

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
JANUARY 14, 1986

Present

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

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Bill McCulley, Daryl Kurtenbach, and Dave Nordstrom, Coordinators; Mike Houlihan, Portage House Director; Lauri Rockman and Ramona Wroblewski, Supervisors; Peggy Eble, Karen Kowieski, Mary Finger, line staff; Laurie O'Neal, intern; Brant Bergeron of WSPT; and Bonnie Bressers of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, January 14th, in Conference Room 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the December 10, 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.

Mr. Holdridge brought to the Board's attention the two pages of corrections for the brochure distributed by the North Central Area Health Planning Association.

3. Director's Report.

Board members received a copy of the 1986 department directory. They were asked to discard their 1985 versions. The Director noted that the agency now provides music while a caller is on hold. The music comes from a local radio station and is not Musac. It is a feature of our telephone system. It was noted that Mr. Borham will represent the Board at the next Public Health Affiliate meeting. Mrs. Bablitch indicated she would also attend. So far, the agency does not know how the state revenue shortfall and the Gramm-Rudman cuts will affect the agency. However, management staff has begun to look at ways to trim the 1986 budget and are reviewing 1985-1986 program priorities. The Board asked for a list of nonmandated, mandated, and

3. Director's Report (continued).

support services. Mr. Holdridge felt that service/program priorities should be set countywide and then the county should look at cuts -- not just cut a certain percentage for each department. Mrs. Bablitch indicated the revenue cuts will affect services and that layoffs are indeed a very real possibility. As soon as information is received from the state regarding the proposed cuts, the Board will be given the information.

Also as a note, Mrs. Bablitch reported that Mr. Jadin, the Personnel Manager, has indicated that he will not advertise for the Nursing Supervisor position until the Board finalizes the hours that the position will work, the funding source, and then firms up the job description. Mrs. Bablitch and Mr. Nordstrom are working on this matter.

II. PROGRAM ISSUES

1. Action to Support Proposed Halfway House for Women Offenders in Portage County.

Mr. Houlihan came before the Board and indicated that the proposed halfway house for women offenders in the county has been abandoned by the state in light of the proposed revenue shortfall. He did, however, ask for input as to what the Board's feeling toward this type of program in the county was. Mr. Tierney indicated that the Board would have to consider what the impact to Portage County residents would be especially since these individuals (and especially those from outside the county) would need extensive human and social services. It was also questioned whether Portage County residents could have priority for services over individuals from other counties. If this program is ever a viable option in the future, the Board would then take a look at the political, social, and economic environment at that time to reach a decision.

2. Action to Support Constructing an Office in Portage House.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to support the construction of an office in Portage House using Project Income to complete this project. All were in favor of the motion. Motion carried.

3. Action to Appoint Board Member to General Assistance Appeal Committee.

The Appeal Committee member from the Board will either be the chairperson or his/her designee. At the present, John Holdridge was appointed to serve on this committee until the April reorganization. At that time, another Board representative may be appointed.

Mrs. Rockman noted that between 30 and 40 persons have applied for General Assistance. All of the individuals have been assessed and about four or five are in work programs while the rest are in school or other programs.

### III. FISCAL ISSUES

#### 1. Action to Authorize Purchase of a Film from Division of Health.

The agency asked approval to purchase a film for the prenatal classes in the amount of \$475. Funding for this replacement film would come from the Maternal and Child Health grant monies. 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.

One set of vouchers was reviewed verbally with the Board because the photocopier was broken and staff did not have the opportunity to xerox the information. The second set of vouchers had been received in the Board packet. There were no questions on either set. A Motion was made by Mr. Varney and Seconded by Mr. Borham to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

It was reported that the agency's 1985 budget will probably carry a "0" balance since a Receivables account will be set up for \$25,000 to cover revenues from 1985 services but which will not be received until 1986. The county's books will officially close February 15th.

### IV. PERSONNEL ISSUES

#### 1. Action to Authorize Limited-Term Employee for Home Health Program.

The Board had received information on this request prior to the meeting. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Gibb to approve the LTE request as submitted (15 hours per week for six months). All were in favor of the motion. Motion carried.

Mrs. Bablitch also noted that she had heard that River Pines will be opening a home health agency in Portage County in the Spring. The Home Health Professional Advisory Committee will be looking into the service delivery of our Home Health Section and making any appropriate recommendations.

### V. CONTEMPLATED EXECUTIVE SESSION

#### 1. Vote to Go into Executive Session.

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

2. Vote to Return to Open Session.

A Motion was made and Seconded to return to Open Session. A 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. Borham to accept the report as submitted. 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 6:00 p.m.

The next meeting is scheduled for Tuesday, January 28, 1986, at 4:30 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

COMMUNITY HUMAN SERVICES BOARD MINUTES  
JANUARY 28, 1986

Present

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

Excused

Gene Szymkowiak  
Dave Varney  
Jim Clark

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Bill McCulley, Daryl Kurtenbach, Jim Canales, and Dave Nordstrom, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman and Ramona Wroblewski, Supervisors; Fran Eskritt, Woody Bishop of the Advisory Committee; Roseann DeBot and Larry Weiser members of the Poverty Task Force; Steve Tuszka, Supervisor; Nancy Sommerfeld, line staff; Carole Koziol of the Alternate Day Care Center; Brant Bergeron of WSPT; Kurt Baker and June Grendas of the Norwood Health Care Center.

I. BOARD TRAINING

The Board training session for January centered around the services provided by Norwood Health Center. Mr. Baker and Ms. Grendas provided a slide presentation to the Board as well as highlights of services and costs.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the January 14th 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.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch indicated that St. Michael's Hospital will be opening a small 12-bed psychiatric unit around the end of April or the first part of May. Dr. Rupley will provide services as well as coordinate this program. The agency is already investigating the possibility of receiving psych services from the hospital and reducing its contract with Norwood. The Board will be kept advised of these developments.

3. Director's Report (continued)

There will be a Wellness Fair at the Mall in Plover on Saturday, February 15th. Any member wishing to donate some of his/her time at a health booth should contact Judy.

A rough draft of a mandated/optional service provision form was shared with the Board. It was indicated that the form should also include a column for "County Share" and "short and long-term effects". Mr. Tierney reported that Bill Davidson presented an excellent session on creative problem solving that he felt the Board and agency would benefit from. The Board asked that Dr. Davidson be contacted to see if he could do perhaps a two-hour training session for the Board and management staff.

Information received from WCA was distributed to the Board. The information highlights proposed state cuts. From all indications, it looks as though the 1986 contract with the state will not change.

The Director also noted that the county's Legislative Committee would be meeting next Monday, February 2nd, at 8:30 a.m. in the Courthouse. Senator Helbach and Representative Gruszynski will be guests at that meeting and will speak to the issue of the state budget shortfall. Board members were encouraged to attend.

4. Advisory Committee Report.

Since Jim Clark was not in attendance at the meeting, Daryl Kurtenbach, staff liaison to the Advisory Committee, gave a report on the Committee's January meeting. Daryl noted that the Committee reviewed its 1985 accomplishments, heard a report from the Director about the effects of the budget on 1986 programs, heard an update from Sue Rutta on the latest Listening Forum committee meeting, and reviewed/accepted the Poverty Task Force report. That report will be briefly presented later in the agenda.

III. PROGRAM ISSUES

1. Action to Adopt Complaint Investigation Process and Appoint a Citizen Member to Appeal Panel.

Mr. Kurtenbach indicated that editing changes have been made to the final document and that it has been reviewed by the District Attorney's Office. The Board requested that the wording on page 5 section 3 (f) be amended to reflect that it is strongly recommended that no attorney be allowed in this process.

The Board had also been asked to recommend a citizen member to serve on the Appeal Panel. Mrs. Gibb recommended that Helen Johnson be appointed to this position. Mrs. Johnson's background was reviewed with the Board. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Schultz to appoint Helen Johnson to the Appeal Panel. All were in favor of the motion. Motion carried.

2. Review of Supportive Home Care Program.

A report was given to the Board regarding the concerns facing the provision of supportive home care services to the residents as well as options to remedy the situation. Nancy Sommerfeld, Supportive Home Care Worker, Steven Tuszka, the Community Support Program/Elderly Services Supervisor, and Jim Canales, Coordinator of the Division, reviewed the program and its objectives with the Board. It was reported that over 200 people had been served in 1985 through this program. Options on how to provide supportive home care in the future were outlined with the pros and cons of each options delineated. The agency is recommending that the Division of Long-Term Support develop a bid process for the purpose of selecting a service vendor to provide these services. The Board was asked to review the report and be prepared to provide some direction in a month or so regarding the program. Mr. Canales was thanked for his report.

3. Report of Recreation Services for Developmentally Disabled Persons.

Jim Canales, Division of Long-Term Support Coordinator, presented a report on recreational services for developmentally disabled persons. Since the 1970's a 20 hour per week position had been provided to coordinate these activities. That time was later reduced to 15 hours per week. Since January, 1986, adult D.D. recreational services have been terminated by the agency. Planning efforts were begun in 1984 to have some other group/nonprofit agency provide these services. The Stevens Point Difference and the ARC had indicated an interest. Recently a survey had been sent out to all viable participants. Of the 100 surveys initiated, only 30 were returned. There appears to be some interest among many parents to have these services available to their young adults. As a result, Mr. Canales indicated he would remain active with the ARC (Association of Retarded Citizens) and try to help them take over this programming need.

4. Review of Poverty Task Force Final Report.

Members of the Poverty Task Force (Roseann DeBot, Larry Weiser, Woody Bishop, and Lauri Rockman) presented an overview of its recommendations to the Advisory Committee. It was noted that an ad hoc committee would begin work soon to review the recommendations and frame them in more specific detail. A final report and recommendations would then be presented to the Board for review and action. It was suggested that Senior nutrition students be contacted to work in the WIC program in the area of educational programming. Overall recommendations were highlighted. The Board commended the task force on an excellent report.

IV. FISCAL ISSUES

1. Action to Transfer Funds to Purchase File Cabinet.

The Board had received information in its packet on this request. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request to transfer \$500 from the Job Training Support account to the CMI-Outlay account to purchase three file cabinets. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

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. It was noted that pages 4, 5, and 6 were duplicate copies of pages 1, 2, and 3.

V. ADJOURNMENT

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

The next meeting will be on Tuesday, February 10th, in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
FEBRUARY 11, 1986

Present

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

Excused

Jim Clark

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Lucy Kluck, Business Manager; Dave Nordstrom, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lauri Rockman, Supervisor; Bonnie Bressers of the Stevens Point Journal, and Barb Fleming of WSPT.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the January 28th Meeting.

On page 4 under Adjournment it was noted that Mr. Varney had not been present at the last meeting and could not have made the motion to adjourn. The minutes were revised to reflect this fact. A Motion was then made by Mr. Borham and Seconded by Mr. <sup>Hanson</sup> Gordon to approve the minutes as revised. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch noted that Kathrine Morrison of the state Division of Health would speak at a luncheon on March 3rd in Rhinelander. Cost for the event is \$5.50. Anyone wishing to attend should contact Sue Rutta.

3. Director's Report.

The Director reported that the building had been burglarized sometime late Monday. The master key and petty cash box were taken. The agency is looking into increasing its security. Mrs. Bablitch also noted that Dr. Davidson has been contacted about giving a presentation on creative budgeting and decision-making. Two workshops have been set up for staff. The program will then be evaluated and specific portions will be recommended for a Board training.

## II. PROGRAM ISSUES

### 1. Review of Last Quarter, 1985 Program Statistics.

All Coordinators were present to discuss the fourth quarter statistics. Dave Nordstrom, Health Coordinator, noted that the agency is doing chlamydia testing and as a result will need to do additional follow-up of contacts. Jim Canales of the Long-Term Division noted that overall cuts will reduce opportunities for clients to participate in the division's programs. Bill McCulley shared that there has been about a 50% increase in reports of child abuse and neglect in the county. He was unsure what percentage of this increase was substantiated. He also reflected that the waiting list for child psychologist services is dwindling. Finally, Daryl Kurtenbach of Shared Services noted that there continues to be a waiting list for child day care services. Coordinators were thanked for their reports.

### 2. Status Report on General Assistance Program.

Lauri Rockman, Financial Services Supervisor, indicated that the General Assistance program staff are booked one month in advance. The number of clients served in January 1986 is almost double the amount of clients served in January 1985 for approximately the same amount of money. A Caseload Profile report and a listing of work site assignments were also distributed to Board members. The Board requested quarterly updates on this program.

### 3. Action to Refer Division of Vocational Rehabilitation Request to Rent Space in Gilfry Building to Space and Properties Committee.

The Department of Vocational Rehabilitation is requesting approval to rent space in the Gilfry Building. Mrs. Bablitch recommended approval of this request since having DVR in the building would enhance service coordination, bring in additional income to the county, and when the rental agreement is terminated the department would have a remodeled office at no expense to the department. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the request for office space in the building and refer the matter to Space and Properties Committee for action. All were in favor of the motion. Motion carried.

## III. FISCAL ISSUES

### 1. Approval of Vouchers.

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

## IV. PERSONNEL ISSUES

### 1. Action to Authorize Maternity Leave.

The Director recommended approval of a maternity leave request in the amount of ten weeks for Vicki Karner. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to approve the request as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES (continued)

2. Action to Approve Limited-Term Employee.

The Director recommended approval of a request for a maximum of 300 hour limited-term Account Clerk 1 position to perform some of the functions in the Accounts Receivable Section while an individual is on maternity leave. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to approve the LTE request for a maximum of 300 hours. All were in favor of the motion. Motion carried.

V. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go Into Executive Session.

A Motion was made by Mr. Szymkowiak 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.

2. Vote to Return to Open Session.

A Motion was made by Mr. Varney and Seconded to return to open session. Roll call vote was taken. All were in favor of the motion. Motion carried. A Motion was then made by Mr. Varney and Seconded to accept Mrs. Bablitch's report. 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 next meeting will be on Tuesday, February 25th, at 4:30 p.m. in Conference Room 1-2 of the Gilfry Center. The meeting was adjourned at approximately 6:30 p.m.

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
FEBRUARY 25, 1986

Present

Paul Borham  
Dave Varney  
Dick Purcell  
Shirley Gibb  
Dennis Tierney  
John Holdridge  
Jerry Kaczmarek

Excused

Marge Lundquist  
Jim Clark  
Scott Schultz  
Gordon Hanson

Absent

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Steve Tuszka, Supervisor; JoEllen Seiser, Groundwater Specialist; Mark Gottlieb, doctoral student; Lucy Kluck, Business Manager, Priscilla Johnson, Advisory Committee member; Barb Fleming of WSPT; Bonnie Bressers of the Stevens Point Journal; and Jo Anna Rogers, Adolescent Counseling Coordinator at the Community Alcohol and Drug Abuse Center.

I. BOARD TRAINING

Jo Anna Rogers, Adolescent Counseling Coordinator at the Community Alcohol and Drug Abuse Center, gave a presentation on the Day Treatment Program for Chemically Dependent Adolescents which is operated by the Community Alcohol and Drug Abuse Center. In this program, young people remain in their community while receiving intensive services. Ms. Rogers reviewed the stages of youth alcohol/drug abuse and noted that nationwide there are over twice as many children with this problem in the United States than there are in Canada. She felt this fact was due to the stricter enforcement program in Canada. Brochures on the adolescent program and family program were distributed. Ms. Rogers was thanked for her presentation.

The regular meeting of the Community Human Services Board was then called to order by Chairman Purcell at 5:10 p.m. in Conference Room 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the February 11, 1986 Meeting.

A correction was made to the Minutes. On page 1 under Approval of the Minutes, line 4, Mr. Gordon should read Mr. Hanson. A Motion was then made by Mr. Varney and Seconded by Mr. Borham to approve the minutes as revised. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch noted that the Northern Region Division of Health will hold two forums in our area (one in Ashland and one in Wausau) for the purpose of dis-

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence (continued).

cussing the Public Health Statutes revisions. People wishing to attend the Wausau forum should contact Judy Bablitch for ride coordination.

3. Director's Report.

Because of the meeting time constraints, Mrs. Gibb had indicated to Mrs. Bablitch that she will no longer be able to represent the Board on the Youth Aides Committee. Mrs. Lundquist had indicated to Mrs. Bablitch that she would be willing to serve in Mrs. Gibb's place. Mrs. Bablitch asked if this change met with Board approval. The Board concurred with Mrs. Bablitch's suggestion.

The Division of Community Services will be hold a special management institute for Directors and Board chairpersons on March 11th and 12th. Mrs. Bablitch felt it was necessary for her to attend this institute. However, the next Board meeting is to be March 11th. Mrs. Bablitch requested that the Board hold only one meeting in March instead of two meetings. The March meeting would be on the 25th. The Board concurred with this request.

4. Advisory Committee Report.

In Mr. Clark's absence, Mr. Kurtenbach gave a brief report on the Advisory Committee activities. Daryl noted that at its last meeting, the members heard an update by Coordinators on the third and fourth quarter statistics. In addition, members were informed that nominees are being solicited for the upcoming terms of the Committee. The Advisory Committee also reviewed the department's request for a minimum fee for child day care services and approved the agency's recommendation.

III. PROGRAM ISSUES

1. Presentation of the 1985 Aldicarb Summary Report.

JoEllen Seiser, Water Quality Specialist with the department, presented her 1985 Aldicarb Summary for Portage County. It was noted that 147 wells were tested in the county for aldicarb last year. Of this total 44 were wells sampled for the first time. This year 14 wells indicated aldicarb levels above 10 ppb compared to 11 in 1984. Of the 14 wells with aldicarb present, six samples remained the same, 4 wells had higher levels of aldicarb present than last year, and 4 wells were new areas in which aldicarb was detected. JoEllen highlighted the moratorium areas in the county noting where aldicarb concentrations were greater than 10 ppb and where they were less than or equal to 10 ppb. Questions were answered by Ms. Seiser. It was noted that this report will be sent to all County Board members, and town/village presidents.

III. PROGRAM ISSUES (continued)

2. Update Report on Nitrate Study.

Mark Gottlieb, a doctoral student at the University of Wisconsin-Madison, presented an update report on the nitrate study he is conducting. Mark distributed a document entitled Nitrate and Infant Health Project - Status Summary February 1986 to Board members. Mark briefly reviewed the purpose of his study. He noted that he wanted to (1) evaluate the extent of association between nitrate intake and methemoglobin levels in expectant mothers; (2) define patterns of prenatal and early infant exposure to nitrates and other factors which might effect a broad spectrum of developmental health effects; (3) determine and stratify likely nitrate exposures for cohort of WIC (Women, Infant and Children Program) infants; (4) assess the developmental health status of members of the infant cohort and/or a selected sample of exposed and matched nonexposed infants; and (5) evaluate the association between early nitrate exposure and subsequent developmental (ill) health. By late 1986 or early 1987, Mark hopes to have some idea if there is a problem in Portage County with nitrate links to infants and prenatal mothers. If a link is found, he hopes that a more indepth analysis could be done in the area. Mark was asked to report back to the Board in August when he will probably have some concrete data from the project. Mark was thanked for his report.

3. Action to Adopt Recommendation to Develop a Bid Process for Selecting a Supportive Home Care Service Vendor.

At the January 28th meeting, Board members had received details on the Supportive Home Care program and recommendations for program delivery. The agency is requesting permission to develop a bid process to select a vendor based on cost and a quality program. A Motion was made by Mr. Holdridge and Seconded by Mr. Tierney to allow the department to go to the bid process with this type of service delivery system effective January 1, 1987. All were in favor of the motion. Motion carried. Mr. Canales noted that the county's Business Administrator, Mr. Jerry Glad, felt that the agency would not need to develop a bid process for selecting a supportive home care service vendor but that it would make the decision-making process easier that way. Mr. Canales hopes to see the bid process completed by June 15th so that budget deliverations can be made from that decision.

4. Action to Implement Minimum Fee for Child Day Care.

The department is requesting permission to enact a minimum fee for child day care consumers with gross incomes in excess of 50% of the state median. The Child Day Care Task Force recommended approval of this request at its February 10th meeting while the Advisory Committee approved it at its February 17th meeting. Mrs. Johnson, chairperson of the Day Care Task Force, spoke in favor of the \$25 minimum fee. A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to approve the request as submitted. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

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

V. PERSONNEL ISSUES

1. Action to Authorize LTE for WIC (Women, Infants, and Children's) Program.

The agency is requesting permission to hire a LTE WIC Clerk for a twenty-six week period at a maximum of 312 hours. The Board considered the request. A Motion was made by Mr. Holdridge and Seconded by Dennis Tierney that the agency's request be approved contingent upon the department first trying to fill the need with a General Assistance client. 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 6:05 p.m.

The next meeting will be on Tuesday, March 25th, at 4:30 p.m. in Conference Room 1-2.

REMEMBER: There will only be one meeting in February. The first meeting of the month has been cancelled.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MARCH 25, 1986

Present

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

Excused

Paul Borham

Others Present: Judy A. Bablitch, Director; Sue Rutta, Recording Secretary; Fran Eskritt, Advisory Committee member; Lucy Kluck, Business Manager; Dave Nordstrom, Daryl Kurtenbach, and Bill McCulley, Coordinators; Lauri Rockman, Financial Services Supervisor; Barb Fleming of WSPT; Bonnie Bressers of the Stevens Point Journal; and Sue Saeger representing Family Planning Services.

I. BOARD TRAINING

Sue Saeger representing Family Planning Services spoke on the history, structure, and services of the organization. It was noted that the majority of funding for the agency is through federal Maternal and Child Health dollars as well as fee for services. The department served approximately 4,000 individuals in four counties last year. In 1985, 1,300 persons were served in Portage County. Of that total, 8% or 104 were under 18 years of age. Of the 1,300 persons served, 71% are in the 0-100% poverty level guidelines; 90% are under the 200% of poverty guidelines. There are no Portage County dollars attached to this program. Ms. Saeger was thanked for her informative presentation.

The regular Board meeting was called to order by Chairman Purcell as 4:10 p.m. on Tuesday, March 25th, in Conference Rooms 1-2 of the Gilfry Center.

1. Approval of the Minutes of the February 25, 1986 Meeting.

A Motion was made by Mr. Hanson and Seconded by Mr. Szymkowiak to approve the Minutes of the February 25th meeting as submitted. All were in favor of the motion. Motion carried.

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch directed the Board's attention to a selection of information that had been included in the Board packet for this meeting. The information included a complementary letter from Barbara Voltz, Regional Director of the Division of Community Services, regarding our Coordinated Plan and Budget (CPB); information on Gramm-Rudman-Hollings impact; and documentation submitted to the Personnel Committee which they had requested. Mrs. Bablitch also noted that she had presented the agency's combined 1984-85 annual report to the County Board at its March meeting. Finally, the agency will be receiving \$6,900 from a FEMA (Federal Emergency Management Agency) grant. The agency will use these funds to help with emergency food, shelter, and other needs of Portage County residents.

4. Advisory Committee Report.

Mr. Clark reported that at its last meeting the Committee nominated Carole Holmes as Chairperson and Fran Eskritt as Vice-Chair. It also recommended six individuals to fill upcoming vacancies. The Board will be acting upon these nominations later in the meeting. In addition, the Committee's task forces continue their work on such issues as single-parent needs and day care.

III. PROGRAM ISSUES

1. Action to Approve Nominees to Community Human Services Advisory Committee.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the nominees recommended by the Advisory Committee to fill their membership and officer positions which will expire at the end of April. All were in favor of the motion. Motion carried.

2. Action to Add Community Human Services Advisory Committee Chairperson to Community Human Services Board.

The Community Human Services Board was asked to consider the possibility of adding the Advisory Committee Chairperson to its membership. Options included filling one of the two upcoming Board vacancies with the Advisory Committee Chairperson; deleting the City Liaison position and replacing it with the Advisory Committee Chairperson and either making that position voting or keeping it nonvoting in nature; adding an additional person to the Board in effect making the Board composition 12 voting members and 1 liaison member. Mr. Purcell noted that he had discussed the possibility of eliminating the city liaison position with Mayor Haberman. The Mayor felt that this could be an appropriate option. Members felt that a 12-person Board would be acceptable especially if the number of County Board mem-

bers exceeded the number of citizen members. A Motion was made by Mr. Schultz and Seconded by Mrs. Gibb to forward on to the Committee and Committees the request to reorganize the Community Human Services Board to reflect twelve (12) voting members, one of whom will be the chairperson of the Advisory Committee. All were in favor of the motion. Motion carried. This scenario would mean that the city liaison position would be eliminated.

#### IV. FISCAL ISSUES

##### 1. Approval of Vouchers.

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

##### 2. Authorization to Pay Psychiatrist's Professional Liability Insurance.

A Motion was made by Mr. Tierney and Seconded by Mrs. Gibb to authorize the payment of the psychiatrist's professional liability insurance as submitted (a total of \$724 for 1986). All were in favor of the motion. Motion carried.

##### 3. Review of 1985 Financial Statement.

The 1985 agency financial statement was reviewed with the Board. The agency brought in its budget on target -- a "0" balance. The zero balance reflects an understanding that there was a \$4,900 cash flow deficit which will be covered by forthcoming inpatient revenues. The Board and Mrs. Bablitch commended the staff for a competent job.

##### 4. Review of Projected 1986 Federal and State Grant/Aids Reductions.

The Board received financial information about possible revenue reductions for 1986 and 1987. The agency is expecting a \$68,000 reduction in revenues for 1986 which represents 1.2% of its budget and \$150,000 in reductions for 1987. Efforts are underway to reduce these deficits. Solutions may include telephone savings, not filling positions in the department, reduced inpatient mental health needs, and savings by having one halfway house instead of two. Mr. Tierney suggested that the agency and the county contact the University about the potential to buy telephone services from them. Questions were also raised about the legitimacy and authority of the proposed Ad Hoc Committee to be set up to review all county services. Mrs. Bablitch noted that she would be bringing the agency's reduction options to members at the next Board meeting, before the alternatives are presented to the Finance Committee.

V. PERSONNEL ISSUES

1. Action to Extend Limited-Term Employee as Refuel Residential Conservation Specialist.

The Director recommended approval of this LTE request. The position is totally funded through state funds. The request is for a six-month extension with the individual working 40 hours per week. A Motion was made by Mrs. Gibb and Seconded by Mr. Clark to approve the request as submitted. With the exception of Mr. Hanson, all were in favor of the motion. Motion carried. (NOTE: Mr. Holdridge was not present during the time of the voting.)

2. Action to Approve Limited-Term Employee Position in General Assistance Program.

The agency is requesting permission to hire an LTE for 520 hours to assist in the General Assistance Program. It was noted that because of the fluctuation of the workload, the agency might not need the total hours requested. However, Mrs. Bablitch requested that she have the flexibility to hire up to a maximum of 520 hours if needed. The Board requested that this position be filled with a General Assistance recipient if at all possible. The agency will try to comply with this request. A Motion was made by Mrs. Gibb and Seconded by Mr. Clark to approve the request as submitted. With the exception of Mr. Hanson, all were in favor of the motion. Motion carried. (NOTE: Mr. Holdridge was not present during the time of voting.)

3. Action to Approve Limited-Term Employee for Maternal and Child Health Program.

A LTE is needed in the parenting program. Funding for the proposed 110 hours will be provided through the department's Maternal and Child Health grant. A Motion was made by Mrs. Gibb and Seconded by Mr. Clark to approve the request as submitted. With the exception of Mr. Hanson, all were in favor of the motion. Motion carried. (NOTE: Mr. Holdridge was not present during the time of voting.)

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 6:35 p.m.

The next meeting is scheduled for Tuesday, April 8, 1986, in Conference Room 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
APRIL 8, 1986

Present

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

Excused

Scott Schultz

Others Present: Judy Bablitch, Director; Sue Rutta, Recording Secretary; Dave Nordstrom, Daryl Kurtenbach, Jim Canales, Coordinators; Lucy Kluck, Business Manager; Ramona Wroblewski, Home Health Supervisor; media from WSPT.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, April 8th, in Conference Room 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the March 25, 1986 Meeting.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch indicated that the agency is in the process of consulting with the University regarding purchasing telephone services from it. In addition, the county is also doing a countywide telephone needs assessment of which the agency is a part.

The agency has asked the District Attorney's opinion about the rights to confidentiality of General Assistance recipients. Mrs. Bablitch will report back on the District Attorney's recommendations. In addition, a letter will be sent to

all County Board members and township officials regarding the status of the General Assistance Program as well as statistics about the program. Sherin Bowen, the program manager, will be contacting each township personally again.

The department will be presenting its request to the Personnel Committee in the near future for the 20-hour Public Health Nurse Supervisor position. No additional dollars will be used for this conversion from line staff to supervisor.

The agency continues to work on its documentation listing optional and mandatory services. It will be presented to the Board before it is presented to other Committees.

Mrs. Bablitch noted that at the last its last meeting, the Personnel Committee denied the department's request to continue the Energy Assistance Program's LTE Conservation Specialist. This position would have been funded totally by the state/federal funds and could ultimately save General Assistance funds.

Finally, Mrs. Bablitch noted that she will be on vacation in May. She will give final details of whom to contact when she is away at the next meeting.

## II. PROGRAM ISSUES

### 1. Action to Appoint Citizen Members to Community Human Services Board.

Mrs. Bablitch noted that two citizen members are up for re-election this year. The two members are Mrs. Gibb and Mr. Varney. Both individuals have been contacted regarding their interest in serving another term. Mr. Varney has indicated an interest in continuing his membership. However, Mrs. Gibb has indicated that she must decline another term for personal and family reasons. Mrs. Gibb was thanked for her support and commitment to the Board these many years and wished the best in the future. Mrs. Gibb was asked to continue to work on the Day Care Committee until the completion of its work and also to continue as the Alternate Care Center Committee member until a replacement is found. A Motion was then made by Mr. Purcell and Seconded by Mr. Szymkowiak to reappointment Mr. Varney as a citizen member to the Board. All were in favor of the motion. Motion carried. The County Clerk will be asked to advertise the Board's current vacancy. With a change in Board structure, a Motion was made by Mr. Purcell and Seconded by Mrs. Gibb to designate the Advisory Committee Chairperson as a voting member of the Board. All were in favor of the motion. Motion carried.

## III. FISCAL ISSUES

### 1. Review of 1986 Budget.

The 1986 budget was reviewed with the Board. The department is anticipating a \$70,000 shortfall in revenues or 1.2% of the budget. As of the first quarter of the year, the department is seeing a \$49,507 excess because of a decrease in use of Youth Aides and Mental Health Inpatient services. The options to compensate for the shortfall were outlined in the memo distributed with the Board material. The Director requested that the Board and Finance Committee allow the agency to monitor the budget closely for the next several months, review various possibilities, and then conclude how the funds will be absorbed. The agency will do whatever

is necessary to balance the budget. The Board discussed the cost/benefit issues of having a 37-1/2 hour workweek versus cutting full-time people and programs. Mrs. Bablitch noted that the Personnel Manager is obtaining an opinion from the Labor Department to see if this could be a possibility in light of the Fair Labor Standards Act. It was also suggested that perhaps the department and/or county could look at having nonpaid holidays so the budget could be decreased. A Motion was made by Mr. Hanson and Seconded by Mrs. Gibb to submit to the Finance Committee our plans (as outlined in the memo of April 3rd) towards accomplishing the goal of balancing the budget. All were in favor of the motion. Motion carried. It was noted that these were several options and should not be considered a package plan. One or several options in combination might have to be used to cover the deficit. The Board endorsed the concept that all county Boards and Committees should solve their own problems (i.e., resolving this financial crisis) without the help or intervention of the other Committees. It further endorsed the concept of carry-over of funds into 1987 from any savings incurred in 1986.

In an effort to more closely monitor and analyze the budget picture, a new format has been initiated. This format includes the annual budgeted amount, the year-to-date (prorated) budgeted amount, the actual year-to-date figures, and the difference between the actual and prorated year-to-date figures. The Board appreciated this new look at the budget and requested that this type of reporting mechanism be continued.

2. Action to Authorize Purchase of Pagers for Home Health Program.

The agency requested permission to purchase three (3) pagers for the Home Health Section program at a total cost of \$837. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to approve the request. However, upon discussion of this item, the Board became aware that other extenuating costs were also tied into the approval of this purchase. As a result, Mr. Hanson withdrew his motion and Mr. Varney withdrew his Second to the motion. It was noted that when the pagers are purchased, additional on-call time will have to be paid to the nurses on-call for the specific timeframe, whether or not they respond to a call. Mrs. Bablitch noted that the on-call time to be paid would be 2 hours for overnights; 8 hours for weekends; and 4 hours for holidays occurring during the week. Currently, the department has an informal system whereby patients can contact the nurses at home but the nurses are not paid on-call time because they are not required to be available for their clients on weekends. A Motion was then made by Mr. Clark and Seconded by Mr. Purcell to Table action on the issue until all associated costs are known. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

The vouchers were reviewed by the Board. 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.

IV. PERSONNEL ISSUES

1. Action to Approve Sick Leave Request.

The Director is recommending approval of an employee's request to use sick time during the initial days after the adoption of a Korean child. Mrs. Rockman is requesting to use three weeks of sick leave for adoption purposes. She has received a physician statement indicating that she would be temporarily disabled during the adjustment period of her new child such that she would be unable to perform the duties of her employment. The Board discussed this request. Basically, the Board was uncomfortable with the term "temporary disability" but felt that a leave should be granted. It was questioned why this leave would not fall under a maternity leave. After the initial discussion, a Motion was made by Mr. Szymkowiak and Seconded by Mr Tierney to approve the use of three weeks sick leave as requested. 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 5:45 p.m. The next meeting is set for Tuesday, April 22nd, at 4:30 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
APRIL 22, 1986

Present

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

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

The meeting was called to order by Director Bablitch at 4:30 p.m. on Tuesday, April 22nd, in Conference Room 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Election of Chairperson and Vice-Chairperson.

Mrs. Bablitch indicated that the floor was open for nominations for Chairperson. Mr. Hanson nominated Mr. Purcell for Chairperson. Nominations were called three times. A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Varney to close nominations for the position of Chairperson. All were in favor of the motion. Motion carried. A Motion was made by Mr. Hanson and Seconded by Mr. Clark to elect Mr. Purcell Chairperson of the Board. All were in favor of the motion. Motion carried.

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

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

In addition, Board members currently filling past task force or committee responsibilities shall remain in place (such as Mr. Hanson will continue to serve on the Single Parents Task Force, Mr. Holdridge will continue on the G.A. Appeals

Committee, Mr. Szymkowiak will continue on the Septic Appeals Committee, Mr. Purcell will continue on the Groundwater Council, and Mr. Borham on the WCA PHA Affiliate.)

2. Action to Set Board Meeting Dates and Times.

The Board discussed when it would like to meet. A Motion was made by Mr. Clark and Seconded by Mr. Purcell to hold regular meetings of the Board on the second and fourth Tuesday of each month beginning at 4:00 p.m. All were in favor of the motion. Motion carried. The meeting will generally be conducted in Conference Rooms 1-2 of the Gilfry Center.

3. Approval of the Minutes of the April 8, 1986 Meeting.

A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve the Minutes of the April 8, 1986 meeting as submitted. All were in favor of the motion. Motion carried.

4. Correspondence.

There was no correspondence to come before the Board.

5. Director's Report.

Mrs. Bablitch reported that the Personnel Committee approved the restructuring of 20 hours of line staff nursing hours to 20 hours of supervisor time. Mrs. Bablitch thanked all the Board members, especially Mr. Purcell, Mr. Hanson, and Mrs. Lundquist for their support on this matter.

A letter has been sent out to all County Board Supervisors and Village/Township Presidents to update them on the General Assistance Program. In addition, each official will be contacted regarding participation in the work program. A letter has also been received from Karen Gilman of the Health Resources Committee. The letter indicates support for the work segment of the General Assistance Program.

A question was raised about the whether there would be a change in the fees charged to schools for health services. Mrs. Bablitch indicated that an increase is being considered and Mr. Nordstrom will be contacting the schools regarding this.

The membership of the Ad Hoc Committee was reviewed by the Board. Mrs. Bablitch indicated that at the May 13th meeting, she would be ready to present information on mandatory/optional services and related costs. Mrs. Bablitch noted that serious consideration should be given to the 37-1/2 hour workweek as well as other options to reduce personnel costs while still maintaining all or as many services to the public as possible. The agency will also present training for new County Board members in the near future.

6. Advisory Committee Report.

Mr. Clark noted that Mr. Friess and Mr. McCormick are off the Advisory Committee. In addition, he has encouraged Advisory Committee members to apply for the vacant citizen member position on the Board. Updates were given by the task forces. An ad hoc committee will be set up to revise the constitution .

7. Brief Orientation to Community Human Services Department.

Mrs. Bablitch indicated that since almost all of the Board members have been on the Board and because of recent changes in some programs, she had decided not to show the slide presentation on the department. If the Board is still interested in having this presentation after the slide presentation has been updated, arrangements will be made for a showing.

II. PROGRAM ISSUES

1. Discussion About Future Board/Advisory Committee Training Programs.

Board members were asked to make their program selection choices for May Board training and return them to Mr. Kurtenbach. Every effort will be made to allow Board members to participate in the selection of their first choice.

2. Report on Public Health Affiliate of Wisconsin Counties Association.

Mr. Borham reported on the activities of the PHA of WCA. Mr. Borham noted that the Affiliate has been very busy and are at full strength. At a recent meeting, members heard Bill Schmidt and Katie Morrison discuss the Gramm-Rudman-Holings ramifications as well as the proposed revisions to the state statutes. The next meeting will be July 25th in Eau Claire. At that time, John Robbins will present information about his proposed bill. Mr. Borham noted that there will be a meeting on May 2nd in Stevens Point. Frank Grad, an expert in public health law, will speak at the Sentry Auditorium beginning at 10:00 a.m. The cost of the registration is \$20. The Board authorized Mr. Borham to attend the meeting on behalf of the Board.

III. FISCAL ISSUES

1. Approval of Vouchers.

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

#### IV. PERSONNEL ISSUES

##### 1. Action to Extend General Assistance Caseworker Position.

Mrs. Bablitch and Mrs. Rockman outlined the current status of the General Assistance Program for the Board. It was noted that, while the program definitely needs a permanent position, the agency was willing to recommend that a six-month limited-term position be extended because of the political climate. The six-month extension would be paid for from the transition funds. Without the caseworker position, the program manager would have to do the work of the caseworker and would not be able to develop nor maintain the work/educational programs. In the long run, this would cause greater dependency on the human service network. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to approve the request to extend the General Assistance Caseworker position for six months. All were in favor of the motion. Motion carried. Mrs. Bablitch also noted that according to AFSCME union contract, this is the last extension possible for this LTE position. The agency must either make the position permanent or terminate it. The approach to this problem will be considered during budget deliberations.

#### V. OTHER CONCERNS

Board members indicated that they had received a copy of a letter from a Mrs. Falwell questioning why she had received sanctions on the General Assistance Program. Mrs. Rockman noted that this grievance would be taken up at an Appeals meeting and she could not comment at this time.

#### 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 6:00 p.m.

The next meeting will be held on Tuesday, May 13th, in Conference Room 1-2 of the Gilfry Center beginning at 4:00 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
PORTAGE COUNTY COMMUNITY HUMAN SERVICES BOARD  
MAY 13, 1986

Present

Dick Purcell  
Carole Holmes  
Marge Lundquist  
Paul Borham  
Dave Varney  
Dennis Tierney  
Jim Clark  
Gordon Hanson  
John Holdridge  
Keith Iris

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales, Bill McCulley, Dave Nordstrom, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Ramona Wroblewski, Supervisor; Mike Houlihan, Portage House Director; Bonnie Bressers of the Stevens Point Journal; and a representative from WSPT.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, May 13th, in Conference Room 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the April 22, 1986 Meeting.

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

2. Correspondence.

The Board directed Mr. Borham to attend the combined Regional meeting of the PHA as liaison from Portage County.

3. Director's Report.

Mrs. Bablitch noted that the Committee on Committees has approved a new structure for the Board. The body will remain at eleven voting members; however, one citizen member position will be representing the Advisory Committee with the Chairperson of that group filling the role. Mr. Varney was again re-elected to fill the second citizen member vacancy. Dr. Holmes was introduced to the Board and welcomed.

Mrs. Bablitch indicated that the individualized Board training will be postponed for about two months. This is due to the extra work the agency is doing in preparing the mandates of the Ad Hoc Committee.

I. MINUTES, COMMENTS, REPORTS (continued)

3. Mrs. Bablitch indicated that there has been some discussion with the school systems regarding an increase in the cost of the fee schedule to provide school health services. The school systems within the county are now pay only \$1 per student. The agency would like to see the school systems pick up at least \$3 for services. An analysis of the program indicates that it costs the agency anywhere from \$7.50 to \$11 per student. When Mr. Nordstrom proposed the increased rate, the schools were not in favor of any increase. Since the school budgets are in the preparation stages, Mrs. Bablitch felt it was very important to hold another meeting, if the Board chose, to further develop the concept of increased payment for services. According to state law, the only service that the agency must provide to the school system is that of communicable disease control. With this information in mind, the floor was open to discussion. Some Board members felt that if the fee was left at \$1, the agency should only provide the mandatory services -- communicable disease control (CDC). Many Board members were in favor of raising the fees for services to all the schools. The School Board had also stated that perhaps it should hire its own school nurses. The Board members felt that this, too, was an option. It was noted that the agency should investigate school funding sources and see where the employees could best fit financially. The Board felt that if services are to be continued, an increase in fees will be necessary. A Motion was then made by Mr. Tierney and Seconded that the Board form a subcommittee of the Superintendents of Schools, School Board members, the Board, and agency staff (Director, Health Coordinator and perhaps a school health nurse) to discuss the issue of school health services and fee schedules. All were in favor of the motion. Motion carried. The meeting should be scheduled before the next Board meeting. Mrs. Bablitch will take charge of arranging the meeting.

II. PROGRAM ISSUES

1. First Quarter (January-March, 1986) Program Statistics.

The four Coordinators were present to review the first quarter statistics with the Board. In the Health Division, Mr. Nordstrom noted that 37 cases of chlamydia have been diagnosed and that the county has experienced one infant death. An ad has been placed for the Nursing Supervisor. In addition, the state has reviewed the agency's restaurant inspection program. The state has indicated that greater enforcement efforts are needed to bring the agency's program up to standards. In the Shared Services Division, Mr. Kurtenbach noted that the agency has waiting lists for home and financial management services. A home and financial manager has been hired so this will probably eliminate or greatly reduce the waiting list problem. Jim Canales spoke on the Long-Term Care Division statistics. He noted that there is a waiting list for four program. In addition, work continues to contract out the Supportive Home Care program. Plans are underway to create a four-bed D.D. group home. He also noted that service demands remain high. Restorative Care was highlighted by Bill McCulley. Bill noted that abuse and neglect referrals have decreased somewhat and that inpatient care has been dramatically reduced so far this year. The Psychiatric Unit at St. Michael's Hospital will be underway shortly and in full operation in July. Waiting lists for child psychology services are down this quarter. Of concern during this timeframe is the number of young people in need of alcohol treatment. Several very young people have severe alcohol dependencies. The agency is in the process of recruiting two child psychologists. So far only two candidates have indicated an interest in the positions. Jay Cleve feels that the starting salary

## II. PROGRAM ISSUES

1. for PhD Clinicians is not competitive enough to recruit qualified staff. This matter will be discussed with the Board at a later meeting. Reviewing the Income Maintenance statistics, the Board asked for a indication of the monthly payout for Food Stamps.
2. Review of Mandatory/Optional Program Statistics.

A memo from the Ad Hoc Committee to Department Heads was distributed to the Board. The memo outlines the information the Ad Hoc Committee would like to review. Mrs. Bablitch asked for input about the format the agency is proposing to use for its analysis of optional/mandatory services. She noted that the 1985 costs will be added to the format in addition to having subtotals of costs indicated at the end of each Division. The Board approved the proposed format. It was also noted that the Board would like to have an analysis of the quality of the current service delivery system -- perhaps based on a rating scale of 1-5. An analysis of whether other more appropriate agencies might be able to provide the service should also be included. Mrs. Bablitch noted that the agency will come up with the priorities and then discuss the information and recommendations with the Board at its June 10th meeting. This was satisfactory with the Board.

3. Resolution in Support of Health Block Grant Funding Remaining in Public Sector.

It was noted that no other nonprofit agency in Portage County would be affected by passage of this resolution. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the resolution as submitted. All were in favor of the motion. Motion carried.

## III. FISCAL ISSUES

1. Approval to Purchase Film on Sexually Transmitted Disease.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the purchase of the film on sexually transmitted disease. All were in favor of the motion. Motion carried.

2. Approval to Purchase a Replacement Calculator.

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

3. Year-to-Date Financial Report.

The Board reviewed the year-to-date report. The agency is currently about \$50,000 under budget due primarily to a decrease in the anticipated inpatient mental health care needs. A Motion was made by Mr. Varney and Seconded by Mr. Borham to approve the report as submitted. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES (continued)

4. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Request to Recommend Reclassifications at Portage House.

The Board reviewed recommendations to reclassify the positions of the Counselors and Director of the Portage House. A salary comparable to the Human Service Specialist 1-Social Worker is proposed for the Counselors and an Administrative Officer 2 classification (Grade 19) is being recommended for the Director. The matter was discussed. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to endorse the reclassification requests and forward them to the Personnel Department for a job audit. All were in favor of the motion. Motion carried. It was specifically noted that the Board enthusiastically endorsed the motion for reclassification of the positions and that the reclasses, if adopted, will be at no cost to the county.

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 5:45 p.m.

The next meeting is scheduled for Tuesday, May 27th, at 4:00 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MAY 27, 1986

Present

Paul Borham  
Keith Iris  
Gene Szymkowiak  
Gordon Hanson  
John Holdridge  
Dick Purcell  
Dave Varney  
Marge Lundquist  
Jim Clark

Excused

Carole Holmes  
Dennis Tierney

Other Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Dave Nordstrom, Jim Canales, Daryl Kurtenbach, and Bill McCulley, Coordinators; Ramona Wroblewski, Supervisor; Paul Jadin, Personnel Manager; and Bonnie Bressers of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:00 p.m. in Conference Room 1-2 of the Gilfry Center on Tuesday, May 27th.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 13, 1986 Meeting.

A Motion was made and Seconded to approve the Minutes of the May 13th meeting as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Borham distributed an update on Public Health Affiliate activities.

3. Director's Report.

Mrs. Bablitch indicated that the agency had been anticipating a \$70,000 deficit for 1986. New information has become available and indicates that the agency should only experience a \$53,000 deficit. The deficit should be covered from funds not used for inpatient mental health services. Further information will go to the Board prior to the June 23rd Finance Committee meeting. On May 19th, an update on the effects of Gramm-Rudman was held on the Educational Telephone Network. In summary, the state does not feel that Gramm-Rudman will have as harsh an impact as was originally projected. Further updates will be given to the Board as they become available.

4. Advisory Committee Report.

In Mr. Clark's absence, Mr. Kurtenbach gave the report. It was noted that Nancy Kaufman, chairperson of the Single-Parent Task Force, gave an update to the Committee. In addition, Lynn Kornet was appointed to the Septic Appeals Committee, Pat Mages to the Complaint Investigation/County Grievance Committee, and Sue Beveridge to the General Assistance Appeals Committee. Mr. Clark reported on the work of the Ad Hoc Committee. A Motion was made by Mr. Borham and Seconded by Mr. Iris to accept the report. All were in favor of the motion. Motion carried.

II. PERSONNEL ISSUES

1. Contemplated Executive Session.

A Motion was made by Mr. Iris 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.

2. Vote to Return to Open Session.

A Motion was made by Mr. Borham and Seconded by Mr. Holdridge to return to Open Session. A roll call vote was taken. All were in favor of the motion. Motion carried. No action was needed at this time.

3. Action to Approve Maternity Leave.

The Board considered a request for a ten-week maternity leave. The Director recommended approval of the request. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Hanson to approve the leave as requested. All were in favor of the motion. Motion carried

III. PROGRAM ISSUES

1. Action to Request Fee Increase for School Health Nursing Services.

Mrs. Bablitch indicated that members of the Board and staff met with representatives of the Portage County schools last Wednesday to discuss the school health program and service fee. The schools thought the program was a good one and wanted to see it continued. However, they felt they could not pay any increased money for the service. The current cost to the agency is between \$7.50 - \$11.00 per student. Schools pay \$1.00 per student. The agency feels that a fee of \$3.00 would be fair at this time. Discussions ranged from providing this service free of charge to keeping the fee as it now stands to terminating all services except the mandated communicable disease control services. The Director's recommendation was that the Board formally request a charge of \$3.00 per student per year and instruct Dave Nordstrom, Health Coordinator, to start meeting with school personnel to work out a possible service reduction plan. A Motion was made by Mr. Purcell and Seconded by Mr. Varney to forward

to the School Boards a request for a \$3.00 fee for school health services. A roll call vote was taken: In favor of the motion: Dave Varney, Paul Borham, Dick Purcell, Gene Szymkowiak, Gordon Hanson, John Holdridge, Keith Iris. Against the motion were Jim Clark and Marge Lundquist. Motion passed by a vote of 7:2. The agency will also be contacting the School Boards regarding how it can decrease services to them.

2. Action to Adopt Criteria, Process, and Timetable for Evaluating Agency Programs.

Mrs. Bablitch reviewed the prioritization criteria with the Board and asked for any changes, corrections, or suggestions. A Motion was made by Mr. Holdridge and Seconded by Mr. Varney to move criteria #3 (prevention) to level #4 and move criteria #4 (promotes independence) to level #3. A roll call vote was taken. Those in favor of the of the motion were Dave Varney, Paul Borham, John Holdridge, Keith Iris, Gordon Hanson. Those against the motion were Jim Clark, Dick Purcell, Gene Szymkowiak, and Marge Lundquist. Motion passed by a vote of 5-4.

Next the value grid for the programs was reviewed. Two grids were suggested. One (the one submitted in the Board packet) dealt with just two variables -- each multiplied against the one for a total value of a particular program. The second grid allowed for multiple values within both sections. Each section's variables should be added together and then those totals multiplied together for a total value. The benefit of the second grid would be to better define the level of values within certain program areas. The Board indicated that the multiple variables (grid #2) should be used.

The agency is awaiting final word from the Ad Hoc Committee as to how they wish services prioritized. Originally services were to be based on an rating scale based upon the number of programs the agency had. Now word has been received that the Committee might be considering a rating scale of 1-5. The department will comply with whatever requirements are requested.

The agency will have the prioritization recommendations to the Board at its June 10th meeting unless the Board indicated that an earlier date was needed. The information would then be forwarded to the Ad Hoc Committee shortly after that date but no later than June 16th. The Board concurred with this timeline. Additionally, since the Ad Hoc Committee did not ask for an internal quality ranking, the Department will delete this from the document sent to the Committee. The Board concurred with this process as well.

IV. FISCAL ISSUES

1. Approval to Purchase Pagers for Home Health Program.

The Director recommended approval to purchase three pagers for the Home Health Section. In addition to the cost of the pagers, an additional cost to implement the on-call system would be needed. The project cost from July 1st through December 31st would be \$5,222 in Salaries; \$645 in Retirement; \$376 in Social Security; and \$837 for Outlay (pager purchase) or a total of \$7,080. The issue was discussed. A Motion was made by Mrs. Lundquist and Seconded by Mr. Szymkowiak to approve the purchase of the pagers and related costs as submitted. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

The voucher listing was reviewed. A Motion was made by Mr. Holdridge and Seconded by Mr. Szymkowiak 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 5:30 p.m.

The next meeting is scheduled for Tuesday, June 10th, at 4:00 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JUNE 10, 1986

Present

Carole Holmes  
Dick Purcell  
Marge Lundquist  
Dave Varney  
Paul Borham  
Gene Szymkowiak  
John Holdridge  
Jim Clark

Excused

Dennis Tierney  
Keith Iris  
Gordon Hanson

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Jim Canales, Bill McCully, and Dave Nordstrom, Coordinators; Bob Schmitz and Ramona Wroblewski, Supervisors; JoEllen Seiser, Jean Howley, Peggy Eble, Jane Shaurette, Mary Finger, Karen Kowieski, Sue Oehlke, Ray Schmidt, and Sibyl Taylor, line staff; Pat Roberts from the Community Alcohol and Drug Abuse Council; Bonnie Bressers of the Stevens Point Journal; Ann Buck and Diane Kliss, concerned citizens.

The meeting was called to order by Chairman Purcell at 4:00 p.m on Tuesday, June 10th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

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

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

2. Correspondence.

Mr. Purcell called the Board's attention to the Community Human Services Open House invitation. Members were encouraged to participate in this event.

Mr. Purcell noted that the Stevens Point School Board decided against paying the agency \$3 per student for school health services. With that in mind, the Board directed Mrs. Bablitch to determine what services will be provided to the school district for the \$1.50 fee they are willing to pay.

### 3. Director's Report.

Mrs. Bablitch indicated that the Finance Committee met Monday night and considered the department's request to purchase pagers for the Home Health Section. The request lost on a 3-2 vote because the Finance Committee felt the purchase of the pagers and on-call system was an expansion of the program. The Finance Committee suggested that this request be included in the 1987 budget recommendations. Mrs. Bablitch thanked Mr. Borham and Mr. Shibilski, Finance Committee members, for being so supportive of the agency and its request. Mr. Purcell indicated that this matter should be discussed again at the next Board meeting.

The agency has received word that several counties with high juvenile costs are being considered for additional monies to try to correct this problem. Portage County may be receiving about \$60,000 for new program development to reduce the excessive costs of juvenile institutionalization. As information becomes available, it will be shared with the Board.

Mrs. Bablitch reviewed with the Board the criteria that the Ad Hoc Committee will be using to prioritize programs countywide.

## II. PROGRAM ISSUES

### 1. Action to Prioritize Department Services/Programs.

The prioritization process was reviewed with the Board. Mrs. Bablitch noted how the criteria was used and how priorities were categorized. After the Board approves the prioritization document, it will be forwarded to the Ad Hoc Committee for their review. During the review process, Diane Kliss (an employee under personal services contract with the agency to coordinate the What Now? program) questioned how much community input went into the priority rankings. Anne Buck, past Nursing Supervisor with Waushara County, questioned the appropriateness of some of the public health services which were ranked as priority four. Mrs. Bablitch noted that if cutbacks were needed, there may be areas in all priority rankings that can be adjusted to save funds. Priority #4 and #5 would not be the services to automatically be terminated. After considerable discussion, a Motion was made by Mr. Purcell and Seconded by Mr. Szymkowiak to forward the prioritization document as submitted to the Ad Hoc Committee. All were in favor of the motion. Motion carried.

## III. FISCAL ISSUES

### 1. Action to Purchase Film.

The agency requested permission to purchase a prenatal film in the amount of \$395. This cost will be absorbed through the Maternal and Child Health block grant. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Clark to approve the purchase as requested. All were in favor of the motion. Motion carried.

2. Year-to-Date Financial Report.

The agency's Year-to-Date Financial Report was reviewed. The agency continues to be between \$40,000 - \$50,000 under budget due to a decrease in inpatient mental health services as well as Youth Aids needs and savings as a result of staff turnover. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the report as submitted. All were in favor of the motion. Motion carried.

3. Updated Report on Possible 1986 Budget Deficit.

The agency is still anticipating a \$55,000 shortfall in projected revenues for 1986. The Director feels that this amount will be made up with the continued decrease in mental health inpatient services. The department, with the Board's approval, will go back to the Finance Committee and note that it will continue to monitor the budget and make any adjustments if there is a change in inpatient mental health or juvenile corrections. The Board concurred with this request.

4. Approval of Vouchers.

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

5. Other.

Jim Clark was presented with a Proclamation signed by the Chairpersons of the Advisory Committee and Board citing his dedication and work with the Advisory Committee and task forces.

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 5:25 p.m.

The next meeting will be on Tuesday, June 24th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
JULY 8, 1986

Present

Gene Szymkowiak  
Paul Borham  
Marge Lundquist  
Carole Holmes  
Dennis Tierney  
Jim Clark  
Dick Purcell  
Keith Iris  
John Holdridge  
Dave Varney  
Gordon Hanson

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Dave Nordstrom, Jim Canales, Daryl Kurtenbach, and Bill McCulley, Coordinators; Ramona Wroblewski, Lauri Rockman, and Steve Tuszka, Supervisors; Nancy Sommerfeld, Joanne Higgins, Jean Howley, and Anne Klesmith, line staff; Carol Koziol, private provider; Jerry Bohren representing the Stevens Point School District; representative from the Rosholt School District; and Ms. Dunn representing WSPT.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, July 8, 1986 in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the June 10, 1986 Meeting.

A Motion was made by Mr. Szymkowiak 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 be considered by the Board.

3. Director's Report.

Mrs. Bablitch reported that the Ad Hoc Committee considered the department's prioritization instrument and was very complementary about it. As of this time, the agency does not know what the bottom line from these deliberations will be. The Ad Hoc Committee is planning two additional meetings; these will be on July 9th and 14th. An example of the document that committee is planning on using for its prioritization exercise was distributed to the Board.

3. Director's Report (continued).

The tentative results of a staff survey for department cost reduction was distributed to the Board for its information. The Director will now proceed to obtain a firmer idea as to how much funding can be saved through voluntary and other employee time off. As usual, any time off (other than strictly voluntary) would have to be negotiated with the unions and the county.

The agency provided an orientation/open house last week. All new and returning County Board members were encouraged to attend. The Advisory Committee was also invited to the meeting. Five Advisory Committee members and one County Board member attended the informational session. Mrs. Bablitch felt that this is a very important tool in helping people, especially County Board members, understand the agency but will be considering other options on how to package the idea better.

The next meeting of the Board will be held at Oakside, a new combined halfway house. Directions to the facility will be included in the next Board packet.

II. PROGRAM ISSUES

1. Home Health Annual Report.

Mrs. Wroblewski, Home Health Nursing Supervisor, reviewed that section's 1985 Annual Report with the Board. A brief history, staffing patterns, and requirements of the program were provided. The Board asked that the agency review charges to see if the stated costs reflects the actual costs of the program. Currently are reviewed on an annual basis but the agency is considering analyzing the program's financial picture semiannually. In order to remain competitive, Mrs. Wroblewski indicated that it would be helpful for the agency to be able to offer a 24-hour on-call system to its clients. Admissions since the second half of 1985 have decreased. The program is self-sufficient and if the funding were not there to sustain the program, staffing would be adjusted according to the need. The Board accepted the report.

2. Report on the Status of the Supportive Home Care Program.

Mrs. Bablitch reported that the agency is ready to proceed with awarding a contract for the Supportive Home Care Program. The contract would be for a one-year period beginning January 1, 1987. The contractor will now assume the "employer" status and will be required to training, supervise, and administer the program under the general overall direction of the agency. Without the contract, Portage County would have to hire approximately 100 providers and assume the responsibility for training, liability, unemployment compensation, and all other benefits. Mr. Canales noted that almost as many clients will be served by the private contractor as had been served by the department. The agency will still continue to have a waiting list for services. The agency is unsure how having a private vendor provide supportive home care will affect the Home Health Program since some of that section's clients receive both services. The one-year timeframe for the contract will allow the agency to analyze the impact and make any adjustments. Board members were

2. Supportive Home Care (continued).

encouraged to ask questions. Of concern to the Board was the savings aspect of this move. They questioned how the 10-15 hour per week savings in social work time would be used when the program was provided by a private vendor. Mr. Canales and Mrs. Bablitch noted that the social work time would be transferred to another program area that was in need of additional social work time. This transfer, of course, was contingent upon the decisions made by the Ad Hoc and County Board and the internal priorities and budget of the department. After considerable discussion, the Board approved contracting for supportive home care for one year and during that time assess the program and its effect on home health services provided by the agency.

3. Report on Contracts for School Health Services.

Mrs. Bablitch and Mr. Nordstrom noted that with the exception of the Rosholt School District who is willing to pay \$2.00 per student, all other school districts are only willing to pay \$1.50 per student for the upcoming school year. With that in mind, the agency proposed that some services be cut and some be reduced to the school systems per the Board's instruction. Services to be terminated would be blood pressure screening for faculty and staff. Services to be reduced would be nursing office hours and scoliosis screening and follow-up. All other services would remain. If the Board accepted the plan as submitted, approximately 20 hours per week of nursing time would be freed up to be used elsewhere in the nursing programs -- in communicable disease control (CDC) and maternal and child health activities. Mr. Bohren of the Stevens Point School District attended the meeting and indicated that the school system recognizes that compromises will have to be made between the county and the school system. The school system realizes that since it is unwilling to pay \$3.00 request, services will be reduced to reflect the \$1.50 it is willing to pay. The Board discussed the service delivery plan in depth. It was pointed out that the agency's responsibility is not only to the children of the county but all county residents. However, the department is willing to use its own resources for school children at a subsidy of \$9.00 per student if the schools will pick up \$2.00 of the total \$11.00 cost. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to request a \$2.00 per student fee and include the services included in categories A and B of the service plan. All were in favor of the motion. Motion carried. Mrs. Bablitch and/or Mr. Nordstrom were requested to represent the department and Board at the next School Board's meeting on July 14th to discuss this matter with them.

4. Report on Income Maintenance Program Error Rates.

Agency staff were congratulated for its low error rate in administering the AFDC and Food Stamp programs.

5. Action to Adopt General Assistance Medical Policy.

The agency is requesting Board approval of an Emergency Medical Policy for the General Assistance Program. The department is recommending payment on a per diem basis. Individual assistance would be based on the proposed income/asset guidelines. The Board questioned the proposed payment method -- per diem versus discharge rate versus actual bill. The agency would like to have some consistent policy. Mr. Tierney felt that a consistent policy for the Board would be to pay the least expensive cost for care whether it be a per diem, flat rate, or actual cost of care. Other Board members concurred. A Motion was then made by Mr. Tierney and Seconded by Mr. Clark to approve hospital care costs on an individual basis but to consistently approve whichever cost is the least expensive and not to pay more than the Medical Assistance reimbursement rate. With the exception of Mrs. Lundquist who abstained, all were in favor of the motion. Motion carried. A Motion was made by Mr. Varney and Seconded by Mr. Iris to approve the rest of the policy as submitted. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Action to Approve Request for Leave of Absence.

The agency recommended approval of a six-month leave of absence request for the purpose of adopting a child. However, the Director recommended that the issue of use of sick leave toward the absence be left to the discretion of the Personnel Committee. The leave of absence will also necessitate the hiring of a limited-term employee. The replacement will only be hired for the amount of hours available from the unused salary of the present typist. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request for leave of absence and the LTE replacement as recommended by the Director. All were in favor of the motion. Motion carried.

2. Action to Increase Hours of Part-Time Typists.

The agency requested authorization to increase the hours of one part-time typist (instead of two originally noted in the memo dated July 3rd) during a maternity leave of absence. The total additional hours would be 46.5. Funding for this request are currently in the Business Section budget. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Clark and Seconded by Mr. Iris 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, JULY 29th, at 4:00 p.m. at Oakeside. Please note that this is a change in date and place.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
JULY 29, 1986

Present

Keith Iris  
Carole Holmes  
Dick Purcell  
Gordon Hanson  
Marge Lundquist  
Dennis Tierney  
John Holdridge  
Jim Clark

Excused

Paul Borham  
Dave Varney

Absent

Gene Szymkowiak

Others Present: Judy A. Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Jim Canales, Bill McCulley, and Dave Nordstrom, Coordinators; Bob Schmitz and Lauri Rockman, Supervisors; Anne Klesmith, staff member; Brian Shoup, Director of Community Alcohol and Drug Abuse Center; Jim Knapp, Facility Manager of Oakside; Bonnie Bressers of the Stevens Point Journal; and Kathleen Dunn from WSPT.

I. BOARD TRAINING

The Board Training for July focused on the Oakside Halfway House for chemical abusers. Oakside is a coed facility and part of the treatment complex offered by the Community Alcohol and Drug Abuse Center. Currently there are three women and seven men living in the facility. The average stay is between three and four months. Between 80% and 90% of the members are employed by the time they leave the facility. Board members were provided with a tour of the facility.

The meeting was called to order by Chairman Purcell at 4:35 p.m. in the lower level meeting room of Oakside Halfway House on Tuesday, July 29, 1986.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 8th Board Meeting.

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

2. Correspondence.

Prior to the meeting, a concerned citizen presented Mrs. Bablitch with a written concern about children living in her neighborhood. The written document was distributed to Board members. Mrs. Bablitch indicated that she would investigate the concern.

A combined regional meeting of the North Central and Central Regions of the Public Health Affiliate is planned for Monday, August 18th. An announcement was included in the Board packet. Anyone wishing to attend should contact Sue Rutta.

3. Director's Report.

The Wisconsin Council on Criminal Justice is finishing a study on youth services in the department. Carole Henry, a consultation with WCCJ, will be meeting next week with Mrs. Bablitch, Mr. McCulley, and Mr. Koepfel to discuss the report. The findings and recommendations will be shared with the Youth Aides Committee and the Board.

The Ad Hoc Committee's recommended priorities were accepted by the County Board. With these priorities in mind, the agency will be working on its 1987 budget.

4. Advisory Committee Report.

Dr. Holmes indicated that the Advisory Committee heard updates on all task forces and committees. The Committee also accepted a revision in the bylaws as it pertains to the chairperson and vice-chairperson roles. In addition, it heard and accepted the final task force report on child day care issues. Both the bylaw revision proposals and the task force report will be presented to the Board for consideration and action at its first meeting in August.

III. PROGRAM ISSUES

1. Reports on Community Option Program.

Jim Canales, Coordinator of Long-Term Services, presented the results of a COP Satisfaction Survey as well those of the Portage Project -- Cost and Individual Service Satisfaction (a comparison of community-based and nursing home care). The surveys show that it is less expensive to keep an elderly person in the community than to have them housed in a nursing home and that the majority of elderly would prefer living in the community than in such institutions (nursing homes). The COP participants indicated a very high degree of satisfaction with the COP services they are receiving. There are between 60-80 persons currently being served by the COP program. The COP program continues to have a waiting list and Mr. Canales projects that the waiting list will continue into 1987.

2. Update on Poverty Task Force.

Mrs. Rockman reported that the Poverty Task Force still continues to work on solutions to the problem of the working uninsured in Portage County. The task force is studying the feasibility of applying for state funds allocated by the state Legislature for pilot projects for the uninsured. The project, however, would only be for the city of Stevens Point and not for Portage County as a whole. The task force will be meeting with the Mayor to see if Stevens Point would be interested in such a project before any additional work is done for this project request. Mrs. Rockman was thanked for her update.

### III. PROGRAM ISSUES

#### 3. Discussion and Action to Accept School Health Contracts.

Mrs. Bablitch reported on the progress made for the school health contracts. She noted that Rosholt and the Catholic School Systems would be willing to pay \$2.00 per student for a one-year contract. However, the Stevens Point, Almond and Tomorrow River School Districts want a three-year contract with a guaranteed rate of \$2.00 per student for the life of that contract. Mrs. Bablitch indicated that the agency has never entered into a guaranteed three-year contract and if the agency made an exception now, it could have ramifications in other areas of the department's finances. The Board discussed streamlining services as well as deleting services. The \$2.00 per child charge, it was again noted, only covers a part of the \$11.00 total charge per child. Mr. Hanson pointed out that the county is being faced with a heavy financial burden in 1987 and that the agency must consider all its obligations to county residents. After considerable discussion, a Motion was made by Mr. Hanson and Seconded by Mr. Iris to offer the School Boards a one-year contract at \$2.00 per student for services that can be provided at that rate. With the exception of Mr. Clark who abstain from voting, all other members were in favor of the motion. Motion carried.

#### 4. Approval to Recommend Employee Attend Out-of-State Conference.

The Director recommended approval for the Water Quality Specialist to attend a conference in Omaha, Nebraska on August 10th - 12th. Funding would come from the Water Quality Management Plan monies and the Specialist's own resources. The Finance Committee has already approved the request contingent upon this Board's approval. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

#### 5. Discussion and Endorsement of a Women Offender's Halfway House Project.

Mike Houlihan, Director of Portage House, gave the Board an update on a women offender's halfway house project. Mr. Houlihan noted that the state has reauthorized funding for such projects and has indicated an interest in the Central Wisconsin (Wood, Marathon, and Portage counties) area. Portage was the only county to submit a proposal for the project. Mr. Houlihan reviewed the pros and cons of such a project. He then asked the Board endorsement for the project and noted that if endorsed he would be referring the matter to the Finance, Personal, and County Board for approval. He stressed that this halfway house, like Portage House, would be totally self-sufficient and would provide about four jobs. The Board considered the endorsement. A Motion was then made by Mr. Iris and Seconded by Mr. Holdridge to endorse pursuing development of a women's halfway house program in Portage County. All were in favor of the motion. Motion carried.

#### IV. FISCAL ISSUES

##### 1. Year-to-Date Financial Report.

The Year-to-Date Financial Report was reviewed by the Board. The agency is \$150,000 underbudget and should be able to absorb the anticipated \$55,000 in state revenue shortfall. A Motion was made by Mr. Hanson and Seconded by Mrs. Lundquist to approve the report as submitted. All were in favor of the motion. Motion carried.

##### 2. Approval of Vouchers.

On page 5 of the voucher listing, it was noted that the payment of \$250 to the Wellness Commission has been deleted. The agency will not reimburse the Wellness Commission until information is received on its operating status. A Motion was made by Mr. Hanson and Seconded by Mr. Holdridge to approve the voucher listing as amended. All were in favor of the motion. Motion carried.

#### V. PERSONNEL ISSUES

##### 1. Action to Approve Maternity Leave Requests.

The Director recommended approval of two maternity leave requests in the amount of ten weeks each. The leaves would be for Mrs. Kelk and Mrs. Kluck. The agency will not be seeking limited-term replacements. A Motion was made by Mr. Hanson and Seconded by Dr. Holmes to approve the requests as submitted. All were in favor of the motion. Motion carried.

##### 2. Action to Hire Limited-Term Employee in Environmental Health Section.

The Director recommended approval of a LTE for 15 hours per week until the end of year in the Environmental Health Section. The funds are currently within that Section budget. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried. The Board requested that the position be filled with a General Assistance person if possible.

##### 3. Other Issue.

Mrs. Bablitch indicated that the agency would not be requesting any new positions this year. There is a problem in that the General Assistance Assistant has already been approved for two six-month extensions. According to union contract, the position must become a union position or be terminated. The Director, Personnel Manager and Union are working together to see if the position can still be limited-term until the department is able to determine the need and finances to cover this position.

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 6:05 p.m.

The next meeting is scheduled for Tuesday, August 12th, at 4:00 p.m. in Conference Room 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
AUGUST 12, 1986

Present

Keith Iris  
Dave Varney  
Gordon Hanson  
John Holdridge  
Gene Szymkowiak  
Dick Purcell  
Dennis Tierney

Excused

Paul Borham  
Carole Holmes  
Jim Clark  
Marge Lundquist

Others Present: Judy A. Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Dave Nordstrom, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lauri Rockman, I.M. Supervisor; Joni Smith, EAP Coordinator; Cindy Schmitz, Public Health Nursing Supervisor; Priscilla Johnson, Advisory Committee member; Pam Whipple and Paulette Ostrowski, providers of day care services; and Bonnie Bressers of the Stevens Point Journal.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, August 12th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the July 29, 1986 Meeting.

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

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

Mrs. Bablitch noted that a small task force will be set up to discuss funding ideas for the department.

The Goal Committee will begin its work shortly. In the past, Scott Schultz had been the Board's representative and Carole Holmes had represented the Advisory Committee on this committee. Mrs. Bablitch recommended that Dr. Holmes represent both the Board and the Advisory Committee. The Board concurred with the request.

Mr. Iris noted that the city is investigating a new telephone provider for long-distance calls. He felt that the department might benefit for this changeover also. Mrs. Bablitch noted that the agency would look into this option.

## II. PROGRAM ISSUES

### 1. Program Statistical Report (Second Quarter, 1986).

Coordinators briefly reviewed their division reports.

Mr. Nordstrom - Health Services - introduced Cindy Schmitz to the Board. Cindy is the new Public Health Nursing Supervisor. Cindy was welcomed to the agency. Mr. Nordstrom also noted that three people have tested positive for the AIDS virus. He also highlighted the problems in obtaining CDC (communicable disease control) data from the state epidemiologist. Mr. Hanson commended Mr. Nordstrom for the professional presentation Dave had given to the Kiwanis Club members.

Mr. Kurtenbach - Shared Services - noted that intake is up slightly and that there no longer is a waiting list for home and financial management services. There has also been an increase in the need for volunteer services. Daryl also noted that the agency will be out of child day care dollars by the end of September.

Bill McCulley - Restorate Care -- indicated that the consultant's report on juvenile services will be finalized within the next couple weeks. The agency is working on ways in extend the General Assistance caseworker position. The department is in the process of concluding child psychologist interviews and will be selecting a candidate shortly.

Mr. Canales - Long-Term Support - shared plans to establish a four-bed group home for developmentally disabled in the county. The project would not require any county funds and the home would be operated by New Concepts.

### 2. Report of Child Day Care Task Force.

Mrs. Priscilla Johnson, chairperson of the Child Day Care Task Force, presented that committee's recommendations on the issue of child day care. Each issue and recommendations were addressed by Mrs. Johnson. In addition, Mrs. Whipple and Mrs. Ostrowski, day care providers, also joined in the conversation. Mr. Hanson suggested that the day care funds be looked at as a loan versus a grant therefore requiring repayment at some point in time. Mr. Tierney questioned the 20% no-show rate payment and felt that perhaps this was too liberal. At the end of the presentation, Mrs. Johnson requested Board action on the proposals. The matter was discussed. Most Board members felt that they needed additional time to digest the document. A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Varney to Table action on the proposals and to bring the matter back at the next available meeting. All were in favor of the motion. Motion carried. It was also requested that when the issues is again discussed that providers, users and other counties be invited to participate in the discussion.

### 3. Action to Change Advisory Committee Bylaws.

The Advisory Committee is recommending that (1) the chairperson position be for a two-year term; (2) that the vice-chairperson term remain as one year and that the vice-chairperson not necessary become the chairperson; (3) that members serving on task forces or special committees which pay a per diem be elected to that position rather than appointed by the Advisory Committee chairperson. The Board discussed

the recommendations. Mr. Szymkowiak expressed his thoughts that the advisory position be a three-year position as are all the other citizen member positions on the Board. He also questioned whether any other committee such as the Committee on Committees would have to approve a term other than three years. A Motion was made by Mr. Varney and Seconded by Mr. Hanson to approve the revisions to the bylaws as proposed. With the exception of Mr. Szymkowiak, all other members were in favor of the motion. Motion carried.

4. Report on Group Home Development for Developmentally Disabled Population.

Mr. Canales reported on efforts to develop a group home for the developmentally disabled population. He hopes that a four-bed group home can be operational by March or April of 1987. The cost for this project would come from COP, CIP, and SSI funding and would not involve county dollars. Because of the severity of the individual's handicaps, a 1:4 staff to client ratio is anticipated. New Concepts would operate the home for the agency.

III. FISCAL ISSUES

1. Action to Set Dates to Adopt 1986 Budget.

The Director recommended that the Board consider the department's budget on October 14th and 15th. A Motion was made by Mr. Purcell and Seconded by Mr. Hanson to approve the dates as submitted. All were in favor of the motion. Motion carried.

2. Action to Implement Plan to Increase User Fees for Services.

The Director recommended approval to initiate an across-the board minimum fee of up to \$25.00 per month for human service programs regardless of the individual's ability to pay. This user fee would not impact on health services because they are not governed by the State Administrative Fee Code. As in the past, no person would be turned down for services if they could not afford to pay the full or partial amount of care. A Motion was made by Mr. Tierney and Seconded by Mr. Iris to approve the user fee as submitted. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

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

IV. FISCAL ISSUES

1. Action to Approve Limited-Term Employees for Energy Assistance Program.

The Director requested approval to hire three LTE's in the Energy Assistance Program. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the request 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 next meeting is scheduled for Tuesday, August 26, 1986, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m.

The meeting was adjourned at 5:35 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
AUGUST 26, 1986

Present

Gordon Hanson  
Paul Borham  
Dave Varney  
Jim Clark  
Dick Purcell  
Marge Lundquist  
John Holdridge  
Carole Holmes

Excused

Gene Szymkowiak  
Keith Iris  
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Bob Schmitz, Lauri Rockman, and Sherin Bowen, Supervisors; Dave Nordstrom, Coordinator; Terri Timmers of the Northern Regional Health Office; Mary Pat O'Keefe and Karen Hassler representing the United Way; Pam Whipple, a day care provider; Mary Boushley, and Jo Ellen Seiser, department line staff; Don Herrmann and Priscilla Johnson of the Advisory Committee; Mary Ann Krueger, concerned citizen; Dave Edie, Child Development/Day Care Coordinator for the state; Bonnie Bressers of the Stevens Point Journal; and a representative from WSPT.

I. BOARD TRAINING

The Board Training this month focused on two programs. Sherin Bowen presented a status report on the General Assistance Program and Bill McCulley provided the Board with some information on the Operating While Intoxicated (OWI) program.

Sherin noted that the G.A. program is a program of last resort and only for temporary assistance. Currently there are about 65-70 people receiving services through the program. Of that number about 1/3 are female and 2/3 are males. Education levels range from third grade to Master's prepared. Some case situations were shared with the Board.

Mr. McCulley briefly reviewed the changes in the OWI laws with the Board. He noted that the first OWI law was Chapter 193 and was effective in June, 1977. It has been found that most accidents are alcohol-related. The OWI laws became more stringent under Chapter 20 which went into effect in 1981. Mr. McCulley took the Board through a step-by-step process for someone found to be driving while intoxicated. He noted that the first OWI offense today will cost the individual about \$1,500. The costs escalate with each offense.

Both Mrs. Bowen and Mr. McCulley were thanked for their presentation.

The meeting was then called to order by Chairman Purcell at 5:00 p.m. on Tuesday, August 26, 1986, in Conference Rooms 1-2 of the Gilfry Center.

## II. MINUTES, REPORTS, COMMENTS

### 1. Approval of the Minutes of the August 12, 1986 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.

Mr. Purcell indicated that he had received a copy of a letter addressed to Mr. Steinke from the North Central Area Health Planning Association. The agency is requesting a contribution in the amount of \$6,754 (11¢ per capita). This request will be considered at budget time and a recommendation will be forwarded to the Finance Committee.

### 3. Director's Report.

Mrs. Bablitch indicated that management has begun working on the 1987 budget. The agency is looking for final directions from the Finance Committee around September 8th. In addition, Mrs. Bablitch noted that the agency will be receiving about \$45,000 in additional Youth Aids revenue from the state for this year. It will also be receiving about \$65,000 for innovative programming in the Youth Aids area for the second half of 1986 and the first half of 1987. The agency will be reviewing and analyzing recommendations from the Wisconsin Council on Criminal Justice on the juvenile services provided by the agency and will be discussing them with Board and Youth Aids Committee. The department will be doing an equipment audit shortly and might be looking at purchasing equipment such as computers to improve agency efficiency. The filing system is also under review. Mrs. Bablitch is considering whether or not it would be more advantageous to have the department's office hours the same as the County-City Building. Currently, the agency is open from 7:30 - 5:00 p.m. County hours are 7:30 - 4:30 p.m. If a change was enacted, it would not have any effect on the amount of time services are provided to the client. After an analysis has been completed, Mrs. Bablitch will bring a recommendation to the Board for its approval. Finally, Mrs. Bablitch noted that the Environmental Health Section is using a General Assistance client instead of an LTE in its water sampling program. A Motion was made by Mr. Purcell and Seconded by Mr. Borham to accept the report. All were in favor of the motion. Motion carried.

### 4. Advisory Committee Report.

Dr. Holmes reported that the August Advisory Committee centered on a Poverty Task Force update, discussion about child day care issues, and her update to the Committee on Board action.

### 5. Citizen's Concerns.

This agenda item will become a standard item at all future meetings thereby giving citizens a chance to appear before the Board to voice their concerns.

Mary Ann Krueger appeared before the Board to express her concerns about the department's lack of attention to the issue of environmental health. Mrs. Krueger felt that county government is not acting as effectively as it should in such issues as pesticide use/abuse and nitrate concentrations. She also felt that the department is not doing an adequate job about publicizing the harmful effects of pesticides and nitrates and is not informing the general public about their rights if sprayed or otherwise harmed in this area. She felt that the Groundwater Council's request for a \$90,000 grant should focus on investigating the toxins in air and not only toxins in the groundwater. She felt that a new committee without county employees should be initiated. She thought that only victims and people with expertise in environmental health matters should be on the committee. Mrs. Krueger volunteered to be on the committee because of her considerable experience. She felt that the Health Coordinator was not willing to listen to her or other citizen complaints. Mrs. Krueger felt that standards found in California and Texas should be used in Wisconsin for reporting pesticide concerns. Since the Environmental Study Committee is a subgroup of the Advisory Committee, Mr. Purcell requested that they investigate what can be done in this area.

### III. PROGRAM ISSUES

#### 1. Report Regarding Community Human Services Budget Coordination with United Way.

Mary Pat O'Keefe and Karen Hassler of the United Way provided the Board with an update on that agency's anticipated 1986 allocations. The United Way is shooting for a 7% increase in donations over the 1985 level. They noted that this year, Meals on Wheels and Community Industries will be receiving the largest allocations. Mary Pat also noted that the Portage County United Way received in excess of \$23,000 in FEMA monies and was able to assist the poor and needy in Portage County. These funds were given to several agencies in Portage County including Community Human Services to use as needed. Ms. O'Keefe noted that the department and United Way have been working very closely in an effort to avoid duplication of service dollars and to provide the best service availability in the county.

#### 2. Action to Approve Day Care Task Force Recommendations.

The Board considered the recommendations submitted by the Day Care Task Force. Mr. Dave Edie, state Child Development/Day Care Coordinator, was available to answer the concerns of the Board. It was noted that the agency will run out of general child day care funds on September 8th. The Board considered the issue of how to fund child day care needs in the future. A Motion was made by Mr. Hanson and Seconded by Mr. Holdridge to continue the current funding method. All were in favor of the motion. Motion carried. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Borham to approve all the other recommendations as submitted. All were in favor of the motion. Motion carried. The Task Force members were thanked for their hard work in investigating this area.

IV. FISCAL ISSUES

1. Approval of Vouchers.

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

The next meeting is scheduled for Tuesday, September 9th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 9, 1986

Present

Gordon Hanson  
Paul Borham  
Keith Iris  
Dave Varney  
Carole Holmes  
Dick Purcell  
Jim Clark  
Gene Szymkowiak  
John Holdridge

Excused

Marge Lundquist  
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Jim Canales, and Bill McCulley, Coordinators; Jay Cleve, Supervisor; George Snyder representing the Community Health Council.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, September 9, 1986, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the August 26, 1986 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.

Mr. Purcell read a letter from Lori Weber, an LTE in the Environmental Health Section, regarding the Board's decision to use a General Assistance recipient as a Sanitarian Aide. The Board asked the Director to respond to Ms. Weber's letter.

3. Director's Report.

There will be a Wisconsin Public Health Affiliate meeting on Tuesday, September 23rd. Anyone wishing to attend should contact Sue Rutta.

The next Board meeting was to be held on September 23rd. However, the Wisconsin County Board's Annual Meeting will be held during that time. Mrs. Bablitch felt that a second meeting in September was necessary to discuss some pressing agenda items. She suggested that the Board hold its meeting on Tuesday, September 30th, at 4:00 p.m. The Board concurred with that request.

The department continues to work on its 1987 budget. Projected decreases still have not been finalized and range from \$130,000 to \$215,000. The Director hopes to have some tentative figures at the next Board meeting.

4. Citizen Concerns.

There were no citizens present to voice their concerns. The Board indicated that this part of the agenda will just be to hear the concerns of any community member but not necessarily to act immediately on the concerns.

II. PROGRAM ISSUES

1. Action to Endorse Request for Funding of Community Health Council.

George Snyder, Executive Director of the Community Health Council, appeared before to Board to request a 1987 allocation from Portage County of \$6,754.00. Mr. Snyder indicated that the Council's budget will decrease by 45% -- from \$186,000 in 1986 to \$102,000 in 1987. It has been necessary to decrease staff because of the drop in federal dollars as a result of Gramm-Rudman. Presently two staff persons remain. Mr. Snyder distributed information on the Council's activities over the past year. Questions were answered by Mr. Snyder. A Motion was made by Mr. Varney and Seconded by Mr. Clark to recommend to the Finance Committee supporting the Community Health Council for 1987 in the amount of \$1,650. This would represent a 45% reduction from the \$3,000 amount recommended to the County Board last year. All were in favor of the motion. Motion carried. Mr. Snyder was thanked for his presentation.

2. Action to Endorse Extension of Foster Home Placement in Portage County.

The Director was recommending approval for a one-year extension of an out-of-county foster care placement. The matter was discussed. Board members expressed their concern that the child would soon be reaching 18 years of age and if living in Portage County would become its resident and responsibility. The Board felt that Waupaca County would have to start making arrangements for this child's care in its own county. A Motion was made by Mr. Varney and Seconded by Mr. Iris to approve a six-month extension. All were in favor of the motion. Motion carried. The Board directed the Director to schedule this item on its agenda within six months for further discussion.

III. FISCAL ISSUES

1. Year-to-Date Financial Report.

Currently the department is underbudget by about \$98,000. However, it appears more likely that by the end of the year that amount will be reduced to about \$50,000.

2. Approval of Vouchers.

The vouchers were reviewed by the Board. A Motion was then made by Mr. Iris and Seconded Mr. Borham to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Two Maternity Leave Requests and LTE Request.

The Director recommended approval of two 10-week maternity leaves for a receptionist and a nurse. A Motion was made by Mr. Hanson and Seconded by Mr. Borham to approve the requests as submitted. All were in favor of the motion. Motion carried. The agency requested permission to hire a limited-term employee to fill the receptionist vacancy. The matter was discussed. A Motion was made by Mr. Hanson and Seconded by Mr. Borham to fill the vacancy with a General Assistance recipient. Only if a G.A. person was not available could the agency fill the vacancy with an LTE. All were in favor of the motion. Motion carried.

2. Report on Staffing Pattern in Psychological Services Section.

Dr. Cleve gave an update to the Board on the staffing pattern in the Psychological Services Section. He indicated that by October, the agency will have three child psychologists on board and the section will have a full complement of staff. In addition, the agency has two interns who started working in September. Mr. Cleve noted that the agency is somewhat weak in the adult psychology area.

V. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

2. Vote to Return to Open Session.

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

No official action was taken on items discussed in Executive Session.

VI. ADJOURNMENT

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

The next meeting is rescheduled to Tuesday, September 30th, in Conference Rooms 1-2 of the Gilfry Center.

Remember, there is no meeting for Tuesday, September 23rd.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
September 30, 1986

Present

Paul Borham  
Gordon Hanson  
Dave Varney  
Dick Purcell  
Dennis Tierney  
Carole Holmes  
Marge Lundquist  
Jim Clark  
John Holdridge

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Daryl Kurtenbach, Bill McCulley, Coordinators; Lauri Rockman, Financial Services Supervisor; Ramona Wroblewski, Home Health Supervisor; Sherin Bowen, General Assistance Manager; Larry Kinyon, Forward Electronics; Carol Henry, Wisconsin Council on Criminal Justice Staff Member; and Bonnie Bressers, Stevens Point Daily Journal.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, September 30, 1986, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the September 9, 1986 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.

Mr. Purcell received several inquires on the overspray issue. The staff is reviewing procedures.

3. Director's Report.

Mrs. Bablitch reported the final agency deficit for 1986 will be approximately \$25,000 but the Department could receive some unanticipated revenues yet. The 1986 Budget will be closely monitored to see if more corrective action is needed.

Mrs. Bablitch distributed the latest plan for large departments which was received by the Finance Committee for 1987 Budget Guidelines. \$106,000 still must be cut from the Department's 1987 Budget, however, with Health Insurance reductions at \$53,000, the tentative decrease is projected at \$50,000.

The Director has also met with OPEIU union stewards and representatives to see what other possible alternatives could be taken.

The Foster Parent Banquet was held. Dennis Ellensrath was the guest speaker. Foster parents really enjoyed Dennis's presentation on Stress Management.

A Goal Setting Training Session will be held in October. Staff, the Advisory Committee and Board Members are invited to attend. A date will be finalized soon.

A small short-term task force to study creative fundraising ideas for the department will be initiated by the Advisory Committee.

4. Advisory Committee Report.

A brief report was presented to the Board by Carole Holmes. The Advisory Committee will become involved in prevention efforts, and a task force will be set up to study fundraising ideas. The Poverty Task Force committee will be reviewing the medical area of the survey which was sent to all doctors and dentists in the area.

5. Citizen Concerns.

There were no citizens present to voice their concerns. The Board Chairman indicated that this part of the agenda will be to hear the concerns of any community member but not necessarily to act immediately on the concerns.

II. PROGRAM ISSUES

1. Report on Agency's Telephone System.

Larry Kinyon, a representative from Forward Electronics gave a detailed report on the phone system and the problems we have had over the last six months. He recommended when the Business Manager is not in Diane Kaminski, telephone operator will receive complaints. A log will be kept on the problems and when repairs are made. The technicians will initial to ensure the problems have been resolved. Larry will check with Shorty Wollock, Maintenance Technician, to get the generator tested by Public Service. The technicians will give staff at least 15 minutes notice when the phone system needs to go down for repairs with pages every 5 minutes till down. He assured the Board that the equipment we have is not obsolete and he will be paying close attention to this problem. The Board thanked Mr. Kinyon for his update on the phone system and requested he return in three months.

2. Action to Change Agency's Office Hours.

A Motion was made by Mr. Hanson and Seconded by Mr. Varney to change the agency's office hours to 7:30 am - 4:30 pm with the same Tuesday evening schedule for the mental health clinic. All were in favor of the motion. Motion carried. This will be referred to the Personnel Committee. The Board directed the Director to schedule this item on its agenda in six months for an evaluation of the change.

3. Report on Conclusions of Delinquency Services Study by Wisconsin Council on Criminal Justice.

Carol Henry, Wisconsin Council on Criminal Justice staff member, highlighted her recommendations: develop written juvenile Court Intake policies; develop written agency policies on Intake, Service Planning and Delivery, Restitution and Placement; develop a division of intake and dispositional responsibilities; add an additional Juvenile Court worker to reduce the caseload to a reasonable level; implement an intensive in-home services program for more serious offenders, i.e. a variety of programs targeted to the juvenile and the family which are provided in the home; upgrade restitution services to include skills development (work & career); establish a task force to integrate services; address AODA problems through coordination with the Community AODA Center including parental dependency; see that summer employment needs are met; and establish an ongoing process of needs. The Board thanked Ms. Henry for her report.

4. Action to Endorse Use of Additional Youth Aids Allocation.

Bill McCulley, Coordinator-Restorative Care reported that we received an additional \$46,613 to use this year toward the overage in the Foster Care costs and the Work/Restitution Program. We will also receive a state grant of \$70,000, which will allow us to strengthen our community based treatment network. In 1986, \$14,000 will be used in the Intensive In-Home Services Program and \$6,000 in the Treatment Foster Care Program through Children's Service Society of Wausau. In 1987, \$36,000 will be used in the Intensive In-Home Services Program, \$14,000 in the Treatment Foster Care Program which is a total of \$50,000. We will also strengthen our Restitution/Work Services program through CESA, our Home Detention Program through CAP services and our Prevention Services which include nurturing and STEP programs. A Motion was made by Marge Lundquist and Seconded by Mr. Borham to endorse the use of funds as reported. All were in favor of the motion. Motion carried. The Board thanked Mr. McCulley for his report.

5. Report on Effect of Changes in Medicare Regulations on Home Health Care Program.

Ramona Wroblewski, Supervisor Home Health, reported the issues facing our Home Health Care program. Home care payments will decrease by 1% because of the Gramm Rudman Bill. Referrals are down. Medical claim denials by the Medicare Review Board have increased due to inconsistent interpretation of guidelines. Reimbursement sources are becoming less available yet clients still have serious needs for skilled nursing care. Changes in admissions, claims processing and billing have taken place internally. Since placement on the Medicare non-favorable waiver list (a standard of 2.5% in claim denials) a second quarter cost report showed that costs were up 3.6%. Therefore, on October 1, 1986 we are recommending a fee increase for RN Services to \$55.00 and for Aide Services to \$30.00. For monitoring visits, we recommend a charge of \$15.00. Fees would be subject to the sliding fee scale in appropriate

situations. A Motion was made by Mr. Purcell and Seconded by Mr. Clark to approve the report and rates as discussed. All were in favor of the motion. Motion carried. Board member Holdridge suggested letters be sent to state and federal legislators regarding this issue.

6. Report on Status of 1986 General Assistance Revenues.

Lauri Rockman, Supervisor Financial Services, reported the program will spend about \$1,000 less than the \$219,000 that was budgeted. However, there will be \$25,000 in lost revenues due to the reduction in the State's budget repair bill. Additionally, the amount of revenues that can be recouped from other governmental units will fall short of projections. Most of the chargebacks in the past resulted from Emergency Medical cases. Policies have been more strict which has resulted in a decrease in the number of cases approved and the revenue projected. Food and housing benefits will also decrease to help contain costs. This is the first year the county had a countywide general assistance program which made expense and revenue projections difficult. Prior to this year each town/village administered its own program with little uniformity.

III. FISCAL ISSUES

1. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Action to Approve Maternity Leave Request and LTE Replacement.

The Director recommended approval of a 10-week maternity leave for a terminal operator and a limited-term employee to fill the terminal operator vacancy. A Motion was made by Mr. Holdridge and Seconded by Ms. Lundquist to approve the requests as submitted. All were in favor of the motion. Motion carried.

2. The Director recommended approval of the extension of the Commodity Distribution Program Coordinator LTE position from October 11, 1986 through October 10, 1987. A Motion was made by Mr. Holdridge and Seconded by Ms. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

V. 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. A roll call vote was taken. All were in favor of the motion. Motion carried.

2. Vote to Return to Open Session.

A Motion was made by Mr. Hanson and Seconded by Ms. Lundquist to return to Open Session. Roll call vote was taken. All were in favor of the motion. Motion carried. Mrs. Bablitch was thanked for her presentation of staffing issues as they relate to projected budget deficits. No action was taken.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, October 14, 1986, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Pam Helgemo, Administrative Assistant

prh/0327P

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
OCTOBER 14, 1986

Present

Paul Borham  
Gene Szymkowiak  
Gordon Hanson  
Dave Varney  
Marge Lundquist  
Dennis Tierney  
Dick Purcell  
Dave Eckholm  
Carole Holmes  
Jim Clark  
John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Bill McCulley, Jim Canales, Daryl Kurtenbach, and Dave Nordstrom, Coordinators; Cindy Schmitz, Ramona Wroblewski, Lauri Rockman, Bob Schmitz, Jerry Koeppel and Steve Tuszka, Supervisors; Brian Shoup of the Community Alcohol and Drug Abuse Center; Paul Rice of Community Industries; Ms. Sarah Clanton of the Mental Health Association; Karl Pnazek of CAP; Mary Pat O'Keefe and Dick Jones of the Association of Retarded Citizens; Mike Houlihan of Portage House; Bonnie Bressers of the Stevens Point Journal; representative from WSPT.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, October 14th, in Conference Rooms 1-2. Mr. Purcell welcomed new Board member, Mr. David Eckholm.

I. REVIEW OF THE 1987 COMMUNITY HUMAN SERVICES DEPARTMENT BUDGET

1. Overview of 1987 Budget.

Mrs. Bablitch presented a broad overview of the 1987 budget proposal. She noted that the agency has been asked by the Finance Committee to decrease its 1987 request by \$143,000 from its 1986 County Share. In addition, the agency must pick up the 1987 personnel costs. In an effort to meet this request, the agency has cut mental health inpatient days, focused on a countywide juvenile system, raised fees and initiated a minimal fee for all services regardless of the ability to pay. It was noted, however, that if an individual cannot pay for services, services will be provided free of charge. The budget also reflects the deletion of a Crisis Worker position (full-time), 20 hours of Home Health Nursing time; and 10 hours of Home Health Aide time. The agency must reduce its budget by \$51,287 more in order to meet the county's mandate. This, in essence, will mean laying off about three positions if other solutions cannot be found. The Board then reviewed each Division's budget.

2. Administration Budget.

Mrs. Bablitch indicated that this budget reflects costs for two individuals and some miscellaneous costs which include the Staff Development line item. Approximately \$2,000 has been deducted from the Staff Development line item to come up with a budget reflecting a 0.46% increase. There were no concerns with the budget.

3. Division of Business Services Budget.

Mrs. Kluck said that the budget has 19 staff and other agency operating costs such as photocopying, telephone, and liability insurance in it. The 1987 request represents a 1.7% increase from 1986. It was noted that the Telephone line item is decreased because the department now owns its own equipment. If additional cuts are needed, it was noted that Postage and Photocopying line items should be kept in mind. There were no other concerns or suggestions for this budget.

4. Division of Shared Services Budget.

Mr. Kurtenbach stated that his division's budget is down by 0.93% from 1986. This decrease reflects the loss of the Crisis Intervention Worker (full-time). However, since the position had been fully funded, there is no financial savings to the county in this area. The Shared Services budget reflects a 50% decrease in funding for First Call for Help. It was felt that since the United Way will only be funding \$4,500 in 1987, the agency (who is only one of many using the service) will provide a matching amount. In addition, the agency has totally eliminated its support to the Wellness Commission. Last year's request was \$1,000. Some members questioned the advisability of eliminating support to these two agencies. These line items may be reviewed again if funding can be found within the agency budget.

5. Division of Health Services Budget.

The total Health Division budget is up 2.65% over 1986. In addition, Mr. Nordstrom noted that he will need to request an additional \$1,664 in Medical Supplies which had been omitted from his original request. On the whole, expenses within the Division are up 3.3% and revenues have increased 3.6%. A fact sheet was distributed to the members to capsulize the 1987 budget. The philosophy of charging for public health services was briefly discussed. The budget reflects 20 hours per week less of Home Health Nursing time as well as 10 hours per week of Aide time.

6. Division of Restorative Care Budget.

Mr. McCulley reported that the Division budget is down 3.31%. Board members were asked to add to the explanation on page RC89 the notation Community Residential Inpatient Alternative-\$9,000. The \$9,000 had been included in the total but not in the explanation. It was noted that the agency will be trying to do more intensive inhome care for juveniles next year. In addition, Portage House's state revenues will not reflect 100% of the program's cost but project income will be used to offset the deficit. Portage House will again be 100% self-sufficient.

At 6:00 p.m. the Board recessed until the next day, Wednesday, October 15th, at 4:00 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
OCTOBER 15, 1986

Present

Gordon Hanson  
Gene Szymkowiak  
Dick Purcell  
Carole Holmes  
Paul Borham  
Dave Varney  
David Eckholm  
John Holdridge  
Marge Lundquist  
Dennis Tierney

Excused

Jim Clark

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Bill McCulley, Jim Canales, and Dave Nordstrom, Coordinators; Steve Tuszka, Lauri Rockman, and Ramona Wroblewski, Supervisors; Dick Jones and Mary Pat O'Keefe representing Association of Retarded Citizens (ARC); Bonnie Bressers of the Stevens Point Journal; Paul Rice of Community Industries; and a representative from WSPT.

The meeting was reconvened at 4:00 p.m. on Wednesday, October 15th, in Conference Rooms 1-2 by Chairman Purcell.

Before the budget process commenced, Mrs. Bablitch noted that the agency had received word that Retirement costs were reduced by the state. The agency had been instructed to include a 12.4% retirement cost in its budget; however, word has been received that this cost will only be 12%. The agency has a projected savings of \$8,719. To recap the budget so far: \$51,287 was needed; \$8,719 can be decreased through retirement reductions; \$1,664 must be added for Health medical supply. Therefore, the agency needs to reduce its 1987 request by \$44,232.

7. Division of Long-Term Support Budget.

The Long-Term Support Budget reflects a 2.68% decrease from 1986. Mr. Canales reflected that the agency will capture the maximum amount allowable for COP Administrative funds which will mean a decrease in service dollars for that program. The developmentally disabled population who receive bookkeeping, homemaker, and counseling services will be charged a maximum fee of \$25 for these case management services. Mary Pat O'Keefe and Dick Jones (ARC) questioned the board nature of case management services and wanted specifics laid out. In addition, they questioned the consequences if a person were unable to pay the total fee. It was also noted that many of the contract agencies did not receive the total amount requested of the agency.

II. ACTION ON 1987 BUDGET

The Board members then discussed ways to meet the \$44,232 shortfall. Considerations included leaving the budget without further decreases; cutting contract agencies even further to reflect a 11% decrease in their 1987 requests; laying off

staff; and increasing revenues. All but the last suggestion were discarded. Possible sources of additional unanticipated revenues were discussed. It was mentioned that the newly elected district attorney ran a campaign based on promises of more aggressive collections of fraud investigation which should increase department revenues. Also, Youth Aids revenues from the state could be higher than projected. There is also a very slim chance that the department could receive additional general assistance reimbursement from the state. With this in mind, the Board suggested that layoffs would be too premature. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to submit a balanced budget to the Finance Committee with the agency showing increased revenue projections to offset the discussed deficit. All were in favor of the motion. Motion carried. The agency will monitor the budget throughout 1987 even more closely than it has in the past and if revenue projections fall short or if expenses increase, an alternate plan will be devised to balance the budget.

### III. APPROVAL OF MINUTES OF SEPTEMBER 30, 1986 BUDGET

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

### IV. APPROVAL OF VOUCHERS

A Motion was made by Mr. Tierney 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 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 5:10 p.m.

The next meeting is scheduled for Tuesday, October 28th, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
OCTOBER 28, 1986

Present

Paul Borham  
Gordon Hanson  
Carole Holmes  
Dave Varney  
Dick Purcell  
Marge Lundquist  
Dennis Tierney  
Gene Szymkowiak  
David Eckholm  
John Holdridge  
Jim Clark

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Daryl Kurtenbach, and Dave Nordstrom, Coordinators; Bob Schmitz and Lauri Rockman, Supervisors; Sherin Bowen, General Assistance Manager; JoEllen Seiser, staff; Bonnie Bressers of the Stevens Point Journal; and Colleen Colloton of WSPT.

I. BOARD TRAINING

Mr. Schmitz, Environmental Health Supervisor, highlighted some changes and requirements of the proposed NR113 which allows land application of private sewage. Information was distributed to the members. Information distributed also indicated that the DNR is planning to promulgate a state rule (NR 145) to allow counties to regulate private well location, construction, and pump installation. Attempts will also be made to initiate a numbering system for all private wells and later to digitize the information. These proposed rules will be sent to the Legislature for action in March or April of 1987 and should become effective July 1, 1987.

The meeting was called to order by Chairman Purcell at 4:30 p.m. on Tuesday, October 28, 1986, in Conference Room 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of October 14th and 15th, 1986.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Eckholm 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 noted that the Human Services Directors and Board Members Meeting will be held in Stevens Point on December 3rd through the 5th. Judy has been asked to put together a "goodie" bag for the anticipated 300 participants. She asked for suggestions on where to obtain such promotional material. More information about the meeting will be forthcoming.

4. Advisory Committee Report.

Dr. Holmes brought the Board up to date on the task forces of the Advisory Committee. She also noted that the request for an Ad Hoc Committee on Prevention was tabled for six months by the group and that feelers have been sent out to community members regarding participation on a Youth Issues Standing Committee. Board, staff, and Advisory Committee members have held a meeting to discuss the concerns voiced by Mrs. Krueger regarding aerial spraying of pesticides. The Groundwater Council will be contacted regarding the possibility of expanding its focus to include aerial as well as groundwater contamination. The Advisory Committee was praised for its hard work.

III. PROGRAM ISSUES

1. Report on "Pesticides and Groundwater: A Health Concern for the Midwest".

Prior to giving his conference report, Mr. Nordstrom shared his feelings as to how Portage County could retain future health officers. He noted that funding stability, a full-time Nursing Supervisor, an increased salary level, and an independent Health Department would help.

Mr. Nordstrom and Mrs. Seiser then briefly highlighted the conference. Dave indicated that 17 pesticides have been found in the groundwater of 23 states. Portage County has found nine different pesticides in its groundwater. In addition, there have been two reported cases of aerial pesticide abuses reported in 1986 in the county. One report was occupational in nature; the other was non-occupational. The agency has applied for a \$32,000 state grant to deal with educational information for residents who have occupational exposure to pesticides.

As an aside, Mr. Szymkowiak gave a brief update on his work as a member of the Legislative Committee studying well compensation.

IV. PERSONNEL ISSUES

1. Action to Extend Limited-Term Position for General Assistance.

Mrs. Bablitch requested Board endorsement to extend the General Assistance limited-term caseworker position for another six months. She has received a verbal response from Cindy Fenton, AFSCME Business Representative, indicating that the union has given a qualified and grudging yes to the request. A letter to this effect is in the mail. This would be the second six-month extension for the position. Usually, AFSCME only allows one extension of six months but due to the newness of the position and the service's financial situation in the county, the department felt it

necessary to obtain more documentation as to the definite need for this position. The agency will have to begin looking at steps to make the position permanent within the next several months. The Board concurred with the request. A Motion was made by Mr. Holdridge and Seconded by Mr. Borham to approve the six-month extension. All were in favor of the motion. Motion carried. It was pointed out that this motion contains the understanding that the extension is acceptable to both the AFSCME union and Personnel Committee. This matter will be forwarded to the Personnel Committee for action.

## V. FISCAL ISSUES

### 1. Review Finance Committee Action on Community Human Services Department 1987 Budget.

The Finance Committee was pleased with the Community Human Service budget presentation. There have been no changes to the department's budget since the Finance Committee's first review of it. Mrs. Bablitch noted that the department will be called back to a Finance Committee meeting on Thursday. There may be a possibility that additional funding will be reinstated in the department's budget. If this was the case, Mrs. Bablitch asked for input from Board members as to where they felt additional service dollars should be allocated. Suggestions included an additional one-half Nursing Supervisor and the General Assistance position. The Director also felt additional money could be used in the respite care, informational and referral, health education, and community-based care line items.

### 2. Review of Vouchers.

The vouchers were reviewed by the Board. 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.

## VI. CONTEMPLATED EXECUTIVE SESSION

### 1. Vote to Go into Executive Session.

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

### 2. Vote to Return to Open Session.

A Motion was made by Mr. Hanson and Seconded by Mr. Holdridge 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. Varney to forward to the Personnel Committee a request to advertise for a replacement for Mr. Nordstrom as soon as possible, contingent upon a position needs analysis. All were in favor of the motion. Motion carried.

IVV. 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 6:00 p.m.

The next meeting is scheduled for Tuesday, November 11, 1986, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted:

Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
NOVEMBER 11, 1986

Present

Carole Holmes  
Paul Borham  
Dave Varney  
Gordon Hanson  
Dick Purcell  
Dennis Tierney  
David Eckholm  
Marge Lundquist  
Jim Clark  
John Holdridge

Absent

Gene Szymkowiak

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Jim Canales, Coordinator; Bob Schmitz, Environmental Health Supervisor; Ray Schmidt, Sanitarian.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, November 11, 1986, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the October 28, 1986 Meeting.

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

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Because of a lack of agendas items and because of the holiday season, Mrs. Bablitch asked the Board to consider cancelling the November 25th and December 23rd Board meetings. The Board concurred with her request. In addition, it was suggested that a joint meeting between the Board and Advisory Committee take place on December 9th. This will also be the meeting at which the Poverty Task Force final report is presented. The Board concurred with the concept of a joint December meeting. Mrs. Bablitch noted that the Space and Properties Committee would be touring the building to see if the Housing Authority could relocate to this facility. The Director noted her concern that consideration would have to be given to additional parking space for employees if this happened. Finally, Mrs. Bablitch noted that the department was present at the last Finance Committee meeting. Mrs. Bablitch was concerned that apparently two Board members indicated to the Finance Committee that additional funding would not be necessary for the agency. Mrs. Bablitch indicated that this wasn't accurate and apologized for misleading the Board. She inquired about additional information the Board might need so members could be better informed on

department needs. The agency did not receive any additional funding for 1987 services. However, the Finance Committee complimented the department on a thorough, well-prepared budget document. Mr. Borham indicated that the agency had received an additional \$10,000. Mrs. Bablitch will look into this.

4. Citizen Concerns.

There were no citizen concerns to be brought to the attention of the Board.

II. PROGRAM ISSUES

1. Action to Approve Resolution that the State Legislature Appropriate Funds in the Next Budget for Full Implementation of the Community Options Program.

Jim Canales, Coordinator of the Long-Term Care Division and Community Options Program, discussed the rationale for the resolution. A fact sheet regarding COP activities was included in the information packet. Mr. Canales noted that since August 1985, from two to twenty-three people have been on a waiting list for these services. Members were concerned that the funds for the program are in short supply while some of the financial guidelines are very lenient. Mr. Hanson felt that perhaps there should be some type of mandate requiring homeowners who receive COP services to have a lien placed against their property/possessions so that at the time of death of both spouses, payment for full COP services could be returned to the state thereby allowing services to other needy individuals. Mr. Tierney and Mr. Varney also agreed with that concept as well as other Board members. In addition, it was felt that some stricter financial standard should also apply to other services such as child day care. Child day care should be considered a loan to be paid back at some future point in time. The Board felt that it was important for the legislators to be contacted regarding this idea. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve the resolution as submitted. All were in favor of the motion. Motion carried. Board members did concur that the Community Options Program was a very worthwhile and cost-efficient program and should be supported.

2. Report on Environmental Health Legislation.

Mr. Schmitz, Environmental Health Supervisor, reviewed the intent, definitions, and standards found in the proposed NR113 Code. If NR113 is approved by the state, it will go into effect on July 1, 1987 and would probably be operational in Portage County around July, 1988. The program would require an additional sanitarian. The costs for this position would have to be passed on to the septage hauler and the citizens with private septic systems. Mr. Schmitz felt that perhaps a \$2.00 fee for each system would be adequate considering there are about 9,000 private systems in the county and this amount along with the hauler's fee would be enough to cover the costs of the new position. Mr. Tierney suggested a \$5.00 fee while Mr. Purcell felt that a \$10.00 fee would be appropriate. Mr. Schmitz noted that the fee charged must only equal the cost to provide the service. The agency will work on a fee-for-service charge and report to the Board on its findings.

Mr. Schmitz also discussed NR45. This code deals with private well monitoring. Mr. Schmitz noted that this ruling may be harder to implement for various reasons and felt it he would not be a county priority in the near future. This code revision, if approved by the Legislature, will also be going into effect on July 1, 1987. Mr. Schmitz felt that it would be beneficial to have a state representative at a Board meeting in early 1987 to discuss this new code. The Board concurred with the suggestion. It was also noted that in order to take on this new program, an additional sanitarian position would have to be hired.

### III. FISCAL ISSUES

#### 1. Year-to-Date Financial Report.

The Year-to-Date Financial Report found in the Board packet reflected actual expenses and revenues. As a result, it showed that the agency was over budget by about \$30,000. However, additional revenues will be coming into the agency and will balance the 1986 budget. A more current and accurate projection will be provided at the December meeting.

#### 2. 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.

### IV. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, December 9th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

REMINDER: The November 25th and December 23rd meetings have been CANCELLED.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
JOINT MEETING OF THE COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE  
DECEMBER 9, 1986

Present - Board

Gordon Hanson  
Dick Purcell  
Carole Holmes  
Jim Clark  
Dennis Tierney  
Marge Lundquist  
David Eckholm  
John Holdridge  
Dave Varney

Excused - Board

Paul Borham  
Gene Szymkowiak

Present - Advisory Committee

Carole Holmes  
Woody Bishop  
Carole DellaPia-Terry  
Fran Eskritt  
Heather Gotham  
Don Herrmann  
Kay Harmon  
Priscilla Johnson  
Mary Kampschoer  
Marilynn Kranig  
Lynn Kornatowski  
Bill Lundgren  
Pat Mages  
Marge Odejewski

Excused - Advisory Committee

Sue Beveridge  
Sue Coe

Absent - Advisory Committee

Jim Johnston

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Bill McCulley, Daryl Kurtenbach, Jim Canales, and Dave Nordstrom, Coordinators; Lauri Rockman, Supervisor; Anne Klesmith, staff nurse; Karl Pnazek, CAP Director; Steve Tuszka, Supervisor; RoseAnn DeBot, Poverty Task Force Chairperson; Dale Toltzman of New Concepts; representatives from WSPT and the Stevens Point Journal.

The Joint Meeting of the Community Human Services Board and Advisory Committee was called to order by Chairs Holmes (Advisory Committee) and Purcell (Board) at 4:00 p.m. on Tuesday, December 9, 1986, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Community Human Services Board Minutes of November 11, 1986.

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

2. Approval of the Advisory Committee Minutes of October 20th and November 17, 1986.

A Motion was made by Mr. Bishop and Seconded by Mr. Lundgren to approve the Minutes of the October 20th and November 17th meetings as submitted. All were in favor of the motion. Motion carried.

3. Correspondence.

There was no correspondence to come before the Board or Advisory Committee.

4. Director's Report.

Mrs. Bablitch reported that the creative fundraising task force will begin its work in January, 1987. She noted that a letter has been written to the state requesting information on the county's ability to place liens on personal property for services rendered as well as the procedures for this process. Finally, Mrs. Bablitch noted that the Wisconsin Counties Association convention was a success.

5. Citizen's Concerns.

There were no citizen concerns to be addressed by the Board.

III. PROGRAM ISSUES

1. Action to Appoint Community Human Services Board Member to Board Training Committee.

Mrs. Bablitch noted that the time commitment on this committee would be very minimal, probably no more than two or three meetings per year. This committee plans the regular Board training sessions held each month. Mr. Clark indicated his willingness to serve as Board representative. A Motion was then made by Mr. Hanson and Seconded by Mr. Purcell to appoint Mr. Clark to the Training Committee. All were in favor of the motion. Motion carried.

2. Final Report of Advisory Committee Task Force on Poverty.

RoseAnn DeBot, Chairperson of the Poverty Task Force, presented the final report on this issue. Mrs. DeBot reviewed each task force recommendation and its rationale in depth with the Board and Advisory Committee. At the end of the presentation, questions were answered by Mrs. DeBot. It was noted during this time that CAP Services will be investigating ways to obtain health care for uninsured persons in the county. On behalf of the Advisory Committee, a Motion was made by Mr. Herrmann and Seconded by Mr. Bishop to approve the Poverty Task Force Final Report as submitted. All were in favor of the motion. Motion carried. The Board then considered action on the report. A Motion was made by Mr. Purcell and Seconded by Mr. Hanson to accept the report as submitted. All were in favor of the motion. Motion carried. The Director was asked to schedule, for the next meeting, a discussion as to how the agency plans to implement the recommendations found in the report. The Task Force members were thanked for their dedication and hardwork.

3. Report of Third-Quarter 1986 Program Statistics.

Health - Dave Nordstrom, Coordinator, noted that three unexpected infant deaths occurred within Portage County during the last quarter. Included in his statistics was information on motor vehicle deaths which is the greatest killer of children. He noted that \$37,000 in block grant funds for 1987 have been applied for. The agency will be advised of the actual total funding within the next few weeks. Included in the block grant request are the positions of Maternal Health Nurses (2) and a Preschool Dietician as well as dollars for environmental health hazard assessments.

Long-Term Care - Jim Canales, Coordinator, noted no major changes in the fourth quarter information from the third quarter data.

Restorative Care - Bill McCulley, Coordinator, also noted no major changes in the fourth quarter information from that presented last quarter.

The Board asked that the new District Attorney, John Runde, be present at a meeting in February. Mrs. Bablitch noted that she had indicated to Mr. Runde that the department's emphasis is on child support even more than on fraud.

Shared Services - Daryl Kurtenbach, Coordinator, indicated that the Listening Forum had conducted 380 telephone listening surveys. About eight people worked three nights on these contacts. An analysis is being done and results will be shared with the Board at a future time.

4. Review of 1986 Advisory Committee Accomplishments.

Carole Holmes provided an overview of 1986 Advisory Committee activities and accomplishments with the Board and Advisory Committee. A memo outlining this information was included in the Board packet.

5. Discussion Between Community Human Services Board and Advisory Committee.

The Board and Advisory Committee set this time aside to interact with one another on a personal, professional, and Board/Advisory Committee level. Some comments during this time included that the Advisory Committee is excellent at doing the leg work on issues and coming up with good conclusions which help the Board in its decision making process and at being more effective and efficient. Mr. Herrmann felt that having Dr. Holmes as a member of the Board in a voting capacity has helped the Committee become more effective. Mr. Bishop felt that more direct feedback on what the Board is doing (what it can and can't do and why) would be beneficial. Mrs. Harmon felt that the Poverty Task Force was a dedicated group and one that believed in the report. It was noted that Advisory Committee members are very dedicated individuals who bring together varied backgrounds and knowledge. Each member is very committed to the Committee as evidenced by the length of time each person remains in this advisory role. The Advisory Committee was thanked for its dedication and commitment to the citizens of the county.

### III. FISCAL ISSUES

#### 1. Year-End Budget Projection.

The Business Manager reported that the agency should come in underbudget by about \$40,532 in 1986. On page 1 under Coordinator, Community and School Health, the Board was asked to change the projected revenue of \$70,010 to \$79,010. Explanations for underages and overages for each division were outlined on the Budget Projection Statement. Mrs. Bablitch indicated that as the next order of business she would be requesting the use of some of these funds for needed purchases. The Board felt that it would be very prudent to also request that any excess funds be carried over into the 1987 budget. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to approach the Finance Committee and request the carryover of any excess 1986 funds into the 1987 budget year. All were in favor of the motion. Motion carried.

#### 2. Approval of Request to Purchase Equipment, Film, and Increase Funding to New Concepts, Inc..

A memo outlining the request to purchase several needed items were included in the Board packet. The items under consideration include a controller and expansion card for the computer system (\$2,800); a computer terminal (\$800); a printer (\$1,200); a word processing workstation (\$2,000); a computer terminal (\$800); two audiometers (\$1,500 total); three file cabinets (\$925); film entitled "The Circulation of Blood" (\$300). These requests total \$10,325. Additionally, a film entitled "Secondhand Smoke" in the amount of \$325 was requested. Funding for this request would come from the Maternal and Child Health grant account. Finally, the agency requested additional funding for New Concepts Foundation to cover Hepatitis screening and immunization costs at Jefferson House and Portage I.S.O.. The Board felt that these requests were appropriate. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the requests as submitted with the proviso that the computer equipment not be purchased until the department had discussed its needs and recommendations with Mr. Flagel and Mr. Kung from the University. All were in favor of the motion. Motion carried. Mr. Tierney indicated he had been approached by Mr. Kung who had some concerns about the type of computer equipment the agency had planned to purchase. It was also noted that purchase of this equipment and supplies would be contingent upon the department having excess funds in 1986.

#### 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.

#### IV. PERSONNEL ISSUES

##### 1. Approval of Request for Leave of Absence.

Mrs. Shannon, Home Health Nurse, is requesting a leave of absence for purposes of adoption. Her request is for ten weeks maternity leave and the ability to use all of her sick leave and accumulated benefits. The Department recommended the approval of the maternity/adoption request but approved only the use of any benefits outside of sick leave. Mrs. Bablitch pointed out that the county Personnel Committee enforces a policy that sick leave will not be used toward payment of this type of adoption leave. A Motion was made by Mr. Hanson and Seconded by Mr. Clark to approve the ten-week leave of absence as recommended by the Director. All were in favor of the motion. Motion carried.

##### 2. Approval of Request to Expand Internship Program in Psychological Services Section.

The Director recommended approval of the expansion of the internship program. Dr. Cleve noted that it would be necessary to have an internship program available to three persons instead of the current two in order to become APA certified. He cited three areas to justify his request: (1) the internship is, and will continue to be, self-sustaining; (2) adequate staff supervision will continue to be available to the additional intern; (3) caseload demands by September, 1987 will warrant additional staff. Dr. Cleve was commended for his initiative in this area. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request to expand the internship program by an additional intern. All were in favor of the motion. Motion carried. If approved by the Personnel Committee, the third intern would be hired as of September, 1987.

#### V. CONTEMPLATED EXECUTIVE SESSION

##### 1. Vote to Go Into Executive Session.

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

##### 2. Vote to Return to Open Session.

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

The Board took the following action:

- (1) It unanimously endorsed recruiting regionally for a Health Officer while encouraging current staff members to apply for the position. Recruitment costs should not exceed \$350.
- (2) It unanimously rated the Director as "exceeds" performance thereby commanding a 3% salary increase.

VI. ADJOURNMENT

A Motion was made and Seconded to adjourn the Advisory Committee portion of the meeting. All were in favor of the motion. Motion carried. The Advisory Committee meeting was adjourned just prior to the Board's Executive Session.

A Motion after Executive Session was made and Seconded to adjourn the Board meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 6:30 p.m.

It was noted that the Board's December 23rd meeting was cancelled.

The next meeting of the Board is scheduled for Tuesday, January 13th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

The next meeting of the Advisory Committee is scheduled for Monday, January 19th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant