

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JANUARY 8, 1985

Present

Jim Clark
Gordon Hanson
Jerry Kaczmarek
Dick Purcell
Marge Lundquist
Shirley Gibb
Dennis Tierney
John Holdridge

Excused

Gene Szymkowiak
Dave Varney
Scott Schultz

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Bill McCulley, and Daryl Kurtenbach, Coordinators; Mike Houlihan, Director of Portage House; Bob Schmitz, Director of Environmental Health; Tom Copenhaver and Ray Schmidt, Sanitarians; Lucy Kluck, Business Manager; Fran Messay representing WSPT; and Dale Toltzman representing New Concepts.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of Minutes of the December 11, 1984 Meeting.

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

2. Correspondence.

Mr. Purcell reported that Mike Houlihan, Director of the Portage House, and he negotiated a reduced rate with Horgan Sales for smoke alarms for Portage House. Horgan's original bid was \$2,500 but reduced it to \$1,900 with the understanding that a resident of Portage House would help install the systems. The smoke alarm system is still a little higher in price than the lowest bid but is of superior quality. The \$1,900 price includes twelve smoke alarms. This amount is paid for through federal funds; no county money will be used. The Board gave tentative approval for this purchase and will take final action at the next meeting. The Board indicated that Mr. Houlihan could go ahead with the purchase right now. The Board also commended the chairman for his initiative in the purchase.

Mr. Houlihan also provided the Board with a brief update on use of his computer system.

3. Director's Report.

Mrs. Bablitch distributed information on the public hearing schedule for block grants.

It was noted that Tracey Mosley has resigned from County Board. It was questioned whether a letter of thank you should be sent to him. The Board directed that a letter be sent.

The Crisis Intervention grant proposal has been appealed directly to the state. The Board asked that the Executive Director of the North Central Area Health Planning Association be present at a future meeting to address why the NCAHPA denied this proposal. Mrs. Bablitch noted that Mr. Snyder is scheduled to appear before the Board in March.

Mrs. Bablitch reported that the Xerox machine has been malfunctioning again. The department has made a request to the county for a new machine. These machines are usually purchased through the Purchasing Agent's budget. The letter indicating our request also notes that perhaps additional funding could come from our 1984 budget excess.

Mr. Purcell noted that additional time should be set aside at a Board meeting to review in depth vouchers over \$250. The policy that the Board chairperson would approve vouchers when there is no Board meeting will continue.

4. Advisory Committee Report.

Mr. Clark noted that the Minutes of the last Advisory Committee were included in the Board packet. He would, therefore, not provide an extensive report. Mr. Clark did note that several people have resigned from the Advisory Committee. As a result, new members will be recruited. The Committee is specifically soliciting persons who are from the rural area of Portage County and have a medical background. A Motion was made by Mrs. Gibb and Seconded by Mr. Lundquist to accept the report as submitted. All were in favor of the motion. Motion carried.

5. Miscellaneous Reports.

Mr. Holdridge reported on the preliminary conclusions of the General Relief Committee. He noted that the Committee will probably be recommending that Portage County implement the proposed system one year ahead of time to take advantage of incentives being offered. These incentives would be available for counties who have countywide relief systems. Portage County is currently on a unit system. The Committee will probably have three more meetings. Recommendations will be coming before the Board in April.

Mrs. Gibb indicated that a newspaper report stated that in a few years Governor Earl hoped to close state centers for those developmentally disabled. She questioned how these closings would affect Portage County. Mrs. Bablitch indicated that exact figures were not currently available but that staff are investigating the matter. Mrs. Bablitch noted that these individuals have intensive needs and would need extensive services to remain in a community setting.

II. PROGRAM ISSUES

1. Semiannual Report on 1984 Overall Agency Goals and Objectives.

Mrs. Bablitch briefly reviewed the status of the 1984 goals and objectives. Questions were answered. It was suggested that perhaps the agency should have less objectives. The Board felt that the Director had done a good job in goal completion. A Motion was made by Mrs. Gibb and Seconded by Mr. Hanson to approve the report as submitted. All were in favor of the motion. Motion carried.

2. Report on Waiting List for Psychological Services.

Mr. McCulley, Coordinator of Restorative Care Services, provided the Board with an update on the waiting list for psychological services. Mr. McCulley noted that there continues to be a waiting list of 35 clients, some of which go back to 9-11-84. He stated that the section continues to discharge clients as soon as possible and that any crisis is handled immediately. New potential clients not in crisis are given information on other options available to them. Mr. McCulley noted that a child psychology internship will begin in September 1985. With this additional staff person, the waiting list may decrease. He also noted that an intern will be hired in January to deal with adult clients. The Board expressed concern over the waiting list and requested an update in the future. It was noted that the Board might have to re-evaluate its present personnel needs if the waiting list continues this way. Mr. McCulley was thanked for his report.

3. Report on Pending Legislation Related to Public Health

Helen reviewed her memo with the Board regarding pending legislation related to public health. She noted that the Health Officers will be getting a lobbying strategy in line shortly. The Board need not take any action on this information now but should be aware of these developments. Ms. Krause was thanked for this information.

4. Action to Adopt Staff Recommendations for Wisconsin Fund for Failing Septic Systems.

Mr. Schmitz, Environmental Health Director, was present to discuss staff recommendations for the Wisconsin Fund and answer questions. Mr. Schmitz noted funding will be put on a priority basis and that a processing fee of \$75 is recommended. The Board was asked to approve the priorities as recommended in addition to the new processing fee. A Motion was made by Mr. Hanson and Seconded by Mr. Clark to approve the processing fee at \$75. All were in favor of the motion. Motion carried. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to approve the priorities as stated in the memo of 12-4-84. All were in favor of the motion. Motion carried. A resolution will be prepared by next Board meeting for approval and then will be forwarded to County Board for its action at the February meeting.

5. Action to Recommend Resolution to County Board to Appoint Community Human Services Department Lead Agency for Implementation of Assembly Bill 571, Elder Abuse Law.

The Board had received a copy of the resolution prior to the meeting. Elder Abuse Law was discussed briefly with the Board. A Motion was made by Mrs. Gibb and Seconded by Mrs. Lundquist to approve the resolution as submitted. All were in favor of the motion. Motion carried. Mrs. Bablitch noted that the department had received four referrals this week on elder abuse.

III. FISCAL ISSUES

1. Authorization to Increase New Concepts, Incorporated Contact.

Dale Toltzman, Regional Administrator of New Concepts, highlighted the financial deficit for 1984 that the Jefferson House will have incurred. Mr. Toltzman is requesting that the agency cover the deficit. Mr. Toltzman highlighted the history behind the request. The \$1,574 deficit comes from two sources, an increase in state Unemployment Compensation and \$1,000 from increased staff time to serve a difficult client. Upon discussing the issue, a Motion was made by Mrs. Gibb and Seconded by Mr. Clark to approve New Concepts request for \$574 and to Table the \$1,000 request until the next meeting. All were in favor of the motion. Motion carried. The Board requested that Mrs. Bablitch, Mr. Canales, Mr. Purcell, and Mr. Toltzman meet before the next meeting to consider this request and bring it back to the Board.

2. Approval of Vouchers.

The Board reviewed the vouchers submitted by the department. A Motion was made by Mr. Tierney and Seconded by Mr. Holdridge to approve the vouchers as submitted. All were in favor of the motion. Motion carried. The Board also indicated that it would would to tour and hold a regular meeting at Community Industries and Community Alcohol and Drug Abuse Center.

IV. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mr. Hanson 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 is scheduled for Tuesday, January 22nd, in Conference Room 1 of the Gilfry Center at 4:30 p.m.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JANUARY 22, 1985

Present

Dick Purcell
Shirley Gibb
Dennis Tierney
Gordon Hanson
Gene Szymkowiak
John Holdridge
Dave Varney
Jerry Kaczmarek
Jim Clark

Excused

Scott Schultz

Absent

Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach and Helen Krause, Coordinators; Lucy Kluck, Business Manager; Joni Smith, Energy Coordinator; Craig Flagel, Computer Programmer; Paul Jadin, Personnel Manager; Fran Eskritt and Mary Kampschoer, Advisory Committee Members; Fran Messay, WSPT representative; and Bonnie Bressers, Stevens Point Journal representative.

I. BOARD TRAINING

The Board training for this month focused on two components of the Energy Assistance Program -- Emergency Assistance and Project Refuel. Joni Smith, project coordinator, presented the program and answered questions.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the January 8, 1985 Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Purcell to approve the Minutes of the January 8th meeting as submitted. All were in favor of the Motion. Motion carried.

2. Correspondence.

Mrs. Bablitch reported that the new Division of Health Regional Director is Terry Timmers. Ms. Timmers met recently with agency staff to discuss the directions of that agency and to become acquainted with our department.

Mr. Holdridge reported on a meeting that he attended at Wausau sponsored by the Wood County Health Committee and facilitated by North Central Area Health Planning Association on whether or not government should be involved in public health.

Ms. Krause indicated that UW-Madison will conduct a nitrate study in the county. The study is being funded primarily through UW-Madison dollars. However, the Groundwater Council is providing \$2,000 for the study also.

3. Director's Report.

Mrs. Bablitch reported that the agency has looked into setting a funeral payment rate policy. This is not possible. The state continues to set maximums for these charges. The Director was asked to contact the state legislators regarding possible abuse of the fees.

The Director reported that Dr. Cleve, Supervisor of the Psychological Services Section, will be presenting a report to the Board regarding waiting lists for child psychological services. Mrs. Bablitch also noted that as part of the agency's intake policy, the agency does explain the waiting list policy to potential clients.

Staff and members of the Abuse and Neglect Task Force met to discuss the task force recommendations and to determine where agency resources should be focused. A report on these recommendations will be submitted to the Board in about one month.

It was also reported that the school system will receive \$181,000 for teacher/child training and materials in the area of alcohol and drug abuse.

4. Advisory Committee Report.

Mr. Clark reported that the Advisory Committee met yesterday, Jan. 21st. He indicated that Mr. Herrmann along with Dr. Slater have resigned from the committee. Anyone interested in or knowing anyone who is interested in filling these vacancies should contact Sue Coe. The Committee heard the status of the 1984 division and section goals and objectives. In addition, an update on all task forces was given. Mr. Holdridge requested that the Board receive a copy of all the task forces and committees under this Board.

III. PROGRAM ISSUES

1. Action to Refer Changes in Wisconsin Fund For Failing Septic Systems to County Board.

The Board reviewed the resolution. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to replace "individual" with "eligible" in the last Be It Further Resolved. All were in favor of the motion. Motion carried. The last BE IT FURTHER RESOLVED should read "BE IT FURTHER RESOLVED that any eligible applications not funded during each fiscal year..." A Motion was then made by Mr. Holdridge and Seconded by Mr. Clark to approve the amended resolution. All were in favor of the motion. Motion carried.

2. Report on Agency's Computer Needs.

The Board reviewed a report on the agency's computer needs. The department's current on-line capacity is being lost because of a data overload to the current computer system. The Computer Services Department will be going before County Board in March to request permission to purchase a larger computer system. Mr. Flagel asked the Board's support for this plan when it does go before County Board. One Board member questioned whether the mainframe way is the way the county wants to proceed in its computer plans. A Motion was made by Mr. Holdridge and Seconded

2. Report (continued)

by Mr. Tierney to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Action on New Concept's Request for Additional Funding.

Because of a communication error, New Concepts was entitled to four more months of funding or \$830.64. This amount will be reimbursed through an addendum with the organization. However, beginning January 1985, any additional costs for staffing needs related to the individual in question must be absorbed by New Concepts. The agency is disallowing the additional request of \$169.39. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to accept the recommendation to pay New Concepts \$830.64 thereby settling their request. All were in favor of the motion. Motion carried.

4. Action to Change Focus of Agency's Pesticide Task Force.

The department is recommending that the focus of the Pesticide Study Committee be changed as follows: (1) change the name to Environmental Health Study Committee; (2) disband the advisory members to the study committee and seat them as full voting members; (3) appoint a Board member to act as liaison to the study group in addition to being its chairperson. The recommendations were discussed. Some Board members were in favor of disbanding the study committee. Others were in favor of having the committee take on the new emphasis as suggested by the department. After the matter was more fully discussed, a Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to disband the Pesticide Study Committee and send letters regarding this to the members. The department will then come before the Board with recommendations for the new committee -- its function, membership, issues, etc. All were in favor of the motion. Motion carried. Mr. Purcell suggested that the new committee consist of members with known expertise in the area of environmental health and community concerns including Mary Ann Krueger.

IV. FISCAL ISSUES

1. Approval to Purchase Smoke Detection System for Portage House.

A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to approve the purchase as requested. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

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

V. PERSONNEL ISSUES

1. Action to Approve Contract with Waushara County for Environmental Health Services.

This agenda item will be discussed at the next Board meeting.

2. Action to Accept Request for Maternity Leave.

Sue LeGault is requesting a ten week maternity leave. The department requested Board approval. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to grant the ten-week maternity leave as requested. All were in favor of the motion. Motion carried.

VI. Vote to Go Into Executive Session.

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

2. Vote to Return to Open Session.

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

A Motion was made by Mr. Hanson and Seconded by Mr. Holdridge to accept the Personnel Manager's report. All were in favor of the motion. Motion carried. The Personnel Manager will also be asked to review the position of Energy Assistance Coordinator.

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 approximately 6:30 p.m.

The next meeting will be held on Tuesday, February 12, 1985, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Asst.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
FEBRUARY 12, 1985

Present

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

Absent

Gordon Hanson

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Coordinator; Lauri Rockman and Bob Schmitz, Supervisors; Lucy Kluck, Business Manager; Ray Schmidt, line staff; Bonnie Bressers of the Stevens Point Journal.

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

1. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the January 22, 1985 Meeting.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the Minutes of the January 22, 1985 meeting as written. 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 WSSBMDA (Wisconsin Social Services Board Members and Directors Association) will hold its Spring conference in Stevens Point in May. Mr. Purcell and Judy will be welcoming members at the meeting. It was noted that since Portage County is a member of the Wisconsin County Board's Association, the agency is automatically a member of WSSBMDA and eligible to attend the conference which will be held at the 10-51 Restaurant/Motel.

3. Director's Report (Continued)

The directors of the County Home, Commission on Aging, and Community Human Services met with the Committee on Committees to discuss the future plans for the Alternate Care Center. It was determined at that time that the Alternate Care Center would best be housed at the Commission on Aging. This move must be approved by the Commission's Board. A report will then go back to the Committee on Committees regarding the progress of this transfer.

At the next meeting Jay Cleve will present an update on the psychological services waiting problem. The agency has hired a child psychology intern to begin work in September and this should alleviate some of the waiting list. In addition, an adult psychology intern is already working with the agency.

Peter Tropman, Director of Policy and Budget with the state, visited the agency recently. Mr. Purcell attended this meeting. Mr. Tropman addressed such issues as the state budget, general relief, the COP, CIP, and Youth Aids programs. Staff were very impressed by Mr. Tropman's knowledge of the various programs affecting Portage County.

II. PROGRAM ISSUES

1. Income Maintenance Statistical Reports (October-December 1984).

Mrs. Rockman presented her final quarterly reports for 1984. In highlighting her report, Lauri noted that the agency received 82 complaints during this quarter and that \$28,016.14 was the monthly benefit savings. Since the agency will be providing quarterly departmentwide reports, Lauri's next report will be incorporated into these reports and not highlighted by itself.

2. Action to Establish Environmental Health Study Committee.

Ms. Krause appeared before the Board to discuss her recommendations for the establishment of the Environmental Health Study Committee. Ms. Krause reviewed with the Board her interpretation of what the charges to the committee should be. It was suggested that the charges should be strengthened and refined. It was also noted that whenever feasible, the members of this committee should be Portage County residents. Ms. Krause was asked to act as chairperson of this group. A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Purcell to establish the Environmental Health Study Committee and to appoint Ms. Krause as its chairperson. All were in favor of the motion. Motion carried. Ms. Krause and Mr. Purcell will meet in the near future to discuss potential members of the committee. The proposed membership will be brought back to the Board for action.

3. Action to Increase Fees Charged for Hotel, Restaurant and Motel Inspections.

Mr. Schmitz, Supervisor of the Environmental Health Section, presented a proposal to increase inspection fees for hotel/motel and restaurant inspections. The overall increase is around 20%. The Board review the proposal. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to approve the fee increase as submitted. All were in favor of the motion. Motion carried.

4. Action to Endorse Resolution to Fund Various Prevention Programs.

Mr. Schultz briefly reviewed the history of the resolution and asked once again for Board approval. A Motion was made by Mr. Holdridge and Seconded by Mr. Schultz to endorse the resolution as submitted. All were in favor of the motion. Motion carried. It was noted that in addition to the prevention grants, part of the money will be used for some expenditures in the Sheriff's Department and also part of it will be put into a reserve account.

III. FISCAL ISSUES

1. Action to Refer Resolution to County Board Calling for Increased State/Federal Funding for Income Maintenance Administration.

The department requested that this item be deleted from the agenda.

2. Approval of Vouchers.

Mrs. Kluck highlighted the cost of a funeral expense noted in the voucher listing. It was indicated that the state sets a \$600 ceiling on funeral costs but that no limit is set on cemetery costs. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to accept the vouchers as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Increase Hours of Water Quality Specialist.

The department is requesting permission to increase the Water Quality Specialist's hours from 24 to 40 hours per week. The additional two days will be covered by a the UW-Madison nitrate study. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the increase in hours. All were in favor of the motion. Motion carried. It was noted that this position continues to remain contingent upon it being funded through other-than-county dollars. If Portage County dollars were to be used in the future, the position would have to be treated as a new position and would require County Board approval.

2. Action to Enter into a Contract with Waushara County for Sanitarian Services and Hire a Limited-Term Sanitarian.

The department is requesting approval for the department to enter into a contract with Waushara County to provide them with sanitarian services. A memo had been provided outlining the situation. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney that the contract be approved and that the department be allowed to hire a limited-term employee for sixteen hours per week for a maximum of 832 hours for 1985. All were in favor of the motion. Motion carried. It was noted that unemployment compensation and administrative fees will be included in this contract arrangement.

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 5:30 p.m.

Mr. Purcell called the Board's attention to the farewell dinner notice to be held for Barb Kranig. Anyone wishing to attend this dinner should contact the agency.

The next meeting is scheduled for Tuesday, February 26, 1985, at COMMUNITY INDUSTRIES beginning at 4:30 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
FEBRUARY 26, 1985

Present

Gene Szymkowiak
Jim Clark
Dennis Tierney
Marge Lundquist
Scott Schultz
Shirley Gibb
Jerry Kaczmarek
John Holdridge
Paul Borham

Excused

Dick Purcell
Gordon Hanson
Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause and Daryl Kurtenbach, Coordinators; Maria Boario, Home Health Supervisor; Jay Cleve, Psychological Services Supervisor; Mike Schulein and Ed Buda, Child Psychologists; Lucy Kluck, Business Manager; Priscilla Johnson, Advisory Committee member; Paul Rice and Pat Croy of Community Industries.

I. BOARD TRAINING

The Board training session was conducted at Community Industries Corporation. Paul Rice provided a slide presentation of the services available through his agency. In addition, Pat Cory and Paul Rice provided a tour of the facility.

The regular meeting of the Community Human Services Board was called to order by Acting Chairperson Szymkowiak at 5:15 p.m. on Tuesday, February 26th, at Community Industries Corporation.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 12, 1985 Meeting.

A Motion was made by Mr. Tierney 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 come before the Board.

3. Director's Report.

Mrs. Bablitch indicated that the Board had received a copy of the Coordinated Plan and Budget (CPB) review. Anyone wishing to see the complete document should contact her. In addition, anyone wishing to discuss any of the review comments should contact Judy. The Board asked that this review document be placed on

3. Director's Report Continued.

the Board's agenda as a discussion item.

The 1985 Service Directory was distributed at the meeting. If there are any questions on this information, Board members were encouraged to contact the department for clarification.

Mrs. Bablitch reported that Stan Gruszynski will be attending the next Board meeting to discuss any pertinent issues or concerns. If anyone has any specific issues, contact Judy Bablitch. It was noted that Senator Helbach will be meeting with the Board in July. Some members asked that the meeting be scheduled for earlier in the year and suggested that the Board meeting date could be rescheduled to accommodate Helbach. The Board also requested that both Helbach and Gruszynski attend the same meeting with the Board.

4. Advisory Committee.

Mr. Clark reported that the Advisory Committee had nominated several people to fill seats on the Advisory Committee. The Board will act on these appointments later in the meeting. Mrs. Coe will also serve as chairperson of the Committee for another year. Mr. Clark also indicated that the Advisory Committee had questioned whether it would be possible for the chairperson of the Committee to be an ex officio member of the Board. The Board requested that this item be placed on a Board meeting for consideration.

III. PROGRAM ISSUES

1. Action to Appoint New Members to Advisory Committee.

The Board considered the nominees for three-year terms effective April 1985. The nominees were James Johnston, Carole Holmes, and Marilyn Kranig. A Motion was made by Mr. Clark and Seconded by Mr. Holdridge that the Board instate these nominees as members of the Advisory Committee. All were in favor of the motion. Motion carried. The Board next considered the nominees to fill unexpired terms on the Advisory Committee. These nominees were Priscilla Johnson and James Bos. A Motion was made by Mrs. Gibb and Seconded by Mr. Clark to approve the nominees as submitted. All were in favor of the motion. Motion carried. The Board also endorsed Sue Coe as the chairperson of the Advisory Committee for a one-year term.

2. Report on Child Psychologist Waiting List.

Jay Cleve had prepared a report to the Board on the child psychologist waiting list. In addition, Mike Schulein and Ed Buda, child psychologists with the department, were present to answer any questions. Dr. Cleve highlighted his plans to use interns in the Psychological Services Section in addition to expanding the role of the therapeutic tutor. Currently, the agency waiting list for child psychologist services is between 25 and 30. Services are provided on a first-

2. Report on Child Psychologist Waiting List (continued)

come, first-served basis but consideration is also given to the severity of the child's need. Jay expects the waiting list to lessen as the second intern becomes available to provide child psychology services. Some Board members expressed their continuing concern over the waiting list in this area. The Board will be kept informed of this problem.

3. Action to Endorse Resolution Supporting State Funding for Local Public Health Services.

The department requested Board endorsement in support of state funding for local public health services. Further documentation on this issue had been provided in the Board packet. A Motion was made by Mr. Tierney and Seconded by Mr. Holdridge to endorse this resolution as submitted and refer it to the Legislative Committee for their endorsement. All were in favor of the motion Motion carried.

IV. FISCAL ISSUES

1. Cumulative Accounts Receivable Report (1984).

The Board had been provided with a cumulative Accounts Receivable report for 1984. There were no questions. A Motion was made by Mr. Holdridge and Seconded by Mr. Tierney to accept the report as submitted. All were in favor of the motion. Motion carried.

2. Accounts Receivable Report (January, 1985).

The Board reviewed the department's Accounts Receivable Report for January, 1985. A Motion was made by Mr. Holdridge and Seconded by Mr. Tierney to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

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

V. PERSONNEL ISSUES

1. Action to Authorize Human Services Specialist I (HSSI Position) (Crisis Intervention Worker).

The Board reviewed documentation provided on this request. The position would terminate December 31, 1986. Funding has been approved through the state grant for either a permanent position or a limited-term position. The only cost not covered in the grant would be for potential unemployment costs of approximately \$7,000. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve

1. Action on HSS1-Crisis Intervention Worker (continued).

the position as submitted. All were in favor of the motion. Motion carried. It will be left to the discretion of the Personnel Committee whether this position will be permanent or LTE in nature. Mr. Purcell will be asked to appear before Personnel Committee with the Director when this position is considered in order to stress how necessary the position is.

2. Action to Change Current Limited-Term Position into Permanent Part-Time Positions.

Documentation for this request had been submitted to the Board. The department is requesting favorable endorsement for four limited-term nurses to become permanent part-time. Three nurses would be hired at 20 hours per week and the fourth nurse would be 30 hours per week. All costs are met through Medicare, Medicaid, and private pay. No county dollars would be involved in this status change. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the change in status as proposed. All were in favor of the motion. Motion carried. Mrs. Lundquist was asked to attend the Personnel Committee and County Board meeting to endorse the request that these positions remain as part-time and not be consolidated into full-time positions as the trend in health care services is away from full-time positions.

3. Action to Approve Medical Leave of Absence.

The Board considered the six-month medical leave of absence for Sue Pacyga. Mrs. Bablitch reviewed the history and rationale for this request. A Motion was made by Mr. Tierney and Seconded by Mr. Borham to approve the request as submitted. All were in favor of the motion. Motion carried.

VI. MISCELLANEOUS

Paul Borham was welcomed and introduced to the members of the Board. Mr. Borham replaces Tracey Mosley.

VII. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mr. Schultz to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:15 p.m.

The next meeting is scheduled for Tuesday, March 12th, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MARCH 12, 1985

Present

Paul Borham
Gene Szymkowiak
Dick Purcell
Shirley Gibb
Gordon Hanson
Dave Varney
Dennis Tierney
Scott Schultz
Jerry Kaczmarek
Jim Clark
John Holdridge

Excused

Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Bob Schmitz, Supervisor; Lucy Kluck, Business Manager; Representative Stan Gruszynski; George Snyder and Van Lampert representing North Central Area Health Planning Association; John Moffatt and Mary Kampschoer of the Advisory Committee; Kathy Dunn of WSPT; and Bonnie Bressers of the Stevens Point Journal.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 26th 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.

There was no correspondence to be considered at this time.

3. Director's Report.

Mrs. Bablitch reported that the department's request for a Crisis Intervention Worker has been approved by both the Personnel and Finance Committees. This position will not have to go before County Board for approval. The Board and Mr. Purcell were thanked for their assistance in supporting this position request.

The department will be holding its annual Employee Recognition Wine and Cheese Party on March 28th. The department will be honoring employees with five or more years of service to Portage County. Board members were asked to contribute towards the party and also invited to attend.

3. Director's Report (continued)

Mr. Tierney's three-year term of membership terminates shortly. Mr. Tierney was asked to consider accepting another three-year term with the Board. If Mr. Tierney decides he is interested in continuing on the Board, Mr. Wrycza will not have to advertise the vacancy. Mr. Tierney indicated he was interested in continuing on the Community Human Services Board.

4. North Central Area Health Planning Association Report.

Mr. Snyder, Director of NCAHPA, and Mrs. Van Lampert, Portage County's representative to NCAHPA, met with the Board. Both Mr. Snyder and Mrs. Lampert gave their reasons for not supporting the department's Crisis Intervention grant. In addition, Mr. Snyder gave the Board a three-month update on NCAHPA activities. Mr. Snyder and Mrs. Lampert were thanked for their participation at the meeting.

II. PROGRAM ISSUES

I. Discussion with Representative Stan Gruszynski.

Representative Gruszynski met with the Board and provided an update on some of the issues of concern to the Board. Among these issues were the Home Rule and COP funding. Rep. Gruszynski indicated that the Home Rule would not affect Portage County because of the way its organized. The one change that would be noticed is that committees would be responsible to the County Chairperson or County Clerk or whomever is designated as County Administrator or Executive. A Board member suggested that the Home Rule contain a sunset provision. It was also pointed out to Rep. Gruszynski that concern was raised about the ultimate authority of the County Administrator and lack of or limiting control the committees or board would have.

Representative Gruszynski also indicated his support of Community Options Program funding. He indicated that it is a very cost-effective and humane program.

It was noted that there is momentum at state level to do away with any proposed deductions in child day care funding and tax credits.

Finally, Rep. Gruszynski noted that there will be a Department of Agriculture hearing on March 26th at 1:30 p.m. in Madison to learn directly from the Dept. of Ag if the aldicarb rule is working. Anyone interested person can attend this open meeting.

2. Report on Implementation of Recommendations of Child Abuse and Neglect Task Force.

Bill McCulley provided the Board with highlights on the status of recommendations on child abuse and neglect. The Board had also been provided with a written joint report from Sue Coe, Chairperson of the Advisory Committee, and Mr. McCulley. Per the original report, a progress report will also be provided to the Board in early 1986.

3. Discussion on CPB (Coordinated Plan and Budget) Review.

The Board expressed its concern over the negative comments made regarding the Counseling Services Section's services. Mrs. Bablitch indicated that some problems have been noted in this section and that efforts are underway to try and correct them. Mr. McCulley indicated that Mr. Hoekstra should have made the comments directly to him before having them appear in an official document. Mr. McCulley noted that a meeting has been set up with Mr. Hoekstra, Mr. Koepfel, and him. The Board indicated that it wished an update in the near future regarding this matter.

4. Action to Recommend Appointments to County's Long-Term Care Committee.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Hanson to approve the appointments to the Long-Term Care Committee as recommended. All were in favor of the motion. Motion carried.

III. 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.

IV. PERSONNEL ISSUES

1. Approval for Limited-Term Employee for Women, Infants, and Children (WIC) Program.

The department requested a limited-term employee to work in the WIC Program through December 31, 1985. The LTE would work no more than 600 hours in 1985. Current attempts at using work/study students have not been very fruitful. The LTE position would be paid for through WIC funding and no county dollars would be utilized for this position. A Motion was made by Gene Szymkowiak and Seconded by Dennis Tierney to approve the request as submitted. All were in favor of the motion. Motion carried. The department will continue to use the work/study option if at all possible but will hire the LTE if necessary.

V. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. Meeting adjourn approximately 6:30 p.m.

REMINDER: The next Board meeting will be held on MONDAY, MARCH 25th, in Conference Room 1 of the Gilfry Center beginning at 4:30.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MARCH 25, 1985

Present

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

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Daryl Kurtenbach, and Jim Canales, Coordinators; Maria Boario and Steve Tuszka, Supervisors; Lucy Kluck, Business Manager; Mary Boushley, line staff; Brian Shoup from Community Alcohol and Drug Abuse Center; Brant Bergeron from WSPT; Bonnie Bressers of the Stevens Point Journal; Senator Dave Helbach.

I. BOARD TRAINING

The Board training for this month focused on the child day care program. Mr. Kurtenbach and Mrs. Boushley highlighted the program, its services, and other administrative aspects. Information further highlighting the program was distributed to the Board members.

The general 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 Monday, March 25th.

II. MINUTES, REPORTS, COMMENTS

1. Appearance by Senator Dave Helbach.

Senator Helbach highlighted several issues for the Board including the Home Rule proposal, Health and Social Services budget, the Governor's budget proposals in general, and General Relief. Senator Helbach was invited to participate in Board meetings on a regular basis. The agency will be contacting him to schedule another meeting in the future. Senator Helbach was thanked for his comments and willingness to address the Board.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Approval of the Minutes of the March 12th Meeting.

A Motion was made and Seconded to approve the Minutes of the March 12th meeting as written. All were in favor of the motion. Motion carried.

3. Correspondence.

Mrs. Bablitch read a letter from Representative Gruszynski thanking the Board for letting him appear at the March 12th meeting. The Board requested that Representative Gruszynski be informed of other Board meetings and that he be invited to attend them when appropriate areas of concern arise.

4. Director's Report.

Mrs. Bablitch thanked all the Board members for their support in obtaining County Board approval for the Crisis Support Worker position. The position was approved on March 19th and the selection process will soon be underway.

The status of the Alternate Care Center was reviewed with the Board. So far, the Commission on Aging Board has approved the proposed move of the Center to the COA building. In addition, the Board has also approved the recommended staffing and programming aspects. The finalized recommendations will be sent to Committee on Committee for approval. If all things go as scheduled, the Alternate Care Center could be in operation at its new site by June of this year.

The Commodity Distribution Program was reviewed by the state. Overall the department received a favorable review. However, two minor problems must be addressed. The first problem is that foods must be kept at a temperature that is suitable for each commodity. The second problem that needs to be addressed is that we are providing special services to the elderly in allowing them to pick up commodities at the Commission on Aging and meal sites. The rules for commodity distribution emphasize the fact that foods need to be distributed on a first-come, first-served basis. The report also commended the agency for its use of a variety of volunteers.

The Joint Finance Committee will hold a public hearing on the Governor's budget on March 27th in Wausau from 10:00 - 1:00 p.m. Any Board member interested in attending the hearing should contact Judy to arrange for transportation.

Enclosed in the Board packet was information Mrs. Bablitch obtained about the state Department of Health and Social Services budget. In her speech recently, Secretary Reivitz expressed her concern regarding the potential for having the Department's budget reduced.

Jim Canales, in conjunction with Wood County, applied for a grant to provide training in the area of obtaining job placements in the community for handicapped persons. The grant has been awarded and plans are being made to provide this training opportunity.

II. MINUTES, REPORTS, COMMENTS ((continued))

5. Advisory Committee Report.

Jim Clark reported that the Advisory Committee, at its March 18th meeting, heard a status report from Daryl Kurtenbach on the Crisis Intervention grant and from Dr. Cleve on the waiting list. The Committee was also informed that Peggy Hendrick has resigned and that CAP will be asked to provide another member for the Committee.

6. Action to Appoint New Members to Advisory Committee.

The Board reviewed the recommendations for appointment to the Advisory Committee. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the recommendations as submitted. All were in favor of the motion. Motion carried.

7. Action to Elect Dennis Tierney to Another Term on the Community Human Services Board.

A Motion was made by Mr. Purcell and Seconded by Mr. Szymkowiak to nominate Mr. Tierney to another term on the Board as citizen representative member. All were in favor of the motion. Motion carried. Mr. Tierney had previously indicated that he would be willing to serve an additional term. It was also questioned by Mr. Clark how individuals can be appointed to the Board.

III. PROGRAM ISSUES

1. Report on Developmental Disability Centers Revenue Shortfall.

Mr. Canales reported on the anticipated revenue shortfall for developmental disability centers in Wisconsin. Mr. Canales noted that the Governor is anticipating that about 250 residents can leave the centers by 1987 and return to the community. Currently, Portage County has fifteen residents placed in these centers. As of this point in time, the effect of the revenue shortfall on Portage County residents is unknown. The Board will be kept updated on this matter.

2. 1984 Community Options Program (COP) Report.

The 1984 COP Annual Report was included in the Board packet and reviewed with the Board by Jim Canales. Mr. Canales noted that Portage County had a higher hold-over rate than anticipated. This means that people in the program in 1984 were continued to be carried for services into 1985. The diversion rate in the county is quite high compared to other counties -- 51%. The Board accepted the report.

III. PROGRAM ISSUES (continued)

3. Report on Proposed Waiting List for Supportive Home Care Program.

Steve Tuszka, in his memo to the Director of March 19th, outlined the concerns in the Supportive Home Care Program and the need to establish a waiting list for the program. These concerns were shared with the Board. The waiting list would take effect in April. The Board endorsed the use of a waiting list for the program and asked for updates as warranted. Mrs. Bablitch emphasized the need for appropriate referrals to be made to this program even though funding is not currently available. She indicated that staff can assist in making other-than-monetary arrangements for individuals in need of care. In addition, she indicated that this program is very fluid and funds due to attrition could become available at any time.

4. Action to Endorse Proposed Members for the Department's Study Committee on Environmental Health.

The Board had an opportunity to review the proposed membership of this study committee in advance. Mrs. Krause indicated that a member from the Advisory Committee should be added to the proposed list. A Motion was made by Mr. Varney and Seconded by Mr. Clark to approve the members of the study committee for Environment Health as amended. All were in favor of the motion. Motion carried.

5. Action to Appoint Board Representative to Steering Committee to Study Public Health Affiliation with Wisconsin Counties Association (WCA).

Information on this proposed steering committee was provided in the Board packets. Mr. Purcell asked for a volunteer to serve on the committee. Mr. Borham expressed interested in serving in this capacity. A Motion was made by Mr. Clark and Seconded by Mr. Varney to appoint Mr. Borham to serve on this steering committee. All were in favor of the motion. Motion carried.

6. Review of Quarterly Program Statistical Report.

The Board was asked to provide input on the proposed quarterly report format. The Board asked that a comparison of the previous quarter be included in the report. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to approve the report format as revised. All were in favor of the motion. Motion carried. The first report will be provided at the Board's April 23rd meeting.

IV. FISCAL ISSUES

1. Approval of Vouchers.

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

IV. FISCAL ISSUES (continued)

2. Business Manager's Report.

The Accounts Receivable Report for the period ending February, 1985 had been provided to the Board. Currently, no problems are anticipated at this time. A Motion was made by Mrs. Lundquist and Seconded by Mr. Schultz to approve the report as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Szymkowiak and Seconded by Mr. 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 is scheduled for Tuesday, April 9th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

May 14, 1985

MINUTES
COMMUNITY HUMAN SERVICES BOARD
APRIL 23, 1985

Present

Shirley Gibb
Gordon Hanson
Paul Borham
Dick Purcell
Scott Schultz
Jerry Kaczmarek
John Holdridge

Excused

Gene Szymkowiak
Dennis Tierney
Jim Clark
Marge Lundquist

Absent

Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Bill McCulley, and Daryl Kurtenbach, Coordinators; Jerry Koepfel, Steve Tuszka, Jay Cleve, and Bob Schmitz, Supervisors; Lucy Kluck, Business Manager; Deb Marsh, line staff; Mary Kampschoer, Advisory Committee member; Bonnie Bressers of the Stevens Point Journal; Kathleen Dunn from WSPT; and Sue, a client in the Counseling Section's Supervised Work Program.

I. BOARD TRAINING

Jerry Koepfel, Deb Marsh, and a client provided Board training which highlighted the agency's Youth Aids program as well as the restitution program. It was stressed that the philosophy in treating juveniles needing care is to provide it within the county in the most beneficial and least restrictive manner possible. It was also noted that of a Counseling budget of \$220,900, \$50,000 is allocated for substitute care, \$150,900 for corrections, and \$20,000 is for restitution. Of the total number of children in the restitution program, 60% of the juveniles will not have contact with the program again; 40% will come back because of other offenses. This success rate is higher than the state average. Sue, a client in the Supervised Work Program (restitution), explained how the program has helped her. Everyone was thanked for the presentation.

The general 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, April 23rd.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 25th Meeting.

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

2. Correspondence.

Mr. Purcell indicated that instead of having the total Board meet with Mr. Hoekstra, he felt that Judy Bablitch and he should talk to Mr. Hoekstra and report to the Board on the matter of the Counseling Section's review in the CPB. The Board concurred with this suggestion.

II. MINUTES, REPORT, COMMENTS (continued)

3. Director's Report.

Mrs. Bablitch indicated that the Home Health Supervisor has resigned and read the letter of resignation. The position has been advertised and the agency has two candidates. The interview panel will consist of Mr. Purcell, Mrs. Bablitch, Helen Krause, Maria Boario, and Dr. Sanderson. If an appropriate candidate cannot be found during the selection process, the position will be readvertised. Staff feel that the salary is too low for the position. The Board will be kept updated on this matter.

Mrs. Bablitch asked for Board input on how they would like to handle the matter of contract agency reports. Agencies such as Community Alcohol and Drug Abuse, Achievement Center, and Community Industries provide annual reports. Mrs. Bablitch wondered if the Board would like the agency to appear before it or whether the annual reports could be sent to them by mail. If there were any questions after the report had been read, the appropriate agency could be scheduled to appear at a Board meeting to answer questions. The Board indicated that these reports could be handled via mail.

4. Advisory Committee Report.

Because Mr. Clark, Board liaison to the Advisory Committee, was not present at the meeting, Mr. Kurtenbach, staff liaison to the Committee, gave the report. It was indicated that the Committee heard a presentation from Dr. Schulein about the protective behaviors program initiated at three schools. The Committee will be considering the concept of establishing a vice-chairpersonship. Finally, all Committee vacancies will be filled shortly.

5. Report on Efforts to Develop a Wisconsin Counties Association (WCA) Affiliate for Public Health.

Mr. Borham reported that he had attended a meeting on April 15th in Merrill to discuss plans to affiliate with WCA. At that time, a meeting was set up for April 20th in Wisconsin Rapids to consider the affiliation, bylaws, and temporary officers until the annual meeting in May of the WCA. Information regarding this effort has been sent to all health committees and health departments in Wisconsin. Mr. Borham will represent Portage County at the April 20th meeting and report to the Board. Mr. Borham was thanked for his report.

6. Miscellaneous Reports

Mr. Holdridge gave a General Relief Study Committee update. He indicated that the committee met on April 22nd with Representative Helbach. A proposal on general relief will be coming before the Board shortly. However, the committee will hold off on final Board action until the state decides what the budget will allow for the general relief program. Mr. Holdridge noted that an article appears in the April 23rd Stevens Point Journal.

III. PROGRAM ISSUES

1. Action to Proclaim June as Foster Parent Month.

A Motion was made by Mr. Holdridge and Seconded by Mr. Hanson to endorse the resolution as submitted. All were in favor of the motion. Motion carried. The resolution will be forwarded to Committee on Committees for their endorsement and action.

2. 1985 Quarterly Service Statistical Report.

Mrs. Bablitch presented the Board the agency's first quarterly service statistical report and noted that the form is flexible and can be changed as needs arise. Each coordinator was asked to share brief highlights of their portion of the report. In the Shared Services Section, it was noted that intake contacts focus only on the initial contact and does not include follow-up contacts. During a discussion on the Day Care Program, Mr. Hanson suggested that the money given to students be considered a loan and that the money be paid back at some future date. The agency will forward this suggestion to the Regional Office for further exploration.

It was suggested that the next report indicate the percentage of change in addition to reflecting the previous quarterly totals.

In the Health Division, Ms. Krause noted that the count is duplicated and that there are 75 people on the waiting list for WIC services. The next quarterly report will contain communicable disease statistics.

It was noted that the Fraud Report will now be incorporated into the Restorative Quarterly Report and not presented as a separate entity.

3. Action to Request New Cars for Environmental Health.

The two county-owned cars, purchased through the Health Department, are in need of replacement. The department is requesting Board endorsement of this need and forwarding a request to the Finance Committee for replacement of one or both of the vehicles. Information regarding the current vehicles was included in the Board information. Mr. Schmitz, Supervisor of the Environmental Health Section, noted that the Environmental Health Section would need either a hatchback sedan compact or a station wagon (compact or mid-size) due to the nature of their work and the equipment necessary for their job. The Board considered the request. It was also noted that the replacement costs would come from a Replacement Car fund set up for all county-owned vehicles and would not come from the department's budget. A Motion was made by Mr. Holdridge and Seconded by Mr. Hanson to recommend to the Finance Committee the replacement of the Chevette at this time and the replacement of the Pinto next year. All were in favor of the motion. Motion carried. The make and model would be left to the discretion of Finance; however, the Section's needs will be shared with Finance Committee.

III. PROGRAM ISSUES (continued)

4. Action to Accept Portage County as an Alternate Site for Testing of AIDS.

The department is requesting Board approval of a proposal to have Portage County's sexually transmitted disease clinic designated as an alternate site for AIDS testing. The Wisconsin Division of Health will provide training for appropriate staff and will reimburse the agency \$20 for every 1-1/2 hours of counseling which has been provided. However, funding is only available for the first 90-day period. Funding after that timeframe is questionable. Statistics are not available as to what the demand and work impact to the agency might be.

At this point in time, the Board lost a quorum and could not take action on the matter. The Board agreed to allow the agency to act as an alternate site for the first 90 days. A report will then be given and the Board will decide if the agency will continue this testing opportunity. Final action will be officially taken at the next Board meeting.

IV. FISCAL ISSUES

1. Request to Transfer Funds to Purchase Office Blinds.

With the loss of a quorum, official action could not be taken on this matter. However, members were in favor of this action. Mr. Purcell, as chairperson of the Board, signed the transfer sheet. The action to endorse the transfer was proposed by Mr. Hanson and Seconded by Mr. Borham. All members present concurred.

2. Business Manager's Year-End Report (1984).

A Motion was made by Mr. Hanson and Seconded by Mr. Borham to Table this matter until the next meeting. All were in favor of the motion. Motion carried.

3. Approval of Vouchers and Business Manager's Report.

This matter was also Tabled until the next meeting. However, Mr. Purcell in his capacity as chairperson, signed and approve the vouchers as submitted.

V. PERSONNEL ISSUES

1. Action to Authorize Use of Limited-Term Employee for Vacant Position.

The department is requesting permission to hire two limited-term position to replace a current Mental Health Clinician 2 who is resigning later in the year. A memo outlining this request had been included in the Board packet. Total work time for both LTE's would not exceed the current 40-hour position. Both LTE's would be hired for a maximum of one year or until such time as the agency is able to hire a full-time child psychologist. A Motion was made by Mr. Holdridge

V. PERSONNEL ISSUES (continued)

1. Action to Authorize Use of Limited-Term Employee for Vacant Position (continued).

and Seconded by Mr. Borham to approve the LTE requests as long as the total LTE time does not exceed 40 hours per week. All were in favor of the motion. Motion carried. It was noted that LTE #1 would work between 20-30 hours per week--not to exceed 30 hours and that LTE #2 would work 10-20 hours per week--not to exceed 20 hours. Both positions, however, would not exceed the 40 hours per week of the current full-time position. An intern currently employed by the agency will assume one of the LTE positions in addition to maintaining his internship work hours.

VI. ADJOURNMENT

A Motion was made by Mr. Hanson and Seconded by Mr. Borham to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:25 p.m.

The next meeting is scheduled for Tuesday, May 14th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Please note: ANYONE WHO IS UNABLE TO MAKE ANY BOARD MEETING IS REQUESTED TO CALL SUE RUTTA OR JUDY BABLITCH PRIOR TO THE MEETING DATE. Thank you.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MAY 14, 1985

Present

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

Excused

Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause, Coordinator; Mike Houlihan, Portage House Director; Jerry Bohren, Special Education/Pupil Services Administrator for the Stevens Point School System; Kathy Dunn of WSPT and Bonnie Bressers of the Stevens Point Journal; Lucy Kluck, Business Manager.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 23rd Meeting.

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

2. Correspondence.

Mrs. Bablitch gave an update on the parking lot issue. She noted that as a compromise to staff who must leave the building several times during the day that she would allow two parking places in the front lot for this purpose. Enforcement would be through peer pressure. The Board supported this plan.

Judy Richard has accepted the position of Home Health Supervisor. Judy replaces Maria Boario effective June 17th.

Helen Krause has submitted her resignation from the department effective June 14th. Helen has accepted a position as Rock County's Public Health Officer. Mrs. Bablitch indicated that the current job structure is somewhat unmanageable and she will be bringing back a suggestion regarding this issue at the next meeting. Judy will ask that the position be advertised with the total grade 21 range noted.

3. Director's Report.

Mrs. Bablitch reminded members that the next Board training will be held at the Community Alcohol and Drug Abuse Council which is located at 15 Park Ridge Avenue, Park Ridge.

The agency has hired the Crisis Intervention Worker from within the department. Jean Banks will begin her new position on Monday, May 20th.

Mrs. Bablitch indicated that she will be participating on the Allocations Committee of the United Way. This will provide better coordination of dollars and services in the human service area.

Dick Hoekstra, Dick Purcell, and Mrs. Bablitch met regarding the concerns expressed about the Counseling Services Section. Mr. Purcell noted that Mr. Hoekstra will keep him posted of any additional concerns in this area.

Mrs. Bablitch indicated that the Finance Committee reviewed the department's request to purchase the car for the Environmental Health Section. This request was not well received. The Finance Committee has asked the department to contribute 25% of the car's purchase price in addition to paying 16¢ per mile for its use. The 25% stipulation was because they "are bailing us out". Mr. Purcell will be contacting Mr. Glad regarding appealing the Finance Committee's decision.

II. PROGRAM ISSUES

1. Action to Accept Portage County as Alternate Site for Testing of AIDS.

A Motion was made by Mr. Hanson and Seconded by Mrs. Lundquist to approve Portage County as an AIDS alternate site for 90 days as per the recommendations taken at the April 23rd meeting. All were in favor of the motion. Motion carried.

2. Status Report on Public Participation Process in Agency Plan and Budget.

Members were provided with a summary from 1984 Listening Forum concerns, a listing of forums to be held in 1985, and an invitation to participate in any or all of the meetings.

3. Report on School Health Program.

Helen Krause introduced Jerry Bohren to the members of the Board. Mr. Bohren shared with the Board a survey conducted throughout the school system about the school nursing services being provided. Results of the survey were favorable to the nurses currently providing the services. A question arose as to whether the current charge of \$1 per student was adequate for all the services provided. On the whole, the Board felt that the current fee was adequate. Mrs. Bablitch did indicate that this fee would be look at perhaps in the 1987 school contract year. Ms. Krause will be meeting with Dr. Stevens during the week to discuss a charge for services rendered to faculty.

III. FISCAL ISSUES

1. Request to Transfer Funds to Purchase Office Blinds.

A Motion was made by Mr. Hanson and Seconded by Mr. Szymkowiak to approve the transfer of \$250 for the purchase of office blinds. All were in favor of the motion. Motion carried.

2. Business Manager's Year-End Report (1984).

The 1984 Year-End Report was reviewed by Mrs. Kluck. The agency will be returning \$2,629 to the county's Contingency Fund. The excess funds may be used to help pay for the agency's xerox machine. The agency has also set aside \$100,000 to reimburse the state for youth aid services.

3. Approval of Vouchers and Business Manager's Report.

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

4. Approval to Spend Portage House Project Income Funds.

Mr. Houlihan came before the Board to request approval to spend Portage House Project Income Funds. Mr. Houlihan distributed a memo outlining all of his proposed purchases. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the expenditures as requested contingent upon project income funding being available from either the year-end balance or from funding generated during the next contract year. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made by Mr. Hanson and Seconded by Mr. Holdridge 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, May 28th, beginning at 4:30 p.m. at Community Alcohol and Drug Abuse Center, 15 Park Ridge, Park Ridge, WI.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
MAY 28, 1985

Present

Dave Varney
Paul Borham
Jerry Kaczmarek
Dick Purcell
Gordon Hanson
Marge Lundquist
Shirley Gibb
Scott Schultz
John Holdridge
Dennis Tierney

Excused

Gene Szymkowiak
Jim Clark

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Helen Krause and Daryl Kurtenbach, Coordinators; Maria Boario and Bob Schmitz, Supervisors; Lucy Kluck, Business Manager; Fran Eskritt, Advisory Committee member; Jean Howley, Joanne Higgins, Anne Klesmith, and Sibyl Taylor, line staff nurses; Kathy Dunn of WSPT.

I. BOARD TRAINING

The Board Training was conducted at the Community Alcohol and Drug Abuse Center in Park Ridge. Alice Davis gave a presentation which focused on the continuum of care received by clients of that agency, how they come to receive services, and also a general overview of the types of clients served. At the end of the presentation, Alice was thanked for the training.

The regular meeting of the Board was then convened at 5:00 p.m. on Tuesday, May 28th, in the Conference Room at the Community Alcohol and Drug Abuse Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of May 14, 1985.

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

2. Correspondence.

There was no correspondence to come before the Board.

II. MINUTES, REPORTS, COMMENTS (continued)

3. Director's Report.

Ms. Bablitch indicated that the Home Health Supervisor position is being readvertised. Judy Richard has decided not to accept the Home Health Supervisor position. In addition, the Health Coordinator position is being advertised. Both positions are advertised at the full salary range. Any salary in excess of the first quintile will need endorsement of the Personnel Committee. Interviews for the positions will begin after June 7th.

4. Advisory Committee Report.

Because Mr. Clark, Board Liaison to the Advisory Committee, was not present at the meeting, Daryl Kurtenbach, Staff Liaison to the Committee, provided the Board with an update. Mr. Kurtenbach reported that an orientation session was provided for new members. The Committee established terms of office for the Membership Committee and set this membership at 2 year terms. The Committee accepted the General Relief Task Force Report and heard that the Chemical Abuse Task Force will give its report in June. Finally, it was noted that the Committee endorsed the concept of having a vice-chairperson position and will be working to revise the bylaws as appropriate.

III. PROGRAM ISSUES

I. Report on Wisconsin Counties Association Organizational Meeting Regarding Forming a Public Health Affiliate.

Mr. Borham reported on the meeting held at Wisconsin Rapids regarding forming a Public Health Affiliate with WCA. He noted that 56 counties attending this meeting. A Steering Committee has been named to draft a resolution recommending affiliation. This resolution will be presented by health committees to their County Boards and then the endorsed resolutions will come back to the Steering Committee to be presented to the WCA for approval. A temporary Board of Directors has been installed to facilitate the organizational aspects. Mr. Borham was thanked for his report and encouraged to continue participation in this group.

2. Action to Appoint Board Member to Youth Aids Committee.

A Motion was made by Mr. Holdridge and Seconded by Mr. Tierney to appoint Shirley Gibb to the Youth Aids Committee. All were in favor of the motion. Motion carried. Mrs. Gibb accepted the appointment.

3. Action to Authorize Change in Job Description for Coordinator of Community Health Services.

Mrs. Bablitch reviewed her memo regarding a possible change in the job description of the Health Coordinator. The cost/benefits of each option were reviewed. Because of the complexity of the issue, the Board suggested that the matter be tabled until

the next meeting. Mrs. Bablitch would then have an opportunity to further expand upon the cost/benefit of each option and perhaps formulate addition options. In the detailed analysis, the Board would be specifically interested in where cuts would have to be made (personnel, services, etc.). The Board wondered if a 2-C compromise could be feasible using some of the options of #3 and #4. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to Table discussion and action on this matter until the next meeting. All were in favor of the motion. Motion carried. Mrs. Bablitch was asked to present additional information on this issue for the next meeting.

IV. PERSONNEL ISSUES

1. Action to Authorize Job Audits for Possible Reclassifications or Salary Adjustments.

The Board reviewed briefly the Director's request for job audits and salary adjustments. The Board indicated that its endorsement did not constitute agreement with the need for reclassifications and salary adjustments; it just would be authorizing the Personnel Manager to conduct the five audits and bring back the recommendations to the Board for consideration and action. With these ground rules established, a Motion was made by Mr. Tierney and Seconded by Mr. Varney to authorize the Personnel Manager to do audits on the positions noted in the memo and bring back to the Board for action any recommendations. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Approval of Vouchers.

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

2. Business Manager's Report.

It was noted that the Division of Shared Services has exceeded its budget at this point in time because of additional staff costs. This Divisional budget should right itself by the end of the year. A Motion was made by Mr. Varney and Seconded by Mr. Hanson to approve the report as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Varney and Seconded by Mr. Borham to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:05 p.m.

The next meeting is scheduled for Tuesday, June 11th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 11, 1985

Present

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

Others Present: Judy Bablitch, Director; Lucy Kluck, Business Manager; Helen Krause, Coordinator; Bob Schmitz and Lauri Rockman, Supervisors; Joanne Higgins, line staff; Jim Ford, Mary Beth Bos, Sharon Homman, Mary Ann Cook, Jim Gebhard, Sally Clanton, Janet Malone, Theresa Summerton, George Snyder, Van Lampert; and Bonnie Bressers from Stevens Point Journal.

The Community Human Services Board was called to order by Chairman Dick Purcell at 4:30 p.m. in Conference Room 1 of the Ruth Gilfry building.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 28 Meeting

A motion was made by Gene Szymkowiak and seconded by Dave Varney to approve the minutes as written. All were in favor of the motion. Motion carried.

2. Correspondence

Chairman Dick Purcell noted that the Community Drug and Alcohol Abuse Annual Report had been received, and he felt it was a very valuable report. This is in line with the new Board policy of asking contract agencies to send each Board member the annual report.

3. Director's Report

Judy Bablitch, Director, reported that the recruitment for the Home Health Supervisor yielded no applications although the Personnel Office recruited widely. There were five applications for the Coordinator of the Division of Community Health, one of whom Mrs. Bablitch will be talking to on Friday, as it appears her qualifications would be excellent for that of the Home Health Nursing Supervisor. Due to recruitment efforts and the complexity of the problem of rearranging the coordinator job description, Mr. Purcell and Mrs. Bablitch decided that this report could not be given to the Board at the June 11 meeting. They will be aiming for a meeting as soon as a good analysis can be given to the issues. Mrs. Bablitch reported the staff would have the budget ready for presentation to the CHS Board September 9-10. The members agreed this would be a suitable timetable for them.

II. PROGRAM ISSUES

1. Report from United Way on Information & Referral Program.

As the representatives from the United Way were already present, their report was taken as the next item on the agenda. Mr. Jim Ford, President of the United Way Board of Directors, and Mrs. Mary Beth Bos, Executive Director of the United Way, were present for this discussion. Mr. Ford noted that they have visited other United Way agencies and found that many United Way agencies provide information and referral services. In reviewing the county's own information and referral program, the United Way Board thought it might be more cost effective if the United Way would provide it, rather than the current system where the Mental Health Association provides this service, through funding from the United Way (2/3) and Community Human Services Department (1/3).

Mr. Ford emphasized that there is no concern from the United Way as to the quality of the service that is provided now, but although they do not have any exact figures, they believe that they could, with volunteer staff, run a less costly program. Mr. Ford gave the example of the Dane County information and referral program, where they have run the service with a half-time secretary and 18 volunteers since 1982.

The United Way Board of Directors realizes that if they provided this service, agencies in the community might be concerned with United Way providing services as United Way have historically been known as a funding source. Nationally United Ways are changing their focus and providing general support services that will help other United Way agencies such as the information and referral program and a voluntary action center. Mr. Ford was asked if this interest had anything to do with the United Way's recent purchase of a computer, and he stated that it did. With a computer they could have access to the information in a more efficient fashion. Much discussion followed with points being noted that even though the information was computerized, there would still be someone needed to answer the phone, follow through on referrals, train and recruit volunteers.

Mr. Purcell asked Ms. Sally Clanton, Executive Director of the Mental Health Association, if she would like to come forward and discuss this from that agency's perspective. Ms. Clanton stated that it was difficult for her to speak for the Board of Directors of the Mental Health Association, as this proposal was very new to her and that the Board of Directors had never been approached by the United Way for a discussion of the subject. However, she did state that currently the Mental Health Association does use volunteers to help answer questions, that there is a half-time staff position devoted to the operation of the information and referral program, and that they, the Mental Health Association, operate the program during day time hours and has a contract with the Family Crisis Center to answer questions.

Mr. Szymkowiak noted that volunteers are always a fine form of assistance but certainly programs need continuity, and would there be continuity with several volunteers providing services? Mr. Tierney questioned what the impact to the Mental Health Association would be if the United Way withdrew their funding. Mrs. Clanton responded that she had no idea as to how they would be able to do this. Mr. Tierney mentioned that perhaps they would then need to request the Community Human Services Department to fund them to a greater extent. In this respect, Mr. Schultz, noted that additional fund raisers might be necessary and one purpose of the United Way was to try to help avoid many fund raisers in the community.

Mrs. Clanton noted that since the Board of Directors of the MHA did not know about this, she believed a study committee should be set up to address the appropriate location of the service. She stressed the importance of open communication.

Mr. Purcell noted that this discussion was quite preliminary, that no action was to be taken at this meeting. On behalf of the Board he advised the three directors; Mrs. Bos, Mrs. Bablitch, and Mrs. Clanton form an appropriate study committee. Mrs. Box, Mrs. Clanton & Mrs. Bablitch agreed to do this.

2. Quarterly Report of NCAHPA

A quarterly report on the activities of the North Central Area Health Planning Association was given by Executive Director George Snyder and Board member Mrs. Van Lampert. After handing out the agency's June 10 report, Mr. Snyder focused on several areas that they had been active in in the quarter:

1. Facilitating and helping plan a regional and statewide conference for the purposes of organizing an affiliate for the Wisconsin Counties Association. Paul Borham, Community Human Services Board member, was named Vice President of the organization.
2. A regional mental health conference was held, bringing together representatives of Social Services, 51.42/Human Services Boards, Adult Family Homes and Community-Based Residential Facilities with the State Department of Health and Social Services to discuss residential services for the mentally ill.
3. The Association sponsored a regional meeting regarding adolescent abuse of alcohol and other drugs. The agency's AODA Committee will now look at prevention in the schools, particularly at the grade school level and work on coordination among agencies.
4. Two information projects have been approved, including the the development of consumer guide to health insurance and provision of health information spots for use by area media. The agency believes that increased public information regarding health and the North Central Area Health Planning Association is important.

5. The agency has developed a three year community plan including sections on acute care, long term care, mental health, and alcohol and drug abuse.
6. The agency has reviewed several projects including a replacement CT scanner for the Marshfield Clinic and a home health project for Taylor and Onieda Counties.

Mr. Snyder was thanked for his report. Mr. Schultz noted that the last few workshops sponsored by the North Central Area Health Planning Association looked excellent but suggested that consideration be given to have some of the sessions at evenings for those elected officials and other persons who cannot get away during the day. Mr. Szymkowiak moved acceptance of the report, Dennis Tierney seconded it and it was passed unanimously.

3. Report & Action on General Assistance Study Committee

Lauri Rockman appeared to report on the General Assistance Study Committee recommendations. The Committee was organized in July, 1984 to study the State Department of Health and Social Services recommendations in the budget that mandate general relief be administered by counties. The final state budget has not been approved but the Committee has been keeping abreast of changes. County board action should not be taken until the budget is passed but, the study Committee believed it important that recommendations be discussed now. These are: 1) Portage County should change to the administration of the general assistance program from a unit system (regardless of whether this change is mandated by legislation) effective January 1, 1986, and 2) general relief should be administered according to the plan developed and approved by the committee with a review of the program's progress no later than July 1, 1986.

The Committee has already presented its conclusions to the Commission on Aging and the Community Human Services Advisory Committee.

Mrs. Rockman reviewed the proposed general assistance plan. Suggestions were given to her as to clarity of the material. Mrs. Rockman emphasized that the work relief program was intended to be not just a "make work" program but an effort to help clients become self sufficient. The work continuum includes a work project assignment, adult work experience program, classroom training, and on the job training. Mr. Hanson noted that the section regarding work should indicate that persons will be required to work, not that they may be required to work. Mrs. Rockman noted that will meant if at all possible, meaning if they were not disabled or elderly.

Mrs. Rockman handed out revised projected costs which were based on actual Portage County expenditures for the period of 1984. The total projected cost to Portage County including benefits to consumer and the administration of the program is estimated to be \$82,953 in 1986 and in 1987, \$125,400. The total cost in 1984 was \$78,311. The program will be more expensive with county administration because there are many eligible recipients who are currently not served although this is in direct violation of state statutes.

Mr. Holdridge, Committee Chairperson noted that town chairmen on the committee are supportive of this change. It was noted that if we do not begin in 1986 and instead wait until the state mandates participation in 1987, we will lose transitional funding that will help defray costs to start the program. Mr. Purcell stated that there appeared to be no choice but to advocate for this program. Mr. Holdridge showed that currently the system is inequitable and people all over Portage County have a right to assistance if they meet the qualifications. Mrs. Gibb noted that it was important that Board members keep focused on the fact that Board members represented the entire county, not just certain geographic areas. She also asked staff to make a presentation on this program to the Towns Association as well as have the District Attorney review the plan. Mrs. Gibb thanked the staff and committee stating that she was glad to see the leadership exhibited by planning for the program. Other county committees will also be approached prior to the County Board.

A motion was made by Dennis Tierney that this report be accepted; seconded by Dave Varney and passed unanimously.

4. Action to Support Public Health Affiliate of WCA.

Mr. Schultz moved the Community Human Services Board support the establishment of the Wisconsin Counties Public Health Association as an affiliate of the Wisconsin Counties Association. Mr. Tierney seconded this motion. Discussion was held about additional funds. Mr. Borham and Mrs. Bablitch assured the Board that since the county already belonged to the Wisconsin Counties Association, that there would be no additional funding necessary. If there were additional dues or assessments, this would come back to the committee. The motion was passed unanimously. Mrs. Bablitch is to notify the organization of the Board's endorsement.

III. FISCAL ISSUES

1. Request to Increase Fees for Environmental Health

The Board addressed the issue of increasing some environment health fees. Mr. Tierney moved and John Holdridge seconded that the fees be raised as follows:

Swimming pools -- \$45
Recreation and educational camps -- \$45
Campground sites -- 1-25 - \$18
 26-50 - \$36
 51-100 - \$54
 100+ - \$72

Pre-inspection fees for campgrounds, mobile home parks, recreational and educational camps, swimming pools be established at \$50.

The vote was unanimous in favor of increasing these fees.

2. Request for Payment of Liability Insurance for Agency Psychiatrist

The Board was requested to participate in paying for the increase in the psychiatrist liability insurance. The Board was reminded that when the agency psychiatrist was hired, the Board assumed partial payment of his liability insurance. In March of 1980, the Community Human Services Board reviewed this compensation, increased his salary, and stated that he should pay his own malpractice and continuing education expenses. In 1980, this totalled \$2000 per year.

The Coordinator of the Restorative Care Division has asked for reconsideration at this time due to the tremendous increase (approximately \$2000 to \$4000 per year that the insurance increased this year.) It was pointed out that the agency has been very fortunate to have the psychiatrists service and that his expertise not assists individual clients but gives the agency the ability to collect revenue from Medical Assistance and insurance companies.

The motion was made by Gordon Hanson and seconded by Gene Szymkowiak that the psychiatrist receive approximately \$369 from the Board to pay a portion of his additional insurance premium. This motion passed. After the vote was taken additional discussion was held as to how the psychiatrist would receive this payment. It was decided to clarify this at the June 25th Board meeting.

3. 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 unanimously.

CHSB Minutes
June 11, 1985
Page 7

IV. ADJOURNMENT

A Motion was made by Gene Szymkowiak and Seconded by Dave Varney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:08 p.m.

The next meeting is scheduled for June 25th beginning at 4:30 p.m. at the Community Human Services Department.

Submitted:

Paucella / L Kleck

JB/0064A

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JUNE 25, 1985

Present

Dick Purcell
Dave Varney
Dennis Tierney
Gordon Hanson
Paul Borham
Shirley Gibb
Jim Clark
Jerry Kaczmarek
John Holdridge
Scott Schultz

Excused

Gene Szymkowiak
Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Jim Canales and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cate Gitter, Volunteer Services Coordinator/Home and Financial Manager; Joanne Higgins, Staff Nurse; Debbie Richmond, Social Worker; and Bonnie Bressers, Stevens Point Journal.

I. BOARD TRAINING

The Board training for June highlighted efforts in the Volunteer Services Section of the Shared Services Division. Cate Gitter, Volunteer Services Coordinator/Home and Financial Manager and Daryl Kurtenbach lead a discussion on efforts to maximize the use of volunteers in the agency. An overview of the program was presented as well as highlights of future goals. The Board suggested that perhaps \$100 could be allocated in the 1986 budget for volunteer recognition.

The regular meeting of the Community Human Services Board was then called to order by Chairman Purcell at 5:00 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, June 25th.

II. MINUTES, REPORTS, CORRESPONDENCE.

1. Approval of the Minutes of the June 11th Board Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Borham to approve the Minutes of the June 11th meeting as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, CORRESPONDENCE.

2. Correspondence.

Mr. Purcell highlighted a letter received from Jo Ellen Seiser, Water Quality Specialist, regarding lead in Portage County water.

3. Director's Report.

Mrs. Bablitch reported that four qualified applicants for the Coordinator position will be interviewed. Resumes for each candidate were given to the Board. Some applicants may not have the necessary public health background and a waiver may be needed from the state if he/she were chosen for the position.

The Home Health Supervisor position will be readvertised. Position vacancy notices will be sent to all home care agencies in the state.

Bob Schmitz, Environmental Health Supervisor, is now acting county health officer until a replacement for Ms. Krause is found.

4. Advisory Committee Report.

It was reported that Kay Harmon has joined the Committee and Don Herrmann will rejoin it in July. Also new to the group is Jo Carlson. It was noted that the Advisory Committee is thinking about expanding its membership to include a youth representative. The mechanism to accomplish this is being discussed now.

It was reported that the Legislative section of the Abuse and Neglect Task Force has drafted legislation which was sent to Senator Helbach and Representative Gruszynski. The proposed legislation outlines changes in the abuse and neglect laws. The task force will also be reviewing the protective behaviors project results.

III. PROGRAM ISSUES

1. Report on Community Option Program.

Mr. Canales gave an update on the Community Option Program. He noted that of the first thirty counties implementing COP, nineteen currently have deficits and have instituted waiting lists. If current trends continue, Portage County could have a \$21,000 deficit at the end of 1985. To alleviate an additional deficit, a waiting list was established in June and is on a first come/first served basis. In addition a limit of \$500 per COP client is set for new program participants requesting service dollars. Finally, new participants will not be allowed into the program until the projected deficit is reduced to \$0 except for emergency situations and one-time expenditures not exceeding \$200. It was also noted that new services are mandated for the COP program including care of persons with Alzheimers Disease. It was stressed that while dollars are currently not available, it was important to keep receiving referrals because of the potential for a fast turnover of clients and the fact that we need to document the actual need for services in Portage County. Over 70 persons are being served through COP in Portage County.

2. Report on Unexpected Expenses for Developmentally Disabled Mentally Ill Client.

Mr. Canales outlined the funding problem in the Long-Term Care Division. He noted that a person diagnosed as borderline mentally retarded is in need of day services or a combination of day services programming and public school programming. There are no monies budgeted for out-of-county day services programming. A memo dated June 17th (included in the Board packet) outlined the situation. The Board acknowledged the problem and asked to be kept updated on the issue.

IV. FISCAL ISSUE

1. Action on Payment for Psychiatrist's Liability Insurance.

The department asked for clarification as to the means of payment for Dr. Kamstra's liability insurance. The Board noted that payment should be made through the voucher process and not as a salary adjustment. A Motion was made by Mr. Varney and Seconded by Mr. Schultz to pay the approved liability insurance through the voucher system. All were in favor of the motion. Motion carried.

2. Business Manager's Report.

A 5-1/2 month projection was shared with the Board. It was noted that the agency is currently at 49% in expenses and 47% in revenues. At this point in time the department should be at 45% in each the expenses and revenues. Included in this total is about \$62,000 in unplanned revenues. If current projections continue, the department may experience a \$150,000 deficit. One alternative would be to ask the County Board to allow this deficit to be paid from the General Fund. A member felt that this would not be possible and perhaps staff layoffs might be needed. The Board indicated that they would like an update at every Board meeting. A Motion was made by Scott Schultz and Seconded by Mr. Holdridge to approve the report as submitted. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

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.

4. Miscellaneous.

Mr. Purcell noted that the parking issue went before the County Board. The County Board approved the restricted parking as recommended by this group.

V. ADJOURNMENT

A Motion was made by Mr. Kaczmarek and Seconded by Mr. Tierney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:05 p.m.

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JULY 9, 1985

Present

Dave Varney
Dennis Tierney
Gene Szymkowiak
Dick Purcell
Gordon Hanson
Paul Borham
John Holdridge
Jim Clark
Shirley Gibb
Marge Lundquist
Jerry Kaczmarek

Excused

Scott Schultz

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Joanne Higgins, Acting Nursing Supervisor; Bonnie Bressers of the Stevens Point Journal; and a representative from WSPT.

The regular meeting of the Community Human Services Board was called to order by Chairman Purcell at 4:30 p.m. in Conference Room 1 of the Gilfry Center on Tuesday, July 9, 1985.

I. MINUTES, REPORTS, CORRESPONDENCE

1. Approval of the Minutes of the June 25th 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.

Mr. Purcell acknowledged a letter from Jo Ellen Seiser, the Water Quality Specialist, regarding a nitrate comparison study.

A letter from the Department of Agriculture thanking the agency for letting them use space in the building was read by Mrs. Bablitch.

2. Director's Report

Mrs. Bablitch called the Board's attention to the handbook which was presented to each member. This handbook is used in the Elderly Services Section. Elderly Services will be highlighted in the Board training at the next meeting.

Mrs. Bablitch requested that the budget hearing meetings be changed from September 10th and 11th to a later date. After discussion, it was determined the the BUDGET MEETINGS WILL BE ON THURSDAY, SEPTEMBER 26th, and FRIDAY, SEPTEMBER 27th, beginning at 4:30 p.m. in Conference Room 1. Please note that there will be no meeting on September 24th.

II. PROGRAM ISSUES

1. Second Quarter Service Report.

Coordinators reviewed the quarterly statistics. In Shared Services it was noted that there was an overall decrease in intake services especially in the area of Information and Referral. Restorative Care Coordinator, Bill McCulley, noted that the Financial Services Section has experienced a large number of emergency assessments and intakes and that inpatient services have experienced a large volume of commitments and detentions. In response to the waiting list issue for Psychological Services, Bill noted that there are between 25 and 28 children on a waiting list. These requests for services have been received from as far back as the middle of May. Mr. Hanson requested that some of the fraud statistics be given to the news media to appear in publication. Mr. Holdridge asked that the fraud recovery amounts made to the District Attorney also be incorporated into the fraud report. The Division of Long-Term Support Coordinator, Jim Canales, reported that his statistics remained stable and that the projected deficit for services has been reduced by about \$8,000 in the last two weeks. The deficit now remains at \$12,000. A Motion was made by Mr. Holdridge and Seconded by Mr. Varney to accept the service report. All were in favor of the motion. Motion carried.

2. Communicable Disease Control (CDC) Report.

Mrs. Higgins, Acting Nursing Supervisor, reported to the Board on the CDC concerns within the Amish community. Mrs. Higgins reported that the Amish community has been cultured for whooping cough on June 26th and now the agency will have to wait for the test results from Madison. Currently, 30-40 children have symptoms of the disease and about 30 children have been immunized. The main goal of the agency is to prevent complications and infant deaths due to the disease. So far, medications have been distributed to 17 individuals. There is a maximum cost of about \$12 per person. The agency has decided that if a person cannot afford to pay for any portion of the medication, it will be absorbed by the agency. The Board will be kept apprised of the situation. Mrs. Higgins reported that the Amish community has been very helpful and supportive in the efforts to bring this situation under control.

3. Report on Additional Management Time Needed in Community Health/Health Education Section.

The department is basically asking for an additional twenty hours of nursing leadworker time to provide the section with nursing supervision. Mrs. Bablitch noted that there would be no cut in direct service time. Some members questioned the proposed organization of the Division but Mrs. Bablitch indicated that this outline was flexible and could be changed as needed. It was suggested that the Health Coordinator should have great input into the structure of that Division. Mrs. Lundquist also questioned if the Health Coordinator would also be involved on the task force to determine where the Home Health Services Section would be located. Mrs. Bablitch indicated that the Health Coordinator would be involved. The Board then endorsed the recommendations submitted noting that the proposal was flexible in nature.

III. PERSONNEL ISSUES

1. Action to Request Two (2) New Positions for General Assistance Program.

It was reported by Mrs. Rockman, Financial Services Supervisor, that Portage County is mandated to operate a countywide General Assistance Program beginning January 1, 1986. As a result, the program will need to be staffed by two new full time positions. Cost figures were available. It was noted that the program would be housed within the Financial Services Section. This would necessitate moving the Energy Program into the space currently occupied by Family Planning. It was noted that Family Planning could perhaps move into space currently used for storage. Further discussion on this move is continuing. The Board also noted that it would need to decide how and when to use the \$60,000 in start-up funds. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve the position requests as submitted. All were in favor of the motion. Motion was carried. Mrs. Rockman noted that the Coordinator would have to begin around November 1st and the line staff position would have to begin about mid-November so that they could be trained before the program actually began in January.

IV. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

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

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

2. Vote to Return to Open Session (continued).

A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to Table any salary and hiring action for the Health Coordinator position until more of the Board could meet with the candidate and additional reference checks could be made. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Action to Transfer Funds for the Purchase of a File Cabinet.

A Motion was made by Mr. Varney and Seconded by Mr. Tierney to approve the transfer of funds to purchase the file cabinet. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

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

VI. 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 6:15 p.m.

The next meeting is scheduled for Tuesday, July 23rd, in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMANS SERVICES BOARD
July 23, 1985

PRESENT

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

EXCUSED

Shirley Gibb
Gene Szymkowiak

Other Present: Judy Bablitch, Director; Sandra Uhl, Recording Secretary; Jim Canales, Daryl Kurtenbach, Steve Tuszka, Coordinators; Lucy Kluck, Business Manager; Joanne Higgins, Acting Nursing Supervisor; Bob Schmitz, Environmental Health Supervisor; Jerry Koepfel, supervisor; John Osinga - District Attorney; Mike Schulein, child psychologist- Mental Health Clinic; Cathy Rhutasel, Adult Foster Care Coordinator; Nancy Sommerfeld, Supportive Home Care Worker; Bonnie Bressers of the Stevens Point Journal.

The regular meeting of the Community Human Services Board was called to order by Chairman Purcell at 4:30 P.M. in Conference Room # 1 of the Ruth Gilfry Center on Tuesday, July 23, 1985.

I. BOARD TRAINING

The topic for board training for July was the Adult Alternate Care Program. Cathy Rhutasel and Nancy Sommerfeld were present to outline the program.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 9th and July 11th Board Meeting

A Motion was by by Dave Varney and Seconded by Gordon Hanson to approve the minutes as submitted. All were in favor of the motion. Motion carried.

2. Correspondence

Mrs. Bablitch mentioned a thank you letter from Governor Earl for use of the agency's library by the Farmer's Home Administration.

3. Director's Report

Mrs. Bablitch informed Board members that Dave Nordstrom has accepted the position of Community Health Division Supervisor and will begin his position August 1st. The salary, which was approved by the Personnel Committee, is set at \$26,000.00.

Mrs. Bablitch also stated that to date there are four applicants for Maria Boario's position of Home Health Service Supervisor. Mrs. Bablitch asked for committee members to take part in the interviewing process. Marge Lundquist, Paul Borham, and Scott Schultz volunteered to be part of the interviewing group.

4. Advisory Committee Report

John Holdridge reported that the General Assistance Committee has held several meetings. These meetings included discussion on personnel, and financial aspects of the General Assistance Program. John said this program does have its merits, whether it be mandated or not. This issue will be brought to the County Board at their August meeting.

Mrs. Bablitch reported that Brian Shoup from the Community Alcohol & Drug Council has applied for a grant to build a co-educational halfway house. The hopes of this co-educational facility would be that it is more cost effective and programmatically a good move. General consensus of the Board was to write a letter in support of this co-educational halfway house.

Jim Clark updated members on the Advisory Committee actions. He noted that the Advisory Committee accepted the Chemical Abuse Task Force report and have filed it for future reference. He also noted that the bylaws have been changed and approved to incorporate a section on the Vice-Chairman. The Committee also heard a report from the Legislative Task Force and their recommendations on the Protective Behaviors Program.

III. PROGRAM ISSUES

1. Action to Endorse Protective Behaviors Program

Mr. Kurtenbach informed members that the Advisory Committee at their July 22nd meeting took action to endorse the concept of the Protective Behaviors Program. Changes made to the letter and endorsement were noted for members present. John Osinga noted that they are pursuing establishment of the program in the school curriculum to aid in the children's knowledge and ability to protect themselves. This program will be going to the School Board on August 12th and they will be voting on whether or not to incorporate this pilot program into the regular curriculum.

Members questioned what school board members felt about this program. John Osinga indicated that so far there has been very good response.

A Motion was made by Dennis Tierney and Seconded by Dave Varney to endorse and accept the Protective Behaviors Program with the changes as noted by Mr. Kurtenbach. All were in favor of the motion. Motion carried.

2. Update on Environmental Health Issues

Bob Schmitz, Environmental Health Supervisor was present to update members on the issues within the environmental health section. Mr. Schmitz said that currently a total amount of \$113,000.00 is being refunded to people thru the Wisconsin Fund which is monies returned to individuals who have made corrections to their failing septic system. Mr. Schmitz also noted that the DNR is attempting to get a better handle on the private sewage waste hauler. At this time the waste is not being as closely monitored due to staff time constraints. There is a need to have control over the haulers as a course of action to aid in the protection of our groundwater. This will be the responsibility of the county agencies, as the DNR has insufficient personnel to carry out the monitoring of septage haulers.

Mr. Purcell asked that Bob Schmitz give an update on this and other environmental health issues in three months.

3. Discussion of Agency Goal Setting Process

Mrs. Bablitch introduced discussion on the need for more participation by staff, Advisory Committee and Board members in the process of creating meaningful and effective goals. Judy asked members for their assistance in this goal creation effort. Mrs. Bablitch asked for volunteers from the Board to aid in this goal process. Scott Schultz volunteered to work with Judy on this issue. A summary of the 1985 goals and issues to date were distributed to members.

4. Discussion on Use of Water Street Highway Property

Mrs. Bablitch shared a request from the County Planning Department requesting ideas on useage of the Water Street Highway property. Some suggestions made by Board members included: Emergency Government there; the entire Library there; future county jail site; adult care center setting facility.

IV. PERSONNEL ISSUES

1. Action to Endorse New Position Requests for 1986

Mrs. Bablitch shared with members the new position requests for 1986. These positions included two full-time and one LTE position. Mrs. Bablitch told members the agency has been very conservative in their requests and feel there is a definite need for all positions requested. It was noted that the department has three fewer position that they did in 1980 and asked that members act on these requests at this time and when the budget process begins, they will determine if there are funds available.

Mr. Koepfel presented a new position of Social Worker in the Restorative Care Division to provide intensive in-home services to juvenile clients. This person would work with juveniles and provides services to people at risk of institutional placements. Mr. Koepfel noted that a correctional facility for juveniles costs \$2,500.00 per month and by providing this through community-based services, it would ultimately save the county money. Mr. Koepfel stated that the new position would be funded by state aid and institutional care monies that would be diverted into the in-home programming. He said that by transferring two clients from a juvenile facility (Lincoln Hills) to in-home services would divert \$22,00.00 back to the county department. The estimated cost of the program is \$26,523.00. A Motion was made by Marge Lundquist and Seconded by Dennis Tierney to approve this position and forward it on to the Personnel Committee. All were in favor of the motion. Motion carried.

Mr. Canales presented a request for an adult protective services worker. The need for this position stems from the increase in duties of which the state now mandates elderly abuse investigations and the annual review of all clients protectively placed. The estimated cost of this position is \$28,750.00 of which would be funded by state and county allocations. A Motion was made by Dennis Tierney and Seconded by Jim Clark to approve this position and forward it on to the Personnel Committee. All were in favor of the Motion. Motion Carried.

Mrs. Bablitch presented a request for a 20 hour per week lead worker position within the Community Health Section. This had been approved in concept at the last Board meeting. A Motion was made by Dave Varney and Seconded by Jim Clark to approve the 20 hours per week lead worker position within the Community Health Section. All were in favor of the motion. Motion carried.

Mrs. Kluck presented a request for a 20 hours per week L.T.E. clerical position. Mr. Tierney suggested that a work student student be hired which would be a fraction of the cost. Mrs. Kluck noted that the department has been unsuccessful in hiring work study students for the past three yeras. A Motion was made by Dennis Tierney and Seconded by Jim Clark to deny the position at this time, and ask that the Department pursue all other options, such as work study students before recommending it to the Personnel Committee. All were in favor of the Motion. Motion Carried.

2. Action to Endorse Limited Term Employee For Community Health Section

Mrs. Bablitch presented a request for an LTE with the Community Health Section. This position would fill the current 40 hour position, now filled with 20 hours and would act in a lead worker capacity. A Motion was made by Marge Lundquist and Seconded by Gordon Hanson to approve the LTE position for the Community Health Section.

V. FISCAL ISSUES

1. Approval of Vouchers

Mrs. Kluck presented the listing of vouchers to be paid by the Department. A Motion was made by Gordon Hanson and Seconded by Paul Borham to approve the vouchers as submitted. All were in favor of the Motion. Motion Carried.

2. Business Manager's Report

Mrs. Kluck outlined where the Department is at this point. To date the Department is at 54% of budget at 6 1/2 months. At this time revenues are at 68 percent. There is a current deficit in the youth aids budget.

VI. ADJOURNMENT

A Motion was made by Marge Lundquist and seconded by Gordon Hanson to adjourn the meeting at 6:28 P.M. All were in favor of the Motion. Motion carried.

The next meeting is scheduled for Tuesday, August 22, 1985 in Conference Room # 1 of the Gilfry Center.

Submitted: Sandra Uhl, Secretary

0077A

MINUTES
COMMUNITY HUMAN SERVICES BOARD
AUGUST 13, 1985

Present

Gordon Hanson
Paul Borham
Gene Szymkowiak
John Holdridge
Scott Schultz
Shirley Gibb
Dick Purcell
Dave Varney
Marge Lundquist
Dennis Tierney
Jerry Kaczmarek

Excused

Jim Clark

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Dave Nordstrom and Daryl Kurtenbach, Coordinators; Lauri Rockman, Supervisor; Joanne Higgins, line staff; Lucy Kluck, Business Manager; Jo Ellen Seiser, line staff; Mark Gottlieb, Research Intern; George Snyder of the North Central Area Health Planning Association; Rose Chapman, houseparent for Jefferson House; Bonnie Bressers of the Stevens Point Journal; and a representative from WSPT.

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

I. MINUTES, REPORTS, CORRESPONDENCE.

1. Approval of the Minutes of the July 23, 1985 Meeting.

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

2. Correspondence.

As a Board liaison member to the Youth Aids Committee, Mrs. Gibb spoke in favor of forwarding some kind of communique to the Finance Committee to make them further aware of the economic difficulties being experienced in our Youth Aids allocation. Even with a 1985 budget of \$220,000, this program may be over expended by \$80,000 by the end of the year. This deficit would have to be paid through county dollars. Mrs. Bablitch concurred that the financial picture for Youth Aids is dim because the county has never received funding dollars equal to its need. Mrs. Bablitch emphasized the importance of the new Intensive In-Home Social Worker position which will focus on providing community services rather than institutional care. A Motion was then made by Mr. Hanson and Seconded to have Mrs. Bablitch write to the Finance Committee and outline the problems that the department is experiencing in the Youth Aids area. All were in favor of the motion. Motion carried.

3. Director's Report.

Mrs. Bablitch reported that the General Assistance report along with the staff request will be presented to the County Board at its August 20th meeting. Mr. Holdridge will present the report and Mrs. Bablitch and Mrs. Rockman will be available to answer any specific or technical questions.

It was pointed out that the Board packet contains proposed Advisory Committee bylaw revisions. The Board will act on these changes at its September 10th meeting.

Mrs. Bablitch noted that so far the agency has received three applications for the position of Home Health Supervisor. The Personnel Office continues to recruit for this position and will have an ad in a public health journal in August. Mrs. Bablitch hopes to review applications in approximately another week or so. Members of the interview committee will be informed when the process will begin.

4. Introduction of New Coordinator-Division of Community Health-David Nordstrom.

Mr. Nordstrom was introduced to the Board and gave a brief personal history. Dave is currently being oriented to the department. The Board welcomed Mr. Nordstrom.

II. PROGRAM ISSUES

1. Report on Nitrate and Developmental Health Study.

Mark Gottlieb, an PhD intern student at Madison presented the Board with background history of the nitrate/developmental health study. Mr. Gottlieb noted that the project uses current WIC (Women, Infants, and Children) program records to obtain nutritional patterns which could relate to the amount of groundwater nitrate exposure this population might be exposed to. In addition, as part of the current study, Mark is looking at expectant mothers and their potential for nitrate ingestion. Mark hopes to have initial results available around next summer and will have an additional 9-10 months after that time for refinements of the project if that is deemed necessary. Mark was invited to provide the Board with an update as appropriate.

2. North Central Area Health Planning Association's Budget Request.

George Snyder of the North Central Area Health Planning Association appeared before the Board with an update on the Association's activities as well as endorsement of its request for 11¢ per capita (\$6.680). The budget request increased from 9¢ per capita (\$5.168) in 1985 to 11¢ per capita for 1986. Mr. Snyder noted that the 9¢ request had not increased during the past five years. An increase is needed this year. The Board did not take any action on the request but asked that Mr. Snyder submit a detailed budget for the Board's information. The endorsement will be considered at the next meeting.

3. Report on Recreational Programming for Developmentally Disabled Persons.

Since the mid-1970's, the agency has provided recreational services to developmentally disabled adults serviced by the agency. The department is proposing that, effective January 1, 1986, this programming be discontinued. In an effort to provide the disabled adults with recreational and social activities, the agency will be forming a task force to study the possibility of having current recreational opportunities coordinated by a community group or individual. Scott Schultz expressed concern about point #3 of Mr. Canales' memo and indicated that he would be willing to serve on that task force. The Board accepted Mr. Schultz's offer.

III. FISCAL ISSUES

1. Authorization to Request Purchase of Outlay Items Needed for General Assistance Program.

The agency requested \$3,932 for equipment and office remodeling for the General Assistance Program. Funding for this outlay will come from the \$60,000 transitional funds allocated by the state Legislature to the department. A Motion was made by Mr. Tierney and Seconded by Mrs. Ludnquist to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Motion was made by Mr. Holdridge and Seconded by Mr. Tierney to approve the vouchers as submitted. 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 5:45 p.m.

The next meeting is scheduled for Tuesday, August 27th, at 4:30 p.m. in Conference Room 1.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
AUGUST 27, 1985

Present

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

Excused

John Holdridge
Jim Clark
Paul Borham

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Dave Nordstrom and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, Financial Services Supervisor; Joni Smith, line staff; George Snyder of the North Central Area Health Planning Association; Van Lampert, county representative to NCAHPA; Tim Blotz of WSPT.

The meeting was called to order by Chairman Purcell at 4:35 p.m. on Tuesday, August 27th, in Conference Room 1 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

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

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Hanson 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.

3. Director's Report.

Mrs. Bablitch reported that the agency is continuing to work on its proposed 1986 budget. Interviews will be conducted on August 28th for a Community Health Nurse and on September 3rd for the Home Health Supervisor. When each position is filled, the Health Division will have a full accompaniment of staff.

4. Advisory Committee Report.

Since Mr. Clark was not present at the meeting, Daryl Kurtenbach, staff liaison to the Advisory Committee gave an update on Advisory Committee activities. Mr. Kurtenbach reported that the Committee met August 19th. At that time, reports were given on task force activities. In addition, Dr. Schulein gave a status

report on the protective behaviors program. It was also noted that John Osinga, a chairperson of the task force, attended the August 12th meeting of the School Board and spoke in favor of the protective behaviors program. As a final note, the Advisory Committee will be looking into the feasibility of having several of its meetings out in the county.

II. PROGRAM ISSUES

1. Action to Refer North Central Area Health Planning Association's Request for County Funding to Finance Committee.

George Snyder, Executive Director of NCAHPA, appeared before the Board to request endorsement of its 1986 budget request from Portage County. The Board reviewed the budget. It was questioned whether Portage County received \$6,680 worth of service from NCAHPA to warrant the endorsement. Mr. Szymkowiak noted that he could not support the request. He indicated that NCAHPA received about \$2500 last year and that if the agency received any money at all it should not exceed 5% of the \$2,500. Mr. Tierney did not feel that NCAHPA should be penalized because it was not awarded its total request in 1985-- if anything, perhaps a figure of 5% of its 1985 rate might be more appropriate. A Motion was then made by Mr. Schultz and Seconded by Mrs. Gibb to endorsement NCAHPA's request for \$6,680. The matter was discussed further. It was then decided by Mr. Schultz to withdraw his motion from the floor. Mrs. Gibb withdrew her Second. Another Motion was then made by Mr. Schultz and Seconded by Mr. Tierney to support NCAHPA's request at the \$5,000 level for the 1985-86 year. Roll call vote was taken. Nays: Hanson, Varney, and Szymkowiak. Ayes: Schultz, Lundquist, Purcell, Gibb, and Tierney. Motion passed by a vote of 5:3. This recommendation will be forwarded on to the Finance Committee for consideration.

2. Report on Project Refuel Program.

Joni Smith of the Energy Assistance Program gave a report on Project Refuel. A total of 54 households participated in the program with a total arrearage amount of \$24,432. A brief highlight of the program's administration as well as history was provided. In addition, a Project Refuel brochure was distributed to the Board members. Ms. Smith was thanked for her presentation.

3. Update on 1985 Departmentwide Goal Attainment.

Mrs. Bablitch discussed the revised 1985 departmentwide goal attainment list. Mrs. Bablitch noted that goals were not realized because of the turnover in the agency of management staff. She noted that goals for future years will be fewer in number and span a greater timeframe. The Board noted that one of the goals calls for expanding new funding sources. It was suggested that the Board hold a brainstorming session to discuss possible new funding sources.

III. FISCAL ISSUES

1. Report on 1986 Tentative Budget Projections.

Mrs. Bablitch explained the budget process which Finance Committee has outlined for developing departments' 1986 budget projections. At present, the agency's bottom line is 17% which includes the cost of 2-1/2 new positions. Mrs. Bablitch noted that obviously this request represents the agency's true need but that efforts are being made to decrease by bottom line by either eliminating expenses and/or increasing revenues. On September 9th the Finance Committee will be meeting to review all county requests.

2. Request to Purchase Equipment for Division of Health.

New examining rooms in the basement are almost complete. The past Health Coordinator had anticipated furnishing these three exam rooms with donated equipment. In talking with the new Health Coordinator and the Family Planning Director, it appears that this is no longer possible. As a result, the agency is requesting permission to purchase equipment in the amount of \$2,642 (approximately). Dave Nordstrom, Health Coordinator, will be meeting with the Family Planning Director to see if perhaps that agency might be able to partially fund the equipment needed in the exam rooms. Funding for this equipment will come from within the Health Division's budget. The Division will not purchase some of the supplies it had originally intended to purchase. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve the purchase of equipment up to the maximum indicated (\$2,642). All were in favor of the motion. Motion carried.

3. Business Manager's Report.

The Board reviewed the financial reports. It was noted that the Accounts Receivable computer program created by the county programmer has been very effective. The agency has also expended considerable time consulting with the programmer to make this an effective program. Other Wisconsin county agencies (Health and 51's) have been requesting this program. In the past, this program has been "traded" for other programs developed by the other agencies. The Board asked the department to find out what the standard policy for this sale/trade of information in Portage County is.

Mrs. Bablitch noted that additional funding from a federal/county contract might help alleviate all or part of the deficit the agency will experience in regard to Youth Aids. The Income Maintenance program has a set allocation from the state. If the total cost to administer the program exceeds the state allocation, a county may request federal reimbursement. Federal reimbursement will cover 50% of the overrun. Since Portage County will be exceeding its I.M. allocation, the agency will be requesting federal reimbursement for excess costs. These federal dollars will be used to supplant county dollars thereby freeing up county dollars to pay for a part of the Youth Aids deficit. Mrs. Bablitch also noted that she has asked the state to do a review of the Youth Aids program to see where we can improve it. Mr. Schultz stated that the agency should continue to look at community-based care for the juveniles instead of only being able to place them in Lincoln Hills or some other correctional institution.

It was also noted by the Business Manager that a 1983 state audit has cited some problems with regard to protective payees. If a person is on protective payee status with the department and is also an AFDC recipient, the law states that the individual can only receive this type of service for 24 months. When the audit was done, the state found that an AFDC recipient had received this service in excess of 24 months. As a result, \$2,400 was disallowed the agency. The department had become aware of this problem and had set aside \$2,400 into a payable account.

Mrs. Kluck also noted that the state has cited a problem with monitoring contract agencies and payments made to them. When a contract agency is paid in excess of its original contract, a new contract must be drawn up within 30 days. Some contracts have not followed this schedule. The agency is developing measures to deal with this concern. So far, these disallowances have not cost the county any money.

4. Approval of Vouchers.

Vouchers were reviewed by the Board. 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. PERSONNEL ISSUES

1. Approval of Limited-Term Employees for Energy Assistance Program.

The department is requesting approval of three limited-term employees for the Energy Assistance Program. The cost for three employees is paid totally by the state. No county dollars are used. Job descriptions as well as cost breakdowns for the positions were included in the Board packet. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the three positions as requested. All were in favor of the motion. Motion carried. Two of the three positions will be forwarded to Personnel Committee for its approval.

2. Approval of Requests for Two Maternity Leaves.

Two employees within the Health Section have requested maternity leaves. Each request is for a ten-week leave. Both employees will use any accrued sick leave, vacation, etc. that they have during their leave. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the leaves as requested. All were in favor of the motion. Motion carried.

V. OTHER CONCERNS

Mr. Szymkowiak asked if other Board members and staff had read the article in the Stevens Point Journal regarding the state's benefits for AFDC and wondered what the Director felt regarding the article. Mrs. Bablitch indicated that she had read the article and noted that she did not feel that Wisconsin was providing an unrealistic assistance allotment to AFDC recipients. In addition, she also ques-

tioned the statistics included in the article which stated the number of persons receiving AFDC who had moved to Wisconsin just to receive the additional dollar funding. Mrs. Bablitch indicated that the agency will be sending for a copy of the report. This report will also be forwarded to the Poverty Task Force for its review. Mrs. Bablitch felt that such states as Illinois did not realistically provide for its AFDC recipients and should probably raise its allotment instead of Wisconsin lowering its allocation.

VI. 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 6:10 p.m.

PLEASE NOTE: The meeting schedule for September will be as follows:

Tuesday, September 10th	4:30 p.m.	Conference Room 1 - Gilfry Center
Thursday, September 26th	4:30 p.m.	Conference Room 1 - Gilfry Center
Friday, September 27th	4:30 p.m.	Conference Room 1 - Gilfry Center

THERE WILL NOT BE A MEETING ON Tuesday, SEPT. 24th.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 10, 1985

Present

Gene Szymkowiak, Acting Chairperson
Dave Varney
Paul Borham
Gordon Hanson
Dennis Tierney
Jim Clark
Marge Lundquist
Shirley Gibb
Scott Schultz
Jerry Kaczmarek
John Holdridge
Dick Purcell

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach, Jim Canales, and Dave Nordstrom, Coordinators; Lucy Kluck, Business Manager; Senator Dave Helbach; Bonnie Bressers, Stevens Point Journal; representative from WSPT; and Rose Chapman, houseparent at Jefferson House.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 27th 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 be brought before the Board.

3. Director's Report.

Mrs. Bablitch provided the Board with an update on the status of the task force work looking at the possibility of the United Way taking over the First Call for Help program from the Mental Health Association. Several meetings ago, the United Way approached the Board with a request to form a task force to look into its assuming the service. Task force members were to be representatives from the United Way, the Mental Health Association, and this department. At this point in time, the United Way has decided to form its own task force which does not include any members from the agencies affected (Mental Health Association or this agency). Board members felt that this was inappropriate action on the United Way's part and requested that the Director, Mr. Purcell, and Mr. Tierney meet with the United

Way representative (Mr. Jim Ford) to discuss this matter. A Motion was then made by Mrs. Gibb and Seconded by Mr. Clark directing the Director to set up a meeting with Mr. Ford, Mr. Tierney, Mr. Purcell and her to discuss the issue of the United Way assuming the information and referral services. All were in favor of the motion. Motion carried.

4. Appearance by State Senator Dave Helbach.

Senator Helbach provided the Board with an update on Senate activities. He indicated that the biennial budget has been passed. The 1985-87 budget reflects 500 less state employees in this budget than in the last budget. He also indicated that the Community Options Program will have a 10% or 11% increase in funding this next cycle. Senator Helbach also addressed the Youth Aids issue. He noted that state funding has not kept up with the needs of this area. He noted that this will probably be a major issue when the Legislature meets in October to discuss fiscal issues. He indicated that some steps must be taken to alleviate the deficit that many counties, including Portage, is facing this year. Also, the Legislature may be considering an Aldicarb Bill in October. Senator Helbach was thanked for appearing at the meeting and invited to attend when he can.

II. PROGRAM ISSUES

1. Approval of Changes in Advisory Committee Bylaws.

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

2. Update on Child Day Care Program.

Mr. Kurtenbach reported that effective 9-1-85, changes have occurred in the child day care program. In addition, there will not be adequate funds to meet the total needs of the program until the end of the year. As a result, effective 10-15-85, the department will need to set up a waiting list. Under the new rules, the agency must serve (1) high risk children; (2) parents of developmentally disabled children who are in need of respite; (3) all other individuals requesting services. With current agency funds, the department will fund areas 1 and 2 through the end of 1985. Area #3 will be served on a first-come, first-served basis. It was noted that the 1985 allocation is \$86,608. The 1986 allocation (unofficially) will be \$93,953. Even with this amount, the agency will fall short of its anticipated need. If current demands remain the same, the agency would need about \$120,000 for services in 1986. The department has made the decision, however, to only provide services in the amount provided by the state. Others changes of concern to the department are that (1) rates must be now set according to the local rates currently in effect and of which the agency must pay at least 75%; (2) the agency will be responsible for paying for up to a 20% absenteeism rate; (3) all other nonspecified clients will be group into category #3 instead of priorities being established for service to specific populations in this category. The Board felt that this matter should be forwarded on to the Advisory Committee for study and recommendations.

A Motion was made by Mr. Tierney and Seconded by Mr. Hanson to refer the day care services issue to the Advisory Committee for study. The report should be completed in three months and should incorporate a needs assessment, feedback from providers, and show an economic impact. All were in favor of the motion. Motion carried. Mrs. Gibb also noted that it might be beneficial for the Advisory Committee to look at evaluating the possibility of Portage County providing its own day care services out of the state money or perhaps contracting with certain day care centers to obtain the best rate possible.

3. Report on Waiting List for Case Management Services for the Developmentally Disabled.

Mr. Canales appeared before the Board to let the Board know that a waiting list for case management services for the developmentally disabled will have to be initiated effective October 1, 1985. Mr. Canales reported that three social workers are currently handling services to 275 cases. The agency is only initiating the waiting list as a last resort. Caseloads and clients' needs are constantly being monitored. Mr. Canales reported that this section has added 30 people to its caseload as of January 1st and has only closed out approximately 10. The Coordinated Plan and Budget already indicated that the agency may need to establish a waiting list so that official action by the Board on the waiting list is not needed. This report was brought to the Board as an informational update only. The Board will be kept informed of the status of this waiting list.

III. FISCAL ISSUES

1. Status Report on the 1986 Department Budget.

Mrs. Bablitch and Mr. Szymkowiak reported that the Finance Committee met again and set guidelines for county department. For large agencies, of which Community Human Services is a part, the Finance Committee has asked that three budgets be submitted-- one reflecting a 2% increase, one reflecting a 3% increase, and finally one reflecting a 4% increase. Smaller departments will submit three budgets reflecting a 3%, 4%, and 5% increase. The Finance Committee would then choose one of the budgets for each department. Mrs. Bablitch indicated that the department will try to get down to the 4% budget increase and asked the Board if they would like to be involved in the decision making process if the agency needs to get down to 2%. The Board indicated that they would like to be involved. Because of these developments, the Board will not meet on the 27th. The Board was asked to hold open Thursday, Sept. 26th, in case a second meeting in September is needed. The Board will then consider budget requests on October 8th and 9th (Tuesday and Wednesday) beginning at 4:30 p.m. in Conference Room 1.

The Board had been provided with a brief outline as to how the department arrived at its present 1986 request of 9.6%. Mrs. Bablitch indicated that the agency will continue to work on decreasing the budget to 4% before it is brought to the Board. The 9.6% increase reflects a new Nurse Leadworker position.

2. Approval of Vouchers.

Vouchers were reviewed by the Board. 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.

IV. PERSONNEL ISSUES

1. Approval of Maternity Leave.

Mrs. Bablitch recommended approval of a ten-week maternity leave for Mrs. Howley. The Board concurred with the request. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the ten-week maternity leave as recommended. All were in favor of the motion. Motion carried.

2. Action to Endorse Amending County Board Resolution on New Positions.

Mrs. Bablitch reported that the Personnel and Finance Committees denied the 2-1/2 new positions for 1986. Mrs. Bablitch requested Board input on whether it would be appropriate to try to amend the County Board resolution on new positions to include the 20-hour Nurse Leadworker position. The Leadworker Nurse position had been defeated on a tie 4-4 vote. Mr. Szymkowiak had not been present at the joint Finance and Personnel meeting or he would have voted for the position. In effect the position would then have been approved and would have then gone on to County Board for action. The Board concurred with the request. A Motion was made by Mrs. Gibb and Seconded by Mr. Tierney to attempt to amend the New Position Resolution to include the Leadworker/Nurse position at the September County Board meeting. All were in favor of the motion. Motion carried. Mrs. Bablitch noted that if the position is approved it does not mean the position will definitely be filled. This endorsement would, however, give the agency the option to hire the person if the funds were available in the budget. Mr. Szymkowiak also indicated that he would endorse the amendment when it came before the County Board.

V. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go Into Executive Session.

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

2. Return to Open Session to Take Action on the Above-Discussed Items.

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

A. Reclass of EAP Coordinator (Joni Smith). A Motion was made by Mr. Purcell and Seconded by Mr. Varney to approve the position at Grade 16 but with a salary of \$16,745. All were in favor of the motion. Motion carried.

B. Reclass of Environmental Health Sanitarian (Bob Schmitz). A Motion was made by Mr. Tierney and Seconded by Mr. Purcell to approve the reclass of the position to Grade 19 with a salary of \$24,291 as recommended by the Personnel Committee. All were in favor of the motion. Motion carried.

- C. Reclass of an Administrative Assistant (Patti Hintz). A Motion was made by Mr. Hanson and Seconded by Mr. Varney to approve the reclassification of this position to Grade 16 and with the salary recommended by the Personnel Committee--\$19,149. All were in favor of the motion. Motion carried.

In regard to the above three reclasses, a Motion was made by Mr. Tierney and Seconded by Mr. Purcell to freeze the above position salaries (Smith, Schmitz, and Hintz) for the next 16 months. Each individual will have an evaluation and salary review in January but will not be considered for any kind of salary increase unless they are rated exceptional. The increase, if any, would not reflect the percentage increase for exceptional service. All were in favor of the motion. Motion carried.

In regard to the extension of an out-of-county foster care placement, a Motion was made by Mrs. Gibb and Seconded by Mr. Hanson to approve the extension for another year. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting is TENTATIVELY scheduled for Thursday, September 26th. The meeting of Friday, September 27th, is CANCELLED.

The Board will meet to consider the agency's 1986 budget on Tuesday, October 8th, and WEDNESDAY, OCTOBER 9th. Both meetings will begin at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 7, 1985

Present

Dennis Tierney
Jim Clark
Dave Varney
Dick Purcell
Gordon Hanson
Marge Lundquist
Jerry Kaczmarek
Scott Schultz

Excused

Gene Szymkowiak
Paul Borham

Absent

Shirley Gibb
John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach, Bill McCulley, Jim Canales, and Dave Nordstrom, Coordinators; Steve Tuszka, Lauri Rockman, and Jerry Koepfel, Supervisors; Lucy Kluck, Business Manager; Marlene Miller from the Achievement Center; Mike Houlihan of Portage House; Paul Rice of Community Industries; Linda Macak of the Wellness Commission; Brian Shoup of the Community Alcohol and Abuse Council; Sue Chapman of the Achievement Center; Dale Toltzman of New Concepts; Renee Daniels of the Family Crisis Center; Sally Clanton of the Mental Health Association; Laurie O'Neal, an intern student; unnamed UW-SP student; Bonnie Bressers of the Stevens Point Journal; and a member from WSPT.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, October 7th, in Conference Room 1-2 of the Ruth Gilfry Center.

I. REVIEW OF 1986 HUMAN SERVICES DEPARTMENT BUDGET

1. Overview of 1986 Budget.

The Board had been provided with a handout highlighting the cuts which were made to get to the 3% bottom line. It was also noted that the agency will receive a 2.4% increase in state revenue for 1986. Mrs. Bablitch noted that the agency had found an additional \$2,500 for health fees. This money will be used to fund a part-time limited-term employee in the Business Division.

2. Administrative Budget.

The Board reviewed this budget. There were no changes proposed.

3. Division of Restorative Care Budget.

Mr. McCulley gave a brief presentation on the Division budget. He noted that the budget includes the use of an intern for the total year, the new General Assistance positions, reclasses, salary adjustments and limited-term employees. Employee travel is up considerably because of the increased number of abuse and neglect

investigations the agency must make in addition to staff attending meetings out-of-county for placements. There has been a continual increase in the amount of inpatient services that have been required by adolescent alcohol patients as well as mental health clients. In answer to some of the adolescent service needs, the Community Alcohol and Drug Abuse Council has initiated an adolescent day services program. This should help defray some inpatient costs that might be accrued. New revenue coming into the agency is reflected in the revenue line item, Child Abuse/Mental Health/AODA. This money is earmarked for abuse/neglect investigations and follow-up. It must be used to expand the current program. McCulley felt that he will be unable to do the program in 1986 using the proposed funds if one long-term mental health client needs services. The total Division budget is 3.4%

FLAG: The Board questioned whether there was potential to increase the Fraud Recoupment revenue item by \$3,000. The Board asked the agency to look into this matter and report at the next meeting.

4. Division of Long-Term Support Budget.

Jim Canales and Steve Tuszka reviewed the Division's budget with the Board. It was noted that while the Community Option revenue increased 18%, so did the requests for services. In fact, Mr. Canales anticipates a waiting list in 1986 for services. The agency also expects a waiting list for supportive home care services next year. The Board asked that the revenue line item, Adult Family Care be flagged for further consideration. The Board questioned whether the revenue in that line item could be increased another \$1,000. Members from contract agencies such as Community Industries, Achievement Center, and New Concepts were given an opportunity to discuss the allocation that will be given to them in 1986. In all instances, the agencies indicated that services will have to be cut when being provided less than what they had requested.

FLAG: Adult Family Care (revenue) line item for possible \$1,000 increase.

5. Division of Shared Services Budget.

It was noted that while Child Day Care monies have increased both in expenses and revenues, the overall Shared Services budget remains at 4%. The budget also reflects the deletion of one half-time LTE Home and Financial Manager position as well as reductions in the Recruitment/Program Materials line item.

An update was given on the United Way's intention of providing information and referral services. It was noted that the United Way was contacted regarding a meeting between the agency, our Board, and the United Way. The United Way has indicated that a meeting would not be necessary since their task force would only be looking at whether or not the United Way is getting their money's worth from the I&R program and not looking at taking over the service. The United Way noted that other programs would also be coming under this type of scrutiny. The Mental Health Association indicated that it was putting together a study committee of its own and also compiling documentation of the present services. They would like members from other agencies to be on this study committee. Mr. Tierney expressed an interest in being on this study group. Jim Clark also indicated he would be interested.

6. Division of Community Health Services Budget.

Dave Nordstrom indicated that most Environmental Health fees cannot be raised in 1986 because it is an agent for the state and the state has mandated a "no fee increase" for 1986. Home Health fees have been increased from \$40 per nursing visit to \$45. In the Immunization line item, Mr. Nordstrom indicated that the pneumonia vaccine fee should be increased from \$6.00 to \$8.00 thereby increasing that line item revenue by \$300. It was also noted that the agency proposes to increase the cost for the school contract to \$3.00 from \$1.00 which could bring in an additional \$10,000. The department will begin discussion with the school board on this matter. Currently, Mr. Nordstrom reported, the school health program is costing the agency \$10.00 per student while the agency is only recovering \$1.00 of this cost. The Board also noted that EPSDT Revenue was shown to decrease drastically. They questioned why this was so. Mr. Nordstrom indicated that less children would be screened in the program next year. Mr. Nordstrom also questioned the need for providing this program and felt that perhaps the medical practitioners might be able to pick up this need in the community.

FLAG: The Board asked the department to review the revenue line item, EPSDT and also review the revenue line item, School Health. Both these matters will be discussed at the next meeting.

7. Division of Business Services Budget.

This Division's budget incorporates many of the standard operating needs of the agency (i.e., telephone, supplies, etc.) The Salary line item reflects the increase due to reclasses and upgrades. The outlay item is for a personal computer for the department. The Board questioned whether the Consultation revenue was realistic in light of the cost to provide consultation. It also questioned whether the cost of the computer could be reduced or perhaps be purchased through the University at a reduced rate.

FLAG: Program Consultation (revenue) line item for possible increase of \$900 to \$1,800. Some members felt a fee of \$100 per half-day and \$200 per day would be appropriate. Also, Outlay -- potential for a reduction in the cost.

II. RECESS

The Board recessed the meeting at 6:05 p.m. Budget deliberations will be continued on Tuesday, October 8th, 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 8, 1985

Present

Dick Purcell
Paul Borham
Gordon Hanson
Dave Varney
Gene Szymkowiak
Dennis Tierney
Jim Clark
Marge Lundquist
Scott Schultz
John Holdridge

Absent

Shirley Gibb
Jerry Kaczmarek

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Bill McCulley, Dave Nordstrom, Daryl Kurtenbach, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; Linda Macak from the Wellness Commission; Paul Rice from Community Industries; Bonnie Bressers from the Stevens Point Journal; Laurie O'Neal, an intern student; and a representative from WSPT.

The meeting was called to order by Chairman Purcell at 4:35 p.m. on Tuesday, October 8, 1985 in Conference Room 1-2 of the Ruth Gilfry Center.

Mr. Purcell noted that this was the final day of budget deliberations and that the Board would concentrate on the areas previously cited as potentials for further increases or decreases. He then turned the meeting over to Mrs. Bablitch.

Mrs. Bablitch noted that she would proceed with the agency's recommendations on the areas flagged for potential changes. In the revenue area of Fraud Recoupment, the agency is not endorsing any change from current revenue projections. The Board suggested that a potential for a \$3,000 increase might be realized in this area. The department has reviewed the revenue picture for this program since 1983. Most of the revenue realized in the 1985 budget has come from 1983 and 1984 recoupments and not 1985 recoupments. Therefore, it would not be logical to increase this line item. In addition, in order to receive an additional \$3,000, the agency would have to generate at least \$8,000 in recoupments. This also is not feasible.

In the revenue line item, Adult Family Care, the department feels that this line item can be increased by \$1,200 -- from \$7,200 to \$8,400.

In the Business Division's line item, Consultation, the agency feels that it can increase this line item from \$200 to \$1,200. Any county requesting consultation from the department would be charged \$400 for the service. We anticipate three counties requesting consultation in 1986. In addition, the expense line item, Outlay, will be decreased by \$500. The county has been able to get a better price on the personal computer.

In the area of Health, the agency feels that it cannot increase revenue in the EPSDT line item. Mrs. Bablitch noted that the EPSDT revenue account was over estimated for 1985 and will not bring in the projected revenue. For this reason, an increase in the 1986 projection is not possible.

The School Contract revenue line item, Mrs. Bablitch felt, should be left as projected. She recommended, and the Board concurred, that the school contract be seriously studied to find out what the reaction from the school might be for this increase. It had been pointed out earlier that even though the school pays \$1.00 per child, the actual cost to the agency is about \$10 per child.

Members asked that the Finance Committee be informed that by making the department come in at a 3% increase some very serious consequences will follow -- such as more user fees, poor staff morale, waiting lists, and cuts in services (to name a few).

As a recap of the adjustments, the budget stands as follows:

Current County Share:		\$ 1,212,814
Revenue:		
Immunizations	+ 300	
Adult Family Care	+ 1,200	
Consultation	+ 1,000	
	<hr/>	
	+ 2,500	
Expenses:		
Outlay	- 500	3,000
	<hr/>	<hr/>
New County Share:		\$ 1,209,814

However, instead of reducing the document to be presented to the Finance Committee, the department was instructed to use the additional \$3,000 for the services they felt were most in need. The document will be amended to reflect the above changes and presented to the Finance Committee at its meeting tomorrow, Thursday (October 9th).

The Director and all staff were commended on the work that went into the budget for 1986. Mrs. Bablitch also thanked Board for its support and encouragement during the budget deliberations.

II. ACTION ON 1986 BUDGET

A Motion was made by Mr. Tierney and Seconded by Mr. Clark to accept, with reluctance, the budget as submitted at 3% but to appeal to the Finance Committee for a 3-1/2% increase which would be an additional \$6,000. All were in favor of the motion. Motion carried.

III. APPROVAL OF VOUCHERS

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

IV. PERSONNEL ISSUES

1. Action to Authorize a Limited-Term Position in the Psychological Services Section.

The Board heard that the only possible candidate for the position has declined it. The only alternative now is to hire a limited-term employee at the Master's Degree level to fill the psychologist position. The agency does have an employee currently on staff in an LTE capacity and would be hiring him for about a year or until the child psychologist position can be filled. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the request for the LTE as indicated. All were in favor of the motion. Motion carried.

2. Contemplated Executive Session.

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

3. Vote to Return to Open Session with Action Taken.

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

A Motion was then made by Mr. Clark and Seconded by Mr. Schultz to offer the position of Home Health Supervisor to Ramona Wroblewski at a Grade 19 and request Personnel Committee approval to hire at \$22,500. All were in favor of the motion. Motion carried.

V. MISCELLANEOUS

It was pointed out that Mike Schulein, child psychologist with the agency, will be leaving within the month. A Motion was made by Mr. Tierney, Seconded by Mrs. Lundquist, and approved by the Board that Dr. Schulein be commended for his work in the agency and extended its best wishes. A letter will be written to Dr. Schulein. The Board would like to see this type of acknowledgement continued in the department for all appropriate out-going staff.

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 of the Board will be on Tuesday, October 22nd, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 22, 1985

Present

Dick Purcell
Paul Borham
Shirley Gibb
Gordon Hanson
Gene Szymkowiak
Scott Schultz
Jim Clark
Dave Varney
Dennis Tierney

Excused

Marge Lundquist

Absent

John Holdridge
Jerry Kaczmarek

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Dave Nordstrom and Daryl Kurtenbach, Coordinators; Anne Klesmith, Karen Kowieski, Char Whitmarsh, and Jane Kellerman, line staff; Lucy Kluck, Business Manager; Bonnie Bressers of the Stevens Point Journal; Barb Fluming of WSPT.

I. BOARD TRAINING

Anne Klesmith, R.N. and Karen Kowieski presented the October Board Training which focused on the department's immunization programs. A brief history of this program was given by Mrs. Klesmith. Statistics were reviewed for the last four years. Mrs. Klesmith and Mrs. Kowieski were thanked for their presentations.

The meeting of the Community Human Services Board was then called to order at 5:00 p.m. by Chairman Purcell in Conference Room 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the September 10th, October 7th, and October 8th Meetings.

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

2. Correspondence.

There was no correspondence to come before the Board.

II. MINUTES, REPORTS, CORRESPONDENCE (continued)

3. Director's Report.

Mrs. Bablitch distributed the results of the 1985 Listening Forum to Board members. She also noted that the Finance Committee Chairperson, Marge Schad, has let the department know that its request for an additional \$6,000 in the 1986 budget has been denied. Mrs. Bablitch stated that the Finance Committee listened very carefully to the department's request but was unable to grant the additional money. Mr. Varney has been contacted by Paul Jadin, Personnel Manager, regarding Mr. Varney's comments during the budget session about the increased cost of health insurance. Mrs. Bablitch questioned the Board whether or not they would like Mr. Jadin to attend a future meeting and discuss the issue of health benefits and costs. The Board indicated that this would be appropriate. Mrs. Bablitch has been meeting with a consultant from the Wisconsin Council on Criminal Justice about the Youth Aides Program. The consultant can advise on services and financial aspects and is willing to do further studies on Portage County's problems and make recommendations and provide ideas for the program. As a final note, Judy indicated that there has been some talk about bringing the Health Sanitarians under the Planning and Zoning Department. Mr. Purcell asked Mr. Hanson (chairperson of the Personnel Committee) why he (Mr. Purcell) had not been contacted regarding this proposal. Mr. Purcell is chairman of this Board as well as a member of the Planning and Zoning Committee. Mr. Hanson indicated that the matter was just being studied and data was being collected. The Board indicated that they would also like to discuss this issue with Mr. Jadin.

4. Advisory Committee Report.

Mr. Clark indicated that Mrs. Bablitch appeared before the Committee and requested assistance with the goal setting process. Cate Gitter also gave a presentation on volunteer services. John Osinga provided a final report from the Abuse and Neglect Legislative Task Force. This task force will stay intact and mobilize as the needs demand. Carole Holmes has been named Vice-Chairperson of the Advisory Committee until April. At that time, she will probably assume the Chairpersonship subject, of course, to the approval of the Board. The Committee established a Public Education Task Force to study how the agency can make the residents more aware of the services available to them and why the services exist. As a final note, the Child Day Care Task Force has begun its work. Shirley Gibb is a member of that group.

III. PROGRAM ISSUES

1. Action for Approval to Create Youth Membership Position on Advisory Committee and Approval of Accompanying Change in Bylaw Wording.

The Advisory Committee requested permission to change its bylaws to reflect a youth member position. The Board felt that this was a very appropriate request. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to approve the request as submitted. All were in favor of the motion. Motion carried. Mr. Kurtenbach indicated that letters and data packets would be sent to the principals of all Portage County high schools regarding this opening.

III. PROGRAM ISSUES (continued)

2. Review of Wisconsin District Homemakers Proclamation.

A proclamation calling for standards for county Homemakers was read by Char Whitmarsh, agency Home and Financial Manager (Homemaker) and President of the Northern District Homemakers Association. Mrs. Whitmarsh asked the Board to acknowledge and support the proclamation. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to acknowledge and support the concepts expressed in the proclamation. All were in favor of the motion. Motion carried.

3. Action to Request the Advisory Committee Establish a Task Force on Single Parent Families.

Mrs. Bablitch presented some statistics on single-parent families and asked that a task force be set up to study this issue. Mrs. Bablitch felt that this would be an appropriate topic for the Advisory Committee to investigate and bring back recommendations on. The Board strongly concurred. A Motion was made by Mr. Tierney and Seconded by Mr. Clark to ask the Advisory Committee to form a task force to look at the single-parent issue in Portage County. All were in favor of the motion. Motion carried. Mr. Hanson indicated that he would be willing to serve as the Board member on this task force.

IV. FISCAL ISSUES

1. Authorization to Transfer Funds to Purchase Calculator.

The agency requested permission to transfer \$150 from A/V Supplies to the Outlay account to purchase a calculator. The old calculator has been repaired twice in the last two years and the Purchasing Agent is recommending that a new one be purchased. 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.

2. Business Manager's Report.

It was indicated by Mrs. Kluck that the agency should be coming in at about the budget level projected for the year. No major changes are anticipated. There will be no major changes anticipated in the Youth Aides budget; however, the program may require \$5,000 less than initially anticipated.

3. Approval of Vouchers.

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

The Board once again indicated its desire to have a training session at Norwood and Marathon Health Center when possible. The agency will try to work out the arrangements.

V. PERSONNEL ISSUES

1. Action to Approve Extension of Limited-Term Employee for Commodities Distribution Program.

The agency is requesting that the LTE for the Commodities Distribution Program be continued for another year. The person works an average of 43 hours per month with reimbursement for the program coming from the state and federal governments. This position would not need Personnel Committee approval because it is under the 520 hours guideline. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request to continue the employment of the Commodities Distribution LTE for another year. With the exception of Mr. Clark who abstained (because his wife currently fills this position) all were in favor of the Motion. Motion carried.

2. Action to Approve Hiring an LTE Water Quality Specialist.

The department is requesting permission to hire a LTE Water Quality Specialist during the current Specialist's (JoEllen Seiser) maternity leave. Funding is currently in the budget. A Sanitarian currently working as an LTE in the department would be given the additional Water Specialist duties. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve this request as submitted. All were in favor of the motion. Motion carried. This position request will not have to go to the Personnel Committee because it is under 520 hours.

VI. ADJOURNMENT

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

The next meeting will be on Tuesday, November 12th, at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 12, 1985

Present

Paul Borham
Gordon Hanson
Marge Lundquist
Dave Varney
Dick Purcell
Shirley Gibb
Scott Schultz
Dennis Tierney
Jerry Kaczmarek
John Holdridge

Excused

Gene Szymkowiak
Jim Clark

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Jim Canales, Bill McCulley, Dave Nordstrom, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Bob Schmitz, Environmental Health Supervisor; Ramona Wroblewski, Home Health Supervisor; Lauri Rockman, Financial Services Supervisor; Tom Copenhaver, Ray Schmitz, Joni Smith, and Sherin Bowen, line staff; Terri Timmers, Health Consultant with the Division of Health-Rhineland; and Bonnie Bressers of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, November 12th, in Conference Room 1-2 of the Ruth Gilfry Building.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 22, 1985 Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Varney 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.

3. Director's Report.

Mrs. Bablitch reported that the agency's two-year Coordinated Plan and Budget has been completed and forwarded to the state for review and approval. The agency will now be working on the new task forces which will be reviewing such issues as services to single parent households and day care issues. Mrs. Bablitch also noted that management evaluations are done once each year around December. In a conversation with Mr. Holdridge, it was suggested that perhaps Mrs. Bablitch should provide an annual review of management staff's performances (in Executive Session) for the Board. The Board indicated that they would like such a report. Mrs. Bablitch noted that Ramona Wroblewski has been hired as the new Home Health Supervisor. Ramona was welcomed by the Board.

4. Report on Status of WCA Public Health Affiliate.

Mr. Borham, the Board's liaison to this committee, provided the Board with a status report on the affiliation progress. Mr. Borham indicated that a meeting had been held in Superior on September 24th in which 35 counties attended. At that time, an election of officers was held and bylaws were adopted. On November 11th, the Board of Directors of the WCA acted on the counties' request to affiliate. This request was approved by a vote of 15 to 1. As a result, a November 22nd meeting of the Public Health Affiliate Board of Directors will be held in Stevens Point at the Ruth Gilfry Building. Patty Beck, liaison from WCA, will be present at that meeting. Officers of the Committee Division are: Paul Borham, President; Frank Jones, Vice President; and Betty Johnson, Secretary. Officers of the Directors Division are Janet Mensching, President; Helen Krause, Vice-President; Ruth Johnson, Secretary. Carolina Voss is the Treasurer for both Divisions. Mr. Borham was congratulated on his recent appointment.

II. PROGRAM ISSUES

1. Review of Third Quarter Program Statistics (July-September 1985).

All Coordinators discussed their report with the Board. In the Health Division, Mr. Nordstrom cited the decrease in Prevention Block Grant revenues for 1986 as a concern. He noted that 1985 dollars had also been decreased because the agency had not provided some of the services it had contracted with the state to provide in this area. In addition, deficiencies have been cited in the Home Health Program and the Hotel and Restaurant Program conducted in Waushara County.

Mr. Canales noted that waiting lists exist in three service components -- supportive home care, Community Options Program, and developmental disabilities-case management services. He also noted that beginning in 1986, the state will now require that all persons entering Veterans Home at King or any nursing home be given the opportunity to have a COP assessment. A COP assessment must be provided if the person will not be private pay or will not be private pay within six months of entering the nursing home. This will increase the number of COP assessments that must be done. Also the Division will be looking at applying for a grant in 1986 or 1987 for Family Support monies to keep failing developmentally disabled children in the community instead of institutionalizing them.

Bill McCulley reported on the Restorative Care Division. He noted that the reports of child abuse and neglect have increased and there has also been a marked increase in the delinquency referrals. The Psychological Services Section continues to see a waiting list for child psychology services since the agency now has only one child psychologist. On a positive note, the internship program is functioning well. The agency has also hired Sherin Bowen as the manager of the General Assistance Program.

The Shared Services Division was reported on by Daryl Kurtenbach. Mr. Kurtenbach noted that intake contacts have increased as well as the number of miles driven by volunteer drivers. He noted that persons requesting home and financial management services in 1986 may have to be put on a waiting list.

II. PROGRAM ISSUES (continued)

2. Report on Septage Land Spreading Program.

Bob Schmitz, Supervisor of Environmental Health Services, reported that the Septage Land Spreading Program remains at status quo since his last report. Mr. Don Melby of the DNR in Madison has been instructed to come up with a workable statewide county code but this document won't be available until after January 1, 1986. There continues to be some controversy as to whether or not the program will be voluntary or mandated. The Board will be kept updated on this issue.

3. Discussion on Committee Human Services Department Issues as Related to the Consideration of Planning, Zoning, and Land Conservation Departments.

Mrs. Bablitch provided a brief history on this matter. She noted that a meeting was recently held with Paul Jadin, Chuck Kell, Steve Brazzale, Bob Schmitz, Dave Nordstrom and her regarding the functioning of our department's sanitarians. Because of the multifaceted aspects of our sanitarians' work (they work in the hotel/motel and soils fields), the group members reached the conclusion that it would be unreasonable to endorse the agency's sanitarians moving into the proposed new department. The department is concerned that the county's health may become jeopardized due to a lack of sanitary inspection time should any or all of the sanitarians become part of the new department. It was noted that during the peak summer months, sanitarians are in the field inspecting septic systems and doing soils work. However, during the fall and winter months, they perform the hotel/restaurant inspection functions of their roles. It would not be beneficial to the department nor to the public to have these functions split. It would only fragment current public health services in Portage County. A Board member felt the County Board members should not have received the proposal to create the new department before all the Boards/Committees affected had a chance to discuss it. Mr. Hanson reported that the second phase, the discussion with committees and departments, is now underway. The Personnel Committee will receive a report shortly. Mrs. Bablitch indicated that this topic was for the Board's information and that she would provide as update as appropriate.

4. Action to Endorse Drug Investigation Position With City Police Department.

The Board considered in great detail whether or not it would in any way indicate its support for the City Police Department's Drug Investigation position request. Mr. McCulley spoke in favor of the position and noted the need for greater education to both parents and children about drugs. He stated that the use of cocaine and marijuana is on the increase. After several attempts at a motion, one was made by Mrs. Gibb and Seconded by Mr. Schultz to endorse the Crime Prevention position was suggested by Chief Fandre. With the exception of Mrs. Gibb and Mr. Schultz, all others were against the motion. Motion failed. Once again, other ideas for motions were suggested. After much discussion on the issue, a Motion was made by Mr. Tierney and Seconded by Mr. Purcell that the Board recognizes the seriousness nature of the drug abuse problem in Stevens Point and Portage County and supports efforts to create fiscal priority for a position related to prevention and enforcement of drug abuse laws. All were in favor of the motion. Motion carried. The Board was very cognizant of the drug abuse problems in the area but felt that they could not coerce the City of Stevens Point to make this position commitment especially in light of the financial situation faced by all governing bodies.

II. PROGRAM ISSUES (continued)

5. Approval of Energy Assistance Emergency Policy.

The agency asked approval of its 1985-86 Emergency Energy Assistance Policy. It remains basically the same as last year. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the policy as written. All were in favor of the motion. Motion carried.

6. Report on Follow-Up of Refuel Safety Hazards.

The Board acknowledged the report. Mr. Tierney suggested that follow-up to all cited concerns should occur in a more timely manner.

III. PERSONNEL ISSUES

1. Approval of Limited-Term Employee for Project Refuel.

The department is requesting permission to hire a Residential Conservation Specialist for 40 hours. The Board concurred with the request. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the LTE as requested. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Authorize Expenditures of Project Income for Portage House.

One of the initial requests was for \$540 to recover the living room furniture. This request must be increased to \$920. With this in mind, a Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to approve the total request as submitted. All were in favor of the motion. Motion carried. (The approval given to Portage House includes the recovering of the living room furniture; exercise mat purchase; purchase of weight set addition; curtains for living room; installation of two self-closing fire doors; and staff training for two individuals for two conferences -- one in Madison and one in Chicago). All these goods and services will be paid for through project income.

2. Approval of Vouchers.

The Board reviewed the vouchers. A Motion was made by Mr. Hanson and Seconded by Mrs. Lundquist to approve the vouchers as submitted. 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 6:05 p.m. The next meeting will be Tuesday, November 26th at 4:30 p.m. in Conference Room 1 of the Gilfry Center.

MINUTES
COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 26, 1985

Present

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

Excused

Paul Borham

Absent

Gene Szymkowiak

Others Present: Jeff Grover; Judy Bablitch, Director; Sue Rutta, Recording Secretary; Daryl Kurtenbach and Dave Nordstrom, Coordinators; Jay Cleve, Supervisor; Paul Jadin, Personnel Manager; Brant Bergeron from WSPT; and Bonnie Bressers from the Stevens Point Journal.

I. BOARD TRAINING

Jeff Grover, President of the Portage County Chemical Intervention for Youth group, presented an overview of the program and brief comments about the group's goals and activities. Jeff noted that in 1986, the group will be receiving United Way funding for its activities. The Board thanked Mr. Grover for his presentation and requested an update in 6-8 months.

The general meeting of the Board was called to order by Chairman Purcell at 5:00 p.m. in Conference Room 1-2 of the Ruth Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the November 12, 1985 Meeting.

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

2. Correspondence.

Mrs. Bablitch indicated that there would be a meeting with the County Board chairman and some other committees on December 7th to discuss the status of our Sanitarians. Anyone is welcome to attend. It was noted that the County Board deleted NCAHPA's request for funding in 1986 -- all \$3,000 that had been recommended was deleted. Judy Bablitch was asked to spearhead a coordinated effort in regard to addressing the drug abuse problem and services available to deal with it.

II. MINUTES, REPORTS, COMMENTS (continued)

3. Director's Report.

It was reported that Mr. Borham is in the hospital undergoing surgery. A card and flowers will be sent from the Board and management staff. There will be one meeting of the Board in December -- that will be the first meeting of the month -- December 10th. There will be no Business Manager's report today but a detailed report will be given at the December meeting. The Board will be asked to evaluate and set the Director's salary at the next meeting. Mrs. Bablitch has started to participate in negotiations with the AFSCME and OPEIU unions.

Mr. Tierney also provided an update on the First Call For Help issue. He indicated that there have been three formal meetings. In addition, he has met with Sally Clanton and worked out a questionnaire. The Mental Health Association will be proceeding with a needs assessment of its own. Mr. Tierney feels that the United Way will be placing information and referral services as a lower priority for funding in 1986 and 1987. The department should be aware of this feeling and anticipate spending more for information and referral services in the near future. The United Way won't pursue any independent evaluation but will take the Mental Health Association's survey results into consideration during the 1987 allocation process. The department may be looking at picking up between \$5-7,000 in 1987.

4. Advisory Committee Report

Daryl Kurtenbach reported that the Committee has received one youth member application. The Committee was provided an update on the 1985 Listening Forum. It was noted that the Poverty Task Force will provide its final report in December or January. The Committee also agreed to establish a Single-Parent Task Force.

III. PROGRAM ISSUES

1. Review of Prevention Programs Initiated with Judicial Committee Prevention Grant.

The Board was provided with a brief highlight of the purchases made from the Prevention Grant monies. Purchases included a slide tape on primary prevention, training for child welfare staff on abuse and neglect, two films, pamphlets on child welfare issues as well as ones focusing on child rearing. In addition, workshops on elderly issues have been held. Anatomical dolls were displayed also.

IV. FISCAL ISSUES

1. Update on Issues Related to County Health Insurance.

Paul Jadin, Personnel Manager, provided the Board with an update on and the history of health insurance coverage in Portage County. The county has saved approximately \$250,000 since becoming self-insured but it has also experienced

some excessive costs lately. The insurance coverage and deductibles are subject to bargaining table negotiations. The Board felt that containing insurance costs should be a very high priority issue especially since these costs eat into the service delivery dollars.

2. Approval of Vouchers.

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

V. PERSONNEL ISSUES

1. Action to Authorize Expansion of Internship Program in Psychological Services Section.

At present the agency has two interns assuming 1-3/4 internship positions. The agency is requesting permission to continue to have two interns but to have both interns work full-time. The cost of this addition intern time will be paid through other than county funds (insurance, Medical Assistance, etc.) Dr. Cleve discussed current staffing patterns in the Psychological Services Section and his plans to fill current vacancies. A Motion was made by Mr. Tierney and Seconded by Mr. Schultz to approve the request for two full-time internships (increased from 1-3/4 currently approved) as long as the program is self-sustaining. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:15 p.m.

The next and only meeting in December will be on Tuesday, December 10th, at 4:30 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUAMN SERVICES BOARD MEETING
DECEMBER 10, 1985

Present

Jim Clark
Paul Borham
Marge Lundquist
Shirley Gibb
Dick Purcell
Gene Szymkowiak
John Holdridge
Gordon Hanson
Jerry Kaczmarek
Dennis Tierney

Excused

Scott Schultz
Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Dave Nordstrom, Jim Canales, and Daryl Kurtenbach, Coordinators; Lauri Rockman and Ramona Wroblewski, Supervisors; Lucy Kluck, Business Manager; Sibly Taylor, Barb Lewandowski, Sherin Bowen, Joanne Higgins, Peggy Eble, Mary Finger, and Jane Shaurette, line staff; Laurie O'Neal, intern; 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 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the November 26th Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Szymkowiak to approve the Minutes of the November 26th meeting as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

At its last meeting, the Board directed the Director, in response to the Stevens Point Journal editorial, to attempt to pull together various agencies dealing with alcohol and drug abuse problems to discuss these common concerns. About the same time, Mr. McCulley and Tom Nes had called a meeting of various agencies to talk about the possible cult problems in the area. The root of the cult concerns seemed to be that of alcohol and drug abuse. The group decided that additional meetings should be conducted to talk about the various needs and services available and discuss means for better coordination of service delivery. So, then, this group will respond to the Board's request for coordination and resource development.

Mrs. Bablitch also reported that the meeting had been held on Saturday with the Committee on Committees, department heads, and chairpeople of the various agencies involved in the proposed reorganization of the Planning and Zoning Departments. The consolidation of the sanitarians into this new structure was withdrawn. The agency has been committed to provide 400 hours for the groundwater plan.

II. PROGRAM ISSUES

1. Appointment of Agency Grievance Committee Chairperson.

The Board discussed the proposed Clients' Rights Grievance Procedure process and noted many areas in which the language should be changed. It was also suggested that on page 3, #2C that the time limit should be changed from 90 days to 30 days. The Board also asked that Mr. Kurtenbach have the District Attorney's Office review the document. With these comments in mind, a Motion was made by Mrs. Gibb and Seconded by Mrs. Lundquist to approve in principle the structure and process indicated. All were in favor of the motion. Motion carried. Once again the Board directed Mr. Kurtenbach to revise the wording, meet with the District Attorney, follow his recommendations and then report back to the Board with the final document. It was noted that the Committee structure for the Grievance Committee will be the Board Chairperson or designee, the Advisory Committee Chairperson or designee, and a citizen-at-large. Names for the citizen member should be submitted by the next meeting.

2. North Central Area Health Planning Association Report.

Mr. Snyder was unable to attend the meeting. He asked that Mrs. Bablitch highlight developments in his place. The NCAHPA has changed its name to the Community Health Council. It has been working on information on health cost containment and will be presenting a seminar on this issue. Members are on its mailing list. A Motion was made by Mr. Hanson and Seconded by Mr. Szymkowiak to approve the report. All were in favor of the motion. Motion carried. It was noted that, in the future, Mr. Snyder would not be automatically included in the agenda for a three month update. Instead the agency should let Mr. Snyder contact us for an appearance time.

3. Update on Implementation of General Assistance Program.

New staff members, Barbara Lewandowski and Sherin Bowen, were introduced to the Board. It was noted that applications for persons who are currently receiving General Assistance will be taken effective December 18th. Applications for persons not currently on General Assistance will be taken starting January 2nd. So far, Sherin Bowen has met with most of the town chairpersons individually. In addition, Mrs. Rockman related highlights of the PIC meeting she had attended and expressed her frustrations at the way in which she was treated. The Board indicated that a letter would be sent regarding this matter. The Chairman will assume the responsibility for writing the letter.

4. 1984 Annual Home Health Report.

The 1984 annual Home Health report was reviewed by the Board. A Motion was then made by Mr. Hanson and Mr. Clark that it be accepted as submitted. All were in favor of the motion. Motion carried. Mrs. Bablitch noted that this report had also been shared with the Home Health Professional Advisory Committee.

III. FISCAL ISSUES

1. Approval of Fees for Public Health Services.

The Board was provided with a composite of the services and fees for those services that the agency would like to charge. Area #1 reflects services in which no fees are currently being charged. Area #2 are services for which fees have been set for 1986. Area #3 are services for which the Board needs to approve fees for now. Dave Nordstrom reported that these increased fees will not bring in any substantial revenue. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to accept the proposed fees for services as submitted. All were in favor of the motion. Motion carried.

2. Review of 1985 Year-End Summary of Projected Expenses/Revenues.

The Board was provided with an analysis of the agency's budget as of the end of the year. Bottom line for the summary indicated that the department may, at its worst, experience a deficit of \$17,222 or, at its best, be slightly in the black. Included in the total revenue picture is an additional \$12,500 in Youth Aids money.

3. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Review of Public Health Supervisory Position and Action to Approve Extension of LTE for Public Health Program.

The history of the Nursing Supervisor position within the health component was discussed. Mrs. Bablitch noted that this position is needed but that funding is available for only a 20-hour position. Mr. Tierney felt that the Board should first determine what its stand on the Nursing Supervisor position was. Members felt that the need was evident and some members spoke in favor of having the position as top priority. A Motion was then made by Mr. Tierney and Seconded by Mrs. Lundquist to make the hiring of the Nursing Supervisor the top priority of the agency and to have it staffed as soon as possible. All were in favor of the motion. Motion carried. With that understanding in mind, the Board discussed ways in which to meet this commitment. After considerable discussion, a Motion was made by Mr. Tierney and Seconded by Mr. Borham that the Health Coordinator in conjunction with the Director be directed to write a position description for the Nursing Supervisor position incorporating the state requirements and then have it advertised for 20-40 hours per week and that the hours would be contingent upon available funding. After establishment of the position description, the department will appear before the appropriate committees including Personnel and Finance. Funding for the position will have to be with existing resources. All were in favor of the motion. The Motion

carried. It was stressed that the nursing supervisor position would be partially funded through the current 20-hour LTE line staff position. It was also understood that a committee would be formed to contact key County Board members if this position would have to go before County Board for approval. Until the time that the Nursing Supervisor can be hired, the Board agreed to extend the current LTE line staff nurse position. A Motion was made by Mr. Tierney and Seconded by Mr. Borham to approve the extension of the LTE Community Health Nurse for up to six months or until a Public Health Nursing Supervisor is hired. All were in favor of the motion. Motion carried.

V. CONTEMPLATED EXECUTIVE SESSION.

1. Vote to Go into Executive Session to Evaluate Performance of the Director and to Set the 1986 Salary for that Position.

A Motion was made by Mr. Tierney and Seconded by Mr. Borham 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 with Action on the Above-Discussed Item.

A Motion was made and Seconded to return to open session. Roll call vote was taken. All were in favor of the motion. Motion carried. A Motion was made and Seconded to set the Director's salary at a 4% increase and note that she "meets performance standards". All were in favor of the motion. Motion carried.

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 at approximately 6:30 p.m.

The next meeting is set for Tuesday, January 14th, at 4:30 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant