

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JANUARY 13, 1987

Present

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

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Jim Canales, Coordinator; Bob Schmitz, Supervisor; Ray Schmidt and Jo Ellen Seiser, Sanitarians; Pam Helgemo and Patti Hintz, Clerical Supervisors; in the Financial Management Section: Pat Fuller, Bookkeeper; in the Accounts Receivable Section: Vicki Karner, Bookkeeper; Jackie Osowski, Sandy Haasl, and Barb Bauman, Account Clerks; Tammy Porter and Judy Jaworski, Receptionists; in the Administrative Services Section: Uta Garrison, Laurie Iczkowski, Sandy Uhl, and Judy Wohlbier, word processors; Diane Kaminski, telephone receptionist; and Bob Westenberger, mail clerk (among other duties); Bonnie Bressers of the Stevens Point Journal; and a representative from WSPT.

I. BOARD TRAINING

The Board training topic centered on the agency's use of computers. The Business Manager, Mrs. Kluck, gave the advantages and disadvantages of pc's (personal computers) versus mainframes. In addition, the Board was introduced to the majority of Business Services staff. At the end of the presentation, Board members gave support for the idea of having the agency look into further computerization of its paperwork and information functions.

The regular meeting of the Board was then called to order by Mr. Purcell at 4:35 p.m. in Conference Room 1-2 of the Gilfry Center on Tuesday, January 13, 1987.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the December 9th Joint Meeting.

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

II. MINUTES, REPORTS, COMMENTS (continued)

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

Mrs. Bablitch noted that Mr. Pnazek will report to the Advisory Committee at its January 19th meeting about health insurance for the uninsured in the county. In February, staff will report to the Board about implementation of the Poverty Task Force recommendations.

A copy of a teletype received from the state was included in the Board packet. The teletype listed appointments made to key Administrative positions with the state. Included in these appointments were Jeff Kunz, Deputy Secretary; Jennifer Donnelly, Executive Assistant; Linda Belton, Division of Care and Treatment Facilities; James Meier, Division of Community Services; John Torphy, Division of Health; Patricia Goodrich, Division of Management Services; Alan Fish, Division of Policy and Budget; Judy Norman-Nummery, Division of Vocational Rehabilitation; and Mary Wilburn, Parole Board Chair.

Information was also included on the next Legislative Breakfast to be held on January 19th in Wisconsin Rapids. Anyone wishing to attend should contact Sue Rutta or Judy Bablitch.

River Pines Living Center will be giving the agency a donation to be used at our discretion. Mrs. Bablitch indicated that the gift would be used to purchase a television to be used in the waiting area to show appropriate health and social issue films as well as to purchase a moveable ramp for handicapped individuals. The Board concurred with the use of these funds.

The Director reported that Mr. Nordstrom's last day in the agency was Friday, January 9th. He will be leaving for China on the 21st. In the meanwhile, efforts are progressing to hire his replacement. However, the agency will take as much time as necessary to see that a qualified person is hired for the position.

4. Other Comments.

Mr. Clark, as chairman of the Space and Properties Committee, reported that he had the opportunity to be present at the Gilfry Center when maintenance staff, telephone service people as well as the generator personnel were attempting to find the problems connected with the telephone system. Mr. Clark reported that the generator is not the problem with the poor telephone service. Efforts are being made to try to rectify the telephone situation.

4. Citizen's Concerns.

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

III. PROGRAM ISSUES

1. Action to Adopt Resolution to Hold Union Carbide Financially Responsible for Aldicarb Contamination of Groundwater.

The Board considered a resolution to hold Union Carbide and other corporations with like products responsible for groundwater contamination and the costs to clean up the water. Wood County has already approved a similar resolution. Mr. Hanson questioned whether or not a corporation should be held responsible for contamination if the individual does not follow the specific instructions for use. Mr. Clark and Mr. Purcell both felt that the people responsible for manufacturing the chemicals ultimately have to be responsible for the effects on the citizens. Jo Ellen Seiser, water quality specialist in the agency, pointed out that Union Carbide has been assisting in groundwater monitoring in the area. In fact, it has been paying about \$75 per sample for about 200 samples each year over the last five years. This amounts to about \$75,000 for groundwater monitoring in the county. In addition, Union Carbide also offers carbon filters to residents whose water has aldicarb contamination above 10 parts per billion. Currently, ten county homes have the filters and five more are eligible to receive them. The filters would cost the homeowner about \$300. In addition, Union Carbide also maintains the filters and tests the filtered water. A Motion was then made by Mr. Borham and Seconded by Mr. Purcell to forward the resolution to the County Board for action. All were in favor of the motion. Motion carried.

Mr. Szymkowiak indicated that his work on the Legislative Council's Subcommittee on Well Compensation is almost at an end. Recommendations are being finalized and will be sent to the Legislature for action. Basically, compensation will be available for contaminated wells and will be paid through funding from fertilizer manufacturers, fuel producers, and the taxpayers.

2. Review of 1986 Accomplishments and Consideration of Issues to Pursue in 1987.

Mrs. Bablitch reported that there are several issues which the department and Board will have to work on in 1987. Included in the list were: (1) implementation of the Poverty Task Force recommendations; (2) review of the Single Parent Task Force report and recommendations; (3) completing work on the Funding Alternatives Task Force; (4) work on improving the public education process; (5) finalizing the objective setting process in the department; (6) review of the Youth Services report; (7) review and refining of the General Assistance Program; (8) computerization of agency (a study of our needs in this area); and (9) formalized program evaluation tool.

Mr. Tierney also felt that the department should establish a legislative task force with other counties to lobby against costly, inefficient, and ineffective state mandates. He also felt that the agency should have a systems analyst evaluate the department's computer needs.

A timeline for all these goals will be suggested by the March meeting.

#### IV. FISCAL ISSUES

##### 1. Approval of Vouchers.

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

#### V. CONTEMPLATED EXECUTIVE SESSION

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

A Motion was made by Mr. Borham and Seconded by Mr. Szymkowiak 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 by Mr. Clark to return to Open Session. Roll call vote was taken. All were in favor of the motion. Motion carried. There was no action on any matter 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 meeting was adjourned at approximately 6:00 p.m.

The next meeting is scheduled for Tuesday, January 27th, 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  
JANUARY 27, 1987

Present

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

Excused

Dave Varney

Others Present: Judy A. Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Jim Canales, Coordinator; Lauri Rockman, Supervisor; Colleen Colleton from WSPT; and Bonnie Bressers from the Stevens Point Journal.

The meeting was called to order at 4:00 p.m. on Tuesday, January 27th, in Conference Rooms 1 and 2 of the Gilfry Center by Chairperson Purcell.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the January 13, 1987 Minutes.

A Motion was made by Mr. Hanson 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.

Board members were invited to attend the annual Employee Recognition Wine and Cheese party scheduled for February 12th from 5:00 - 7:00 p.m. at the Gilfry Center. Anyone wishing to attend should contact Judy Bablitch or Sue Rutta.

Members were asked to return their completed Myers-Briggs score sheets and booklet to Sue Rutta. All data should be in to Sue by the next Board meeting.

Service Directories for 1987 were distributed. It was suggested that this document should be sent out to all area school principals and town chairpersons. Mrs. Bablitch indicated that First Call For Help information would also be sent out at that time.

The agency will be investigating the possibility of starting a day care center for county employees at the Gilfry Center in the downstairs level. Many hurdles will have to be overcome and progress reports will be given to the Board as this idea takes shape.

As a final note, Mrs. Bablitch indicated that she is teaching a class on Community Organization/Social Services Administration at UW-SP on Wednesday nights.

4. Advisory Committee Report.

Dr. Holmes reported on Advisory Committee activities. The Committee reviewed the ongoing activities of task forces and other committees. The Single-Parent Task Force is bringing to a close its information gathering stage and will begin writing its final report. The Funding Alternatives Committee will be meeting soon. Mr. Borham will chair this committee. As part of an effort to acquaint Advisory Committee members with the needs of the community, special training activities are going to be scheduled throughout the year. Karl Pnazek of CAP Services gave a presentation, as part of this training emphasis, on the needs of the uninsured of the county.

5. WCA Public Health Affiliate Report.

Mr. Borham provided the Board with an update on WCA Public Health Affiliate activities. Mr. Borham has been elected, once again, President of the Committee group while Helen Krause is President of the Director's group. WCA will be or has already taken action on such issues as HSS139, distribution of maternal and child health/prevention block grant funding, and other legislative issues. Mr. Borham noted that Portage County received \$37,000 from the health block grant -- \$12,000 for maternal and child health activities and \$25,000 for prevention activities.

6. Citizens' Concerns.

There were no concerns to be addressed by citizens. However, Mr. Clark questioned how much money the agency had turned into the General Fund. He had been at the last Finance Committee meeting and a Sheriff's Department employee requested the use of these excess funds to offset their financial needs. Mrs. Bablitch said that the agency's books were not closed and that no excess funding had been returned to the county. In fact, at the next meeting, additional equipment purchases will be brought before the Board for its consideration from 1986 unincumbered funds.

II. PROGRAM ISSUES

1. Report on Results of "Welfare Magnet" Study.

Mrs. Rockman presented a synopsis of the state's "Welfare Magnet" Study. The study noted that welfare did play some role for approximately 10% of those persons moving to Wisconsin. This would amount to approximately 50 cases per month in Wisconsin -- or about 6-100ths of 1% of the total caseload. Mr. Tierney questioned the techniques used in the study of this issue and because of these questioned, he doubted the data presented in the state's report. Specific information will be supplied to Mr. Tierney to try to answer some of the validation questions.

2. Report on Development of New Group Home for Developmentally Disabled Citizens.

The department has been notified by the state Department of Health and Social Services that by June 1, 1990 all developmentally disabled Portage County nursing home residents identified as requiring ICF level nursing care must be placed in a community setting. By 1990, there will be approximately 15 to 20 individuals in need of community placement. The agency's first attempt at such placements is taking the form of a four-bed group home which New Concepts has agreed to manage, but contingent upon several factors. The group home would be located in the Town of Plover. Neighborhood residents were notified of this proposal and invited to a meeting to share any concerns or comments they might have had. Seven individuals attended the meeting and voiced concerns about the location of the group home. A final decision will be made within the next several weeks whether or not to proceed with the purchase of the facility for a group home. The Board will be kept updated on this issue. It was noted that this is the first step in the establishment of many such group homes within the community.

3. Action to Adopt Timetable for 1987 Program Accomplishments.

The Board concurred with the timelines proposed by the Director. No changes were made to the document.

4. Action to Adopt Policy on Per Diem Payment for Advisory Committee Chairperson.

A proposed policy on per diem payment for the Advisory Committee Chairperson was presented to the Board for action. The policy basically states that while the Advisory Committee Chairperson is conducting business primarily related to Board concerns, per diem will be paid. When the Advisory Committee Chairperson is conducting activities primarily of an Advisory Committee nature, per diem will not be paid. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the policy as submitted. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Approval of Vouchers.

The vouchers were reviewed. 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 Maternity Leaves.

The Director recommended approval of ten-week maternity leaves for Mrs. Larrick and Mrs. Canales. In addition, she recommended approval of a ten-week maternity leave for Mrs. Leitner's adoption request. Mrs. Bablitch recommended to the Board that they endorse allowing Mrs. Leitner to use sick time during her leave. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the ten-week leaves as requested. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, February 10th, 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  
FEBRUARY 10, 1987

Present

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

Excused

Gordon Hanson

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Cindy Schmitz, Public Health Nursing Servisor; Jim Canales, Long-Term Support Coordinator; and Bonnie Bressers of the Stevens Point Journal.

I. BOARD/ADVISORY COMMITTEE TRAINING

The February Board/Advisory Committee Training focused on second-hand smoke. The videotape "Second-Hand Smoke" was shown.

The meeting of the Community Human Services Board was called to order by Chairman Purcell at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center on Tuesday, February 10th.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of January 27, 1987.

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

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Mrs. Bablitch reminded Board members to turn in their Myers-Briggs data sheets and booklet to Sue Rutta.

An update on the purchase of the four-bed group home by New Concepts was given by the Director. The potential purchase has been withdrawn because of the additional cost necessary to expand the current septic system for a fifth bedroom. New Concepts will look into other alternatives including the building of a new facility.

Information has been received by the department regarding the potential loss of federal funds to the State of Wisconsin. Briefly, Mrs. Bablitch indicated that a report indicates that Wisconsin may lose from \$53 to \$60 million in federal funding. This reduction will affect services that the agency is currently providing. As more information becomes available, it will be forwarded to the Board.

The Board was reminded that the annual Employee Recognition Wine and Cheese Party is scheduled for Thursday. Board members were encouraged to attend the event.

4. Citizens' Concerns.

There were no citizens' concerns to be addressed by the Board.

III. FISCAL ISSUES

1. 1986 Financial Statement.

Division expenses and revenues were reviewed with the Board. Justifications were provided for overages and underages. In the final analysis, the department anticipates to have a \$38,225 surplus from 1986. The department was thanked for an excellent job at budgeting.

2. Action to Transfer Funds to Purchase Equipment, Supplies, and Furniture.

In light of the \$38,000 department surplus the agency requested consideration to spend some of these excess funds. The department outlined some of its computer needs and requested a total of \$25,000 to be set aside for these purchases. After discussing some of the purchases, a Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve \$15,000 for the agency's computer needs. Upon further discussion, Mr. Tierney and Mr. Varney withdrew their motion. Mr. Eckholm will be consulting with the agency about its computer needs. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve the expenditure of up to \$25,000 contingent upon professional consultation. With the exception of Mr. Clark, all were in favor of the motion. Motion carried. The Board expressed concern that the county does not have a coordinated plan for the purchase of computer equipment. The agency has been in contact with the county's programmer regarding computer costs and selection. The Board requested that the Director provide an itemized list of computer and furniture needs at the next meeting for Board information.

The Board also considered the request to purchase appliances and miscellaneous items for Jefferson House in the amount of \$1,072. 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.

The Board requested the Director to draft a letter to be sent to the Finance Committee regarding its concern for a need to central-purchase of computer equipment.

3. Approval of Vouchers.

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

IV. EXECUTIVE SESSION

1. Vote to Go Into Executive Session.

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

2. Vote to Return to Open Session.

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

A team of Ms. Holmes, Mr. Tierney, and Mr. Eckholm will start a reference check of the eligible candidates. Mrs. Bablitch will start developing two teams of interviewers to assist the Board and Director in selecting a final candidate.

V. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 5:35 p.m.

The next meeting is scheduled for Tuesday, February 24th, beginning at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
FEBRUARY 24, 1987

Present

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

Excused

Gordon Hanson  
Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Karl Pnazek, CAP Services; District Attorney Runde; Larry Weiser and Woody Bishop, members of Poverty Task Force; Anne Klesmith, staff member and Poverty Task Force member; Lauri Rockman, Income Maintenance Supervisor; Colleen Collaton representing WSPT; Bonnie Bressers of the Stevens Point Journal; representatives from Wisconsin Public Radio; and Ann Buck, citizen.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, February 24th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the February 10, 1987 Minutes.

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

2. Correspondence.

In response to her request for review of the statutory requirements of an appeals board for denial of general assistance benefits, District Attorney Runde has indicated the appeals board is to be made up of people "who have no interest either actual or perceived in the outcome of the hearing". Runde has suggested looking at hiring an attorney to act as the impartial decision maker. Mrs. Bablitch will investigate the options available.

3. Director's Report.

Mrs. Bablitch reported that included in the Board packets was information on the aldicarb study as well as information on the nonprofit status of New Concepts. A sympathy card has been sent on behalf of the Board and department to Mr. Varney upon the death of his father. The proposed Alternate Funding Task Force meetings have temporarily been postponed. The meetings will be rescheduled for the near future.

Tim Cullen, Secretary of Health and Social Services, will be at the department on Monday, March 30th, in the morning. As information becomes available on the visit, it will be shared with the Board.

4. Advisory Committee Report.

Carole Holmes reported that the last Advisory Committee meeting was held on February 16th. At that meeting, updates on fee charging and day care center issue were given by Mr. Kurtenbach. Updates were received from the membership committee which is in the process of recruiting new members, especially from the rural area. Child abuse and neglect two-year status report was given by Mr. McCulley and Mr. Friess. Finally, the Committee approved the payment of per diem for the Committee Chair but tabled bylaw changes reflecting Committee training.

5. Citizens' Concerns.

There were no citizen concerns. However, Mr. Purcell asked that the agency keep abreast of Governor Thompson's emphasis on welfare reform.

II. PROGRAM ISSUES

1. Report from District Attorney on New Initiatives in Child Support Collection and Welfare Fraud.

John Runde, District Attorney, was present at the Board meeting to share his initiatives in child support collection and welfare fraud. Mr. Runde cited 1984 state statistics indicating that \$550 Million is paid out in AFDC benefits while only \$47 Million is collected. His agency, however, has a cost effective ratio (the collection rate divided by the administrative costs) of 4. As a result, the county obtains the highest incentive rate (10%) possible. The District Attorney indicated that at least 837 people owe \$2.5 Million in arrearages strictly on AFDC cases. He is anticipating a "father's day" in March and for many months after in an effort to collect some of the outstanding bills. He has increased clerical assistance and has 3 people now working on child support instead of the previous 1.8. Three initiatives in the area of child support collection cited by Mr. Runde included the increase in staff; automatic income withholding; and finally percentage of income standard to be implemented in divorce cases effective 3/1/87. Mr. Pnazek spoke about the project his agency is current working on called workfare for non-paying fathers. The District Attorney's Office continues to fully prosecute cases of welfare (AFDC and food stamp) fraud. The Board thanked Mr. Runde for his presentation and invited him back as time allowed.

2. Report on Program Statistics --- Fourth Quarter, 1986.

Coordinators were present at the Board meeting to highlight fourth quarter program statistics. Department concerns, initiatives, and waiting lists were shared.

3. Action to Approve General Assistance Emergency Medical Policy Addendum.

The proposed draft policy reflects changes in the statutes. Action was needed to comply with the law. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the addendum to the General Assistance Emergency Medical Policy as submitted. All were in favor of the motion. Motion carried.

4. Action to Approve Administration's Recommendation to Implement Poverty Task Force Recommendations.

Ways to implement the recommendations of the Poverty Task Force were shared with the Board. Mrs. Bablitch also solicited any additional ideas the Board might have in these areas. The major areas of health care, financial needs, families, food, and housing were addressed with regard to the Task Force recommendations and the staff recommendations. The Board decided to hold off with any major emphasis on health insurance issues until CAP Services finishes its study on uninsured in Portage County. Mr. Pnizek will share the results of the study with the Board in June. In the meantime, a subcommittee of department staff and representatives of the medical community will meet to investigate short-term solutions to the health care problem. In the area of financial needs it was noted that the state and federal governments are looking into welfare changes. The department is advocating for an AFDC grant diversion program that would allow the county to give part of an AFDC grant to an employer for partial payment of an AFDC client's salary. In other areas, the department is working with other agencies to explore the possibility of a food cooperative operated by low-income people; advocating for the expansion of the WIC program; participating in a United Way committee exploring the development of a rooming house for low-income people; and advocating for support services for people living in complexes operated by the city and county housing authority. A letter addressing the need for other recreational opportunities for low-income children was reviewed and approved by the Board. The department was asked to also send the letter to the county Parks Department and county Housing Authority.

5. Report on Agency Telephone System.

Larry Kinyon of Forward Electronics appeared before the Board to report on attempts to alleviate the telephone problems. There have been no major problem with the telephone boards during the past months, just minor repairs to the telephones. The generator must fail again in order to find the ongoing problem. Mr. Kinyon still feels that the problem centers around the generator and not the telephone equipment.

III. FISCAL ISSUES

1. Action to Approve Vouchers.

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

2. Review of Department's Recommendation to Finance Committee on Use of Excess 1986 Funds.

A listing of computer needs which was presented to the Finance Committee was once again reviewed by the Board. Mr. Borham, member of the Finance Committee, indicated that Finance reviewed all requests Monday night and that action of them will be taken in March and presented to the County Board also at its March meeting.

IV. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, March 10th, 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 MEETING  
MARCH 10, 1987

Present

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

Absent

John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Bill McCulley and Daryl Kurtenbach, Coordinators; Lauri Rockman and Sherin Bowen, Supervisors; Bonnie Bressers, Stevens Point Journal; Colleen Collaton, WSPT; Sociology students.

I. MINUTES, REPORTS, COMMENTS

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

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

2. Correspondence.

For the Board's information, Mrs. Bablitch distributed a copy of the health insurance survey for low-income persons being circulated by CAP Services. Also, the Director noted that implementation of the Poverty Task Force recommendations is moving along well.

3. Director's Report.

Tim Cullen, Secretary of the Department of Health and Social Services, will be visiting the agency on Monday, March 30th, from 9:00 - 10:30 a.m., in Conference Rooms 1-2. Management staff will be in attendance at this meeting and will provide Mr. Cullen a brief overview of their concerns. Board members were encouraged to attend this session.

Mrs. Bablitch has just received a copy of the Wisconsin Counties Association analysis of the Governor's budget. The information will be analyzed and reported on to the Board.

The Director noted that the agency is in the process of looking at the possibility of moving some office space into the basement. The Board concurred with the idea. If feasible, the request will be shared with the Board for its official approval at a later date.

II. PROGRAM ISSUES

1. Action to Extend Foster Placement of Developmentally Disabled Foster Child.

The Director recommended placement of the developmentally disabled foster child be extended until June 15, 1987. An update on the child's situation was provided in the Board packet. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approved an extension for this child until June 15, 1987. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Review of Department's Recommendation to Finance Committee on Use of Excess 1986 Funds.

Mrs. Bablitch reported that the department's request to use \$20,000 in excess 1986 funds was considered by the Finance Committee on Monday. The agency was given permission to use \$8,000 with which to purchase computer equipment and if possible needed outlay for a group home.

2. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Action to Request Permanent Position for the General Assistance Program.

Mrs. Bablitch provided an overview of the program to the Board while Mrs. Rockman highlighted it. Three options were reviewed with the Board. The department is recommending the approval of a new permanent position for the program. The position is necessary not only in terms of workload but also because it will ultimately be costlier to the county not to continue it. The position is currently funded in the 1987 budget. A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to approve the request for a permanent position for the General Assistance Program which is to be paid through the department's internal budget resources. 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. Clark and Seconded by Mr. Hanson 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. A roll call vote was taken. 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 5:00 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MARCH 24, 1987

Present

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

Excused

Carole Holmes

Absent

Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Bill McCulley, and Jim Canales, Coordinators; Jerry Koepfel, Cindy Schmitz, and Ramona Wroblewski, Supervisors; Debi Shannon, Mary Finger, Anne Klesmith, Ellen Brikowski, and JoEllen Seiser, line staff; Erin Woods, Fran Eskritt, and Don Hermann, Advisory Committee members; Mary Ann Krueger, concerned citizen; Bonnie Bressers, Stevens Point Journal; and Colleen Colloton, WSPT.

The meeting was called to order at 4:05 p.m. by Chairman Purcell on Tuesday, March 24th, in Conference Rooms 1-2 of the Gilfry Center.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

The Board training for March focused upon the services of the Home Health Nursing Section and the Public Health Nursing Section. Descriptions of the sections' roles as well as clarification as their differences were presented by Ramona Wroblewski, Home Health Supervisor, and Cindy Schmitz, Public Health Nursing Supervisor. In addition, several members of both staff were introduced.

II. MINUTES, REPORTS, CORRESPONDENCE

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

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

2. Correspondence.

There was no correspondence to be considered by the Board. However, Mr. Purcell indicated that the groundwater resolution had been tabled by the County Board. The scenario of the last County Board meeting was discussed. It was decided that the Board should continue to look at introducing a totally new resolution and not resurrecting the old resolution. This process will take place within the next several months.

3. Director's Report.

Mrs. Bablitch noted that the agency has not had any adverse reactions, either from the clients or staff, about the change in office hours. As a result, the agency will continue with its current operating hours.

Seven candidates will be interviewed for the Health Coordinator position. It appears that the date for these interviews by the Board will be April 14th. The seven applicants' resumes were included in the packet for the Board to review.

Community Industries has undergone a CARF survey and has received accreditation for another three-year period. In fact, this is the second time that a three-year approval has been given to CIC.

4. Advisory Committee Report.

Since Ms. Holmes was not present at the meeting, Mr. Kurtenbach gave the report. He noted that the Committee heard the fourth quarter department statistics and was also given an update on the 1987 Listening Forum process. St. Paul's Lutheran Church will be the site of the Stevens Point forum and will be held on March 31st. Finally, bylaw changes acted on by the Committee will be brought back to the Board for action in the near future.

5. Citizens' Concerns.

There were no citizen concerns. However, Mr. Borham indicated that the WPHA Spring Conference will be held in Wisconsin Dells on April 2nd and 3rd. Mr. Borham will be participating in that event but he encouraged attendance of any Community Human Services Board members at this meeting. Registration is \$35.00.

III. PROGRAM ISSUES

1. Review of Local and Statewide Child Abuse and Neglect Statistics and Report Regarding Local Procedures and Other Program Issues.

Board members received a copy of the Department of Health and Social Services annual statistical report on child abuse and neglect. In addition, Mr. Koeppel and Mr. McCulley of the Restorative Care Division provided the Board with information on the guidelines used for referrals of suspected child abuse or neglect, definitions of significant issues, and countywide statistics. Mr. Koeppel pointed out that abuse and neglect referrals have increased significantly since 1983 when only 40 investigations were conducted as compared to 1984 when 100 reported and 1986 when 146 cases were reported. Fifty percent of the reports are called in by mandated reporters while the other 50% is called in by nonmandated reporters. The role of the social worker in the investigation is to look out for the safety of the child while the role of the police officer is to look at the facts in the case to see if it warrants prosecution. Mr. McCulley and Mr. Koeppel both agree that an additional social worker position is needed to keep up with the referrals to the agency. Currently, three staff persons are assigned to such cases.

2. Review of Chronic Exposure to Aldicarb-Contaminated Groundwater and Human Immune Function Study.

JoEllen Seiser, Groundwater Specialist with the department, gave a brief review of the Fiore Study. She pointed out that the survey was composed of fifty women in both rural and urban areas of the county. The analysis showed a statistical difference in T8 cells in six of the fifty women. These six women were exposed to aldicarb. Criticism of the study came from several areas (1) the urban/rural bias (it was felt that the city dwellers had a totally different lifestyle than the rural dwellers and could not be adequately compared); (2) the fact that the study only tested women; (3) how the study was written, especially the need to greater expand on how the women were chosen, etc.; (4) the multiple exposure area. The Division of Health does intend to continue the present study and will be re-doing the blood sample analysis of the full survey group. In addition, responses will be made to the criticism of the selection process. Finally, an explanation will be given in response to the "other variables" concern. It is necessary to continue the work of this study on a greater number of persons such as can be found in Long Island. The agency still contends that "demonstrable" health affects can be found as a result of exposure to aldicarb. It was restated that the Board would offer another resolution calling for clean, healthy water, protection of this valuable resource, and asking for polluters to be held accountable for its contamination.

3. Action to Approve Nominations to Community Human Services Department's Advisory Committee.

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

4. Action to Adopt Revised Policy Designating Nonsmoking/Smoking Areas in the Ruth Gilfry Building.

A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to approve the revised smoking policy as submitted with the proviso that it will be reviewed in six months. A show of hands was requested by the Board Chairman. With the exceptions of Mr. Holdridge and Mr. Clark, who believed a more strict policy should be enforced, all other members were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

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.

2. Miscellaneous.

Mrs. Bablitch reported that the Finance Committee, at its Monday night meeting, approved the department's request for a permanent full-time caseworker in the General Assistance Program. The request will go to County Board in April.

V. ADJOURNMENT

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

The next meeting is scheduled for April 14, 1987 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 MEETING  
APRIL 14, 1987

Present

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

Excused

Dave Varney

Absent

Jim Clark  
Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Mike Houlihan, Portage House Director; three external candidates interviewing for the position of Health Coordinator.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, April 14th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of March 24, 1987.

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

2. Director's Report.

Mrs. Bablitch reported that she is planning on attending the WSSBMDA Spring Conference scheduled for May 4th through the 6th in Eau Claire. Members were encouraged to attend.

Mr. Borham noted that the WPHA Conference in Wisconsin Dells was very well attended. One hundred and two persons attended the sessions; however, Portage County had only one representative.

3. Correspondence.

There was no correspondence to be considered.

II. PROGRAM ISSUES

1. Action to Recommend Reappointment of Marge Lundquist to Three-Year Term on Community Human Services Board.

Mrs. Lundquist's membership term ends: the end of April. She has indicated a willingness to serve an additional term. A Motion was made by Mr. Hanson and Seconded by Mr. Purcell to recommend to Committee on Committees the reappointment of Mrs. Lundquist to another three-year term. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Approval of Vouchers.

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

2. Action to Recommend Portage House Project Income be Used to Purchase Printer.

Mike Houlihan requested permission to purchase a new printer if his old one can't be repaired. The projected cost of \$800 would be reimbursed through project income. A Motion was made by Mr. Hanson and Seconded by Mr. Borham to approve the purchase of a computer up to a cost of \$800 if the current printer cannot be repaired. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Out-of-State Conference Request.

The Director recommended approval for a social worker to attend a conference in Indianapolis, Indiana. The Finance Committee has already approved the request contingent upon Board approval. The cost to the agency would be \$75 with the staff member picking up all other excess costs. A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the out-of-state conference as requested. All were in favor of the motion. Motion carried.

V. EXECUTIVE SESSION

1. Vote to Go into Executive Session.

A Motion was made by Mr. Borham and Seconded by Mr. Purcell 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 set its next meeting date, Tuesday, April 28th, as the next date to interview the three final candidates for the position of Health Coordinator.

VI. ADJOURNMENT

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

The next meeting is set for Tuesday, April 28th, beginning 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  
APRIL 28, 1987

Present

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

Excused

Paul Borham

~~Paul Borham~~ *Excused*  
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Lou Gaspard, Director - River Pines Living Center; Pat Rychter, Portage County Home Economist; Bonnie Bressers of the Stevens Point Journal; Jim Canales, Coordinator; Ann Buck, citizen; three internal candidates interviewing for the position of Health Coordinator.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, April 28th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the April 14th Minutes.

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

2. Correspondence.

Mrs. Bablitch announced that there will be a retirement party on May 15th at the Mead Inn for John Pekarek. The cost of the meal is \$11.50 per person. Anyone interested in attending should let Judy know.

3. Director's Report.

Jim Canales, Coordinator for Long-Term Care Services, provided the Board with an update on a proposed new group home. New Concepts Foundation is proposing to construct a group home for developmentally disabled and mentally retarded individuals on Regent Street. The land would be bought from Ellis Stone Construction and that business would also have the opportunity to construct the facility. An informational meeting will be held this evening at the Gilfry Center to talk to potential neighbors.

3. Action to Endorse Objective Setting Process.

The department is proposing to use a two-year timetable in its objective setting process. The proposal has been endorsed by management and the Advisory Committee. The Board review the draft and also felt that the timelines and input were appropriate. A Motion was made by Mr. Purcell and Seconded by Mr. Varney to approve the objective setting process as proposed. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. 1987 Year-to-Date Fiscal Report.

The Board was provided with a quarterly fiscal report which indicated that the agency has a \$5,500 deficit. However, it is highly unlikely that the deficit situation will remain. Inpatient and child institutional corrections costs will be closely monitored because these are two very volatile accounts.

2. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Action to Authorize Six-Month Limited-Term Employee for Financial Services Section.

A current employee is very sick and will be needing to take some time off -- perhaps up to six months. The agency's requesting that an LTE be hired in her place. There will be no additional cost to the county because the current individual will use all benefits prior to the LTE coming on board. A Motion was made by Mrs. Lundquist and Seconded by Mr. Varney to approve the hiring of an LTE up to six months. All were in favor of the motion. Motion carried.

V. EXECUTIVE SESSION

1. Vote to Go into Executive Session.

A Motion was made by Mr. Purcell and Seconded by Mr. Szymkowiak to adjourn to Executive Session for the purpose of continuing to interview candidates for the Health Coordinator position. 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.

Mrs. Bablitch indicated that the United Way is requesting a bid from CAP Services to provide the First Call For Help program currently provided by the Mental Health Association. Our agency has not been approached on this potential change of vendors even though we provide half of the costs of the service. Mrs. Bablitch will attend the Wednesday night United Way Allocation Committee meeting to share with that group the Board's concerns and interest in reviewing the service/program currently being provided and what CAP feels they would provide. It was suggested that the United Way representative be asked to attend a Board meeting to discuss the directions of the United Way and how it sees its role in community service delivery.

4. Advisory Committee Report.

Carole Holmes gave a brief review of Advisory Committee activities. She noted that soon-to-be-seated Rev. Heshelman was present at the last meeting. In addition, a report on General Assistance was given by Mrs. Bowen who centered on the humanistic issues of the program rather than the financial and statistical. This portrayal urged the Committee to lobby the County Board for their support for approving the caseworker position.

5. Citizens' Concerns.

There was no citizen concerns to be addressed. Board members continue to be supportive of this item even though it is infrequently used by citizens.

II. PROGRAM ISSUES

1. Acceptance of the 1987 Wisconsin Association of Extension Home Economists Team Effort Award.

On behalf of the agency, Mrs. Bablitch accepted the 1987 Team Effort Award from Pat Rychter, Portage County Home Economists. The agency and Ms. Rychter "teamed" up to provide educational opportunities to farm families experiencing stress and helped eliminate some potential duplication of efforts in serving this group. As a result of this effort, the state chose to honor both parties in 1987. Mrs. Bablitch cited the help of the Mental Health Association in putting together the informational packets which were distributed at Farm Days.

2. Action to Endorse River Pines Exercise Course.

Lou Gaspard, River Pines Administrator, came before the Board to gain public recognition for the proposed exercise/walking course. Mr. Gaspard said that about \$40,000 is needed to finish the course and provide adequate facilities. He came before the Board as a means of gaining access to the County Board so that this information could be made available to them also. He is not, at this time, asking for endorsement for financial support. A Motion was made by Mr. Purcell and Seconded by Mr. Szymkowiak to endorse Mr. Gaspard's request to appear before the County Board to discuss this community project. All were in favor of the motion. Motion carried.

The Board decided not to take any action on choosing a Health Coordinator at this time. It felt that additional deliberation on each candidate was necessary. Therefore, a meeting was scheduled for Tuesday, May 5th, beginning at 4:30 p.m. to make the final selection.

VI. ADJOURNMENT

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

The next regular meeting will be held on Tuesday, May 12th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
MAY 12, 1987

Present

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

Excused

Gordon Hanson

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Daryl Kurtenbach, Jim Canales, Bill McCulley, Coordinators; Ramona Wroblewski, Supervisor; Lucy Kluck, Business Manager; Mike Houlihan, Director of Portage House; Sue LeGault, Deb Pierce, and Deb Richmond, social workers; and Colleen Colloton of WSPT.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the April 28, 1987 Meeting.

A Motion was made by Mr. Szymkowiak 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 be considered.

3. Director's Report.

Mrs. Bablitch reminded the Board that Fred Leafgren of the University will be at the next Board meeting (May 26th) to discuss the results of the Myers-Briggs indicator.

Mrs. Bablitch also shared the information on the number of chronically mentally ill department clients that use the services of the YMCA. She noted that 15 clients use the facility year round and that numerous other groups such as the men's group use the facility routinely. An additional five clients spend two to four hours per week. The agency's investment in a YMCA membership is well worth the cost.

Mr. Borham was appointed to serve as Board representative at a meeting with school personnel, district attorney, and agency staff.

4. Citizens' Concerns.

There were no citizen concerns to be addressed at this time.

II. PROGRAM ISSUES

1. First Quarter Statistical Report (January - March, 1987).

All Coordinators noted that service requests continued to accelerate. Mr. Kurtenbach noted that the child day funds will run out again this year and that the agency is projecting about \$8,000 of this money to be used for respite care. Mr. Canales noted that additional CIP funds will be brought into the agency. He noted that a decision was to be made today regarding the potential to build the group home on the East side of town. From all indications, it appears that the issues have been resolved and that there will be adequate funding to make this plan a reality. Plans are still underway to continue to have Meshak's boarding house serve as an agency resource.

2. Home Health 1986 Annual Report.

The Board was provided with the annual report in advance of the meeting. The agency continues to be competitive in the fee charging area and will be making efforts to be able to provide 24-hour on-call services sometime in July. The agency is noted for its high tech ability that some of the private home health agencies do not have.

3. Elder Abuse Report (March, 1985 - December, 1986).

The Board reviewed the activities of the Elder Abuse Reporting System. Mr. Canales said that the system does not receive any type of state or federal reimbursement. He noted the cooperative efforts of many county agencies in planning this program. By and large, females have been found to be the prime sources of abuse (10 women versus 0 men) with the alleged abuser the son or daughter. Mr. Canales also indicated that only one case of abuse in six is reported. Therefore, Portage County has the potential for about 56-64 cases of elder abuse each year.

III. FISCAL ISSUES

1. Action to Approve Use of Project Income for Portage House Improvements.

Mike Houlihan indicated that he had erred in writing his memo. He noted that he was not requesting the use of project income but had obtained a contract amended for the purchases. A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve the request as submitted. All were in favor of the motion. Motion carried. Mr. Houlihan was authorized to spend up to \$650 for the purchase of a new shower installation as well as for carpeting.

2. Action to Approve Increase in Professional Liability Insurance Coverage.

The department is requesting approval to increase its liability coverage from \$200,000/claim-\$600,000/aggregate to \$300,000/claim-\$900,000/aggregate. The additional premium per year would be \$320 and would be paid by the department. All staff (except Dr. Kamstra), volunteers, and Board are covered under this policy adjustment. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the request to increase the professional liability insurance coverage for the agency. All were in favor of the motion. Motion carried. The matter will be referred to Finance Committee for final action.

3. Approval of Vouchers.

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

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employee for Developmental Disabilities Section.

The department is requesting approval to hire a 20-hour per week limited term social worker for the Developmental Disabilities Section. Mr. Canales noted that the position would be paid for through addition CIP dollars (approximately \$11,000) the agency will receive this year. Rationale for the request was outlined in Mr. Canales' memo to the Director. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request for a 20-hour per week LITE social worker as requested. All were in favor of the motion. Motion carried. Mr. Canales also said that he would be putting this LITE position in his budget for 1988 for consideration of the Board at that time.

2. Action to Support Offering Smoking Cessation Class to Agency Employees.

Mrs. Bablitch would like a smoking cessation program to be offered to agency staff. The cost of the program would be \$20 for 16 hours of programming. In order to encourage employees to participate, she is recommended that the agency pay a portion of the fee and perhaps allow the introductory time (4 hours maximum) to be on work time. Mrs. Bablitch would also like support to discuss this matter with the Personnel Manager to see if it is feasible to offer the program countywide. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve both requests as submitted. All were in favor of the motion. Motion carried.

V. EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to strongly urge the Personnel Committee to offer the Health Coordinator salary at the midpoint of Grade 21 which is \$29,881. 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 5:30 p.m.

The next Board meeting is scheduled for Tuesday, May 28th, 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  
MAY 26, 1987

Present

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

Excused

Carole Holmes

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Coordinator; Colleen Colloton, WSPT representative; Bonnie Bressers, Stevens Point Journal representative; and Fred Leafgren, University of Wisconsin-Stevens Point.

I. BOARD TRAINING

Professor Leafgren provided a Board training on the results of the Myers-Briggs Personality Inventory.

The meeting was called to order by Chairman Purcell at 4:50 p.m. on Tuesday, May 26th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the May 12, 1987 Minutes.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch indicated that Kirsten Hall accepted the Health Coordinator position at a salary of \$29,811 (midpoint of Grade 21) and will begin work on June 29th.

The smoking cessation plan was brought before the Personnel Committee for consideration. The Committee has determined that the employee must bear the total cost of any program.

Mrs. Rockman has begun her six-week adoption leave. Her new baby arrived Friday.

Space is being sought at the County Home for a potential site of a county day care center. The County Home Committee voted in favor of the concept of housing a day care center in that facility and will be formally bringing it to the attention of the Space and Properties Committee. The County Home Committee would like formal endorsement of this concept by our Board. A survey of all county employees will be conducted to determine if the idea is worth pursuing. If there is adequate positive response, exploration will begin of possible private providers. The Board requested that Mrs. Bablitch send a letter to Space and Properties Committee endorsing the concept of providing a day care center in a county building.

Ann Schierl, daughter of the late Ruth Gilfry, will be donating a portrait of her mother to the agency. Mrs. Bablitch asked for the Board's input whether or not they felt the event should be commemorated with an Open House, perhaps in August. The Board felt that an Open House in August would be appropriate.

As an update, Board members were informed that the Glen and Priscilla Johnson family have moved to Appleton and have taken the out-of-county developmentally disabled child with them. Portage County no longer has any responsibility for the child.

Mr. Purcell noted that the County Board, at its last meeting, endorsed the concept of a recreational area at River Pines.

4. Advisory Committee Report.

In the absence of Ms. Holmes, Daryl Kurtenbach gave the report. Daryl noted that several new members have been seated on the Advisory Committee (Rev. Heshelman, Julie Krause and Katie Von Feldt). Don Herrmann has assumed the position of Vice-Chair replacing Fran Eskritt. So far the Committee has not assigned a member to represent it on the Septic Appeals Committee. A majority of the meeting's discussion time was taken up with the proposed amendment to the meeting attendance section of the bylaws. At this time, the bylaws will remain intact. Finally, Judy Bablitch provided the members with the results of the Ad Hoc Committee on Alternate Funding.

5. Citizens Concerns.

There were no citizen concerns to be brought before the Board.

III. PROGRAM ISSUES

1. 1988-89 Objective Setting Process.

Mrs. Bablitch reviewed the timeframe for the 1988-89 objective setting process. Members had received their assignments in the packet. Anyone requesting a different assignment was encouraged to speak. Board members will be contacted by the respective supervisor to select an appropriate and convenient meeting time.

2. Alternate Funding Ad Hoc Committee Report.

Mrs. Bablitch shared the recommendations of the Ad Hoc Committee on Alternate Funding with the Board. She praised the dedication and creativity of community members who had participated on this committee. The Committee came to three basic conclusions: (1) the agency must provide the public with more and better education about the agency's role and social needs; (2) it is appropriate to solicit funding from sources other than tax dollars and user fees if needs persist; (3) staff must feel confident that, if they raise additional funds, they will not be penalized for this by County Board or agency management. Mrs. Bablitch is recommending that Sue Rutta be given the responsibility for public education efforts and that Lucy Kluck be given the responsibility for finding grant opportunities for the agency. Many other ideas including solicitation of funds through various appeal letters which are program specific will be considered. Finally, Mr. Borham (chairperson of the Ad Hoc Committee) and Mrs. Bablitch recommended that the Finance Committee be informed of the efforts the agency will be contemplating. The recommendations and rationale for them were discussed. A Motion was then made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the report of the Ad Hoc Committee as Submitted. All were in favor of the Motion. Motion carried.

IV. FISCAL ISSUES

1. Financial Statement.

Mrs. Kluck noted that on page 4 of her report, the bottom line should reflect a surplus of \$5,751 instead of a deficit of like amount. The agency's budget remains status quo from last month.

2. Approval of Vouchers.

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.

V. PERSONNEL ISSUES

1. Action to Forward Reclassification Request to Personnel Manager.

Mrs. Bablitch requested that an audit be done on Ms. Hintz's position to see if it warrants a grade 17. Documentation for this request was included in the Board packet. A Motion was made by Mr. Varney and Seconded by Mr. Borham to approve requesting a reclassification audit for Ms. Hintz. 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 5:45 p.m.

The next meeting is scheduled for Tuesday, June 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  
JUNE 9, 1987

Present

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

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach and Jim Canales, Coordinators; Mike Houlihan, Portage House Director; Mary Pat O'Keefe of the United Way; Mr. Salvin of WSPT; Bonnie Bressers of the Stevens Point Journal; RoseAnn DeBot, Operation Bootstrap Director; and Karl Pnazek, CAP Services Director;

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the May 26, 1987 Meeting.

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

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Mrs. Bablitch reported that the meeting with the District Attorney, school personnel and agency did not take place on June 4th because the District Attorney had another commitment. This meeting will be rescheduled.

Anyone interested in participating in a planning committee for the Open House in August was asked to contact Judy Bablitch. The Open House will be scheduled on the same day that the portrait of Mrs. Gilfry is presented to the agency.

Space and Properties Committee will be updated on the efforts to establish a day care center for county employees. A survey will be sent to all county employees regarding their day care needs and interest in participating in a day care center.

4. Citizen Concerns.

There were no citizen concerns to be addressed at this time.

II. PROGRAM ISSUES

1. Update on Status of Group Home for Developmentally Disabled Adults.

Jim Canales, Coordinator of Long-Term Services, provided the Board with an update on the establishment of a group home for developmentally disabled adults on Regent Street and Indiana Avenue. Mr. Canales reported that New Concepts is experiencing difficulty with Ellis Stone Construction (primary investor) in two main areas: (1) timeline and (2) facility design. New Concepts was anticipating using the facility in July whereas Ellis Stone feels the project would not be ready for use until October. In addition, the redesign of the facility has caused an increase in total cost for the project which has proven detrimental to this particular project. A decision will be made by New Concepts within the next few days whether or not to proceed with the Regent Street project or to look for other currently available facilities. One member suggested that perhaps the Meshak Boarding House could be used for the group home. Mr. Canales noted that this avenue had been pursued and found to be lacking because all the bedrooms are on the second floor and this type of resident would need access to first floor bedroom space. The Board will be kept updated on the issue. Mr. Canales was thanked for his report.

2. Presentation by United Way Regarding Its Role in the Community.

Mary Pat O'Keefe, Executive Director, discussed the role of the United Way in the community. Ms. O'Keefe indicated that the agency's role is two-prong: (1) fund-raising and (2) problem solving. The United Way is changing its mode of operation/allocation in that the group will be using a community needs assessment rather than just allocation funds to all agencies because it had been funded in the past. A Board member questioned the training the committee had in evaluation and needs assessment. Another concern raised was the possibility of increased administrative costs if the current focus is pursued which would mean less funding going to the program area. Ms. O'Keefe noted that the United Way is very responsible and wants a well-run program; however, it stops short of intruding into personnel issues.

As an update on the Meshak facility, Ms. O'Keefe noted that the United Way has contacted the Salvation Army in an effort to have an appropriate group to take over administration of that facility. A decision has not been made as yet but the issue is currently being studied.

Ms. O'Keefe indicated that the Executive Committee wished her to express their concern about the Community Human Services Board discussing issues directly relating to the United Way but not having them as formal action/discussion agenda items and also not having a United Way representative present at the discussions. It was pointed out that only at a recent meeting of the Board did the Director, in her usual report to the Board, ask for guidance and approval to discuss concerns with the United Way agency regarding a mutual funded program. The Board felt that this was appropriate action and in no way usurped the control or authority of the United Way Board. Ms. O'Keefe was thanked for her presentation.

3. Report on Initial Findings of the Listening Forum.

Daryl Kurtenbach shared the results of the Listening Forum effort. The results included the responses from the telephone survey conducted during the process. Community members continue to feel that there is a lack of information about all services/programs provided in the county. The department is planning to increase its efforts in the area of public education in the coming years. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to accept the report as submitted. All were in favor of the motion. Motion carried.

4. Report on Community Action Programs Survey of Low-Income Persons' Health Needs.

Karl Pnazek, CAP Director, reported the the survey of low-income persons' health needs. Mr. Pnazek indicated that between 3.5 and 5% of total households were surveyed indicating a confidence factor of 90-95%. Statistics specific to Portage County were shared with the Board. Karl pointed out that a major problem facing the county in the future will be increased major health needs . He noted that about 84% of people responding are not seeking treatment because of health costs. Therefore, this represents a long-term "health time bomb". Additionally, 33% of households responding had children 6 years and under who were not getting health care. The survey results as well as the Poverty Task Force recommendations have been shared with Senator Helbach's Office which is in the process of soliciting help so that Portage County can be considered for a health insurance pilot project. The Board will be kept informed of the progress made on this issue.

Additionally, Mrs. Bablitch noted that the department as well as other community organizations (such as St. Michael's Hospital through Marge Lundquist's efforts) have been brainstorming as to creative ways to get at some of the health problems in the community.

III. FISCAL ISSUES

1. Action to Authorize Purchase of Table and Chairs from Portage House Project Income.

Mr. Houlihan, Director of Portage House, requested Board approval to purchase a dining table and six chairs for \$400 for the facility. The cost of the purchase would be covered through project income and would be at no cost to the county. A Motion was made by Mr. Varney and Seconded by Mr. Hanson to approve the purchase as requested. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

Vouchers were reviewed by the Board. A Motion was made by Mr. Borham and Seconded by Mrs. Lundquist to approve the vouchers as submitted. All were in favor of the motion. Motion carried. Voucher amount approved totaled \$26,362.13.

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 5:15 p.m.

The next meeting is scheduled for Tuesday, June 23rd, 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  
JULY 14, 1987

Present:

Paul Borham  
Dave Varney  
Gordon Hanson  
Dick Purcell  
David Eckholm  
Dennis Tierney  
Cheryl Kaczmarek

Excused:

Carole Holmes  
Gene Szymkowiak  
Marge Lundquist  
John Holdridge

Also Present: Judy Bablitch, Director; Susan Rutta, Administrative Assistant; Kirsten Hall and Jim Canales, Coordinators; Lauri Rockman and Jay Cleve, Supervisors; Sherin Bowen, Program Manager; Lucy Kluck, Business Manager; Sue Beveridge, Advisory Committee Member; Bonnie Bressers representing the Stevens Point Journal; and Colleen Colloton representing WSPT.

I. BOARD AND ADVISORY COMMITTEE TRAINING

The Board training topic focused on the department's budget process. The Business Manager presented an overview of the process including sources of expenses and revenues and criteria used in determining the budget each year.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of the June 9, 1987 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 consider.

3. Director's Report.

Kirsten Hall, the new Health Coordinator, was introduced to the Board and officially welcomed.

Mrs. Bablitch indicated that she presented the Alternate Funding Task Force Report recommendations to the Finance Committee Monday night. The report was favorably received and

there were no objections to any of the proposals. Both the department and the Finance Committee have a "Gentlemen's Agreement" that all the money generated by our funding efforts will remain part of the agency's budget and not revert to the General Fund.

It was announced by the Director that the Dedication/Open House date has been set for Tuesday, August 18th. The portrait dedication will begin at 4:00 p.m. and end around 4:30 p.m. The Open House festivities will run until 7:00 p.m. Mrs. Bablitch requested that the Board authorize up to \$500 to cover any needed expenses such as printing of programs and the rental of a tent. Money is available from the agency's Program Recruitment line item. A Motion was made by Mr. Varney and Seconded by Mr. Hanson to approve the request to use up to \$500 for Open House expenses as proposed by Mrs. Bablitch. All were in favor of the Motion. Motion carried. Mrs. Bablitch also requested input as to whether or not it would be appropriate for the agency to solicit donations from local merchants and grocery stores. The Board encouraged staff to pursue this avenue to defray the cost of the event.

On July 27th, the department will be going before Finance Committee to update them on the status of the 1986 budget.

It was recommended that two days be set aside to consider the agency's 1988 budget requests. These dates were set as TUESDAY and WEDNESDAY, SEPTEMBER 22nd and 23rd.

Board members were reminded that the next meeting will be a joint session of the Board and Advisory Committee on Tuesday, July 28th.

#### 4. Citizen's Concerns.

There were no citizen concerns to be addressed at this time.

### III. PROGRAM ISSUES

#### 1. Report on Supportive Employment Project.

Jim Canales presented a report on the Supportive Employment Initiative concept which seeks to redirect vocational services provided to individuals with severe disabilities from existing

work/day activity centers to paid work in a variety of settings in the community. The department, in conjunction with staff from the Community Industries Corporation, has applied for a two-year, \$29,000 each year, grant to expand the current initiative. Only two of the 55 counties applying for grant monies will be funded. It is understood that the counties chosen to receive the funds will continue the program after grant funds are depleted. Strategies to accomplish this criteria were discussed with the Board. Mr. Hanson indicated that he felt the program could be better sold if the client's wages were subsidized instead of providing job counselors to supervise this population at the work site. The Board commended Mr. Canales on his initiative in this matter. A Motion was made by Mr. Hanson and Seconded by Mr. Tierney to support and endorse the program and grant proposal as outlined by Mr. Canales.

2. Update on New Group Home for Developmentally Disabled Adults.

Mr. Canales provided an update on the purchase of the new group home for developmentally disabled adults. An open meeting was held on June 22nd to discuss the possibility of New Concepts purchasing the Jackson Street property for a developmentally disabled group home. About thirty people attend; half of the citizens were for and about half were against the housing of this population at that location. New Concepts intends to provide efficient operations yet granting as much independence to the individuals in their charge as possible. Some Board members questioned the amount of money paid by New Concepts for the facility. Mr. Canales noted that the amount paid for the house was what the home was worth but not necessarily the same amount as indicated on the tax rolls. Many other intangibles entered into the negotiated price such as the convenience of having separate group home living quarters in the same facility as the residents, having a single-story structure, etc. The as a result of the higher price paid for the facility. The price that the county will pay for services will not increase as a result of the higher price paid for the facility. The Board requested that New Concepts be asked to give a report to it on the purchase and operation of this home.

IV. FISCAL ISSUES

1. Year-To-Date Financial Report.

The department is not projecting any serious deficits. At this point in time, there is a surplus of \$19,292. In addition, today the agency received \$27,000 in unanticipated revenue for the General Assistance Program.

2. Approval of Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the vouchers as submitted. All were in favor of the motion. Motion carried. Two sets of vouchers were approved in the amounts of \$9,079.39 and \$55,183.92.

V. PERSONNEL ISSUES

1. Action to Authorize Leave of Absence for General Assistance Program Manager and Action to Authorize Limited-Term Employee to Replace this Position.

The Director requested Board approval for a leave of absence from August 31st through December 14th for the General Assistance Program Manager. The management duties would be assumed by the Income Maintenance Supervisor and an LTE would be requested to provide the case planning and work relief components of the position. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the leave as requested and to hire a limited-term position during the leave. All were in favor of the motion. Motion carried.

2. Action to Authorize Limited-Term Employee for Financial Services Section.

The Board was asked to approve the hiring of a limited-term employee also in the Financial Services Section for a maximum of 300 hours to assist with some backlogged cases. A Motion was made by Mr. Borham and Seconded by Mrs. Kaczmarek to approve the request as submitted. All were in favor of the motion. Motion carried.

3. Action to Authorize Change in Hours of Psychologists.

The agency is requesting permission for a job-share position with a psychologist (Mental Health Clinician 2) position. Reasons for the request were outlined in the memo from Dr. Cleve to the Director. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the request to job-share the position as requested. All were in favor of the motion. Motion carried.

4. Action to Hire An Attorney for General Assistance Appeals.

The process to hire an attorney to handle General Assistance Appeals has been successfully concluded. Mrs. Bablitch asked approval to hire Mark O. Ilten as the hearing officer at a rate of \$100 per hearing. This action was necessary because District Attorney Runde felt that the current General Assistance Appeals Committee as well as the District Attorney's Office would have a conflict of interest in hearing the appeal cases. Mr. Ilten was selected from about six attorneys expressing interest in this contract because if he is not available to hear a case, some other members of his law firm will be able to fill in for him. Mr. Hanson questioned why the District Attorney felt his office had a conflict of interest in hearing these appeal cases. He made a motion which failed for lack of a Second stating that the duty to hear the appeals is within the function of the district attorney office. A Motion was then made by Mr. Borham and Seconded by Mr. Varney to Table the action for approval to hire the private attorney and to request that the District Attorney attend the next Board meeting to discuss this matter in more depth. 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 5:35 p.m.

The next meeting is scheduled for Tuesday, July 28th, beginning at 4:00 p.m. in Conference Room 1-2 of the Gilfry Center. This will be a joint meeting of the Board and Advisory Committee.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE JOINT MEETING  
AUGUST 11, 1987

Present-Board

Paul Borham  
Dave Varney  
Dennis Tierney  
Marge Lundquist  
Cheryl Kaczmarek  
David Eckholm  
Gene Szymkowiak  
John Holdridge

Present-Advisory Committee

Fran Eskritt  
Erin Woods  
Sue Coe  
Mary Kampschoer  
Katie Von Feldt  
Jim Johnston  
Julie Krause  
Pat Mages  
Kay Harmon  
Bill Lundgren

Excused-Board

Dick Purcell  
Carole Holmes  
Gordon Hanson

Excused-Advisory Committee

Larry Heshelman  
Carole Holmes  
Sue Beveridge  
Marge Odejewski  
Woody Bishop  
Marilynn Kranig  
Don Herrmann

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Lauri Rockman, Steve Tuszka, Ramona Wroblewski, Cindy Schmitz, Jerry Koepfel, and Jay Cleve, Section Supervisors; Sherin Bowen and Patti Hintz, Program Managers; Dennis Zylkowski and Ray Schmidt, line staff; John Runde, District Attorney; and Bonnie Bressers, Stevens Point Journal.

The Joint Meeting of the Community Human Services Board and Advisory Committee was called to order by Acting Chairperson, Gene Szymkowiak, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the July 14, 1987 Minutes.

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 come before the Board.

3. Director's Report.

An official invitation to attend the portrait dedication and open house was distributed to the Board.

Minutes of the WCA/Public Health Affiliate Board of Directors' July 9th and 10th meeting were distributed by Mr. Borham.

A preregistration form for the PHA/WCA Fall miniconference was included in the Board packet. Anyone interested in attending this meeting should contact Sue Rutta.

4. Citizens Concerns.

There were no citizens concerns to be addressed.

II. PROGRAM ISSUES

1. Action to Adopt the Agency's 1988-89 Objectives.

The 1988-89 agency objectives had been included in the Board packet. Each Section within each Division presented highlights of its objectives and the rationale for selecting them. Questions were clarified. Mrs. Bablitch thanked the Board and Advisory Committee for their help in setting this two-year plan. A Motion was made by Mrs. Lundquist and Seconded by Mr. Varney to adopt the objectives as a guide for 1988-89 agency activities. All were in favor of the motion. Motion carried.

2. Report on Second Quarter 1987 Program Statistics (April-June).

All Coordinators present briefly addressed the statistical component, Division initiatives, and problems/concerns portions of the second quarter report.

Prior to the Joint meeting being adjourned, Bonnie Bressers was presented with a paper weight as a thank you for her years of fairly and sensitively presenting the Community Human Services issues.

At this time, the Advisory Committee moved in body to the Day Services Room to continue its monthly meeting. The Board continued its separate meeting in Conference Rooms 1-2.

3. Report on Progress of New Group Home for Developmentally Disabled Adults.

Jim Canales provided the Board with an update on the status of the group home for developmentally disabled adults. At a recent meeting, the Board questioned the price paid by New Concepts for the four-bed facility. In response to this question, a letter from Derrick Dufresne, Executive Director of New Concepts, was included in the Board packet outlining the rationale for New Concepts' decision to purchase the Jackson Street home. Additionally, Mr. Canales indicated that a current bank appraisal listed the value of the home (with modifications) at \$97,000 which is \$7,000 <sup>over</sup> under the amount paid for the facility. Mr. Canales was thanked for the presentation.

4. Update on County's Child Support Enforcement Program.

District Attorney Runde appeared before the Board. He noted that he and his staff are aggressively pursuing child support enforcement efforts. He noted that the county currently has 1,565 active cases and 300 new ones are added each year. Currently, there is one person to handle this program but efforts are being made to increase staff in this area.

5. Update on County's Fraud Collection Program.

Attorney Runde felt that his staff's responses in this area have been slow. When cases of fraud arrive in his office, the recovery process is already usually underway so therefore it is not handled as priority.

6. Action to Hire Attorney for General Assistance Appeals Program.

A letter from the District Attorney outlining the reasons for the hiring of a private attorney to handle the General Assistance Appeals program was included in the Board packet. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the District Attorney's recommendation to hire an independent attorney to act as hearing examiner for the General Assistance Appeals program. All were in favor of the motion. Motion

carried. The agency previously recommended that Mark O. Ilten be hired to act as Hearing Officer until June 30, 1988 at a fee of \$100 per hearing. At that time, the agency would review the issue to determine how the arrangement was working and if adequate compensation was being paid. The attorney's fee will come from the General Assistance budget.

7. Report on Survey of Radon Gas in Portage County.

In response to a story that appeared in the Stevens Point Journal, a report was given on a radon gas survey which was recently conducted in the county. Dennis Zylkowski, Sanitarian Aide, answered sampling technique questions. Dennis said that total of 50 homes were surveyed in the county. Of that amount, 40 homes were sampled randomly and 10 homes were sampled on the basis of geology. Sampling was done over a two-month period in the Spring. Any home over 4 pCi/l is considered high. Portage County had one home with a reading of 50 pCi/l. A study is being planned for Winter 1987 to concentrate on areas of the state which geological factors would indicate radon would be present.

III. FISCAL ISSUES

1. Action to Increase Fees for Sanitary Permits.

Since August 1, 1987, Portage County has been required to submit an additional \$20 fee to the state for each sanitary permit issued. The Director recommended approval to increase the cost of conventional systems from \$100 to \$120 and alternate systems from \$175 to \$195 to cover this additional charge. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

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. Vouchers in the amount of \$38,502.76 were approved.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employee for Psychological Services Section.

The agency requested permission to hire a 40-hour per week limited-term employee for up to one year to fill the vacancy of a Mental Health Clinician I. Attempts will continue to be made to fill this position with a permanent, full-time position. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Action to Authorize Limited-Term Employee for Environmental Health.

The Board considered a request to increase the current limited-term Sanitarian Aide position by 15 hours per week in addition to increasing the salary to \$7.00 per hour. Documentation for this request was included in the Board packet. Mrs. Bablitch noted that if the position were approved, the Personnel Office would be asked to set the salary; \$7.00 was the amount recommended by the Environmental Health Supervisor. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the position as requested. All were in favor of the motion. Motion carried.

3. Action to Request New Positions.

The department requested consideration for three new positions totally 2.25 full-time equivalents. Included in the Board information was the documented need of a 40-hour Financial Services Specialist I (Income Maintenance Worker), a 40-hour Human Services Specialist I (Social Worker), and an additional 10 hours of Community Health Nursing Supervisor time. Mrs. Bablitch pledged that the agency would work the funding for these positions into the county guidelines and not request exceptions to the 1988 budget limitations. If funding for any or all of these positions could not be arranged within the confines of the budget limits, a decision would be made which, if any, of the

positions to fund. The Board considered each request individually. A Motion was then made by Mr. Tierney and Seconded by Mrs. Ludnquist to approve all the positions as requested as long as there is no new fiscal impact on the budget. All were in favor of the motion. Motion carried. The position requests will be forwarded to the Personnel and Finance Committees for their action.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, August 25th, beginning 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  
AUGUST 25, 1987

Present

Dick Purcell  
Gene Szymkowiak  
Dave Varney  
Dennis Tierney  
David Eckholm  
Carole Holmes  
Cheryl Kaczmarek  
Gordon Hanson  
John Holdridge

Excused

Paul Borham  
Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Dr. Ed Buda, Child Psychologist; Daryl Kurtenbach, Coordinator; Priscilla Ritter, Laurel Hoeth, and Nancy Kaufman of the Single-Parents Task Force; Fran Eskritt, Advisory Committee member; Lucy Kluck, Business Manager; Sherin Bowen, Program Manager; Lauri Rockman, Supervisor; a media representative.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, August 25th, in Conference Rooms 1-2 of the Gilfry Center.

I. ADVISORY COMMITTEE AND BOARD TRAINING

Dr. Ed Buda, Child Psychologist with the department, presented an overview of teenage suicide and depression. Addressed in the presentation were the symptoms of suicide and depression as well as techniques used to combat this illness.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the August 11, 1987 Minutes.

Mr. Varney noted that on page 3, item 3, line 10, the word "under" needs to be changed to "over". The sentence should read "...which is \$7,000 over the amount." A Motion was then made by Mr. Varney and Seconded to approve the Minutes as corrected. All were in favor of the motion. Motion carried.

2. Correspondence.

A letter from Brian Shoup of the Community Alcohol and Drug Abuse Center was read and placed on file. Mr. Shoup's letter praised the commitment of Board and staff to improved quality of life for county residents.

3. Director's Report.

Mrs. Bablitch indicated that the Open House was very successful. She estimated that about 200 or more persons attended the event. The dedication/open house program was distributed to all Board members. Many favorable comments have been received, especially about the publicity efforts made for the festivities.

Staff are working on the department's budget. The Board is tentatively scheduled to review the 1988 budget on Tuesday and Wednesday, September 22nd and 23rd. However, the County Board is scheduled to meet on September 22nd. Therefore, it was agreed to move the Board's meeting to Wednesday, September 23rd, and Thursday, September 24th. If at all possible, the Board would like the budget hearings to last one day.

4. Advisory Committee Report.

Carole Holmes, Chairperson of the Advisory Committee, gave a brief update on Advisory Committee activities. She noted that the Committee considered the work of the Listening Forum at its June meeting. The July meeting had been cancelled and a joint meeting was held with the Board in August. When it met as a separate body after the joint meeting in August, the Advisory Committee considered the Single-Parent Task Force Report (which will be presented at this Board meeting). Carole also thanked Board, Advisory Committee, and staff for the flowers sent to her while she was recuperating.

5. Citizens Concerns.

There were no citizens concerns to consider at this time.

III. PROGRAM ISSUES

1. Action to Accept Single-Parent Issues Task Force Report.

Nancy Kaufman, chairperson of the Single-Parent Issues Task Force, and members Priscilla Ritter and Laurel Hoeth were present to discuss the work of the task force. Ms. Kaufman highlighted the efforts of the group. She noted that four major subcommittees had been established in the areas of (1) child issues/parent issues/child care; (2) financial/legal/education/and career development; (3) emotional/social parent issues; and (4) institutional responsibilities.

Seven problems areas (issues) facing single-parents were addressed in the report. Recommendations for each issue were made. Included in the problem "issue" areas were: (1) The majority of single-parent families live in or near poverty. (2) Single-parents often feel lonely and isolated, with feelings of low self-esteem. (3) Parenting is more difficult and stressful in a single-parent family. (4) Single parents are more involved in legal issues than are two-parent families. (5) Children in single-parent families often feel rejected, lonely, and filled with stress. (6) Single parents require low-cost child care services. (7) Single parents need educational and career training.

Ms. Kaufman felt that another problem that must be addressed, and which the task force chose not to deal with at this point in time, is the issue of teenage single-parents. Mr. Hanson, a member of this task force, felt that he would like to see more babies of single-parents given up for adoption. He also felt that the males were not shouldering their responsibility for raising these children.

The Task Force was commended for its excellent and indepth report. A Motion was made by Mr. Hanson and Seconded by Mr. Varney to accept the report and refer it to the Director to prepare recommendations as to how the department can address the concerns. All were in favor of the motion. Motion carried.

Prior to the report, the Board was asked to make two changes in the document. On page 8, paragraph 2, line 2, the word "advocacy" should be changed to "adversarial". All of page 10 should be eliminated. This page is a duplication of information found on pages 8 and 9.

2. Action to Inform Governor Thompson of Board's Disapproval of SHIP (State Health Insurance Program) Veto.

The Director requested authorization to draft a letter on the Board's behalf to Governor Thompson explaining why the agency and Board feel that vetoing of the SHIP pilots was a serious mistake. The Poverty Task Force noted health care for Portage County's uninsured as their top concern. Senator Helbach and other community leaders had spent considerable time lobbying for the pilot plan to stay in the budget and for Portage County to become a test site. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to authorize the Director to draft the letter for Mr. Purcell's signature. All were in favor of the motion. Motion carried.

3. Report on Status of Food Co-Op Study.

In response to a Poverty Task Force recommendation that low-income persons needed nutritious foods, a subgroup was formed to look at the possibility of forming a food cooperative. Sherin Bowen, General Assistance Program Manager, was chairperson of the committee. A memo outlining the progress this group has made was included in the Board packet. In addition, Mrs. Bowen addressed the concept of the SHARE (Self-Help and Resource Exchange) program and showed the Board what one "share" of food would include. Each share of food would have about 30-40 pounds of food and include meat, vegetables, fruit, and staples such as beans, rice, or pasta. The SHARE program would be open to all county residents, regardless of income. Each share would have to be paid for up-front and each share would require that a person perform 2 hours of community work. The final step of the task force is to establish a SHARE Board to administer the program. Anyone wishing to be on this Board should contact Sherin. Mr. Tierney felt that the university should have a representative on the Board. The Board felt that this was very very worthwhile project and commended the efforts of this group.

Mrs. Bablitch also indicated that preliminary work has been done for the Vision '87 workshop. Tentative information on the workshop was included in the Board packet.

4. Report on Funding for Child Day Care.

Daryl Kurtenbach indicated that child day care funds will be depleted around September 18th. Respite and child protective services will be continued until the end of 1987 per Administrative Code requirements. Providers and consumers have been notified of the cut-off of funding. The agency may, however, receive a larger allocation for 1988.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Holdridge and Seconded by Mr. Hanson to approve the vouchers in the amount of \$ 126,671.65 as submitted. All were in favor of the motion. Motion carried.

2. Action to Transfer Funds to Purchase Spectrophotometer.

The agency requested permission to purchase a spectrophotometer to provide quality water testing services to the county residents. Funding for this purchase would come from the Health Coordinator's salary. A Motion was made by Mr. Holdridge and Seconded by Mr. Szymkowiak to approve the request as submitted. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize Maternity Leave and a Replacement Limited-Term Position.

The Director recommended approval of a ten-week maternity leave and a subsequent limited-term employee to fill this vacancy. Funding will be available to cover the LTE. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the leave and LTE as requested. All were in favor of the motion. Motion carried.

2. Action to Authorize Limited-Term Employee for Energy Assistance Program.

The Director requested approval to hire three limited-term employees for the Energy Assistance Program. Detailed financial information was included in the packet. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the three LTE requests as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Hanson and Seconded by Mrs. Kaczmarek 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 8th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 8, 1987

Present

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

Excused

Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Daryl Kurtenbach and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; and Patti Hintz, Accounts Receivable Supervisor.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the August 25, 1987 Minutes.

A Motion was made by Mr. Hanson 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 consider.

3. Director's Report.

Mrs. Bablitch indicated that the new group home on Jackson Street is now open and has two residents. So far, all is going well.

Some time ago, the department gained approval to construct a kitchen in the building if funds were available. The department may have money in a Long-Term Care budget account. A place in the building has also been located (by the boiler room). Chet Przybelski, Maintenance Supervisor, will be updating the Space and Properties Committee on this project. The department has not isolated the total dollars needed for the project but perhaps can do the project a little at a time over the next few years.

The 1988 budget will not be ready for the proposed September 23rd and 24th Board meetings. The Board was asked to select an alternate date. As of now, Tuesday, October 6th, has been chosen for the budget review. If necessary, the budget can either be finalized at an October 7th or regular October 13th meeting. If the Board needs a second meeting in September, it will be the 29th. If a second meeting is not needed, the next regular meeting will be October 13th. Just a reminder, the September 22nd meeting has been previously cancelled.

4. Citizens Concerns.

There were no citizen concerns to consider at this time.

II. PROGRAM ISSUES

1. Report on Youth Issues Awareness Month.

Bill McCulley, Coordinator of the Restorative Care Division and member of the Portage County Chemical Intervention for Youth Committee, provided an update to the Board on the awareness activities taking place in October. Mr. McCulley reported that the goal of the program is to provide the community with information, educational programs, and awareness issues facing all community members. The topics that will be addressed during the month of October are chemical abuse/use issues, suicide/depression issues, and positive health practices. The Committee is asking the support and endorsement of the Board through its participation at any or all of the events planned. A tentative schedule of events was provided in the Board packet. A finalized version will be provided to the Board when available.

III. FISCAL ISSUES

1. Update on New Fee Charging Policy and Cost-Share Policy.

Lucy Kluck, Business Manager, and Patti Hintz, Accounts Receivable Supervisor, reviewed the new fee-charging and cost-share policies. To date, the department is anticipating \$18,000 in revenues compared to its \$10,000 projection. A chart showing the cost-share totals by program for the first six months was distributed and discussed with the Board.

2. Financial Report.

The department is projected to be under budget by \$21,000 even though the the Chemical Dependency and Mental Health budgets are over expended. These overages should be covered by budgets which are under expended thereby balancing the total department budget for 1987.

An error was noted on page 4 under Net - Projected. The amount should be \$2,992,244 not \$1,992,244.

3. Approval of Vouchers.

A Motion was made by Mr. Varney and Seconded by Mr. Szymkowiak to approve the vouchers in the amount of \$95,773.71 as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employee for Commodity Distribution Program.

The Director requested permission to extend the Commodity Distribution Program Coordinator LTE position from October 11, 1987 through October 10, 1988. The position request also indicates an increase in hours from 43 per month to 50 per month to compensate for an increase in distribution sites. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Kaczmarek to approve the request as submitted. All were in favor of the motion. Motion carried.

V. OTHER TOPICS

A Board member questioned the progress made on the Share Program. Mrs. Bablitch indicated that the agency is applying for a start-up grant through the United Way which may allow hiring a coordinator for the program. In Sherin Bowen's absence, Mrs. Rockman is working on the project. The program could begin later this year.

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 5:05 p.m.

The next meeting is tentatively scheduled for Tuesday, September 29th, in Conference Rooms 1-2 of the Gilfry Center.

If the 29th meeting is cancelled, the next meeting will be the Budget hearings on Tuesday, October 6th, beginning 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  
OCTOBER 6, 1987

Present

Dick Purcell  
Paul Borham  
Dave Varney  
Marge Lundquist  
David Eckholm  
Carole Holmes  
Cheryl Kaczmarek  
Gordon Hanson  
John Holdridge

Excused

Gene Szymkowiak  
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Daryl Kurtenbach, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz, Ramona Wroblewski, Suzanne Oehlke, and Bob Schmitz, Health Supervisors; Lauri Rockman and Jerry Koepfel, Restorative Care Supervisors; Joni Smith, Program Manager; Steve Tuszka, Long-Term Care Supervisor; Mike Mills representing New Concepts; Paul Rice of Community Industries; Brian Shoup, Community Alcohol and Drug Abuse Center; Mike Houlihan, Portage House Director; Mary Pat O'Keefe of the United Way; representatives from the Achievement Center; concerned citizens representing the developmentally disabled population including Mrs. Fabian; and Teresa Drefus of the Stevens Point Journal (Bonnie Bresser's replacement).

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, October 6th, in Conference Rooms 1-2 of the Gilfry Center.

I. Approval of the Minutes of September 8, 1987.

A Motion was made by Mr. Hanson and Seconded by Mr. Borham to approve the Minutes of the September 8th meeting as written. All were in favor of the motion. Motion carried.

II. Review of the 1988 Department Budget.

Prior to giving her overview of the budget, Mrs. Bablitch introduced Teresa Drefus, reporter with the Stevens Point Journal. Teresa will be covering the Board's activities and replaces Bonnie Bressers.

The budget as proposed reflects:

\$1,280,089	- Department's Needs
<u>1,196,494</u>	- 4.5% County Share
\$ 83,595	- Projected Deficit
9,000	- Additional Revenue from Counseling Services
<u>7,200</u>	- Decrease in Home Health Staffing Pattern
\$ 67,395	- Projected Deficit

Mrs. Bablitch indicated that to reach the budget guidelines established by the Finance Committee, the department will need to decrease its proposed budget by an additional \$67,395. Mrs. Bablitch noted that the agency has had trouble meeting the guidelines for several reasons: (1) The agency is extremely labor-intensive; (2) In addition to the salary and fringe benefits it had to absorb in 1987, the department also absorbed \$200,000 in lost county revenue; (3) The state's increase to the department is a modest 2.3%; (4) In 1988, the federal share given to the state and therefore passed on to this county decreased by 0.131% (\$2,267); (5) There has been an increase in the number of individuals unable to pay the full cost of service; and (6) In 1988, there will not be any more state transitional funds allocated to offset General Assistance program expenses and in addition the state has not passed additional reimbursement for the program.

In formulating its 1988 budget proposal and in trying to stay within the guidelines during the budget process, the department: (1) cut out funding for all new position requests; (2) eliminated all requests for limited-term employee positions that were not self-funded; and (3) placed a heavy reliance on securing grants for new and existing programs and materials.

The department will be asking permission of the Finance Committee to set up nonlapsing accounts for five volatile, program-specific accounts including Youth Aids and General Assistance.

In addition, the director, personnel manager, and unions will try to creatively address the need to lower personnel costs.

Keeping this information in mind, Mrs. Bablitch requested that the Board adopt a balanced budget. However, the \$67,000 deficit that now appears will be absorbed during 1988 in various staffing and/or program changes.

Mr. Hanson questioned whether it was possible for the department to carry excess 1987 funds into the 1988 year. He also supported the proposal of going into 1988 with a deficit budget with the understanding that the department would make it up at some point in that year. Finally, he questioned whether or not it would be feasible for staff to take time off without pay.

1. Administrative Budget.

The Administrative budget represents a 0.83% decrease from the previous year. This is because the Division has placed a great reliance upon grants and alternate revenue sources to offset some additional staff development and community relations program needs. There were no concerns regarding this budget.

2. Business Services Budget.

The proposed Division budget reflects a \$512,352 cost (3.29% increase). Mr. Varney questioned whether it was prudent not to include an increase in postage costs since a three-cent increase will be effective in April, 1988. He also questioned how realistic the revenue projection in the Keep the Change program was, and what prompted the increase in liability insurance costs. The agency indicated it would try to absorb the additional postage cost within its budget. However, the Board felt that with such a tight budget, it would be better to increase the postage cost upfront. Therefore, \$1,500 was ADDED to the postage line item increasing the total department deficit. The postage account will reflect a total request of \$16,330.

3. Shared Services Division Budget

Daryl Kurtenbach noted that the Division's budget does include one parenting position but filling the position is contingent upon receiving a grant. The total Division proposal includes a 2.80% increase at a cost \$225,029. Section requests include the Coordinator budget at \$41,367 or a 4.20% increase; Intake/Access at \$30,403 or a 4.33% increase; Home and Financial Management with \$87,530 or a 0.89% decrease; Support Services at \$65,729 or a 6.44% increase; and Commodity Distribution without any cost to the county. No changes were made to this Division's budget request.

4. Health Division Budget

The overall Health Division budget reflects an increase of 32.12% or a cost of \$326,837.

Coordinator Budget -- The Coordinator's budget includes a net expense of \$41,690 or 10.20%. There were no changes to this budget.

Community Health Nursing Budget -- This section's budget reflects a increase of 9.97% or \$199,719. The budget includes two part-time MCH nurses and one MCH nutritionist. It was noted that fees have been increased as much as possible to cover services. The school contract has also been increased to tentatively reflect a \$4.00 charge per student for the 1988-89 school year and taking into account that some schools will not purchase services. The proposed \$4.00 fee does not cover the school program cost which require five full-time nursing equivalents. No changes were made to this budget.

Environmental Health Budget -- The Environmental Health budget includes only full and part-time individuals. No additional limited-term employees are included. This budget reflects a cost to the agency of \$55,040 for a 52.29% increase. This increase is due to substantial loss of revenue. No changes were made to this request.

Laboratory Services Budget -- This is a new budget. Previously, costs had been included in the Environmental Health Section budget. The cost for the program is \$10,521 or a decrease of 1.81%. Fees have been increased appropriately. No concerns were noted.

Home Health Care Budget -- The Home Health budget as presented reflected a cost to the county of \$20,354 or a 210.11% increase. However, Mrs. Wroblewski indicated that the Section will decrease 10 hours of nursing time which means a reduced cost of about \$7,200. The budget should therefore reflect a net increase in expenses of \$13,154 or a 171% increase. Mrs. Wroblewski felt she could provide a more cost-effective service if she had the flexibility to hire at least one nurse through a personal services contract. She noted that currently visits are down. However, since her staff is unionized, they are paid whether or not there are visits to be made. She felt that if a nursing contract could be arranged, Ramona would have the flexibility of assigning cases to that nurse when there was an increased need for services. This would eliminate the need to pay premium time to regular staff for overtime hours worked. The Director noted that in the past, the Personnel Department has not favored contracting for personnel services under a personal services contract. The Board asked the Director to pursue this matter with the Personnel Department. Mrs. Bablitch indicated that if visits continued to decrease, the agency would look at further reducing nursing or aide hours. No other changes were made.

WIC Program Budget -- This budget includes one part-time (13 hours per week) limited-term employee (clerk). The budget is self-sufficient. The budget proposal remained unchanged.

6. Division of Restorative Care Budget

With the exception of Portage House, this Division budget will be considered at the October 13th meeting.

Portage House Budget -- This budget is totally funded through state and federal dollars. No changes were made to the proposal.

7. Division of Long-Term Care Budget

The total Division budget reflects a cost to the agency of \$1,007,058 or a 0.01% decrease.

Coordinator Budget -- This budget reflects a 1.52% increase or \$36,795. It was noted that approximately \$1,000 has been included as revenue to offset administrative costs for the Alzheimer's Family Support program. The budget remained as submitted.

Community Options Program Budget -- This program will generate an additional revenue of \$20,798 and reflects a percentage decrease of 15.18. The program pays for the costs of the social worker in addition to generating almost \$21,000 in additional administrative revenue. No changes were made to this request.

Community Support Program Budget -- The department is requesting a 8.48% increase or \$310,404 cost for this section. An effort will be made to move a client from an inpatient unit into a community-based care facility at a reduced cost. The budget remained as proposed.

Developmental Disabilities Budget -- This budget includes one full-time limited-term social work position. Also, the agency has received a Supportive Employment grant. Earlie, it was reported that only seven projects had been funded. However, additional funds have become available so Portage County's project will be funded. A new line item has been created for this program. The total section budget reflects a 1.07% decrease from 1987 or a cost of \$560,163.

Mrs. Fabiano, as a concerned citizen and member of the Association for Retarded Citizens (ARC), spoke about the need to have comparable services provided to parents and developmentally disabled adults living in their own homes as compared to the services provided to those placed in other care outside their natural homes. She noted that fourteen days of respite care is not enough per family per year and felt that the fee charged for the service is prohibitive to some families. ARC is also concerned about the young adults who are on the waiting list at Community Industries and not receiving any types of service. She felt that the additional dollars the Long-Term Division received should not be used to offset the cost of other department programs but should be used to alleviate this waiting list and provide better services to this population.

Mrs. Bablitch indicated that the additional money is used to provide services to the developmentally disabled. She also noted that there are many other programs and services within the department that have the same funding problems and that all must be considered in light of community needs. There have been new services developed specifically for the developmentally disabled population with the last several years. Some Board members felt that if the waiting list of such great concern, perhaps some of the parents whose young adults are on the current waiting list might consider approaching Community Industries to set up a Supportive Employment program and pay the cost of this programming themselves. No changes were made in this budget.

Elderly Services Budget -- The cost for this program is \$94,454 or a decrease of 14.86%. The proposed budget remained intact.

Adult Protective Services Budget -- This budget reflects the costs for one full-time position. The proposed budget is a net of \$26,040 or a 1.42% increase. No changes were made to this budget.

At this time, the Chairman recessed the meeting. The final Division budget (Restorative Care) will be reviewed on Tuesday, October 13th, beginning at 4:00 p.m. in Conference Rooms 1-2. The Board will also take action on the total department budget that day.

The meeting was recessed at 6:35 p.m.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 27, 1987

Present

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

Absent

Cheryl Kaczmarek

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; and Teresa Derfus of the Stevens Point Journal.

I. BOARD/ADVISORY COMMITTEE TRAINING

The October training featured the Commodity Distribution Program. Members met at the Stevens Point distribution site which is the warehouse area of Hal's South Side Food Store.

The meeting of the Community Human Services Board was then called to order by Chairman Purcell on Tuesday, October 27th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of October 13, 1987.

A Motion was made by Mr. Hanson 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 at this time.

3. Director's Report.

The Ruth Salutes Committee has authored a cookbook called Gilfry Goodies. The cookbook will be available for distribution around Thanksgiving and costs \$7.75. Anyone wishing to purchase the book was asked to sign up at this time. Proceeds from the sale will be used to offset recognition activities for Community Human Services Department employees.

At its last meeting, the County Home Committee discussed the day care proposal. Contrary to reports in the paper, the purpose of installing windows in the lower level was primarily to make the space more usable for inservices and secondarily to ensure that the area would be adequate for a day care facility. With the windows in place, the county could then proceed to find a provider for the day care program. It was the intent of the department to have the day care center available to all county employees. Some of the County Home Committee feel it should only be open to County Home and Community Human Service Department employees. It has always been the intent that the day care center would be privately funded and that rent would be paid to the county for the building usage. As the project progresses, an update will be given to the Board.

At its last meeting, the Finance Committee questioned the process used by the department for including some limited-term employees. While there was no written guidelines indicating that any limited-term employees working over 1,044 hours had to go before Finance Committee for authorization, this may now be the practice. As a result, some LTE hours, expenses, and revenues have been eliminated from the department budget and the department will have to get Personnel and Finance Committee approval for them instead of just Personnel Committee approval. The Personnel Manual will be revised to include and clarify any additional steps for LTE approval. The 1988 department budget was approved with the deficit of \$41,700 to be balanced sometime in 1988.

4. Advisory Committee Report.

Carole Holmes reported that at its last meeting, the Advisory Committee agreed to an adjusted meeting schedule. This revised schedule will be reviewed after one year. In the months that a regular Advisory Committee or Joint Meeting with the Board is not held, an Issues Awareness Ad Hoc Committee will meet. In this way, the Advisory Committee will begin to take a proactive stand on concerns and issues instead of a reactive one. The revised schedule is as follows:

January and July - Joint Meetings with Board  
February, June, August, October, and December - Ad Hoc Meetings  
March, May, September, and November - Regular Meetings  
April - Elections (This meeting may be rolled into the March meeting and the Ad Hoc Committee would then meet.)

5. Citizens' Concerns.

There were no citizens' concerns to be addressed.

III. PROGRAM ISSUES

1. Third Quarter Program Statistics (July-September, 1987).

Kirsten Hall, Jim Canales, and Bill McCulley each presented the third quarter statistics for their respective divisions.

In the Health Division, Mrs. Hall noted that there had been an increase in immunizations but a decrease in AIDS testing. The reason for this could be that Wood County has now been designated as an AIDS testing site and about 40% of our current clients have been from out of Portage County. Kirsten also noted that while Home Health referrals have decreased, visits have increased. Finally, Volume 1 of the Groundwater Plan has been finished and Volume 2 is scheduled for review and completion in November.

Jim Canales reported on Long-Term Care activities. He indicated that the 4-bed group home on Jackson Street has opened. Two individuals moved into the facility in September. A Neighborhood Advisory Committee is being set up to form better neighborhood relations. The department had applied for, and has received, a Supportive Employment grant for 1988 and 1989. Finally, three more CIP slots have been approved for Portage County which will mean that approximately \$88,000 service dollars will follow those three clients into the county.

Activities of the Restorative Care Division were highlighted by Bill McCulley, Division Coordinator. Bill stated that the majority of statistics are up from the last quarter. He did reported that: (1) there is no waiting list for child psychological services; (2) there has been an increase in mental health inpatient usage; and (3) a fourth youth has been sent to Lincoln Hills.

There were no questions of the Shared Services Division.

2. Action to Endorse Application for Family Support Program Grant.

The department requested approval to apply for a Family Support Program grant. Information regarding the program was contained in the memo to the Director and included in the current Board packet. If the grant is approved, the agency would receive \$20,000 per year with 10% or \$2,000 to be used to cover administrative costs. A Motion was made by Mr. Szymkowiak and Seconded by Dave Varney to endorse applying for a Family Support Program Grant. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Endorse Increasing Hours for Intake Services.

The agency requested approval to convert 10 hours of para-professional duties into 10 hours of professional duties. A current employee would assume these additional functions. The increased costs in 1987 would be absorbed in the current budget and the increased 1988 costs, approximately \$1,300, would be found in the review of personnel cuts. The rationale for this request was contained in the memo included in the Board packet. If approved, the request would be forwarded to the Personnel Committee for action. 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.

V. FISCAL ISSUES

1. Year-to-Date Financial Report.

The year-to-date reported reflects a surplus of about \$7,000 for 1987. Some changes were noted since the last report. Basically, the increase in mental health inpatient usage has been offset by unanticipated revenues from home health services and environmental health services as well as either increases in revenues or decreases in expenses in other sections.

2. Approval of Vouchers.

Vouchers were reviewed by the Board. A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the vouchers in the amount of \$136,962.97 as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made and Seconded by 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, November 10th, 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  
NOVEMBER 10, 1987

Present

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

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; Bob Schmitz and Lauri Rockman, Supervisors; Jo Seiser, Water Quality Specialist; Chuck Kell, Planning Director; Dave Mechenich, Groundwater Specialist; and Theresa Derfus of the Stevens Point Journal.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the October 27, 1987 Minutes.

A Motion was made by Mr. Szymkowiak 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 at this time.

3. Director's Report.

The Board was invited and encouraged to attend a meeting with Tim Cullen, Secretary of the Wisconsin Department of Health and Social Services, on Thursday, November 12th at 10:00 a.m. at the Lincoln Center.

Mrs. Bablitch indicated that Learnfare programs were to be implemented November 1st but the first sanctions will not occur until April. The agency may be joining with CAP Services in providing a public hearing on this program. Some concern has been voiced throughout the state that the techniques used in this program are not appropriate even though the goal, to keep young people in school so they can be productive as adults, is good.

Mrs. Bablitch was commended for her participation in the Border Witness program of the Rio Grande Defense Committee. The Board requested that she provide them with an inservice about this issue.

4. Citizens Concerns.

There were no citizen concerns to be addressed.

II. PROGRAM ISSUES

1. Report on Youth Issues Awareness Month Sponsored by Chemical Intervention for Youth.

Bill McCulley gave the Board an update on the October Awareness activities sponsored by the Chemical Intervention for Youth Committee. Bill noted that every school was given some kind of presentation and that all high school Seniors in Portage County had contacts with the TGIF program. Every community, excluding Junction City, also participated in the activities. The TGIF presentation was seen by 2,500 individuals and 2,800 persons attended other available presentations. In all, eleven communities and eleven schools participated in activities throughout the month. The media coverage by the Journal and the radio stations for the month-long activities was excellent. Literature was available at the malls in Stevens Point and Plover. In addition, material was also available at various libraries throughout the county. Although \$4,800 had been budgeted for the programming, the Committee will actually come in under budget.

The next plan of action by the Committee will be to provide follow-up aftercare to the rural areas such as Junction City, Resholt, and Almond. The school systems are now mandated to provide students with an alcohol/drug and suicide curriculum.

Overall, the Committee was very pleased with the exposure the programs received.

Mr. McCulley was thanked for his update.

2. Report on Portage County Groundwater Management Plan.

Chuck Kell, Planning Department Director, and David Mechenich, Groundwater Specialist, provided highlights of the Portage County Groundwater Management Plan. The plan was reviewed as it specifically related to the effects its approval would have upon the agency.

There are a total of 40 recommendations in Volume 2 of the document. Four primary areas addressed were: 1) waste management; (2) water supply; (3) hazardous material management; (4) groundwater monitoring; and (5) educational programming. Each primary area was broken down into tasks that needed to be accomplished.

A staff summary was also presented. In essence, the Groundwater Management Plan would require that: (1) the current Groundwater Specialist be made a permanent full-time position (not contingent upon grant funding as it currently is); (2) two new full-time Sanitarians be hired; (3) two sanitarians (approximately .17 FTE each) be hired as temporary staff for inventories/program start-up; (4) additional clerical support be hired; and (5) existing staff continue to be used for current programming. Some activities listed are new programs such as well head protection and the on-site sewage. It was felt that no new programs could be initiated without additional staff. Current programs could, however, continue.

Two potential controversial activities included in the plan are the well head protection program, which would affect residents in the Towns of Hull and Plover, and the provision of water and sewer services to individuals outside of the city proper.

If Volume 2 is accepted by the Groundwater Council, it was felt that the next step would be to have public forums in December and January, public hearings in February, and then bring the document for action by the County Board in February or March.

Mr. Kell and Mr. Mechenich were thanked for the presentation.

III. FISCAL ISSUES

1. Approval of Vouchers.

The Board reviewed the vouchers. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the bills in the amount of \$63,760.74 as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Forward Limited-Term Employee Requests for Financial Services and Developmental Disabilities Sections to Personnel Committee.

The Director once again requested permission to forward two limited-term employee requests to the Personnel Committee. The Board has approved these, and other limited-term positions, during budget deliberations. Both positions are fully funded by outside revenue sources. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the positions and forward the requests to the Personnel Committee. 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 was set for Tuesday, November 24th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center. Board members will be notified if the meeting is to be cancelled.

REMINDER: There will only be one Board meeting in the month of December. That meeting will take place on Tuesday, December 8th.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
NOVEMBER 24, 1987

Present

Cheryl Kaczmarek  
John Holdridge  
Paul Borham  
Marge Lundquist  
Dick Furcell  
Dave Varney  
Carole Holmes  
Dennis Tierney  
David Eckholm

Excused

Paul Borham  
Gene Szymkowiak

Others Present: Judy Bablich, Director; Sue Rutta, Administrative Assistant; Drs. Barb Hunt and Jay Cleve, Psychological Services Section; Kirsten Hall and Daryl Kurtenbach, Coordinators; Ramona Wroblewski, Home Health Supervisor; Bob Steinke, County Board Chairperson; Theresa Dertus, Stevens Point Journal; and Len Herrmann and Bill Zimdars of the Advisory Committee.

I. BOARD/ADVISORY COMMITTEE TRAINING

The November training focused on child sexual abuse. Drs. Jay Cleve and Barbara Hunter provided an overview of the causes of child sexual abuse and methods used by the Psychological Services Section in treating both victim and the abuser. Questions were answered after the presentation.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of November 10, 1987.

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

2. Correspondence.

A meeting of the Public Health Affiliate of the Wisconsin Counties Association will be held on Monday, November 30th, in Waupaca beginning at 6:00 p.m. Anyone wishing to attend should call Sue Rutta.

3. Director's Report.

The agency has received notification from the Department of Health and Social Services of its successful application for a Family Support grant in the amount of \$20,000 per year. Portage County ranked 4th out of 25 applications.

As a result of the work of the Single-Parent Task Force, a committee has been established to formalize ideas about how problems noted in the report can be alleviated. The group will be meeting for the first time on December 17th. Recommendations will be presented to the Board sometime in 1988.

4. Citizens Concerns

There were no citizens concerns.

III. PROGRAM ISSUES

1. Action to Support Commodity Distribution Program.

Daryl Kurtenbach gave an update on the Commodity Distribution Program. In checking, the state indicated that it would not be possible to provide the surplus commodities in any smaller quantities than the counties are now receiving. Currently, seven varieties of foods are being distributed in Wisconsin. In recent newspaper articles, it has been reported that this program may be reduced by up to 50%. Many people have come to rely on it. The department felt it would be appropriate to send a letter in support of the program. The Board concurred with this request and directed Mr. Kurtenbach to draft a letter for the joint signature of the Director and the Chairperson.

2. Update on the Home Health Program.

Ramona Wroblewski, Home Health Supervisor, provided an update on the Home Health Program. Ramona noted that the state had conducted its yearly review of the program. Some minor deficiencies have been noted but she felt these could be remedied. Most problems centered on the treatment records documentation.

The department will be investigating the feasibility of hiring persons as Personal Care Attendants. These employees would be less skilled than the current Home Health Aides and also compensated at a lower level -- about \$4.25 per hour. This new service is allowed by Medical Assistance. Either the agency or a private contractor would need to provide this service.

So far, the section has done 122 public health/home health monitoring visits. The cost of each visit is \$15 and will rise to \$20 per visit in 1988.

The week of 11/29 - 12/5 is National Home Care Week. The agency will have publicity in the newspaper and on the radio. A Topic program will be aired the first part of the week and an article will also appear in the Stevens Point Journal.

3. Report on Hospice Program.

Mrs. Wroblewski reported that the county is in the process of forming a hospice program. The start-up date for this service is projected around November, 1988. Hospice care will be provided in the home, not in any one specific place. All services are provided by volunteers. There will be only one paid worker -- a registered nurse to do assessments. Volunteers will be training in September of 1988. The Board commended Mrs. Wroblewski for her donated time and efforts to establish this needed service.

4. Community Relations Test.

Board members were asked to turn in their Community Relations test to Sue Rutta. This instrument will help provide the basis for the agency's future coordinated community relations efforts.

IV. FISCAL ISSUES

1. Approval of Vouchers.

The Board reviewed the 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.

V. PERSONNEL ISSUES

1. Report on Status of Extending Public Health Nursing Supervisor.

The Board was provided with an update on the department's progress toward finding the necessary ten hours per week to increase the Public Health Supervisor from 20 to 30 hours per week. A memo had been included in the Board packet outlining this progress. Mrs. Bablitch proposed that she be allowed to go to Personnel Committee and request that the position be continued at 30 hours per week until mid-February. After that time, the agency should have a better picture as to where funds can be secured to retain this position at 30 hours per week. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve this request 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 6:40 p.m.

The next meeting is scheduled for Tuesday, December 8th, beginning at 4:00 p.m. This will be the only meeting for December.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
DECEMBER 8, 1987

Present

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

Excused

Carole Holmes

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales, Bill McCulley, Daryl Kurtenbach, and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; and Ramona Wroblewski, supervisor.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of November 24, 1987.

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

2. Correspondence.

Comparative data on child sexual abuse as of January, 1986 was distributed to Board members.

3. Director's Report.

Mrs. Bablitch reported that requests for services have continued to increase. She also noted that in response to the Stevens Point Journal article on welfare fraud, the agency will contribute to an article on the extent of fraud in Portage County.

4. Citizens Concerns.

There were no citizens concerns to be addressed.

II. PROGRAM ISSUES

1. Report on Pre-Site Visit for Internship Program.

This report was postponed until January.

2. Update on Programs Instituted to Decrease Institutional Costs for Juveniles.

The Board heard an update on four programs implemented in 1986-1987 as a result of the Wisconsin Council on Criminal Justice (WCCJ) study. These program included supervised work/restitution, treatment foster care, intensive in-home, and home monitoring. All program are very vital to the agency and help to decrease institutional costs to the agency and the county.

III. FISCAL ISSUES

1. Report on Additional Fees for Counseling Services Section.

Contingent upon the Judge's and State Bureau of Collections' approvals, the Board was asked to endorse charging a flat fee for custody, mediation, and visitation studies provided by the Counseling Section. This process will result in greater efficiency. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Year-to-Date Financial Report.

The Year-to-Date Financial Report reflected a deficit of \$8,355. However, some adjustments will still need to be made so that the actual bottom line is projected to be in balance. The Board accepted the report as submitted.

3. Action to Authorize Funds to Build Room for Agency Reports and Storage.

The agency requested permission to use \$13,000 in earmarked funds to build a record storage room in the lower level of

the building. Concern was expressed by some members for the size and construction of this room. The Business Manager stated that if these funds were not used for storage construction, they would be turned back to the county's General Fund. A Motion was then made by Mr. Szymkowiak and Seconded to authorize the building of a records storage room. All were in favor of the motion. Motion carried.

4. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Kaczmarek to approve the vouchers in the amount of \$88,206.75. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employee(s) for Home Health Program.

Effective January 1, 1988, certain functions routinely handled by the department's Home Health Aides will now have to be done by Personal Care Attendants, according to the Medicaid Superule. The department requested approval to hire Personal Care Attendants up to 520 hours. This new class of worker would be paid at a lower rate than the Aides. The agency will continue to develop greater definition between the duties of Aide and Attendant. 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.

V. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

The Board rated Mrs. Bablitch as Exceeds Performance Standards (most of the time). This rating will be forwarded to the Personnel Office.

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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 about 5:15 p.m.

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

Submitted: Sue Rutta, Administrative Assistant