Pnazek, Shirley Cumberland, and Fred Leafgren representing CAP Services; Linda Macak representing the Wellness Commission; Brian Shoup of the Community Alcohol and Drug Abuse Center; Bonnie Bressers of the Stevens Point Journal; and Fran Massay of WSPT.

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

To begin the meeting, Chairperson Purcell asked that the Director, Coordinators, and Business Manager only highlight the "other than personnel costs" and any unusual changes in the budgets. Mr. Purcell also indicated that the department has been success in getting approval to transfer funds for the equipment discussed at the last meeting.

I. REVIEW OF 1985 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET

1. Overview of 1985 Budget.

Mrs. Bablitch had provided the Board with a memo outlining the budget process, Finance Committee areas of concern, department areas of concern, and highlights of how the agency had arrived at the 4% guideline. Mrs. Bablitch indicated that the agency would not be beginning any new programs in 1985. The department will, however, be strengthening its current programs and services. Two new contracts have been included in this year's budget proposal -- one for the Wellness Commission and one for Domestic Violence services. Both programs had the endorsement of the Prevention Task Force. Contract agencies, on the whole, will be held at the same percentage increase as the department -- 4%. While this budget is very conservative, the staff feel that the budget is manageable. Many hours of work were dedicated to this project and Mrs. Bablitch feels that any more cuts will have detrimental impact on the ability of the agency to provide services to the public. It was noted that the salary amounts reflect the

1. Overview (continued).

wages negotiated with the OPEIU and AFSCME union and the 4% allocation for nonunion employees. A Board member asked for a breakdown of personnel versus program costs. Mrs. Bablitch indicated that this information would be forthcoming. It was noted that at the initial department budget meetings, the agency budget proposal was at 21.2% reflecting a total of \$1,371,978. Through intensive deliberations, this figure was pared down to the 4% figure. This 4% represents a \$45,282 county share assessment. Mr. Hanson indicated that staff should be complemented for bringing in the budget at 4%. Mrs. Bablitch thanked Mr. Hanson but noted that while the budget is realistic, if unanticipated or unusual care is needed in such areas as juveniles or mentally ill, the department would have to come before the county and request money from the contingency fund. Mr. Hanson noted that that was the rationale for the contingency fund.

2. Administration Budget.

Mrs. Bablitch presented the Administration budget. This budget represents a 6.1% increase over 1984 and represents the salaries for Mrs. Bablitch and Mrs. Rutta in addition to travel, overnight meals, and staff development. Mrs. Bablitch noted that the staff development cost is the amount set aside for the total agency. An additional \$600 has been allocated to this line item for agencywide inservices. The Board did not have any changes for this budget.

3. Business Services Budget.

Mrs. Kluck presented the Business Services Budget. This budget represents a 10.1% increase from 1984. It was noted that the Postage line item has been reduced from its 1984 projected level. In addition the postal increase of from 20¢ to 23¢ has not been calculated into the 1985 request. The Computer Services line item was also discussed. The Board asked that the Postage line item be FLAGGED for further consideration. The department was asked to either determine ways so that this amount would be sufficient to project a more realistic amount needed for this line item.

4. Division of Shared Services Budget.

Mr. Kurtenbach presented this Division's budget. This budget represents a 9.8% increase over the 1984 budget. It was noted that the Salaries line item includes the additional limited-term employee for a Home and Financial Manager position in addition to the full cost of a Commodities Distribution staff person. Mr. Kurtenbach noted that he has taken an in-depth look at the Volunteer Travel account and has projected a more realistic figure for 1985. It was noted that the CAP On-Call line item exceeds the 4% for contract agencies. It was indicated that based upon the need for this service and upon the cost of this program if the agency would have to provide it, the service is very cost effective. It was also noted that the Day Care funds allocated in the 1985 budget should be sufficient for Portage County's needs and that the Commodities Distribution Program will be holding steady in 1985. The Board did not request that any changes be made to this budget.

5. Division of Community Health Services Budget.

It was reported by Ms. Krause that the overall Division budget will increase by 13.8% in 1985. The Board questioned the revenue projection for water testing. Ms. Krause indicated that the increase is very realistic in light of the sampling program that will be conducted in 1985. She indicated that the Environmental Health budget incorporated a part-time year round work/study student in addition to a summer student. Ms. Krause stated that the agency will know around the end of November whether or not their grant to continue funding the Groundwater Specialist will be accepted or not. The Groundwater Specialist position could also be paid through a contract with Waushara County who would have need of this service for two days per week. Waushara County would also be willing to pay an additional 10% for Administrative expenses. The Board questioned how the increased competition in the home health care field would affect the Home Health Care Section. Ms. Boario indicated that nursing care requests have increased instead of decreasing. She does not anticipate any decrease in need for at least the next six months. She feels that the program will only stabilize. Ms. Boario noted that she would, in fact, be appearing at the October 9th meeting of the Board to request permission to hire another LTE nurse because of the increased patient load and because of the intense nursing care most of the new patients are requiring. The Board also felt that the agency should be re-evaluating the use of LTE's and formulating its needs as they relates to permanent employees. The last section within this Division to be addressed was that of WIC. It was noted that the program will not be self-sufficient but will require about 5% county share. Ms. Krause indicated that this decrease was responsible in part because of lack of support staff to do outreach for the program. Many suggestions for volunteer help were given and will be followed up by Ms. Krause.

6. Division of Restorative Care Budget.

Mr. McCulley noted that the Division's overall budget represents a 1.1% increase over 1984. Mr. McCulley indicated that the Alternate Care line item within the Mental Health Section budget represents a 34.6% increase. This increase is due to the fact that aftercare support services have been increased in an effort to provide more supportive care in the community rather than placing people in institutions. He also reflected that the Inpatient line item has been decreased because of the emphasis the agency has and will continue to place on community-based care. He noted that the agency has experienced an unusually high number of emergency care requests within the past several months. He also briefly addressed the issue of the M.A. Surcharge line item. Foster care and juvenile services will also have its emphasis placed at the community level and institutionalization only as a last resort. Youth Aid Revenue is down for 1984 because of the high number of youths placed in an institutional setting. Mr. McCulley also reflected that Psychological Service Fees are also down in 1984. This reduced revenue is due to the fact that instead of the 30% no fee rate anticipated by the department, a 40% no fee rate has been realized. Fees for these services have been increased for 1985 and the larger no fee rate has been taken into consideration when projecting these revenues.

7. Other Concerns/Comments.

In acknowledging the increase in health insurance costs, the Board questioned if alternatives were available to employees who would not necessarily want to have double coverage for insurance. It was noted that employees did not have this option. The Board requested that this item be included on its agenda for discussion.

Mr. McCulley also noted that the department will be coming before the Board at its regular meeting of October 9th to gain approval for the Psychological Services and Counseling Sections to have waiting lists.

II. RECESS

The Board recessed the meeting at 6:30 p.m. Budget deliberations will be continued on Thursday, October 4th, beginning at 4:30 p.m. The Board will take action on the total department budget after all Divisions have been heard.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 4, 1984

Present

Jim Clark
Dave Varney
Gene Szymkowiak
Marge Lundquist
Tracey Mosley
Dick Purcell
John Holdridge
Gordon Hanson
Scott Schultz
Shirley Gibb
Jerry Kaczmarek
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Jim Canales, Bill McCulley, and Helen Krause, Coordinators; Lucy Kluck, Business Manager; Steve Tuszka, Supervisor; Marlene Miller from the Achievement Center; Brian Shoup of the Community Alcohol and Drug Abuse Center; Paul Rice, Sharon Spencer, and other staff of Community Industries; Bonnie Bressers representing the Stevens Point Journal; Sally Clanton representing the Mental Health Association; other concerned citizens; and Daryl Kurtenbach, Coordinator.

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

1. REVIEW OF 1985 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET (continued)
1. Division of Restorative Care Services Budget (continued).

This budget had been acted on in its entirety during the Tuesday meeting. No further action is needed on it at this time.

2. Update.

An update on 1985 versus 1984 personnel cost comparisons was provided to the Board in addition to a memo from the Director outlining how the additional cost for postage would be handled to meet the 4% budget guidelines.

3. Division of Long-Term Support Budget.

Mr. Canales and Mr. Tuszka were available to answer any questions or concerns regarding this budget. It was pointed out that this division's budget represents a 0.8% increase from 1984 to 1985. In the COP budget, it was noted that salaries have increased significantly due to the fact that a full-time social worker for this program has been budgeted. The 1984 budget in this area only contained salary costs for a six-month position. Under the Community Support Program (CSP) budget, it was noted that Chronically Mentally Ill (CMI) #1 and CMI #2 line items have been combined to form a new line item -- CMI Job Bill Fund.

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

A decrease should be noted in the line item, Inpatient Clark County. This decrease reflects the fact that the mentally ill client has been moved into a locked nursing home facility. This is a one-time savings to the agency. The Adult Family Care line item increase is offset by like revenues. The Community Based Treatment revenue line item has increased due to additional SSI payments for developmentally disabled clients. The Developmental Disability Section reflects charges for a quarter time protective services worker. A new quarter-time position has not been funded. The increase in salaries just reflects a new way of allocating costs to reflect the true service budget picture. In the Supportive Home Care line item, it was noted that more dollars have been reallocated to the developmentally disabled population and less to the Elderly Supportive Home Care line item because of an increased need in this area. The Adult Services Program will be in full operation in 1985. Funds to provide this program include CIP, COP, state and county Capacity Building Funds, in addition to county dollars. The program is unique in the state because of its funding sources, use of volunteers, and the prevocational training in the program. It was noted that the Elderly Services budget remains relatively stable and this stability is projected into the 1985 budget cycle.

This concluded the department budget presentations.

II. ACTION ON 1985 BUDGET

Before action was to be taken on the overall budget, the Board decided to once again briefly review each individual division for any changes, corrections, deletions, or additions.

Administration -- No changes. It was noted that the Staff Development line item incorporates funding for staff only. This amount does not include any allocation for Board members.

Business Services -- The Computer Services line item was questioned. Mrs. Kluck noted that this is a firm figure for 1985. The Board was provided with information indicating that the Postage account for all appropriate divisions would have to be increased by 15%. A Motion was then made by Mr. Varney and Seconded by Mr. Hanson to revise the cost for all Postage line items to reflect a 15% increase. All were in favor of the motion. Motion carried.

Social Services -- Questions were raised as to the Salary line item in the Coordinator's budget. A Motion was made by Mr. Schultz and Seconded by Mrs. Lundquist to delete the salary increase of \$1,124 from the Coordinator's Salary line item. The motion was discussed. With the exception of Mr. Schultz, all were against the motion. Motion failed.

Health -- The Board once again questioned the anticipated revenue for groundwater testing. It was suggested that flyers announcing the need for groundwater testing be included in tax bills. The flyers should also include a map with red circles indicating high risk areas. It was also reported that a work/study student will work in the WIC program for 1985.

II. ACTION ON 1985 BUDGET (continued)

Restorative Care -- Because an error had been made in calculating an Income Maintenance staff person's salary, adjustments in Salary (decreased by \$1,136) Social Security (decreased by \$80) and Revenue (increased by \$1,315) had to be made. The new calculations reflected: Salary - \$209,376; Social Security - \$14,810 and EAP Revenue - \$30,768. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to amend these accounts as listed above. All were in favor of the motion. Motion carried.

Long-Term Support -- A Motion was made by Mr. Tierney and Seconded by Mr. Varney to delete the file cabinet from Outlay and purchase with 1984 funds if available. All were in favor of the motion. Motion carried. No other changes were noted in this division's budget.

A Motion was made by Mr. Clark and Seconded by Mr. Tierney to approve the budget as amended. All were in favor of the motion. Motion carried. The staff was commended for bring in a 4% budget. The Board indicated that the budget process went very smoothly this year.

III. OTHER ISSUES

Mr. Holdridge asked that the Board reconsider its support of North Central Area Health Planning's request for 9¢ per capita. The Board will discuss this issue at its October 9th meeting.

IV. ADJOURNMENT

A Motion was made and Seconded 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 on Tuesday, October 9th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 9, 1984

Present

Dennis Tierney
Gene Szymkowiak
Dave Varney
Gordon Hanson
Shirley Gibb
Marge Lundquist
Tracey Mosley
Scott Schultz
Jim Clark
Jerry Kaczmarek
Dick Purcell
John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Helen Krause, Bill McCulley, Daryl Kurtenbach, Coordinators; Lauri Rockman, Income Maintenance Supervisor; George Snyder representing North Central Area Health Planning Association; and Nicki Schultz of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, October 9, 1984, in Conference Room 1 of the Gilfry Center.

1. MINUTES, REPORTS, CORRESPONDENCE

1. Approval of the Minutes of the September 11th and October 2nd Board Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the the Minutes of the September 11th and October 2nd meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Purcell noted that he has received a letter from Mr. Steinke indicating that he is resigning from the Pesticide Task Force. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to accept the resignation. All were in favor of the motion. Motion carried. A replacement for Mr. Steinke will be solicited.

3. Director's Report.

The agency's 1983 Annual Report was distributed. The report covers more than 1983 as it explains the history of consolidation, staffing patterns, and other related issues. Mrs. Bablitch will be presenting this report to the County Board in October.

Mrs. Bablitch indicated that Sue Pacyga, the clinician who was granted a six-month medical leave of absence, could be returning to work earlier since only one surgery could be performed instead of the intended two. The second surgery is tentatively scheduled for January. Mrs. Bablitch felt that it would be more appropriate to allow Ms. Pacyga to receive unemployment compensation than to allow her to return to work. This is because Sue's cases and other new cases have been given to current

3. Director's Report (continued)

limited-term clinicians. It would be in the best interest of the clients not to be transferred to another clinician (Sue) and then have to have their cases transferred in three months to another new clinician. The Board discussed this matter. It was the opinion of the Board that if Ms. Pacyga would apply for unemployment compensation the department would deny her claim. If Ms. Pacyga appealed the decision, the matter would be once again brought before the Board for further consideration.

4. Advisory Committee Report.

The Board had received copies of the Advisory Committee's latest meeting so Mr. Clark chose to just highlight certain issues. He indicated that the Abuse and Neglect Task Force had been granted a month's extension before they had to present its report. He indicated that a Youth Center Task Force has been formed and that the Substance Abuse Task Force has been reorganized and is chaired by Mr. Herrmann. Finally, the Advisory Committee has endorsed the formation of a waiting list for psychological services to children.

11. PROGRAM ISSUES

1. Action to Establish a Waiting List for Child Psychological Services.

Mr. McCulley indicated that the agency has a three month waiting list for requests for child psychologist services. According to the state, the agency must establish a formalized waiting list which must be approved by the Board and Advisory Committee. The Advisory Committee approved the use of waiting lists for a period of three months and has referred this matter to the Board for action. The Board and Director took exception to a phrase in the resolution. They both noted the inaccuracy of the third "Whereas" in the resolution. The ramifications of not instituting a formalized waiting list were discussed. A Motion was then made by Mr. Tierney and Seconded by Mr. Szymkowiak to establish a formal waiting list for child psychological services. All were in favor of the motion. Motion carried.

2. Action and Report on Poverty in Portage County.

Mrs. Rockman, I.M. Supervisor, shared with the Board a report on Poverty in Portage County. She indicated that while the needs of the elderly being being better addressed, children and women in the community suffer greater hardships. After review of this report, a Motion was made by Mr. Mosley and Seconded by Mrs. Gibb to accept the Report on Poverty and to refer this report to the Advisory Committee for further recommendations on how to combat poverty in Portage County. All were in favor of the motion. Motion carried. No specific timeline was given for a report from the Advisory Committee. The department was also directed to share this report with the Community Action Program.

II. PROGRAM ISSUES (continued)

3. Action on Policy for Emergency Energy Assistance Program.

With the exception of three areas, the department's proposed policy on Emergency Assistance is the same. These three areas include (1) the "at risk" population definition has been broadened; (2) asset level has been reduced from \$2,000 to \$1,500 so that it is comparable to the Food Stamp Program; (3) Project Refuel has been added. The guidelines were discussed. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Tierney to approve the policy as submitted. All were in favor of the motion. Motion carried.

4. Action to Request Mental Health Block Grant Funding for Crisis Intervention Services.

A memo outlining the basics of the proposed Crisis Intervention Grant had been provided in the Board packets. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to endorse the agency applying for the Crisis Intervention Grant funding as proposed. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Approval of Vouchers.

The Board had been provided with a copy of vouchers over \$250. There were no questions or concerns. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

2. Reconsideration of Support for North Central Area Health Planning Association's Funding Request.

Mr. George Snyder of the North Central Area Health Planning Association was present at the meeting to further expand upon his services to Portage County. The intent of this reconsideration was to provide additional money to fund department or county prevention programs instead of services outside the county. The matter was discussed. A Motion was then made by Mr. Holdridge and Seconded by Mr. Mosley to recind support of the request to fund the NCAHPA in the amount of 9¢ per capita. A show of hands was taken. In favor of the motion: Mosley, Holdridge, Hanson, and Varney. Against the motion: Tierney, Szymkowiak, Clark, Gibb, Lundquist, Schultz, and Purcell. Motion to recind approval failed.(4-7).

IV. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

IV. CONTEMPLATED EXECUTIVE SESSION

2. Return to Open Session.

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

A Motion was then made by Mr. Tierney and Seconded by Mrs. Lundquist to Table the recommendations from the Personnel Committee and request that the job audits continue with a recommendation to the Community Human Services Board in three months. All were in favor of the motion. Motion carried.

V. MISCELLANEOUS

It was noted that since no Board member could attend the public hearing on the need for additional home health care agencies in Portage County, a letter regarding the Board's stance on this matter would be sent with Ms. Krause who would be testifying. The Recording Secretary was asked to compose this letter.

VI. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned about 6:15 p.m. The next meeting will be Tuesday, October 23rd, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 23, 1984

Present

Dick Purcell
Gene Szymkowiak
Dave Varney
Dennis Tierney
Tracey Mosley
John Holdridge
Gordon Hanson
Shirley Gibb
Jim Clark
Scott Schultz
Marge Lundquist
Jerry Kaczmarek

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause and Daryl Kurtenbach, Coordinators; Maria Boario, Bob Schmitz, and Lauri Rockman, Supervisors; Tom Copenhaver, Jo Ellen Seiser, Ray Schmidt, and Sally Murwin, Environmental Health staff; Lucy Kluck, Business Manager; Sue LeGault, social worker; Dale Toltzman representing New Concepts; Fran Eskritt and John Moffatt of the Advisory Committee; and Fran Massay of WSPT.

I. BOARD TRAINING

The emphasis of this month's Board training was on the Environmental Health Section. Highlights were given on the private sewage programs as well as on the groundwater quality efforts in the county. Staff were available to answer questions regarding the various programs and problems. The Board was very receptive to the information obtained at this training and requested that additional Board training events be planned around this area. Staff were thanked for their presentations.

The Community Human Services Board meeting was then called to order at 5:20 p.m. by Chairperson Purcell in Conference Room 1 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 4th and October 9th Board Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Varney to approve the Minutes of the October 4th and 9th Board meetings as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

Mr. Purcell indicated that he has received two letters -- one from Senator Helbach and one from Assemblyman Horvath thanking the Board for its endorsement of the 21 year old drinking age proposal.

Information on a two-day workshop on Adolescent Chemical Abuse Issues was distributed to Board members. Information on enrollment was included within the document.

Since County Board will be meeting two nights in November (13th and 14th), the Board has decided to cancel its first regular meeting of the month -- that of November 13th. The Board will only have one meeting in November -- that of the 27th. However, if the Director feels that two meetings are essential in November, the Board felt that a meeting on the 12th would be convenient. As of this point in time, however, the Board will only anticipate one meeting in November.

3. Director's Report.

Mrs. Bablitch reported that the agency is experiencing continuous and exceptional breakdowns with the xerox machine. As a result, the department will be asking the county to purchase a new machine for the building.

As an update to the Board's question regarding flexible benefits, Mrs. Bablitch stated that Mr. Jadin and other personnel managers in this area will be studying this matter. Mr. Jadin will report to this committee when the study has been completed.

The Advisory Committee has formed a task force to study the issue of poverty in the county. The Committee is requesting that a Board member be appointed to serve on the task force. Mr. Clark has indicated a willingness to serve as a representative of the Board. The Board concurred with this request. A Motion was made by Mr. Holdridge and Seconded by Mr. Szymkowiak to appoint Mr. Clark to the Poverty Task Force. All were in favor of the Motion. Motion carried.

III. PROGRAM ISSUES

1. Action to Endorse Judicial Committee's Resolution on Prevention Grants.

The Board had received a copy of the resolution submitted by the Judicial Committee regarding endorsement of the proposal to use \$37,570 of the \$50,000 Malin forfeiture to fund numerous prevention programs. If approved, this joint resolution would be presented to the Finance Committee and then to the County Board for approval. Background information on this matter was shared with the Board. With the exception of Mr. Hanson, many Board members spoke in favor of this resolution. A Motion was then made by Mr. Clark and Seconded by Mrs. Lundquist to endorse the resolution as proposed by the Judicial Committee. With the exception of Mr. Hanson, all were in favor of the motion. Motion carried.

III. PROGRAM ISSUES (continued)

2. Authorization to Transfer Funds to New Concepts for Development of Specialized Treatment Foster Home for Client with Developmental Disabilities.

Background information was given regarding the developmentally disabled client in question. It was indicated that this individual poses severe hazard to other residents at Jefferson House. Mrs. LeGault, social worker for this individual, and Mr. Toltzman representing New Concepts were available to review the past treatment plan of this individual and to propose options for his care. It was indicated that efforts to find an adult foster family for this person had failed. If the Board does not approve initiating a ISO (Individual Service Option) for this person, the only alternative will be to place him in an institution which will be at a greater cost to the county. The Board considered the matter. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to approve the request to transfer funds in the amount of \$2,450 from the Sheltered Apartment Account to the New Concepts Account to enable the department to contract with New Concepts to develop an ISO for this individual. All were in favor of the motion. Motion carried.

3. Quarterly Income Maintenance Report.

Mrs. Rockman reviewed the quarterly report with the Board. She noted that intake has increased by 10% since June of this year. Her section will be entering an even heavier intake portion of the year. However, the LTE intake worker will be ending employment in December.

4. Quarterly Fraud Investigation Report.

Quarterly and program-to-date statistics were reviewed with the Board. It was noted that four cases have been referred to the District Attorney in the third quarter. There are about 100 cases still pending. Fraud recoupment payments since the inception of the program amount to \$48,141. Mrs. Rockman was thanked for her reports.

IV. PERSONNEL ISSUES

1. Approval of Two Maternity Leave Requests.

The agency is recommending approval of two maternity leaves of absences. Each request is for a ten-week maximum. The department will not be requesting any LTE's to fill these vacancies. A Motion was made and Seconded to approve the leaves as requested. All were in favor of the motion. Motion carried.

2. Authorization to Hire Limited-Term (LTE) Nurse for Home Health Program.

Because of the increased caseload and the complexity of cases requiring skilled nursing care, the agency is requesting approval to hire a limited-term home health nurse for a period of one year. The cost of this position is paid through Medicare, Medicaid, and third-party payments. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Authorization to Transfer Funds to Purchase Accu-Check for Home Health Program.

The department is requesting the transfer of \$150 from the Home Health Travel line item to the Outlay account to purchase one accu-check. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the transfer as requested. All were in favor of the motion. Motion carried.

2. Authorization to Transfer Funds to Purchase File Cabinet.

During the budget meetings, authorization was given by the Board for the agency to transfer funds from this year's budget to purchase a file cabinet. Staff were asked to identify areas where these funds were available. Staff have identified the Adult Family Care line item in the Elderly Services budget for this transfer. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to approve the transfer as requested. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the vouchers as submitted. All were in favor of the motion. Motion carried. The Board questioned how the keyboard was damaged in an "operator accident".

4. Business Manager's Report.

The Business Manager's Report was reviewed. It was noted that a new category "same month last year" has been added to the Accounts Receivable report. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to approve the Vouchers and Business Manager's Report as submitted. All were in favor of the motion. Motion carried.

VI. MISCELLANEOUS

Mr. Purcell reported that the Director, Business Manager, and he appeared before the Finance Committee to defend the 1985 budget request. As of today, the Finance Committee has accepted the proposed 1985 budget and no changes are anticipated.

VII. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:10 p.m.

REMEMBER: The next meeting is scheduled for Tuesday, November 27th at 4:30 p.m. unless otherwise notified.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 27, 1984

Present

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

Excused

Dave Varney
Tracey Mosley
John Holdridge
Gordon Hanson

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach and Helen Krause, Coordinators; Lucy Kluck, Business Manager; Rita Tomczak and Karen Swan, Community Health Nurses; Fran Eskritt, Advisory Committee member; Brian Shoup, Director of the Community Alcohol and Drug Abuse Center; Don Houghton, Administrator of River Pines Community Health Care Center; and Kathy Kovack, UW-SP student.

I. BOARD TRAINING

As part of this month's Board training, a presentation was given on Health Education services in Portage County. Two programs, exercise and the effects of smoking, were presented by Ms. Tomczak and Mrs. Swan. Ms. Krause also presented a brief highlight of the Health Education Section reflecting that as a general rule, all services provided by Community Health are preventive in nature. Health style and smoking literature was distributed to the Board. After the discussion the nurses were thanked the presentation.

The regular meeting of the Board was then called to order by Mr. Purcell at 5:00 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, November 27th.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 23, 1984 Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the Minutes as written. 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. Director's Report.

Mrs. Bablitch suggested that the Board consider having one meeting in December because of the Christmas holidays. The Board concurred. The only meeting in December will be on the 11th.

Mrs. Bablitch provided the Board with a Crisis Intervention Grant update. She indicated that a subcommittee of North Central Area Health Planning Association (NCAHPA) reviewed the grant proposal and recommended its endorsement to the NCAHPA. The NCAHPA, however, denied approval of the request because they felt the service was already being provided in the department, the need was not there, and they did not feel it was appropriate to approve the purchase of dividers in order to make an office for that individual. The proposal has gone to the state and it was ranked 6th out of 26 applications. The state feels that it would be able to fund 15 grants. The money for our proposal will be set aside and if the agency wins its appeal on the matter from NCAHPA, the grant funding is ours. If funding is approved, the agency would have the option of hiring an individual which would mean going before the County Board with a new position request or contracting with an agency for social work services time. As the matter is finalized, the Board will be updated on it.

4. Advisory Committee Report.

Mr. Clark indicated that the Advisory Committee met on November 19th. At that time, it heard numerous task force updates. The Advisory Committee will be forwarding a recommendation on child abuse and neglect for the Board's consideration at its December 11th meeting. In addition, the Advisory Committee went on record as endorsing the need for each task force to have a timeline and charge sheet.

5. Chairperson's Report.

Mr. Purcell reported that the Judicial Committee has obtained permission from the Finance Committee to use \$18,000 for prevention grant proposals. The Judicial Committee will now prioritize the grant requests. Approval to use these funds must be considered by the County Board. A determination of which proposals will be funded will be made in January or February and a report will be made to this Board. Mr. Schultz and Mr. Purcell were thanked for their efforts in this initiative.

III. PROGRAM ISSUES

1. Introduction of Mr. Dan Houghton, Administrator of River Pines Community Health Center.

Both Mr. Houghton and the Board introduced themselves. Mr. Houghton shared a brief professional history with the Board and indicated that his major goal for River Pines is to see its programs integrated into the community. Mr. Houghton expressed an open door policy to any community organization or body.

III. PROGRAM ISSUES (continued)

2. Action to Endorse Governor Earl's Policy Statement on Alcohol and Other Drug Abuse.

The Board had been provided with Governor Earl's policy statement. A Motion was made by Mr. Tierney and Seconded by Mr. Clark to write a letter to the Governor endorsing the concepts stated in the policy statement and suggesting funding follow some the initiatives stated in it. All were in favor of the motion. Motion carried.

3. Report on Division of Health Grant Applications.

Ms. Krause briefly reviewed her efforts at obtaining additional funding for her division. She noted specifically that in proposal #1 (the survey of groundwater nitrates), one and one-half days of the Water Specialists time has been calculated into the proposal. It suggested that if this proposal was moving too slowly that perhaps some legislative pressure could be put on the UW-Madison campus.

4. Action on Repayment of Loan Made by Community Human Services Department to the Alternate Care Center.

The background of this issue was discussed by Mrs. Bablitch and Mrs. Gibb. They indicated that the County Home considered the money they gave to the Center as a loan and not a direct transfer. The Commission on Aging Board will also be deciding this issue at its meeting. However, Pat Stade, the Director of the Commission, will be recommending to her Board that the money was a transfer not a loan. The Board concurred that the start-up money given to the Center was a direct transfer and not a loan. A Motion was then made by Mr. Tierney and Seconded by Mrs. Gibb that the Board consider the start-up monies previously given to the Center as a direct transfer and not a loan. All were in favor of the motion. Motion carried. The Center will, therefore, not have to pay back the \$3,000 start-up funds.

IV. PERSONNEL ISSUES

1. Action to Extend Project Refuel.

The Board received documentation on the department's request to extend the Project Refuel Program and the LTE associated with the program. The Board considered the request and noted that this extension would not entail the need for county funding. A Motion was then made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the extension of the Project Refuel Program and the LTE working in the program until April 30, 1985. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES (continued)

2. Action to Endorse Job Share Position.

The department is requesting the Board's endorsement of a job sharing request. The job share request would be for one year -- from January 2, 1985 to January 2, 1986. The Board considered the request. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the request and forward it to Personnel for consideration. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Approval of Vouchers.

There were no questions regarding the vouchers. A Motion was made by Mrs. Gibb and Seconded by Mr. Szymkowiak to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

2. Business Manager's Report.

The Home Health Section's projections were reviewed with the Board. In addition, it was noted that the Board will receive at its next meeting a year-end projection and an update on the audits for years 1980, 1981, and 1982. A Motion was made by Mr. Schultz and Seconded by Mrs. Gibb to accept the report as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:50 p.m.

The next meeting is scheduled for Tuesday, December 11th, at 4:30 p.m. in Conference Room 1.

REMINDER: THIS WILL BE THE ONLY MEETING IN DECEMBER.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
DECEMBER 11, 1984

Present

Shirley Gibb
Gordon Hanson
Dave Varney
John Holdridge
Richard Purcell
Marge Lundquist
Dennis Tierney
Jim Clark
Jerry Kaczmarek

Excused

Scott Schultz

Absent

Gene Szymkowiak
Tracey Mosley

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Sue Coe, Advisory Committee Chairperson; Daryl Kurtenbach and Helen Krause, Coordinators; Lucy Kluck, Business Manager; John Osinga, District Attorney; Lee Doescher representing the Sheriff's Department; Mike Schulein, Child Psychologist; Jerry Koepfel, Supervisor; Cindy Chelcun and Jack Friess, members of Abuse Task Force; George Snyder and Evangeline Lampert representing North Central Area Health Planning Association; a UW-SP Sociology student; Bonnie Bressers representing the Stevens Point Journal; Maria Boario, Home Health Supervisor; other concerned citizens.

The meeting was called to order by Chairperson 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 November 27th Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch indicated that the status of the 1984 Goals and Objectives would be shared with the Board during one of the January meetings.

The department's job share request was Tabled by the Personnel Committee pending review of the county's overall stance on job share requests. The Personnel Manager will report to the Personnel Committee on this matter in January.

I. MINUTES, REPORTS, COMMENTS (continued)

3. Director's Report (continued).

It was noted that the County Clerk's Office will be putting all meeting attendance information on the computer system. As a result, the County Clerk's Office is requesting that no more than one meeting be listed on any one attendance form.

4. North Central Area Health Planning Association (NCAHPA) Report.

George Snyder, Director of NCAHPA, and Evangeline Lampert, Portage County representative to NCAHPA, met with the Board. Mr. Snyder provided an update on some home health issues as well as a written report highlighting the recent activities of the Association. It was reported that the NCAHPA's Executive Committee would be reconsidering the department's Crisis Support grant proposal at its meeting on Wednesday. Mr. Snyder and Mrs. Lampert were thanked for the update.

II. PROGRAM ISSUES

1. Report on Child Abuse and Neglect Task Force.

Mrs. Gibb, liaison to the task force, and Mrs. Coe, Chairperson of the Advisory Committee, spoke briefly about the work and purpose of the task force. Mr. Friess was then introduced as the chairperson of the task force and gave a brief overview of the charge to the task force. In addition, he introduced the other task force members present at the meeting. Throughout the discussion, Board members were encouraged to ask questions or voice their concerns. Mr. Friess reviewed the three types of abuse with the Board. He indicated that the department conducted 40 investigations for abuse/neglect in calendar year 1983. However, in the first six months of 1984, the department has conducted 39 investigations. Mr. Friess indicated that the task force started with twenty-nine recommendations which were then reduced to the six which are being presented today. In reviewing the recommendations, several questions and concerns were posed. It was questioned whether current staffing patterns would be adequate to handle the increased workload if the proposed recommendations were approved or if additional staff would be necessary. Mr. Koepfel indicated that at the present time, his social work staff cannot handle all the abuse/neglect cases which need to be investigated in addition to handling their other responsibilities. He felt that if present trends continue, and even without adopting any of the proposed recommendations, he would have to ask for an additional social work position to fill the existing needs within his section. It was suggested that the agency would have to take a hard look at priorities to see which programs/services could be funded in the future in an effort to contain the department budget. A question was also raised as to whether or not revising the abuse and neglect laws would have an impact on alleviating this situation. The District Attorney felt that the abuse/neglect situation would only continue to rise in the next 10-15 years. The District Attorney suggested that the Board postpone action on the recommendations until such time as the total impact (personnel and funding) can be ascertained. It was pointed out by Mr. Purcell that even if the Board did accept the report, it was not buying into all the options as presented. It would be up to the Board to give directions to the Director to review the recommendations to determine which ones were short-term and which ones were long-term. A Motion was then made by Mrs. Gibb and Seconded by Mr. Tierney to adopt the recommendations as presented by the task force and advisory committee. All were in favor of the motion. Motion carried. The Director will now review the recommendations internally and forward her recommendations for implementation to the Board.

II. PROGRAM ISSUES

2. Action to Authorize Day Care Funds to Purchase Equipment for the Portage County Child Care Association.

The department is requesting authorization to allocate some excess child day care funds to the Portage County Child Care Association so that they can purchase needed equipment and resource material. The amount will not exceed \$1,000 of which the majority of these funds will come from the state grant. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the request as submitted. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Report on 1980, 1981, and 1982 Audits.

The results of the audits conducted by the state for 1980, 1981, and 1982 were shared with the Board. Steps have been taken to correct the faulty reporting mechanism. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to accept the report as submitted. All were in favor of the motion. Motion carried.

2. Report on 1984 Projected Budget.

The Board reviewed the department's 1984 budget projections. The department will tentatively be returning \$78,971 to the county's General Fund.

The Director also reported that the Jefferson Group Home is experiencing a shortfall of about \$1,500 and may be coming to the Board to ask for additional funding to cover this deficit. This shortfall could be paid from 1984 funds.

3. Authorization to Purchase Items from Excess 1984 Funds.

Mrs. Bablitch discussed the items she wished to purchase from excess funds. A cost estimate for remodeling of Conference Room 1 was distributed. In addition, it was noted that the beeper system for Home Health would cost approximately \$2,000 instead of the \$600 as noted in the memo. The requests were discussed. It was questioned why the remodeling costs should have to come out of the agency budget. A Motion was then made by Mr. Hanson and Seconded that the remodeling project be referred to Space and Properties Committee for attention and action and with the indication that if other funding alternatives are unavailable, this project could potentially be funded through the 1984 excess funds which the department would be returning to the General Fund. An amendment to the motion was made by Mr. Varney and Seconded by Mr. Tierney to refer the remodeling to Space and Properties Committee but approve the purchase of the acoustical cover, books/journals, and beeper (the beeper to have a maximum cost of \$2,000) by the agency. All were in favor of the amendment to the motion. Amendment carried. All were in favor of the motion as amended. Amended motion carried. The total amount allocated to these additional purchases was \$2,945.00.

III. FISCAL ISSUES (continued)

4. Approval of Vouchers.

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

IV. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

A Motion was made and Seconded 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 and Action on Matters Discussed in Closed Session.

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

A Motion was made by Mr. Varney and Seconded by Mr. Hanson to request that the Personnel Manager study the reclass of the position of Administrative Assistant to the Director (Sue Rutta) and if warranted recommend a new grade and title. All were in favor of the motion. Motion carried.

A Motion was also made by Mr. Tierney and Seconded by Mrs. Lundquist to set the Director's 1985 salary at 2.5%. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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 6:15 p.m.

Submitted: Sue Rutta, Admin. Asst.