

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JANUARY 12, 1988

Present

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

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, Coordinators; Lucy Kluck, Business Manager; Jay Cleve, Lauri Rockman, Cindy Schmitz, and Bob Schmitz, Supervisors; Sibyl Taylor, Jane Shaurette, Rita Tomczak, Jo Seiser, and Mike Carder, staff; Chuck Kell, Planning Department Director; Antone Andy, concerned citizen; Bob Steinke, County Board Chairman; and Ms. Krause representing WSPT.

I. BOARD AND ADVISORY COMMITTEE TRAINING

The focus of the January training was on AIDS (Acquired Immune Deficiency Syndrome). Through role playing, the interviewing and counseling process was shown. Basic information about the nurses role in communicable disease control in the schools was explored. An update was given on a tri-county (Wood, Marathon, Portage) grant for AIDS programming.

The meeting of the Community Human Services Board was called to order by Chairman Purcell at 4:45 p.m. in Conference Room 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of December 8, 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.

Mr. Purcell shared with the Board Senator Proxmire's response to the Board and agency's concern about the continuation of the Commodities Distribution Program.

The Public Health Affiliate forwarded a list of District Directors. Anyone wishing a copy should contact Judy Bablitch.

3. Director's Report.

Mrs. Bablitch reported that things are going well in the agency. There were no outstanding issues to share with the Board.

4. Report on Status of Groundwater Coordinator Position.

Mr. Hanson explained the Personnel Committee's recommendation regarding the request for a permanent, full-time Groundwater Coordinator. While it disapproved the permanent position, the Personnel Committee did endorse a limited-term employee until the Groundwater Plan is approved. Mr. Kell was also available to voice his concerns regarding this position. Following the discussion, the Board directed the Director to study and make available any assistance to the Planning Department from the Community Human Services Department staff.

5. Citizens Concerns.

There were no citizen concerns to be addressed.

III. PROGRAM ISSUES

1. Report on Site Visit for American Psychological Association (APA) Pre-Doctoral Internship in Professional Psychology Program.

Dr. Cleve, Psychological Services Supervisor, reviewed the internship program's strengths and weaknesses as noted by Dr. Orr during a pre-site visit. The agency is anticipating its APA approval visit in April. Dr. Cleve also indicated that seven candidates have expressed interested in our 1988-89 internship program.

IV. FISCAL ISSUES

1. Report on New County Purchasing Policy.

The department requested that the guidelines for the approval of vouchers be the same as the approval for purchase orders. A Motion was made by Mr. Tierney and Seconded by Mr. Eckholm to approve this process as requested. All were in favor of the motion. Motion carried. The Business Manager was also directed to review vouchers approved by the Board over the last several months and to recommend to the Board a level at which vouchers and purchase orders must come to them for approval. Some Board members felt that since the Board controls the budget, it would not necessarily have to approve vouchers over the current \$250 amount. This matter will be discussed at a future meeting.

2. Approval of Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the vouchers as submitted in the amount of \$71,548.69. All were in favor of the Motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employees for Financial Services Section.

The Director recommended the approval of two limited-term employees for the Financial Services Section. One employee is requested for full-time up to 480 hours. The second employee is requested for full-time up to 1,040 hours. Since the second employee would be grant funded, the department would return for another six-month authorization later in the year. Both positions are totally funded through state dollars. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the requests for two limited-term employees as submitted. All were in favor of the motion. Motion carried.

VI. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

A Motion was made by Mr. Holdridge 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 and Seconded to return to Open Session. A roll call vote was taken. All were in favor of the motion. Motion carried. No formal action was needed on the above-discussed matter.

VII. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, January 26th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
JOINT MEETING--COMMUNITY HUMAN SERVICES AND ADVISORY COMMITTEE
JANUARY 26, 1988

Present-Board

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

Excused-Board

Dave Varney

Present-Advisory Committee

Don Herrmann
Marilyn Kranig
Bill Lundgren
Woody Bishop
Bill Zimdars
Fran Eskirtt
Don Herrmann
Pat Mages
Barbara Lake
Carole Holmes
Marge Odejewski

Excused-Advisory Committee

Rev. Heshelman
Sue Coe
Jim Johnston
Sue Beveridge

Absent-Advisory Committee

Julie Krause
Katie Von Feldt

On Approved Leave

Mary Kampschoer

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz, Ramon Wroblewski, Bob Schmitz, Suzanne Oehlke-King, Steve Tuszka, Pam Helgemo, Patti Hintz, Lauri Rockman, Joni Smith, Jerry Koepfel, Supervisors; Theresa Derfus, Stevens Point Journal; John Eckendorf, WSPT; and Bob Steinke, County Board Chairman.

The Joint Meeting of the Community Human Services Board and Advisory Committee was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, January 26th, in Conference Rooms 1-2.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the January 12, 1988 Board Minutes.

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

2. Approval of the November 16, 1987 Advisory Committee Minutes.

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

3. Correspondence.

Mr. Borham distributed to the Board the minutes of the last Public Health Affiliate meeting as well as the Committee Membership list.

4. Director's Report.

Mrs. Bablitch indicated that it was time to start looking at the school health contracts. Agency staff will begin to prepare information for this process and will forward a recommendation to the Board.

Contract negotiations with both unions are proceeding slowly probably due to the fact that both union have new business representatives.

A meeting was held with Chuck Kell, Planning Department Director, and Health Division personnel. The department has directed the Water Quality Specialist to work a maximum of 20-hours per week with the Planning Department until the Ground-water Plan has been approved.

The agency will be participating in a study looking at merging sanitarian services with other departments. The Board will be updated as necessary on this issue.

The 1988 Service Directories were provided to the Board and Advisory Committee. Anyone wishing additional copies should contact Sue Rutta.

5. Citizens Concerns.

There were no citizens concerns to be addressed.

II. PROGRAM ISSUES

1. Review of Section Accomplishments in 1987 and Report of 1987 Fourth Quarter Statistics.

Each Section and Division highlighted its 1987 accomplishments and Coordinators reviewed the Fourth Quarter statistics. Questions were answered.

2. Report on Activities and Accomplishments of the Advisory Committee During 1987.

Carole Holmes, Chairperson of the Advisory Committee, reviewed the accomplishments and activities of the Advisory Committee. Detailed information can be found in the Board packet.

3. Overview of Advisory Committee 1988 Standard Agenda Items.

Carole Holmes presented an overview of the Advisory Committee's 1988 standard agenda items. There were no corrections or changes to this list.

4. Advisory Committee Issues Awareness Ad Hoc Committee Status Report.

Don Herrmann, chairperson of the Ad Hoc Committee, briefly reviewed its status. Mr. Herrmann indicated that the Ad Hoc Committee's charge was to look at information, and specifically information gained from the Listening Forum, to see if the group could identify areas of need that both the Advisory Committee and Board should get involved with. The plan is to take a list of issues to the Advisory Committee in March and have them decide which of six or seven topics they would like to more fully address and research. Mr. Herrmann was thanked for his update.

5. Review of Proposed Training Program for Board/Advisory Committee.

The proposed training program calendar was reviewed by the Board and Advisory Committee. There were no changes made to the document.

6. Finalizing Credibility File for Grant Applications.

Board and Advisory Committee members were asked to submit their finalized information for the credibility file to Sue Rutta.

III. FISCAL ISSUES

1. Approval of Vouchers.

Vouchers were reviewed prior to approval. A Motion was then made by Mr. Tierney and Seconded by Carole Holmes to approve the vouchers in the amount of \$157,580.64. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Educational Leave of Absence and Approval to Hire a Limited-Term Employee.

The Director recommended approval of a six-month educational leave for the WIC Director. Ms. Oehlke would continue to work eight hours a week during that timeframe. In addition, the Director also requested approval to hire a 32-hour per week limited-term employee to fulfill the nutritional duties of the position. 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. 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 5:55 p.m.

The next meeting is scheduled for Tuesday, February 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
FEBRUARY 9, 1988

Present

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

Excused

Gordon Hanson

Absent

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; JoEllen Seiser, Water Quality Specialist; Jerry Koeppel and Lauri Rockman, Supervisors; John Runde, District Attorney; Teresa Derfus, Stevens Point Journal; and John Eckendorf, WSPT.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of January 26th.

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

2. Correspondence.

Mr. Purcell read a letter from the Community Alcohol and Drug Abuse Center indicating that it had presented its Outstanding Professional Contribution Award to a department staff member, Mr. McCulley. The Board added its appreciation for Mr. McCulley's efforts in the area of alcohol and other drug abuse prevention. A Motion was made by Mr. Borham and Seconded by Mrs. Kaczmarek to make the letter a part of Mr. McCulley's personnel file and officially commend Mr. McCulley for these efforts. All were in favor of the motion. Motion carried.

Information on Wellness in the Mall, scheduled for Saturday, February 13th, was distributed to the Board.

Mr. Borham reminded Board members that the Regional Meeting of the Public Health Affiliate's Central and North Central areas will be February 29th. Mr. Borham is planning to attend the meeting and would be willing to drive to it. He asked to be contacted directly if anyone needed a ride to this meeting. The Spring WPHA Conference will be April 14th and 15th at Chula Vista in Wisconsin Dells. As more information becomes available, it will be shared with the Board.

3. Director's Report.

Mrs. Bablitch reported that the agency's first fundraising efforts have brought in about \$100 so far. About 200 private agencies and businesses were solicited for child abuse and neglect prevention contributions. Requests were mailed the last week in January.

Mrs. Bablitch indicated that she would be teaching Community Organization and Social Service Administration Wednesday nights again this semester at the University.

The agency has begun informal brainstorming about the possibility of buying Grandview Manor (a halfway house for psychiatric clients). Marshfield Medical Foundation, current provider of services and owner of the facility, wants to withdraw from this function and is looking for some person or business to purchase the building as well as provide the services. The Board will be kept up to date on this issue.

4. Citizens Concerns.

There were no citizens concerns to be addressed.

II. PROGRAM ISSUES

1. Update on Finalization of Groundwater Management Plan.

Ms. Seiser reported that the dates for the public hearings on the Groundwater Plan have been published in the paper. She encouraged all Board members to attend at least one hearing. In addition, a brochure briefly explaining the implications of the Groundwater Management Plan were distributed.

As part of a follow-up to the Aldicarb and Immune Study, the Division of Health drew participants' blood in October and tested rural and urban water supplies in December. Twenty-seven wells were tested. Of that amount, 15 wells were found

to have metribuzin (a herbicide used in potatoes), 1 well had atrazine, and 10 wells had some amount of aldicarb. This is the first area metribuzin has been found in Wisconsin. The amount found is a very low level, 1.9 parts per billion. The proposed standard is currently 175 ppb. The Division of Health is in the process of rechecking the wells to make sure the proper techniques were used to obtain the samples and that the tests results were valid. All wells containing metribuzin were shallow and in sandy soil.

2. Update on Vaccine Funding.

Kirsten Hall, Health Coordinator, reported that no new information has been received from the state regarding the vaccine shortage nor the additional cost needed to purchase additional supplies. If projections are correct, the shortage will affect the agency in the Fall. The Health Division is investigating options available for providing immunizations. They are encouraging immunization clinic participants to contact their Legislators to request continued funding for immunizations at the current level.

Mr. Borham received a copy of a Burnett County Resolution on this subject. The department will prepare a similar resolution for the next Board meeting.

3. Update on Issues Relating to Child Support Collection.

District Attorney Runde and Income Maintenance Supervisor Rockman provided an update on child support enforcement. It was reported that in 1987, 54% of the AFDC cases studied had either regular or frequent payments as compared to 39% in 1984 and 35% in 1982. The average child support order per month in 1987 was \$137.50 compared to \$78.00 in 1984 and \$116.20 in 1982. Mr. Runde indicated that although he has added Child Support staff in this department, the profit this year to the county will be about 1% of the total property tax levy (about \$60,000 for property tax relief). Mr. Runde was thanked for his presentation.

4. Review of Comparative Data on Child Sexual Abuse (As of 1-1-86) from Rhinelander Region of the Department of Health and Social Services.

Jerry Koeppel, Counseling Services Supervisor, briefly reviewed the data submitted by the Regional Office. He noted that there were basically three sets of statistics: (1) 52% of Portage County's sexual abuse cases (37 cases out of 71 cases) were

substantiated; (2) there were 4.3 sexual abuse cases per 1,000 population (0-18 years of age); and (3) of all abuse cases, 46% involved sexual abuse. While all the statistics are not in, Mr. Koepfel noted that in 1987 there were approximately 53-60 sexual abuse cases reported. Additional questions were answered by Mr. Koepfel.

III. FISCAL ISSUES

1. Review of County's New Budget Surplus Policy.

The county's new budget surplus policy was distributed to the Board for its information. The department is glad the Finance Committee adopted the policy because it provides some incentives for all departments to be more fiscally responsible.

2. Action to Adopt New Limit on Voucher Approval.

In response to the Board's request, the department recommended that the Board's voucher approval limit to raised from \$250 to \$500. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve raising the voucher approval limit to \$500. Upon discussion of the motion, Mr. Eckholm suggested that since the Board has already approved all contracted services, it would be appropriate to forego approving these types of vouchers. He felt that the Board need only approve noncontracted, nonmandated, discretionary payments over the \$250 amount. The suggestion was discussed. Mr. Tierney and Mr. Varney then withdrew their motion and second. A Motion was then made by Mr. Eckholm and Seconded by Mr. Tierney that the Community Human Services Board need approve only those budget vouchers of a noncontracted, nonmandated, discretionary form in excess of \$250. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

Vouchers were reviewed. An attached purchase order #0884 in the amount of \$290 was explained. A Motion was made by Mr. Varney and Seconded by Mr. Eckholm to approve the vouchers in the amount of \$125,814.68 and purchase order #0884 in the amount of \$290 as submitted. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:15 p.m.

The next meeting will be held on Tuesday, February 23rd. The Board training will be held at Portage House and the Board meeting will be held in Conference Room C at the Lincoln Center.
Aging.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 23, 1988

Present

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

Excused

Gene Szymkowiak
Gordon Hanson
Dave Varney

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; and Theresa Derfus, Stevens Point Journal.

I. BOARD/ADVISORY COMMITTEE TRAINING

February's training was held at Portage House and focused on the work at that facility.

The regular meeting of the Community Human Services Board was held in Conference Room C of the Lincoln Center. The meeting was called to order by Chairman Purcell at 4:50 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of February 9, 1988.

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

2. Correspondence.

Information on the WCA Spring Conference at Chula Vista was included in the Board packet. Anyone wishing to attend should contact Sue Rutta.

The Planning, Zoning, and Community Human Services Departments met with the Personnel Committee to discuss the groundwater plan and its affect on those departments' staffing patterns. It was this agency's feeling that there is not adequate staff time within the department to take on additional responsibilities of the groundwater plan.

Mrs. Hall provided an update on the groundwater attendance and hearings conducted at the Towns of Hull and Amherst. Ms. Seiser will present a formal report to the Board when the hearings have been completed.

2. Citizen Concerns.

There were no citizens concerns to be addressed.

III. PROGRAM ISSUES

1. Action to Adopt Resolution in Support of General Purpose Revenue (GPR) Funding for State Immunization Program.

A resolution supporting the use of General Purpose Revenue funding for the state Immunization Program was brought before the Board. The resolution was briefly addressed. A Motion was made Mr. Tierney and Seconded by Mrs. Kaczmarek to approve the resolution as written and forward it to the County Board for action. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

Vouchers were reviewed for payment. A Motion was made by Mrs. Kaczmarek and Seconded by Mrs. Lundquist to approve payment of the vouchers as submitted in the amount of \$1,950.32. All were in favor of the motion. Motion carried.

2. 1987 Financial Report.

The department's Year-End Budget Report was shared with the Board. The department will have a \$21,071 surplus for 1987. The report was accepted as presented.

3. Action to Authorize Department to Request Use of Surplus 1987 Funds.

The Director requested that the \$21,071 in 1987 surplus be used to either decrease the anticipated 1988 budget deficit or used to remodel a storage area for a kitchen. The matter was

discussed. Mr. Borham indicated that the Finance Committee is requesting a meeting with the department on March 28th to discuss how we plan to meet our \$41,000 budget shortfall in 1988. A Motion was then made by Mr. Tierney and Seconded by Mr. Eckholm to recommend to the Finance Committee that the 1987 surplus be used to offset the 1988 budget deficit. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

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

A three-month extension for a limited-term employee position in the Developmental Disabilities Section was requested. The position is provided at no cost to Portage County. A Motion was made by Mr. Eckholm and Seconded by Mrs. Kaczmarek to approve the 520-hour extension as requested. All were in favor of the motion. Motion carried. The request will be forwarded to the Personnel and Finance Committees for action.

VI. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

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

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

A Motion was made and Seconded to forward the revised job description to the Personnel Committee for consideration. All were in favor of the motion. Motion carried.

VII. ADJOURNMENT

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

CHSB Minutes
February 23, 1988
Page 4

The next meeting will be held on Tuesday, March 8th, 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 8, 1988

Present

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

Excused

Marge Lundquist

Absent

Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Jo Seiser, Water Quality Specialist; Barbara Hunt, staff member and SHARE Board member; and Bob Steinke, County Board Chairman.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of February 23, 1988.

A Motion was made by Mr. Borham 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.

3. Director's Report.

Mrs. Bablitch indicated that the schools have been contacted regarding finalizing contracts for the next school year. Currently schools pay approximately 30% of the actual cost of providing services. After a meeting has been held, the Board will be provided with an update.

The department will be appearing at the next Finance Committee meeting to request carrying over its 1987 surplus into 1988 to offset the \$41,700 deficit. A meeting will also be held with the Finance Committee on March 28th at which time the department will indicate how the total deficit will be met. A report on these meetings will be provided to the Board.

A letter has been sent to the Space and Properties Committee requesting more parking space for department employees. Chet Przybylski, Maintenance Supervisor, felt that there should be little problem in adding an additional 40 parking spaces in the back lot. Mr. Przybylski concurred that a parking need was evident.

4. Citizens Concerns.

There were no citizens concerns to be addressed.

II. PROGRAM ISSUES

1. Review of Agency Services Waiting List.

Mrs. Bablitch discussed the agency's March waiting list with with the Board. Beginning with March, the Board will receive a monthly report highlighting the department's current waiting list. The report will be revised as necessary to meet the needs of the Board.

2. Update on SHARE Program.

Barbara Hunt, LTE with the department and member of the SHARE Board, briefly shared the development of the program as well as its future plans. An information packet was distributed which concisely addressed the SHARE program, foods typically included in a SHARE package, and SHARE's expansion strategy. It was noted that since publicity appeared in the REACH section of the Stevens Point Journal, orders for SHARE packages have at least doubled. Two goals of the program include (1) securing a sponsor organization in each of six areas--Junction City, Amherst/Amherst Junction, Plover, Almond/Bancroft, Stevens Point, and Rosholt; and (2) expanding the program to surrounding areas such as Marshfield, Wausau, Merrill, and Waupaca. A meeting will be held on the 28th with area churches and service clubs to see if anyone is interested in becoming a sponsoring organization. Questions about the program were entertained by Mrs. Hunt. She was thanked for her update.

3. Update on Groundwater Management Plan.

Jo Ellen Seiser, Groundwater Specialist, provided the Board with an update on the status of the Groundwater Management Plan. Ms. Seiser announced that a one-day meeting on ground-

water management is being sponsored by the UW-Extension and other state agencies. County Board members, the Technical Advisory Committee, and the Citizens Advisory Committee, among other concerned departments are being invited to attend. The meeting is scheduled for March 22nd, from 10:00 - 3:15 p.m. at Howard Johnson's in Wausau. Jo Ellen will be coordinating attendance at the meeting.

In regard to the Groundwater Management Plan informational meetings, Ms. Seiser reported that four planned sessions were held throughout the county and that 257 people attended them. In her opinion, five key areas of concern evolved. The areas focused on: (1) lot size (plan calls for increased lot sizes to five acres in the recharge areas--however, there was no opposition to sewer plans); (2) agriculturalists felt that the "best management practices" portion was too restrictive to agriculture and felt that they are currently using "best management practices"; (3) nitrate information given in the plan was questioned because sources of nitrate problems were not identified; (4) a call for more organization--fewer municipal wells and therefore less cost to all residents; (5) some individuals more accepting of a plan and wanting to know what they should expect and what needs to be done.

A Groundwater Management Plan informational session will be held in Junction City on the 21st. Also, two tentative dates have been proposed for future action. Tentatively, the Groundwater council could hold its meeting on April 14th to discuss the results of the informational sessions. The Groundwater Council is considering sending an invitation to all County Board members to attend the meeting. In addition, May 5th is a tentative date for a Public Hearing on the Groundwater Plan. It was also noted that John Leatherman of the UW-Extension Office has been meeting with interested Town and Village officials and well as governmental committees to discuss the Plan.

Ms. Seiser was thanked for her presentation. The Board requested that a written report on the meetings will forwarded to them.

Mrs. Hall, Health Coordinator, briefly addressed information contained in the Board packet regarding the current staffing pattern in the Environmental Health Section as well as the activities directly related to groundwater protection. She indicated that the mission of the Division is unique because it directly focuses on "health" of the citizens.

When the Groundwater Plan is adopted, a decision will need to be made on the staffing pattern, where the employees will be housed, and whether or not they will be a separate department or under the Community Human Services Department umbrella.

III. FISCAL ISSUES

1. Action to Approve Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Kaczmarek to approve vouchers in the amount of \$114,020.84. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employees for Financial Services.

The department requested approval of four limited-term employees. All positions are covered by state and federal dollars. Two positions (for the Project Opportunity Program) are requested for 1,040 hours (6 months). The third LTE is an extension of a current LTE position and requested for a maximum of 560 hours. The fourth request is a new LTE position for a maximum of 160 hours. The two 6-month positions and the one 560-hour extension will need Personnel Committee approval. A Motion was made by Mr. Tierney and Seconded by Carole Holmes to approve the request for four limited-term positions. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, March 22nd, 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
MARCH 22, 1988

Present

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

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales, Kirsten Hall, and Daryl Kurtenbach, Coordinators; Ramona Wroblewski, Supervisor; Lucy Kluck, Business Manager; Patti Hintz, Program Manager; Sue LeGault, Deb Richmond, and Bill Pyke, staff; Barb Lake and Bill Zimdars, Advisory Committee members; and Paul Rice and Joan Honl of Community Industries.

The meeting was called to order by Chairman Purcell at 4:00 p.m. on Tuesday, March 22, 1988, in Conference Rooms 1-2 of the Gilfry Center.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Joan Honl and Jim Canales reported on the Supportive Employment Program including an explanation of what it is, a review of the county's grant, current status of the program, and its future direction.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of March 8, 1988.

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

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

The Achievement Center's Annual Report was distributed to all Board members.

It was reported that the County Board passed the resolution calling for GPR to be used for state immunization costs. Kirsten Hall noted that the Joint Finance Committee has included \$660,000 in a line item for immunization purposes. Several strings are attached to the money including that families with insurances must be referred to physician offices for immunizations and 50% of donations collected must be returned to the state. So far this appropriation has not been acted on by the total Legislature.

The Personnel Committee approved the request for four LTE's in the Financial Services Section.

The direct fundraising effort has grossed the agency just under \$300. In addition, the Arts Council has indicated a willingness to provide art supplies to the agency and Zonta is willing to work on an annual fundraising project for the department.

Neither unions have settled their contracts. April 25th has been set as a mediation date with the OPEIU union.

4. Citizens Concerns.

Dick Purcell reported that the County Board passed a resolution indicating that a member could not serve more than two consecutive chairpersonships retroactive to 1984. Therefore, if reappointed to the Board, Mr. Purcell would be unable to assume this leadership position.

Mr. Purcell also asked if there would be interested in placing an item on the agenda whereby people could speak on the leadership of the County Board or chairpersons. The matter was discussed. Members felt that it was important to know where the potential leadership of the County Board stood on key issues but did not feel that this should be a standing item on the Board's agenda. Ways to obtain this information were explored.

III. PROGRAM ISSUES

1. Update on Discussions Regarding 1988-89 Contracts for School Health Services.

The agency is in the process of negotiating an increase in the rate charged schools for health services. Data on actual costs and revenues were provided for the Board. This information was also shared with the specific schools at a recent meeting. The department is requesting \$4 per student per year. The \$77,153 school cost reflects only personnel costs and not mileage or supplies. School personnel questioned whose program school health really is. Their perception is that it is our agency's program. The schools were given an opportunity to choose from a "cafeteria-style" school health plan but chose not to do so. When asked what services they would prefer, the schools wanted all the services but didn't want to, or couldn't, pay the costs involved. Community Health nurses feel that schools should pay the costs associated with the service. There are other prevention services they could be providing in lieu of school services. Since schools are reimbursed about 40% through federal revenues, members felt that it would be appropriate for schools to pick up the costs of school services thereby saving the taxpayers money since the county pays 100% of the unabsorbed school costs. It was suggested that options ranging from \$1 through \$7 and associated services should be prepared for the schools to choose from. The next negotiating meeting between the department and schools will be held on March 25th. Board members were encouraged to attend the meeting.

IV. FISCAL ISSUES

1. Action to Increase Rates for Home Health Nursing, Occupational Therapy, and Nursing Aide Services.

The agency asked that a rate increase for skilled nursing and occupation therapy services be approved. The nursing rate would increase \$5 -- from \$55 to \$60. The occupational therapy rate would likewise increase \$5 -- from \$60 to \$65. Rationale for the increase was discussed. A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the rate increase as requested. All were in favor of the motion. Motion carried.

2. Report on Effect of Reductions in Department of Health and Social Services Bureau of Collections Staff on County Agencies.

The proposed cuts to the state Collections staff and therefore financial ramifications of this cut to the county were discussed. The department has the potential to lose in excess of \$2,000 in uncollectables as well as a slow-down in receiving revenues from the state institutions because those facilities would assume a larger role in the collection process. Members expressed concern that if cuts at the state level were inevitable, efforts should be made to change the rules which mandate the use of the Bureau of Collections, the limitation of county filing liens on only estates or bankruptcies. It was suggested that perhaps the District Attorney's Office could help in the collection process. The Board asked that a letter be drafted to DHSS Secretary Tim Cullen for the next meeting to reflect the intent of the Board and the need for flexibility if staff cuts are inevitable.

3. Action to Forward Plan to Meet 1988 Budget Deficit to Finance Committee.

The department recommended that its \$41,700 1988 budget deficit be financed in two ways: \$21,071 from 1987 carryover (approved by the Finance Committee) and \$20,629 in projected revenue from increased case management fees from the Medical Assistance Program. A Motion was made by Dennis Tierney and Seconded by David Eckholm to forward to the Finance Committee the agency's deficit reduction plan for its 1988 budget as submitted. All were in favor of the motion. Motion carried.

4. Year-to-Date Financial Report.

The Year-to-Date Financial Report was reviewed by the Board. There were no items of concern at this point in time.

5. Approval of Vouchers.

A Motion was made by Mr. Hanson and Seconded by Mr. Varney to approve the vouchers as submitted in the amount of \$593.00. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Increased Hours for Division of Business Services.

The department requested permission to increase a part-time Typist 2's hours by eight per week for 13 weeks to fill in for a person on maternity leave. A Motion was made by Dick Purcell and Seconded by Dave Varney to approve the LTE request as submitted. All were in favor of the motion. Motion carried.

VI. ADDENDUM

1. Recommendation to Reappoint Dennis Tierney to Three-Year Citizen Member Term.

Mr. Tierney indicated a willingness to be reappointed to the Board for a three-year term. A Motion was made by Mr. Hanson and Seconded by Mr. Borham to recommend to the Committee on Committee's the reappointment of Mr. Tierney to a three-year citizen member position. All were in favor of the motion. Motion carried.

VII. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, April 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 MEETING
APRIL 12, 1988

Present

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

Excused

Dave Varney
Gene Szymkowiak

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales, Daryl Kurtenbach, and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, Supervisor; and Theresa Derfus, Stevens Point Journal.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of March 22, 1988.

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

2. Correspondence.

There was no correspondence to come before the Board.

3. Director's Report.

Mrs. Bablitch reported that the agency is working on a career ladder/professional development program with the OPEIU union. Staff and management are excited about this opportunity since there is limited advancement possibility within the current union personnel system. Also reported was that the county will begin union negotiations with the arrival of the new personnel manager. Finally, the newspaper erroneously noted that Dave Varney had been re-elected to a three-year citizen term instead of Dennis Tierney. The Committee on Committees did reappoint Dennis Tierney to this position.

4. Advisory Committee Report.

Carole Holmes indicated that several task forces are in the process of being set up and that the Board will be asked in future agenda items to take action on the Advisory Committee's recommendations for Committee, Chairperson, and Vice-Chairperson appointments.

5. Citizen Concerns.

There were no citizen concerns.

II. PROGRAM ISSUES

1. Action to Approve New Members to Community Human Services Advisory Committee.

Candidates nominated to serve terms on the Advisory Committee were Marilyn Kranig, Barbara Lake, Richard Lorek, Evelyn Zywicke, Mary Maller, and Elizabeth Kammer. Information was provided on all new candidates. A Motion was made by Mr. Hanson and Seconded by Mrs. Kaczmarek to approve the nominees to the Advisory Committee as submitted. All were in favor of the motion. Motion carried.

2. Action to Approve Chairperson and Vice-Chairperson of Advisory Committee.

A Motion was made by Mr. Tierney and Seconded by Mr. Purcell to approve the nominees for Chairperson (Fran Eskritt) and Vice-Chairperson (Don Herrmann) as submitted by the Advisory Committee. All were in favor of the motion. Motion carried.

3. Action to Accept Resignation from Community Human Services Board Member, Carole Holmes.

The Board's composition is such that one of the four citizen members is the Chairperson of the Advisory Committee. Because of this stipulation, Carole Holmes read her "end of term" letter and noted that she is required to terminate her position on the Board but specified that she was not "resigning". A Motion was made by Mr. Purcell and Seconded by Mr. Hanson to accept Ms. Holmes' end-of-term letter with regrets. All were in favor of the motion. Motion carried. Carole was thanked for her participation as a Board and Advisory Committee leader.

4. Action to Appoint Advisory Committee Chairperson, Fran Eskritt, as Community Human Services Board Member.

A Motion was made by Mr. Hanson and Seconded by Cheryl Kaczmarek to accept Fran Eskritt, Chairperson of the Advisory Committee, as its representative on the Community Human Services Board. All were in favor of the motion. Motion carried.

5. Review of April Service Waiting List Report.

Several revisions were requested for future waiting list reports. They included: (1) including number on current list as well as previous month's number; (2) noting problem level to show areas and degrees of concern with waiting list numbers.

6. Status Report on Health Plus Program (Health Care for Low-Income Persons).

Information on the Health Plus proposed program was included in the Board packet. This project is an off-shoot of the Poverty Task Force recommendations and has been presented and endorsed by the Advisory Committee. The department requested Board comments and endorsement so that it could proceed to the next level -- the physicians. The program's goal is to ensure that affordable primary and preventive health care and health education is available to all Portage County residents. An overview of the program was given. It was stressed that no Portage County dollars would be used to fund this program. Other program suggestions included checking to see if the contributions made by the physicians (reduced cost of care) could be considered tax-deductible and starting out with a pool of money from which initial costs could be paid. The Board endorsed the Health Plus program and asked that the Department proceed with its efforts to implement it.

7. Update on Central Wisconsin AIDS Network.

Kirsten Hall provided the update on the AIDS Network. A tri-county effort between Wood, Marathon, and Portage counties has resulted in a \$12,000 AIDS/HIV health education support program. These funds will expire on June 30th; however, an additional \$38,000 is anticipated for the next 12-month period (July 1, 1988-June 30, 1989). Services provided through this network were discussed and it was noted that the grant money will be used to employ a half-time coordinator and some clerical support services for the program. Mrs. Hall was thanked for the update.

III. FISCAL ISSUES

1. Action to Send Letter to DHSS Secretary Cullen to Protest Cuts in Bureau of Collections' Staff.

The Board considered a draft letter to Secretary Cullen. Minor editing modifications were made. A Motion was made by Mr. Tierney and Seconded by Mrs. Kaczmarek to send the letter as edited to Secretary Cullen. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Motion was made by Mrs. Kaczmarek and Seconded by Mr. Borham to approve vouchers as submitted in the amount of \$21,037.10 and \$727.00. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Request to Increase Public Health Supervisor Hours of Work.

The Department requested that ten of the 20 hours currently available from a staff position be used to permanently increase the nursing supervisor's time from 20 to 30 hours per week. The remaining ten hours would be kept in staff time within that Division. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve this change in personnel staffing. All were in favor of the motion. Motion carried. Mrs. Bablitch indicated that the request would now be forwarded to Personnel, Finance, and finally County Board. Board members felt that since there was no budget impact, it should be unnecessary to obtain further county approval and instructed Mrs. Bablitch to immediately make the staffing change.

V. RECOGNITION

1. Action to Recognize Chairperson Purcell.

On behalf of the Board and Department, Mrs. Bablitch presented a plaque to Mr. Purcell citing his leadership on the County Board as well as Social Services, Health, and Community Human Services Boards.

2. Action to Recognize Advisory Committee Chairperson Holmes.

Mr. Purcell read, then presented, Ms. Holmes with a Resolution acknowledging her contributions as a member of the Advisory Committee and Community Human Services Board. She was thanked for her dedication and leadership in the area of human service program delivery.

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 5:30 p.m.

The next meeting is scheduled for Tuesday, April 26th, 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
APRIL 26, 1988

Present

Gene Szymkowiak
Paul Borham
Dennis Tierney
Dave Varney
John Holdridge
Eugene Zdroik
Tony Kedrowski
Marge Lundquist
Fran Eskritt
Frank Barbers
Deborah Anstett

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Bob Schmitz, Sue Oehlke, Steve Tuszka, and Patti Hintz, Supervisors; Lucy Kluck, Business Manager, Ray Schmidt, Jo Seiser, and Sally Murwin, staff; Theresa Derfus, Stevens Point Journal; and sociology student.

The meeting was called to order by the Director, Mrs. Bablitch, at 4:00 p.m. on Tuesday, April 26th, in Conference Rooms 1-2 of the Gilfry Center.

Board members were introduced and welcomed.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Election of Chairperson and Vice-Chairperson.

Mrs. Bablitch entertained nominations for the position of chairperson. Mr. Barbers placed Mr. Szymkowiak's name in nomination. This was Seconded by Mr. Varney. The name of Mr. Borham was placed in nomination by Mr. Kedrowski and Seconded by Mr. Holdridge. An election by secret ballot was preferred by the members. Ballots were distributed to each voting member, collected by Mrs. Bablitch and Mrs. Rutta. Ballot tabulating was done by Mrs. Rutta and verified by Mrs. Bablitch. Votes casted reflected Borham-6 and Szymkowiak-5. Mr. Borham was then seated as new Chairperson.

Nominees for Vice-Chairperson were then entertained. Mr. Szymkowiak's name was placed in nomination by Mr. Holdridge and Seconded by Mr. Tierney. There were no other names placed in nomination. Mr. Szymkowiak was then seated as Vice-Chairperson.

Mrs. Rutta will continue to act as Recording Secretary for the Board.

CHSB Minutes
April 26, 1988
Page 2

2. Action to Set Board Meeting Dates and Times.

After considerable discussed, the Community Human Services Board meeting dates and times will remain as they have in the past. Meetings will continued to be on the second and fourth Tuesday of each month beginning at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center (unless otherwise noted).

3. Approval of the April 12th Minutes.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Tierney to approve the Minutes of April 12th as submitted. All were in favor of the motion. Motion carried.

4. Director's Report.

Mrs. Bablitch welcomed all members of the Board. Each new member received a copy of the department's 1988 budget, service directory, and brochure/overview of the department. All members were encouraged to contact the department for a personal tour and overview of the agency's services and programs. Pie graphs were also distributed showing 1987 program and personnel costs.

5. Orientation to Community Human Services Department.

As part of the agency's community relations program and in an effort to better familiarize citizens and organizations with the workings of the department, a slide/tape presentation, currently being developed on agency activities, was shown to the Board. Board members and the audience were asked to complete a brief questionnaire addressing the strengths and weaknesses of the presentation.

II. PROGRAM ISSUES

1. Program Statistical Report (January-March, 1988).

Each Coordinator and the Business Manager reviewed their respective Division's first quarter statistics. Questions were then answered.

CHSB Minutes
April 26, 1988
Page 3

2. Review of IMD (Institute for Mental Disease) Issue.

To give the Board some perspective of the IMD (Institute for Mental Disease) issue, Jim Canales and Steve Tuszka reviewed some of the facts surrounding it. Background information as well as the effect of this decision on Portage County was included in the memo to the Board as well as discussed. The financial impact to the county would be approximately \$1,800 per client per year or a total of between \$6,000 and \$10,000 per year if the three individuals continue to remain institutionalized. The cost of community-based services is approximately \$36,000 per year. The Board asked that the various options available to it be costed out and that biographical data also be available for consideration and action at the next meeting.

III. FISCAL ISSUES

1. Review of Financial Report.

The 1988 Financial Report was reviewed by the Business Manager. At this point in time, the department is anticipating a \$8,395 surplus. A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to accept the report as presented. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Voucher listing in the amount of \$6,849.68 was reviewed by the Board. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Tierney to approve the voucher listing as submitted. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made by Mr. Barbers and Seconded by Mr. Kedrowski 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 4:00 p.m. on Tuesday, May 10th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 10, 1988

Present

Gene Szymkowiak
Paul Borham
Dennis Tierney
Dave Varney
John Holdridge
Eugene Zdroik
Tony Kedrowski
Marge Lundquist
Fran Eskritt
Frank Barbers
Deborah Anstett

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Jim Canales, and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Steve Tuszka, Cindy Schmitz, Bob Schmitz, and Ramona Wroblewski, Supervisors; Jo Seiser, staff member; John Krueger, Golden Sands Resources and Conservation Department; John Leatherman, UW-Extension; Wayne Cummings, County Board member; Theresa Derfus, Stevens Point Journal; and a representative from WSPT.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

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

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

2. Correspondence.

Members were reminded of the next North Central and Central District Public Health Affiliate meeting scheduled for Wednesday, May 18th, at the Blue Top Supper Club in Stevens Point. Reservations will be coordinated by Sue Rutta.

3. Director's Report.

Mrs. Bablitch reported that there have been two meetings with the school district personnel regarding establishing a service contract for next year. In general, the districts have agreed that the services are good but feel they cannot pay for them. The schools will determine what services they want for the current \$2 per student fee. The Board will be updated as work progresses on the contracts.

The Director also indicated that Craig Flagel, county Computer Programmer, will be requesting that the Finance Committee allow him to purchase a computer control unit for our department for better access to the computer system. This control unit would be purchased through Flagel's computer budget.

2. Citizens Concerns.

There were no citizens concerns to be addressed.

II. PROGRAM ISSUES

1. Review of Status of Groundwater Plan.

John Leatherman of the UW-Extension provided the Board with an update on the Groundwater Plan, reviewed basic issues, and provided an opportunity for individuals to ask questions. Major recommendations were discussed and clarified. A tentative timeline for Plan consideration including report to the Technical Advisory Committee in late May; report to the Groundwater Council in mid-June; followed by a public hearing in mid-July. The County Board could potentially take action on it in August or September. It was stressed that if the Plan were adopted, each separate issues would be taken before the appropriate committees for discussion, planning, and possible implementation. Throughout the countywide meetings, three areas of concern dominated the discussions: (1) not enough regulation for agriculture-related activity; (2) too large a lot size requirement in overlay zoning districts; (3) the cost of plan and cost of additional staff needed for the plan (approximately 4-1/2 staff at a cost of \$135,000, not including support services). Mr. Leatherman was thanked for his presentation.

2. Update on Status of Psychiatric Halfway House Facility (Grandview Manor).

The potential ramifications caused by the closing of Grandview Manor, a psychiatric halfway house, was shared with the Board. Background information, problem statement, needs, options, and plan were provided to the Board. Because of the short time-frame involved, the Board instructed the Director to contact the Space and Properties Committee to determine if the county would be interested in pursuing the purchase of the home. The Board also requested that a cost/benefit analysis of each option be available for consideration at the next meeting.

3. Review of April Services Waiting List.

The April waiting list was reviewed with the Board. A revised format will be used for the May report taking into consideration prior Board recommendations.

III. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Ms. Anstett to approve vouchers and purchase orders in the amounts of \$939.57 and \$2,624.04 respectively. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Positions for Environmental Health.

The Board considered a request for two limited-term employees to assist in carrying out three components of a project to monitor agriculture and groundwater interaction using a geographical information system. The positions will be totally funded through an \$18,000 federal Soil Conservation Service grant. Both positions are full-time for a maximum of 480 hours. A motion was made by Mr. Holdridge and Seconded by Mr. Szymkowiak to approve the two limited-term positions as requested. All were in favor of the motion. Motion carried.

2. Action to Request Personnel Manager Review Positions for Reclassification.

Included in the Board material were seven reclassification requests. Mrs. Bablitch withdrew two endorsements (the Water Quality Specialist [Seiser] and a Community Health Nursing [Cummings] position) because of the need for additional study. She indicated that the requests might be brought back at a future date. The Director recommended approval of the remaining positions (3 Community Health Nurses [Higgins, Shaurette, Howley]; 1 Community Educator [Dobbel]; 1 Medical Technologist [Murwin]; and 1 Typist 2 [Uhl]. A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve all the requests as submitted and request that the Personnel Manager review the positions for reclass consideration. All were in favor of the motion. Motion carried.

CHSB Minutes
May 10, 1988
Page 4

V. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:25 p.m.

The next meeting is scheduled for Tuesday, May 24th, beginning at 4:00 p.m. Board training will take place at the Central Wisconsin Groundwater Council located in the lower level of the Student Services Building on Fremont Street. The Board meeting will be held in the lower level conference room at Delzell Hall which is located on the corners of Fremont and High Streets.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 24, 1988

Present

Frank Barbers
Tony Kedrowski
Deborah Anstett
Gene Szymkowiak
Paul Borham
Marge Lundquist
Dennis Tierney
Dave Varney
Eugene Zdroik
John Holdridge
Fran Eskritt

Others Present: Chris Mecenich and Tom Osborne of the Central Wisconsin Groundwater Center; Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Steve Tuszka, Bob Schmitz, and Lauri Rockman, Supervisors; David Pagel, Program Manager; and Barb Hunt and Mike Carder, staff.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING.

Board and Advisory Committee Training was held at the Central Wisconsin Groundwater Center. A tour of the facility was given along with a discussion on the work and programs the Center deals with.

The Board adjourned to the Lower Level Conference Room at Delzell Hall to conduct its regular meeting.

The meeting was called to order by Chairperson Borham at 4:45 p.m. on Tuesday, May 24th.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 10, 1988.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the Minutes as written. A question was raised by Deborah Anstett as to the reason for the withdrawal of the request to reclassify three positions. Mrs. Bablitch indicated that due to the short timeframe in processing the requests and the fact that these positions needed additional study, it was felt that withdrawal was appropriate. Vote was then taken on the motion to approve the Minutes as submitted. All were in favor of the motion. Motion carried.

CHSB Minutes
May 24, 1988
Page 2

2. Correspondence.

Mrs. Bablitch read a response from Secretary Cullen's Office in answer to the Board's April 7th letter regarding budget cuts in the Bureau of Collections. A Motion was made by Mr. Barbers and Seconded by Mr. Kedrowski to accept the letter and place it on file. All were in favor of the motion. Motion carried.

3. Director's Report.

May 30th through June 6th is Public Health Week. This year's theme is "Public Health is Everywhere". Publicity efforts will be carried out.

Meetings are continuing to be held with school district personnel. Negotiations are progressing satisfactorily. As soon as contracts are finalized, a report will be given to the Board.

Craig Flaigel, county Computer Programmer, approached the Finance Committee on behalf of the department for additional computer equipment. The Finance Committee placed the request on hold pending further study.

Bob Schmitz, Environmental Health Supervisor, will be retiring August 31st. His letter of retirement was read and accepted. The department will begin recruitment efforts in the near future to fill this vacancy.

The Grandview House issues are progressing well and will be presented at the next meeting.

The agency will be setting up a task force on leisure time activities for developmentally disabled adults and putting together a recommended membership list. The Director requested that the Board be represented on this task force. The first meeting will begin in June and last about three to four months. Mr. Varney volunteered to serve on this committee.

4. Advisory Committee Report.

Fran Eskritt reported that four new members were seated at the Advisory Committee's last meeting and two members resigned and were replaced. Resignee Julie Krause and Mary Kampschoer were replaced by Wally Worzella and Ms. Koepelka. At the last meeting, the Coordinators presented their quarterly reports. Also, three task forces are being established. Bill Zimdars has agreed to chair the Leisure Time Task Force assisted by staff liaison, Jim Canales; Barb Lake will chair the Teenage Sexuality

Task Force assisted by staff liaison, Cindy Schmitz. So far, a chair has not been assigned to the Recreational and Socialization for Youth Task Force. Mr. Szymkowiak indicated that he would be willing to serve as Board member to the Recreation and Socialization Task Force but would not want to act as chairperson for it. Mr. Szymkowiak's offer was accepted. A Motion was then made by Mr. Kedrowski and Seconded by Mr. Varney to accept the report as presented. All were in favor of the motion. Motion carried.

5. Citizens Concerns.

There were no citizens concerns to address.

III. PROGRAM ISSUES

1. Action to Authorize Contracts with Nursing Homes for Care of Chronically Mentally Ill.

The Director requested Board approval to enter into a contract with Lakeview Manor and Maple Lane Health Care Center for placement of three Portage County mentally ill residents. The maximum additional cost of the department's budget for 1988 is \$20,082 versus \$108,000 for community-based care. At this point in time, it is in the best interest of the individuals to be placed in these nursing homes rather than be brought into the community. The agency's budget does not allow for this expenditure. However, the budget will be closely monitored. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve entering into a contract for services as recommended by the department. All were in favor of the motion. Motion carried.

2. Action to Request County Board Establish a Community Work Experience Program Council.

The Director recommended that the Board request the County Board formally establish a Community Work Experience Program as well as appoint a Community Work Experience Program Council. This group would oversee the Community Work Experience Program, is a requirement for grant participation, and would remain in effect so long as the program exists. Staff for the program were introduced. A Motion was made by Mr. Kedrowski and Seconded by Mr. Szymkowiak to request that the County Board formally establish this program and appoint the appropriate Council and members. All were in favor of the motion. Motion carried. The Board requested a six-month program update.

CHSB Minutes
May 24, 1988
Page 4

3. Action to Appoint Representative to Wisconsin AIDS Network Advisory Committee.

As part of its participation in the Wisconsin AIDS Network grant, Portage County must name a Board member to service on an advisory committee. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Holdridge to nominate Mrs. Lundquist to serve in this capacity. Mrs. Lundquist agreed to fulfill this role. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Review of Financial Report.

The Financial Report was reviewed by the Board. At this point in time, the department has a deficit of \$9,844 before considering the \$20,000 IMD expenditure. However, additional 1987 revenues were received and will be included in the 1988 budget. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Zdroik to accept the report as presented. All were in favor of the motion. Motion carried.

2. Action to Approve Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mr. Barbers to approve vouchers in the amount of \$784.80. All were in favor of the motion. Motion carried. A Motion was made by Mr. Varney and Seconded by Mr. Barbers to approve purchases in the amount of \$3,677.24. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Report on Staffing of Environmental Health Section.

Kirsten Hall, Health Division Coordinator, was asked to review service concerns about the agency's ability to provide adequate environmental health services. This review is timely in light of the upcoming retirement of the current Environmental Health Supervisor. A staffing study of this Section was shared with the Board for their input. The Director recommended that a revised job description be brought back for the Board's review and action at the next meeting. She also noted that it would be important to at least hire a Sanitarian Aide to help with the additional workload. If additional staff cannot be obtained, it will be necessary for the Board to help the department set priorities for the Section. The Board also requested that the Staffing Study be shared with the Groundwater Council.

CHSB Minutes
May 24, 1988
Page 5

VI. ADJOURNMENT

A Motion was made by Mr. Szymkowiak 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 Tuesday, June 14th, 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
JUNE 14, 1988

Present

Paul Borham
Dave Varney
Frank Barbers
Fran Eskritt
Eugene Zdroik
Deborah Anstett
Marge Lundquist
Tony Kiedrowski
John Holdridge

Excused

Dennis Tierney

Absent

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sandy Uhl, Recording Secretary; Kirsten Hall, Jim Canales, Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Mike Carder, Jane Shaurette, staff; Mary Pat O'Keefe, United Way.

The meeting was called to order by Chairperson Borham at 4:02 p.m. on Tuesday, June 14, 1988.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of Minutes of May 24, 1988.

A Motion was made by Mr. Barbers and Seconded by Mr. Varney to approve the minutes as written.

2. Correspondence

None at this time.

3. Director's Report

Mrs. Bablitch updated the Committee in regard to funding in the Long Term Care area. Additional money has been received. This has aided decreasing the COP service waiting list.

Mrs. Bablitch shared that the Committee on Committees has been approached regarding the Work Advisory Council (this includes the work programs for AFDC recipients) and after considerable research by the County Clerk, a proposed resolution will be forwarded to the County Board.

Mrs. Bablitch also noted that the Personnel Committee has rejected the OPEIU contract proposal. This will involve the OPEIU union and county going back to mediation or arbitration in resolving the contract issues.

It was also noteworthy that the proposed Day Care Center is underway. Advertising has begun to recruit someone to run the Center. Proposed start up date is early fall of 1988.

Mrs. Bablitch asked for a volunteer from the Committee to serve on the Task Force on Teenage Sexuality Issues. Marge Lundquist volunteered to serve on this task force.

Mrs. Bablitch reported that Frank Barber will be resigning from the Committee, being replaced by Dave Ekholm.

CHSB Minutes
June 14, 1988
Page 2

4. Citizen Concerns
There were no citizen concerns to address.

II. PROGRAM ISSUES

1. Progress Report on Improved Housing Services

Mary Pat O'Keefe of the United Way reported that research has been underway on the issue of improved housing services in the area. Mrs. O'Keefe reported this issue surfaced with the loss of the owner of the existing Meshak home. The Salvation Army was approached for assistance and a needs assessment was completed, of which a report is available. The Salvation Army will assist in working with hotels/motels/restaurants in providing short term housing and food. The use of an 'Apartment Program' was suggested by the Salvation Army in that it would be involved in leasing apartments through the city, with the goal being to help make individuals more independent and provide more consistency in broken family life. It was noted that Stevens Point is the smallest community in which this has been tried. To date the United Way has provided start up costs to the Salvation Army and also are providing temporary office space while working with three committees on this project. The total cost for 1989 is proposed at \$52,825 - thus far \$15,000 has been committed by United Way; tentatively \$10,000 by the Salvation Army and the possibility of seeking FEMA funds exists. Additional funds in the general amount of \$20,000 will need to be sought. At this point, it is anticipated that one full time staff member will be hired to run this program. The program is scheduled to begin in the fall of 1988. Mrs. O'Keefe will return in the fall to report on the progress of this program.

2. Progress Report on Halfway House Services for Chronically Mentally Ill

Jim Canales reported on the situation involving the psychiatric halfway house. To date, one proposal has been received and two more are anticipated. These proposals are from agencies interested in either buying the home and/or providing the services. An update will be provided at a future date when further details are known.

3. Progress Report on 1988-89 Contracts for School Health Services

Kirsten Hall updated members on the negotiations with the schools for provision of health services. To date, each administrator has been met with personally and outlined options were provided. Letters have been sent to the schools and to date two responses have been received, one opting for the \$2.00 per student services which would decrease time provided for health education and also eliminate blood pressure screening for faculty members and one has opted for the \$4.00 per student fee. At this point, the top components provided to the schools include staffings and nursing assessments. Members questioned revenue received from the schools for these services. Ms. Hall noted a figure of approximately \$21,000 per year. The deadline for schools to make a determination of services required is June 30th and a follow up report will be given after that time.

4. Service Waiting List Report

A report on the agency's current waiting list timeline was shared with members. Jim Canales noted in two additional areas, that of Community Options having 14 people on the waiting list and Vocational Services which included 7 individuals on the waiting list. Daryl Kurtenbach reported that in the Home & Financial Management section nine cases were recently assigned to workers and to date time has only allowed to include three of those nine cases.

5. Action to Approve Resolution to Urge the Wisconsin Counties Association to Appeal to the State for More Favorable Cost Sharing for Mandated Health Programs

Kirsten Hall shared with members the proposed resolution regarding the cost sharing for mandated health programs. Jane Shaurette, R.N., Community Health Nurse gave a report on the programs, including that of CDC, Immunization Program, STD Clinic and HIV AIDS reporting. At present it was noted that 15% of eight nurses spend their time on Communicable Disease Control, thus equalling a full time position per year. Ms. Shaurette shared a copy of the communicable disease reporting form with committee members. She stated that in with the diseases in category 1 on the form, they must be reported and investigated within a 24 hour time slot; whereas items in category 2 must be done within a one week time period. It was noteworthy that in 1987 there were 422 communicable diseases reported and investigated. The charges for investigating these services are not currently funded by the state. John Holdridge noted that in paragraph four, the wording should be changed to say that cost sharing occur between state and counties for the mandated programs.

A Motion was made by Ms. Anstett and Seconded by Mr. Varney to amend the resolution in the fourth paragraph to read "Be It Further Resolved That the Wisconsin Counties Association appeal for cost sharing between the state and counties for state mandated public and environmental health programs." All were in favor of the amendment and motion was approved.

CHSB Minutes
June 14, 1988
Page 4

III. FISCAL ISSUES

1. Approval of Vouchers

A Motion was made by Mr. Varney and Seconded by Ms. Lundquist to approve the vouchers in the amount of \$9,623.00. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Approval of Request for Leave of Absence

A request for a staff member's personal leave of absence was presented to the Board. A Motion was made by Mr. Varney and Seconded by Mr. Zdroik to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Approval to Extend Limited-Term Employee

A request for extension of a Limited Term Employee position currently in the Developmental Disabilities section was requested. Jim Canales highlighted that the position does bring in revenues through the Community Integration Program and Family Support program funds. The position is very cost effective and provides good service delivery. A Motion was made by Ms. Anstett and Seconded by Ms. Lundquist to approve the extension of the Limited Term Employee position for the requested 520 hours. All were in favor of the motion. Motion carried.

This request will be forwarded on to the Personnel Committee.

A Motion was made by Mr. Kiedrowski and Seconded by Mr. Varney to adjourn into Executive Session at 5:05 P.M.

V. EXECUTIVE SESSION

A Motion was made and Seconded to go into Executive Session.

A Roll Call vote was taken.

In favor of the motion were: Frank Barbers, Tony Kiedrowski, Deborah Anstett, Paul Borham, Marge Lundquist, Dave Varney, Eugene Zdroik, John Holdridge and Fran Eskritt.

No members opposed this.

The motion was made by Mr. Zdroik and Seconded by Mr. Barbers to go into Open Session. All were in favor.

Mr. Kiedrowski motioned and Seconded by Mr. Barbers that the revised job description for Environmental Supervisor be approved. All voted in favor of the motion.

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

Submitted by: Sandra Uhl, Recording Secretary

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 28, 1988

Present

Paul Borham
Dave Varney
Dave Eckholm
Fran Eskritt
Eugene Zdroik
Deborah Anstett
Marge Lundquist
Tony Kiedrowski
John Holdridge
Dennis Tierney

Absent

Excused
Gene Szymkowiak

Others Present: Judy Bablitch, Director; Daryl Kurtenbach, Coordinator and Acting Recording Secretary; Bill McCulley, Jim Canales and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, Supervisor; Sherin Bowen, General Assistance Coordinator; Ray Schmidt and Mike Carder, Environmental Sanitarians; Ray Przybelski, Social Worker; Fred Bailey, Department of Natural Resources; Theresa Derfus, Stevens Point Journal.

The meeting was called to order by Chairperson Borham at 4:40 p.m. on Tuesday, June 28, 1988.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of Minutes of June 14, 1988.

A Motion was made by Mr. Varney and Seconded by Mr. Zdroik to approve the minutes as written.

2. Correspondence

Judy Bablitch introduced a letter written by the Wisconsin Counties Association regarding funding for public health programming. The letter indicated that the Board resolution could not be used because it was received too late for the conference deadline. However, many other counties have similar concerns and sent resolutions that were worded very similar to ours. Also, the resolution by the Community Human Services Board was not put on the agenda of the County Board meeting because it was received one day too late. It will be presented at the July County Board meeting.

Mrs. Bablitch also read a memo from the County Personnel Committee regarding criteria for 1989 new position requests. This item will be taken up later in the meeting as an agenda item.

A letter was also received from the Portage County Planning Department concerning county capital improvement request for the next five years. The Planning Department is requesting information by July 31, 1988 from all departments who are anticipating making capital improvements for the period through 1994. The memo stated several areas that would be affected. Paul Borham and Judy Bablitch will meet with department coordinators to discuss this request further and submit a reply.

3. Director's Report
There were no specific items in the Director's report.
4. Citizen Concerns
There were no citizen concerns to address.

II. PROGRAM ISSUES

1. Action to enter contract for services to the Chronically Mentally Ill

Bill McCulley, Coordinator of the Division of Restorative Care Services and Jim Canales, Coordinator of the Division of Long Term Care Services provided an update on the status of possible contracting for a Community Based Residential Facility (CBRF) at the current Grandview Manor location, 716 Division Street. Mr. McCulley and Mr. Canales outlined the high points in the memo in the board packet. It is their recommendation that the Department enter into a contract with Crossroads Mental Health Services, Inc. of Wausau to operate an 8 to 10 bed CBRF. The proposal submitted by Crossroads seems to have several advantages as compared to other proposals. It may result in a deficit of \$10,600 for 1988. However, it is believed the deficit will be covered by a reduction in inpatient and other expensive CBRF placements through the use of the Crossroads Program.

After some discussion, A Motion was made by Mr. Tierney and Seconded by Ms. Lundquist that the recommendation of the coordinators be approved. Motion Carried.

2. Action to Adopt Resolution Requesting Additional State Reimbursement for General Assistance Administrative Costs

The Board promptly took action on this action. A Motion to approve was made by Mr. Tierney and Seconded by Mr. Varney. Motion Carried.

3. Comments and Proposed County Groundwater Plan by Supervisor Kiedrowski

Supervisor Tony Kiedrowski presented overhead slides and handouts to emphasize some comments and opinions he has about the current proposed Groundwater Plan and other information in general about environmental concerns in Portage County. Mr. Kiedrowski noted that areas of high density in septic systems do not necessary also have high levels of nitrates present. This seems to throw question on the assumption that septic systems are major pollutants. Mr. Kiedrowski made the point that perhaps smaller lots would be as environmentally safe as large ones would be. He feels

CHSB Minutes
June 28, 1988
Page 3

that once land is divided into lots, it will remain that way permanently and probably would not ever be used for anything else in the future. He also discussed findings in the Village of Plover where tests show that the nitrate density within the first few feet below the ground is low. However, it increases further below the ground surface. It is a mystery as to why this would be the case. There are many hypotheses including the possibility of a relationship with a rock ledge which runs between the Wisconsin River and the Village of Plover. He also noted that nitrate levels in the Town of Grant are among the lowest in the county while they are among the highest in the Town of Plover and that the highest nitrate areas seem to have the best drinking water.

Mr. Kiedrowski favors the identification of many points of elevation throughout the county. He feels that there should be a bench mark every ^{mile} half mile or so. Mr. Kiedrowski also favors a comprehensive nitrate sampling monitoring system. He thinks that a metropolitan water and sewer system should be developed.

Some time was spent discussing points raised by Mr. Kiedrowski.

III. FISCAL ISSUES

1. Year-to-Date Financial Report

Lucy Kluck, Business Manager presented some optimistic information regarding the current status of the 1988 budget. At this time, we are approximately \$26,000 in the black. She cautioned however that this is an optimistic guess and that our experience has been that it fluctuates drastically from one month to the next. Such variables as inpatient costs and revenues are major factors which affect the monthly projected budget status. One reason for the good report this month is the receipt of \$35,000 for revenues generated in 1987.

2. Approval of Vouchers

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

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employee for Environmental Health Section

It was not necessary to act on this item because arrangements have been completed for a person through the the Work-Study program. Thus, the item was deleted from the agenda.

2. Proposed Resolution on New Position Requests

Several minutes were spent discussing the memo from the Personnel Committee. The Personnel Committee is requesting input about the proposal to change the process for requesting the positions. The proposal is just that -- a proposal, the Personnel Committee has not taken official action on it as of yet. The memo suggests that there be a type of "freeze" on the number of positions utilizing county levy dollars. It is Mrs. Bablitch's understanding that there are some options and possibly some exceptions that would be considered. Among the options includes the possibility that one county department could add a position in one area if a position in another area (or in another county department somewhere) was deleted.

Several board members expressed strong opposition to this proposal, feeling that it is a step backward in responsible programming and also the implementation of this program would cause severe stress and anxiety among county employees. It was also pointed out that for some department, the addition of staff has actually saved the county money. The comment was also made that if some departments are having problems with efficiency, the Personnel Committee should deal with them on an individual basis.

Supervisor Holdridge wondered about the possibility of looking back five years at staffing patterns for the Portage County Community Human Services Department. Mrs. Bablitch indicated that we have done that since the time of consolidation (1979) and have records available. She further indicated that this information has been shared with the Board at numerous times, especially at budget time. Currently, the department staff in numbers is about where it was at the time of consolidation. Discussion on the agenda item concluded with the decision that Mr. Borham and Mrs. Bablitch will draft a communication to the Personnel Committee in response to the memo. Supervisor Anstett encouraged board members to contact Personnel Committee members on an individual basis if they so felt.

V. ADJOURNMENT

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

Submitted by: Daryl Kurtenbach

DK/su/1223K

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JULY 12, 1988

Present

Gene Szymkowiak
Paul Borham
Dennis Tierney
Dave Varney
Marge Lundquist
Fran Eskritt
Deborah Anstett
Eugene Zdroik
Tony Kiedrowski
David Eckholm
John Holdridge

Others Present: Judy A. Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz, Bob Schmitz, Jerry Koepfel, and Lauri Rockman, Supervisors; Joni Smith, Program Manager; Mike Houlihan, Portage House Director; Mike Carder and Ray Schmidt, Sanitarians; Terri Timmers, Director-Northern Region-Division of Health; and Teresa Derfus, Stevens Point Journal.

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

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Mike Carder and Ray Schmidt, Sanitarians, provided training on the private sewage program.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the June 28th Minutes.

Mr. Szymkowiak indicated that the Minutes should be amended to reflect that he was "excused" and not "absent" at the last meeting. In addition, Mr. Kiedrowski noted that on page 3, first complete paragraph, line 3, the sentence should read: "He feels that there should be a bench mark every mile [not half mile] or so." A Motion was then made by Mrs. Lundquist and Seconded by Mr. Varney to approve the minutes as revised. All were in favor of the motion. Motion carried.

CHSB Minutes
July 12, 1988
Page 2

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Mrs. Bablitch reported that Cross Roads has purchased Grandview at a lesser cost than anticipated. As a result, this savings will result in a lesser cost to the department.

The Environmental Health Section is in the process of researching some of the questions Mr. Kiedrowski raised at the last Board meeting. Information on these concerns will be discussed at the July 26th meeting.

A proposed budget timeline was discussed with the Board. Budget meetings are scheduled for October 4th and October 5th, beginning at 4:00 p.m.

The Business Manager will be on a 4-6 week medical leave. Mrs. Bablitch also indicated that Mrs. Wroblewski has resigned, effective 7-29-88, from her position as Home Health Supervisor. Efforts will be initiated to fill this vacancy.

This is the first year that management evaluations are to be done in July. Mrs. Bablitch noted that the Board will need to evaluate her either at the July 28th or August 9th meeting.

4. Citizens Concerns.

There were no citizen concerns to be addressed.

III. PROGRAM ISSUES

1. Report on the Wisconsin AIDS Network Advisory Committee--Marge Lundquist.

The first meeting of the Wisconsin AIDS Network Advisory Committee was June 28th at the Holiday Inn. At that time, the group identified several needs including a need to get information into the workplace on AIDS. A subcommittee has also been established to review education audio/visual software. The next meeting of this group will be in September to establish its goals and objectives. In addition, efforts are underway to hire a part-time (60%) project coordinator. Mrs. Lundquist was thanked for her update.

2. Report on Changes in Maternal and Child Health and Prevention Block Grants-Terri Timmers.

Terri Timmers, Northern Regional Director of the Department of Health and Social Service - Division of Health, provided the Board with a brief overview of the composition of the Northern Regional Office. An organizational chart and regional boundary map was distributed. Ms. Timmers indicated that the state has control over two health grants from the federal government--one for prevention services and one for maternal and child health services. About one-half of the total dollars available is given to counties and one-half is used by the state. Both private and public agencies receive these funds. The process for distribution of this money has been revised for this year to include better distribution of the funds. In the prevention funds area, each county will get a \$5,000 base in addition to dollars based on a specific formula which is basically population driven. Maternal and child health funds are based solely on the formula. For Portage County, this means that its allocation for 1989 will be \$11,068 for prevention and \$16,455 for maternal and child health. The 1989 allocation is a reduction of about \$10,000 from Portage County's 1988 allocation. Ms. Timmers was thanked for her presentation.

3. Report on Progress of Day Care Center for County Employees.

A local provider has been interviewed to operate the county's day care center. Things look positive. A decision will be made Friday as to the service provider. The center probably won't open on August 1st as planned but possibly August 15th. The day care center will be able to provider services to children 6 months of age and older.

4. Report on Contracts with Schools for Nursing Services.

Kirsten Hall and Cindy Schmitz provided an update on school nursing service contracts. Seven of the eight schools have opted to receive reduced services and continue to pay \$2 per student. The Rosholt School District had agreed to pay \$4 but is now receiving pressure from the other school districts to contract for the \$2 service level. With the reduction in school services, the Nursing Section will be able to provide other important programs which had been neglected such as pre- and post-natal health services to the high-risk population. Efforts are also underway to establish a contract with the Stevens Point school system for providing nursing services to their developmentally disabled school population. Mr. Tierney

questioned the change in priorities. He felt that services to school-age children were important and that, if efforts to negotiate a higher contract rate had failed, the same level of services should still be provided. He indicated that at budget time he would propose adding back nursing time for the schools.

5. Report on Waiting Lists for Services.

The Board reviewed the waiting list information. Questions were answered.

IV. FISCAL ISSUES

1. Request to Use Project Income to Purchase a Second Computer and Printer for Portage House.

The Board considered Mr. Houlihan's request to use Project Income to purchase a second computer and printer. 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. Mr. Houlihan will consult with the county's Purchasing Agent and Computer Programmer prior to purchasing the equipment.

2. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Zdroik to approve vouchers in the amount of \$3,032.91. All were in favor of the motion. Motion carried.

3. Miscellaneous.

A document, prepared by the Business Office and presented to the Finance Committee at its June 27th meeting showing a two-year analysis and five-year analysis of major Portage County departments, was distributed and reviewed with the Board.

V. PERSONNEL ISSUES

1. Review of New Position Requests and Action to Forward Position Requests to Personnel and Finance Committee for Action.

The Director recommended approval of seven new positions and requested that they be forwarded to the Personnel and Finance

Committees for review. The positions include: (2) HSS1-Sanitaricians; (1) HSS1-Social Worker; (1) HSS2-Social Worker; (2) Financial Services Specialists 1's; and (1) Home and Financial Manager. A Position Summary, showing full- and part-time permanent positions and their full-time equivalents since 1980, was distributed as well as a summary of the 1989 position requests. Mr. Kiedrowski requested that a summary for LTE positions within the department be developed for the next meeting. Two issues still unresolved at this time are the potential hiring freeze and where the funds would come from for the new positions. The Board indicated that each request would be looked at individually, beginning with the request for two Sanitaricians.

At the beginning of deliberations on the requests for two Sanitarian positions, Mr. Kiedrowski questioned the need for an Environmental Health Supervisor position in addition to these two positions. Mr. Tierney also questioned the process of reviewing all the positions when funding and county policy on hiring may force the department to request less than the seven positions. Mrs. Bablitch indicated that since a formal policy freezing positions is not in place yet, since the department does not know 1989 budget implications, and in light of the need for all these positions, she would like the Board to consider all requests on their own merit. When direction is given at a future date, adjustments can be made in the new position recommendations. When asked to prioritize the new staff requests, Mrs. Bablitch indicated in order of priority, with priority #1 first, they were (1) HSS1-Sanitarian; (2) HSS1-Social Worker (COP/CIP); (3) HSS2-Social Worker; (4) HSS1-Sanitarian (Water Quality Specialist); (5) Home/Financial Manager; (6) FSS1 (part-time); and (7) FSS1 (full-time).

The Board noted that further deliberation on these requests was needed and that consideration of all requests would be Tabled until the next meeting.

VI. EXECUTIVE SESSION

1. Vote to Go into Executive Session in Accordance with Wisconsin State Statute 19.85 (10 (c) to Discuss Change in Job Description.

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

CHSB Minutes
July 12, 1199
Page 6

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

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

A Motion was then made by Mr. Holdridge and Seconded by Mr. Eckholm to adopt the plan as proposed by the department--to change the responsibilities of the Administrative Assistant-Support Services position, change the job duties of the 24-hour word processing position to an accounting function, and to realign the Business Services Section organizational structure. All were in favor of the motion. Motion carried. These recommendations will be forwarded to the Personnel Committee for action.

VII. ADJOURNMENT

A Motion was made by Mrs. Lundquist and Seconded by Mr. Kiedrowski to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 6:40 p.m. The next meeting is scheduled for Tuesday, July 26th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
JULY 26, 1988

Present

Paul Borham
Fran Eskritt
Marge Lundquist
Deborah Anstett
Tony Kiedrowski
Eugene Zdroik
Dennis Tierney
Gene Szymkowiak
John Holdridge

Excused

David Eckholm
Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall and Bill McCulley, Coordinators; Jay Cleve and Lauri Rockman, Supervisors; Pam Helgemo, Administrative Assistant; Joni Smith, Program Manager; Jo Ellen Seiser and Mike Carder, Sanitarians; representatives from Wisconsin Bell, Dictaphone, and Forward Electronics.

The meeting was called to order by Chairman Borham at 4:20 p.m. on Tuesday, July 26th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of July 12, 1988.

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

2. Correspondence.

Mr. Borham extended an invitation to Board members to attend the combined regional meeting of the Wisconsin Counties Public Health Affiliate scheduled for August 4th beginning at 5:00 p.m. at Lane's Cottage Inn in Harshaw. Mr. Borham will be attending the meeting. Anyone else interested in attending the meeting and needing a ride should contact him.

3. Director's Report.

Mrs. Bablitch reported that the Personnel Committee had approved the reorganization of the Business Division including changing the 24-hour Typist 2 position to a 24-hour Accountant position. The Personnel Committee also approved immediate recruitment for the Home Health Supervisor and Typist 2 positions. The Personnel Committee tabled action on refilling

the Environmental Health Supervisor position. They requested that this Board reconsider the scope of the position and staffing pattern in light of the Groundwater Plan and make a recommendation on these matters for Personnel's next meeting.

The Board discussed the need to have a supervisory position for this Section. Action will follow at a later date.

4. Citizens Concerns.

There were no citizen concerns.

II. PROGRAM ISSUES

1. Action to Approve Grant Application for Prevention of Adolescent Pregnancies.

A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the department's request to apply for an adolescent pregnancies prevention grant. All were in favor of the motion. Motion carried.

2. Review of Selected Maps/Graphs in Groundwater Plan.

Information was included in the Board packet regarding the nitrate distribution in Portage County. JoEllen Seiser explained how the mapping was done. She noted that in the 810 square miles of Portage County, 276 mapping units had 0 nitrate samples and 159 mapping units had 1 nitrate sample. The breakdown of the 159 mapping units was also discussed. Mr. Kiedrowski noted that it was important to find out if nitrates equalize in water and if nitrates change the specific gravity of water. He also noted that Portage County may be able to obtain additional water sample information from the Wood County Sanitarian ^{who has been} conducting water sampling in the Nepco Water Project.

3. Report on Status of American Psychiatric Association (APA) Approval of Intern Program.

Dr. Cleve noted that the department has been approved as an APA Internship site. This approval will mean greater access to qualified interns as well as insure obtaining high quality staff applicants. Dr. Cleve was commended for his drive and competence.

III. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Zdroik and Seconded by Mr. Kiedrowski to approve the voucher in the amount of \$436.48 as submitted. All were in favor of the motion. Motion carried.

2. Action to Review Capital Improvement Requests.

The Director recommended approval of four major capital improvements -- in 1989-dictation equipment; in 1990-filing equipment; in 1991-agency remodeling; and 1992-telephone equipment. She indicated that the dollar figures noted represent 1988 costs and need to be adjusted at the time the actual projects are approved. The approval of these projects is not an endorsement for a particular vendor. Also at the time the projects are initiated, the appropriate bid process will be initiated. Mrs. Bablitch and Board concurred that these priorities might change over the course of the next few years and that adjustments could then be forwarded as appropriate. A Motion was then made by Mr. Holdridge and Seconded by Mr. Zdroik to approve the capital improvement requests and priorities as submitted and forward them to the Capital Improvements Committee for consideration. All were in favor of the Motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Extension of Limited-Term Position.

A request to extend an LTE Verification Specialist for an additional six months was considered by the Board. Mrs. Bablitch noted that the request, if approved, will be considered by the Personnel Committee at its August 9th meeting. However, the position's current approval will terminate on 7-31-88 if not renewed. She requested that extension approval be forwarded to Personnel Committee retroactive to August 1st. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the six-month extension of the position retroactive to August 1, 1988. All were in favor of the motion. Motion carried.

2. Report on 1988 Limited-Term Positions.

The Board reviewed a summary on current limited-term positions within the agency.

3. Action to Review New Position Requests.

A memo outlining the Director's priority of all positions, her priority of positions funded from county tax dollars as well as strategies if these position are not funded was included in the Board packet. In Mr. Eckholm's absence, his telephone conversation regarding the positions was shared with the Board. The revised new position requests incorporate a 24-hour Sanitarian position in lieu of the full-time position requested at the last meeting. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the new position requests and priorities as submitted. Considerable discussion ensued. Mr. Kiedrowski indicated that he could not support the Sanitarian request but could support priorities 2, 3, 4, and 7. Mr. Holdridge indicated he could support priorities 1, 2, 4, 5, and 7. Mr. Borham felt that the agency needed all the positions and that while it was not likely all seven would be approved, the Personnel Committee and County Board had to know that this need existed. The question was then called. Mr. Kiedrowski asked that a roll call vote be taken on the motion. The motion was restated by Chairman Borham. Roll call vote was taken. In favor of the Motion to approve all seven position requests and priority rankings were Borham, Szymkowiak, Tierney, Lundquist, and Eskritt. Against the Motion were Kiedrowski, Anstett, and Holdridge. Motion carried. The motion to approve forwarding all seven new position requests and their priority rankings to the Personnel and Finance Committees passed by a vote of 5:3.

V. 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 6:50 p.m.

The next meeting will be a joint meeting with Board and Advisory Committee and is scheduled for Tuesday, August 9th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
AUGUST 9, 1988

Board Attendance

Present

Paul Borham
Dennis Tierney
Gene Szymkowiak
Dave Varney
David Eckholm
Fran Eskritt
John Holdridge
Debbie Anstett
Marge Lundquist
Eugene Zdroik
Tony Kiedrowski

Advisory Committee Attendance

Present

Fran Eskritt
Wallace Worzella
Marge Odejewski
Woody Bishop
Evelyn Zywicke
Marilynn Kranig
Barbara Lake
Marianne Popelka
Pat Mages
Rev. Heshelman
Sue Beveridge
Bill Zimdars
Mary Maller
Elizabeth Kammer
Richard Lorek

Excused

Herrmann

Absent

Katie Von Feldt

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Steve Tuszka, Cindy Schmitz, Lauri Rockman, Bob Schmitz, Jerry Koeppel, Sherin Bowen, Joni Smith, Bill Pagel, Pam Helgemo, and Pat Hintz, Supervisors; Jane Rogers, intern; Joan Honl, Community Industries; Ray Schmidt, Sanitarian; Teresa Derfus, Stevens Point Journal; other media representatives.

The joint meeting of the Community Human Services Board and Advisory Committee was called to order by Chairperson Borham at 4:00 p.m. on Tuesday, August 9th, in Conference Rooms 1-2 of the Gilfry Center.

Prior to the beginning of the meeting, Board and Advisory Committee members introduced themselves.

I. MINUTES, GENERAL REPORTS, CORRESPONDENCE

1. Approval of the July 26th Board Minutes and May 16th Advisory Committee Minutes.

Mr. Kiedrowski indicated that on page 2, Item II-2, the last sentence should read "He also noted that Portage County may be able to obtain additional water sample information from the Wood County Sanitarian who knows of someone who has been conducting water sampling..." With this editing change in mind, a Motion was made by Mr. Szymkowiak and Seconded by Mr. Kiedrowski to approve the Minutes. All were in favor of the motion. Motion carried.

A Motion was then made by Barbara Lake and Seconded by Sue Beveridge to accept the Minutes of the May 16th Advisory Committee as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

Members were encouraged to attend the Quarterly Board Members/Directors Meeting scheduled for August 17th (Wednesday) in Antigo. Mr. Borham will be attending this meeting. Mrs. Bablitch indicated that she has been elected to serve as chairperson of this group for the next two years.

Two grants have been received from the Stevens Point Health Foundation -- both in the amount of \$500 each. One grant was awarded for the Health Plus effort and one grant was for Visions '88. Both programs are a direct result of the Poverty Task Force efforts.

Since the Business Manager has been on medical leave, the monthly financial report has not been given. However, Mrs. Kluck and Mrs. Bablitch's review indicated the agency is not experiencing any financial problems as of this date.

The agency will need to form a team to interview for the Home Health Nursing Supervisor position. Anyone interested in participating in this effort should contact Mrs. Bablitch. Volunteering for this role were David Eckholm, Marge Lundquist, and Elizabeth Kammer.

Kirsten Hall and Paul Borham have been appointed as Regional Directors representing Health Directors and County Board Members respectively for the Public Health Affiliate of the County Boards Association and will serve with 18 other appointees from around the state.

4. Citizen Concerns.

There were no citizen concerns to be addressed.

II. PROGRAM ISSUES

1. Program Statistical Report (April-June).

Updates on the April-June (second quarter) statistics were provided by the Coordinators.

2. Waiting List Report (August).

The waiting list was reviewed with the Board and Advisory Committee. Two items needed to be added to the list -- Financial Services had 38-New clients last month with 2 weeks wait and 24-New clients this month with 1 week average wait and 1 week before services can be given; Emergency Services had 6-New clients with 2 days wait and 2-New clients this month with 1 day average time and 1 day before services can be given. The report was accepted as submitted.

3. Review of 1988-1989 Objectives and Action to Adopt Additional Objectives.

Current and new 1988-89 Objectives were reviewed by each Section. A Board member felt that the evaluation of the program should be included in the manager's yearly evaluation. Board and Advisory Committee members were asked to evaluate the objective process and return the evaluation form to Sue Rutta.

4. Update on Advisory Committee Task Forces.

Bill Zimdars gave a brief report on the Recreation for Developmentally Disabled Adults Task Force. He highlighted the general goal of the group and the key factors for the success of any program aimed in this area. This group will next meet on August 22nd.

Barbara Lake, chairperson of the Teen Sexuality Issues Task Force, distributed a brief report on the status of this group. The report addressed the definition of sexuality, the need for the task force and its purpose.

The Senior High Leisure Opportunity Task Force currently does not have a chairperson so Mr. Kurtenbach gave a brief report. He cited the need for the task force and its membership.

5. Update on Supported Employment Programs.

Joan Honl of Community Industries and Jim Canales of the department provided a brief update on the Supported Employment Program effort in Portage County. A video presentation on a typical employee was viewed. Clients now hold positions with such employers as the County Home, Worzalla Publishing, the Achievement Center, SuperAmerica, and Celestial Farms. Two new sites includes Perkins and Rogers Cinema. Negotiations are underway for site opportunities at the Gilfry Center, Sentry Insurance, Shopko, and in the Rosholt area. Ms. Honl was thanked for the update.

At this time, a Motion was made by Mr. Zimdars and Seconded by Mr. Lorek to adjourn the Advisory Committee. All were in favor of the Motion. Motion carried. Advisory Committee members were invited to stay for the continuing Board meeting if they desired.

III. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the vouchers in the amount of \$2,172.33 (\$1,717.60 and \$454.73). All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

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

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request for three limited-term employees in the Energy Assistance Program as submitted. All were in favor of the motion. Motion carried.

2. Action to Approve Limited-Term Employees for Community Health Program.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the request for two limited-term employees in the Community Health Section as submitted. All were in favor of the motion. Motion carried.

3. Further Consideration of Environmental Health Supervisor's Job Description and Action to Forward to Personnel Committee.

The Director requested that the Environmental Health Supervisor job description be resubmitted to the Personnel Committee for reconsideration. Mrs. Bablitch will be contacting members of the Personnel Committee to more fully explain the need for this position. The Board discussed the request. It was noted that perhaps the Board needed to express its flexibility in the job duties of this position while noting the need to fill it as quickly as possible. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to resubmit the Environmental Health Supervisor job description to the Personnel Committee for reconsideration and indicate to them that the Board will re-examine the job duties when the Groundwater Plan is passed and decisions regarding staffing are made. At that time, they would also look at reorganization of the Environmental Health Section to see if greater efficiencies could be found. 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. Kiedrowski and Seconded by Mr. Varney to go into Executive Session. Roll call vote was taken. All were in favor of the motion. Motion carried.

2. Vote to Return to Open Session.

A Motion was made and Seconded to return to Open Session. A roll call vote was taken. All were in favor of the motion. Motion carried. A Motion was made and Seconded to rate the Director's performance as "exceeds". All were in favor of the motion. Motion carried.

CHSB/AC Minutes
August 9, 1988
Page 6

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 6:50 p.m.

The next meeting is scheduled for Tuesday, August 23rd, 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
AUGUST 23, 1988

Present

Paul Borham
Fran Eskritt
Dave Varney
Eugene Zdroik
John Holdridge
David Eckholm
Marge Lundquist
Tony Kiedrowski
Deborah Anstett
Dennis Tierney

Excused

Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill Zimdars, Advisory Committee Member; Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Cindy, a service recipient; Jane Kellerman, Home and Financial Manager; Jo Seiser, Water Quality Specialist; Craig Flagel, county Programmer; David Pagel, Project Opportunity Program Manager; and Teresa Derfus, Stevens Point Journal.

The meeting was called to order by Chairman Borham at 4:05 p.m. on Tuesday, August 23rd, in Conference Rooms 1-2 of the Gilfry Center.

I. BOARD AND ADVISORY COMMITTEE TRAINING

Cindy, a service recipient, explained her involvement with the department and especially as it related to the home and financial management programs.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of August 9, 1988.

Mr. Varney noted that on page 3 of the Minutes, Item II (4) the Recreation Task Force will meet on August 22nd not August 21st. A Motion was then made by Mr. Varney and Seconded by Mrs. Lundquist to approve the Minutes as edited. All were in favor of the motion. Motion carried. —

2. Correspondence.

Mrs. Bablitch reported that the department has received an \$8,000 Adolescent Pregnancy grant.

3. Director's Report.

Mrs. Bablitch reported that interviews are being conducted this week for the position of Home Health Supervisor. In the interim, Jennifer Cummings has been assigned the position of Acting Home Health Supervisor.

The department is also soliciting environmental health personnel to assume the interim position of Acting Environmental Health Supervisor. The person selected to fill this vacancy will be paid 80 cents per hour for the time these duties are assumed, as specified in the OPEIU contract.

The Finance Committee has asked departments to provide two budgets -- one reflecting a 3% increase and one with a 5% decrease. Mrs. Bablitch and other department heads met with the Finance Committee Monday to highlight how these two budget scenarios would affect the department. The Finance Committee continues to want both budgets prepared and presented to them. Because of the complexity of the budget, Mrs. Bablitch felt that this would not be feasible. She requested the Board's endorsement of her proposal to prepare one budget reflecting a 3% increase and then identify specific areas where the Board would have the option of cutting, if a 5% reduction was needed. The Board concurred with this recommendation.

4. Citizen Concerns.

There were no citizen concerns to come before the Board.

III. PROGRAM ISSUES

1. Update on Geographical Information System (G.I.S.) Project.

Kirsten Hall, Jo Seiser, and Craig Flagel provided an update on efforts to complete the GIS Project. Mr. Flagel cited problems in obtaining and converting current state data to the county system. The department's portion of the project included identification of well locations, completing a pilot well area, and mapping underground storage tanks. To date, about 1,500 wells have been mapped. Still to be completed are about 2,000 well locations in addition to mapping the underground storage tanks. Mr. Kiedrowski cited the need for an ad hoc committee to oversee the work of this project to ensure that data can be shared across all county lines.

2. Update on Commodity Distribution Program.

Daryl Kurtenbach reported that the state feels there will be a Commodity Distribution Program next year. However, it is projected that there will be lesser quantities of food to distribute and the reimbursement may change from the current 3 cents per pound to potentially a straight contracted amount. In addition, there may be a change in the types of commodities distributed. It is still too early to fully anticipate what shape the program will take for 1989.

3. Update on Project Opportunity Program.

David Pagel provided an update on Project Opportunity including an overview of the program's components and funding sources. The financial future for the program looks very promising especially since the department has been informed that it could double its CWEP funding request and also be eligible for WEJT funds.

IV. FISCAL ISSUES

1. Approval of Vouchers.

There were no vouchers needing Board approval.

V. PERSONNEL ISSUES

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

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request for extension of the Commodities Distribution limited-term employee for an additional year (600 hours). All were in favor of the motion. Motion carried.

2. Action to Approve Limited-Term Employee for Geographic Information System Project.

A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to approve a 520-hour limited-term employee for the Geographic Information System Project. Mr. Kiedrowski asked for clarification on the duties of the individual. All were in favor of the motion. (On a voice vote, there were no dissenting votes.) The motion carried.

CHSB Minutes
August 23, 1988
Page 4

VI. ADJOURNMENT

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

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 13, 1988

Present

Paul Borham
Gene Szymkowiak
Marge Lundquist
Deborah Anstett
Eugene Zdroik
Tony Kiedrowski
Dennis Tierney
David Eckholm
John Holdridge

Excused

Fran Eskritt
Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Lucy Kluck, Business Manager; JoEllen Seiser, Water Quality Specialist; Mike Carder, Acting Environmental Health Supervisor; Kirsten Hall, Health Coordinator; and Theresa Derfus, Stevens Point Journal.

The meeting was called to order by Chairperson Borham at 4:05 p.m. on Tuesday, September 13th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENEREAL REPORTS, COMMENTS

1. Approval of the Minutes of the August 23, 1988 Meeting.

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

2. Correspondence.

Mrs. Bablitch called the Board's attention to the summary of a Public Health Agency Consolidation Study that was included in the Board's packet. The summary reflects that public health services have benefited when consolidated into a human service department.

3. Director's Report.

Mrs. Bablitch distributed the Visions '88 brochure.

She also indicated that Mrs. Bowen, General Assistance Program Manager, has resigned to return to school to complete her Bachelor's degree.

Mike Carder has been named Acting Environmental Health Supervisor and will be paid an 80 cent differential, in accordance with union contract, while filling the role of supervisor. The selection process was shared with the Board.

The department continues to work on the 1989 proposed budget and should have it completed this week. The state allocations are down this year, not up as anticipated.

The Finance and Personnel Committees met to review the department's request for seven new position. The joint committee gave its approval to 3-1/2 positions (the fully funded social worker-developmental disabilities, the part-time Energy Assistance caseworker, the Financial Services Specialist 1, and a half-time Social Worker in the Counseling Section who will work with abuse and neglect). The new positions will now go before County Board at Wednesday's meeting. The Environmental Health positions were tabled and the home and financial manager position was denied. The joint committee indicated that funding for the half-time social work position was to be above the department's 1989 increase.

4. Citizens Concerns.

There were no citizen concerns.

II. PROGRAM ISSUES

1. Waiting List Report.

The August waiting list report was reviewed by the Board.

2. Discussion on the Proposed County Administration of the Well Code (NR145).

Jo Ellen Seiser, Water Quality Specialist, and Mike Carder, Acting Environmental Health Supervisor, discussed the proposed county administration of the well code (NR145). Ms. Seiser explained how the ideal program would be run by the county and Mr. Carder briefly discussed the rationale for NR145. It was indicated that to administer the well code would require a 2/3 water quality specialist position and some clerical assistance. Some of the position could be funded through well fees. Initially the county, after it passed a private water ordinance, would be allowed to participate at the level 1 enforcement for 18 months. After that time, the county could request that it participate in additional levels of enforcement. Mr. Carder noted that the county currently has three staff that are qualified to conduct well inspections so additional staff training in this area would not be necessary. Staff were thanked for the update.

III. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Zdroik to approve vouchers in the amount of \$3,364.85 and purchase orders in the amount of \$1,080.73 as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Set Salary for Home Health Supervisor.

A Motion was made by Mr. Tierney and Seconded by Mr. Szymkowiak to approve the recommendation of the Director and recommend setting the salary of the Home Health Supervisor at \$24,769 retroactive to August 29th. Mrs. Hall returned from the Personnel Committee meeting and reported that the the Committee felt that Mrs. Cummings salary of \$24,769 should not be retroactive to August 29th but begin with the nearest payroll period following the meeting. With that information, Mr. Tierney and Mr. Szymkowiak withdrew their motion. A Motion was then made by Mr. Tierney and Seconded by Mrs. Anstett to set Mrs. Cummings salary in accordance with the Personnel Committee recommendation. All were in favor of the motion. Motion carried.

2. Action to Authorize Extension of Limited-Term Employee for Developmental Disabilities Section.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve both Agenda Items #IV-2 and #IV-3 as submitted. Voice vote of the motion indicated that, with the exception of Mr. Kiedrowski, the Board was in favor of the motion. Motion carried.

3. Action to Authorize Limited-Term Employee for Environmental Health Section.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve both Agenda Items #IV-2 and #IV-3 as submitted. Mr. Kiedrowski questioned the need for this position. He also questioned the need to have all septic systems inspected and suggested the department contact Sam Rockweiller of the Bureau of Plumbing for verification of

CHSB Minutes
September 13, 1988
Page 4

this practice. Voice vote of the motion indicated that, with the exception of Mr. Kiedrowski, the Board was in favor of the motion. Motion carried. Mrs. Bablitch indicated that the salary noted on the staff request will need to be approved by the Personnel Manager and is only an approximation but will not be any higher than that amount.

V. ADJOURNMENT

A Motion was made by Mr. Tierney and Seconded by Mrs. Anstett to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at approximately 5:05 p.m.

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

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
SEPTEMBER 27, 1988

Present

Gene Szymkowiak
Paul Borham
Marge Lundquist
Dave Varney
David Eckholm
Dennis Tierney
Tony Kiedrowski
Eugene Zdroik
John Holdridge

Excused

Fran Eskritt
Deborah Anstett

Others Present: Judy Bablitch, Director; Susan Rutta, Administrative Assistant; Lucy Kluck, Business Manager; Daryl Kurtenbach, Bill McCulley, and Jim Canales, Coordinators; Richard Lorek, Advisory Committee Member; Mike Carder, Acting Environmental Health Supervisor; Kate Lazars and Sally Murwin, staff; Paul Rice and Joan Honl, Community Industries; Sue Chapman, Achievement Center; foster parents and disabled adolescent; and Theresa Derfus, Stevens Point Journal.

I. BOARD AND ADVISORY COMMITTEE TRAINING

Lucy Kluck, Business Manager, explained the budgeting process. Addressed in the presentation were the agency's 10-year budget summary and 10-year tax levy information.

It was noted that the budget information does not include the Division summaries. This information will be sent in the next Board packet. The department will meet with the Finance Committee on Friday to discuss the 1988 budget deficit.

Members were reminded that the department's proposed 1989 budget will be reviewed next week Tuesday and Wednesday, October 4th and 5th.

The general meeting was then called to order by Chairman Borham at 4:40 p.m. on Tuesday, September 27th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of September 13th.

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

CHSB Minutes
September 27, 1988
Page 2

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

Mrs. Bablitch noted that the Board packet contained the 1988 Adult Influenza/Pneumonia Immunization Clinic schedule, the 1988-1989 Council on Community Services Program Calendar, and the 1987 Home Health Annual Report.

At the request of Tony Kiedrowski, the agency investigated the cost of having direct communication with the Sanitarians while they were out of the office. Mrs. Rutta reported that contact had been made with Horgan Sales, Radio Shack, and Motorola. Horgan Sales could provide two beepers at a cost of \$98 per month. However this would require that the Sanitarian locate a phone to contact the office. Radio Shack could provide two CB units, a base unit, antenna and cable for approximately \$500-\$650. However in talking to Mike Busse of the Highway Department, he questioned the durability of the equipment and suggested that Motorola be contacted since that was where the Sheriff and Highway Departments obtained their equipment. Bob Schnesie of Motorola thought that he could provide two mobile units and base unit using the Highway Department tower and frequency for about \$2,500. This would allow direct communication with the Sanitarians from the Gilfry Center. Any other scenario would be more expensive, perhaps as high as \$5,000. Mr. Schnesie felt that the department could be allowed to use the same Highway Department frequency if a letter was written by Mr. Busse to the FCC indicating his approval of the situation. Mr. Carder, Acting Environmental Health Supervisor, indicated that he was neither for nor against using the communication system. He did share some problems that might arise. The Board requested that the department further pursue a communication system for Environmental Health Sanitarians.

4. Advisory Committee Report.

In the absence of Fran Eskritt, Daryl Kurtenbach indicated that the Advisory Committee met Monday, September 19th, and heard status reports on the three task forces, reviewed the agency's employee orientation slide presentation, and started considering its 1989 meeting schedule.

CHSB Minutes
September 27, 1988
Page 3

5. Citizen Concerns.

There were no citizen concerns to be addressed.

III. PROGRAM ISSUES

1. Action to Review Policy on Developmentally Disabled Adults Who Are Not County Residents.

Mrs. Bablitch reviewed the Board's policy for out-of-county developmentally disabled adults. While Portage County has two such cases, only one case is currently in need of Board action. Mrs. Bablitch requested the Board's support for the continued placement of M.P. in Portage County until her education is completed in the Stevens Point School System at age 21. Washington County is willing to sign a Memorandum of Understanding regarding their legal responsibility for M.P. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the department's recommendation and allow M.P. to continue to reside in Portage County and continue her education in Portage County until age 21 when she will be transferred to Washington County. All were in favor of the motion. Motion carried.

Mrs. Bablitch indicated that the department is currently working with the county-of-residence and state officials in trying to resolve the residency issue for E.H. This case will be brought to the Board's attention for action before he turns 18 in May, 1989.

2. Report on Final Inspections - Private Sewage Program.

Mike Carder, Acting Environmental Health Supervisor, reported on a contact with Sam Rockweiler from the Wisconsin Department of Industry, Labor, and Human Relations regarding inspection requirements for sewage system. Mr. Rockweiler indicated that counties had to follow the state statutes (145.20). The Board had received a copy of the statute and Mr. Carder indicated that the code called for the county to "inspect all private sewage systems after construction but before backfilling no later than the end of the next workday, excluding Saturdays, Sundays and holidays, after receiving notice from the plumber in charge". Several options were discussed including making installers county employees and allowing them to inspect their own systems; conducting inspections on a random basis; and changing the state statutes so that any of the above conditions could be allowed. To be in compliance with the law and to avoid any chance of county liability for non-inspection of systems, the department will continue to inspect every system prior to backfilling.

CHSB Minutes
September 27, 1988
Page 4

3. Status Report on Energy Assistance Program and Action. If Appropriate.

The department has received word that it can no longer operate the Energy Assistance Program as it has because the funding for the program manager position changed significantly. Without a program manager, the program could not be run so that the prevention component was adequately protected. Therefore, the department recommended that CAP Services be given a one-year contract to run the Energy Program. The CAP Services Board will meet on Wednesday to consider if they would like to provide the program. CAP Services' philosophy is consistent with the department's in regard to conservation, client responsibility, and prevention. The current program manager has been given the opportunity to assume the General Assistance Program Manager position but has turned it down. She will assume a vacated union position. The Board requested audits of CAP Services to ensure that Portage County dollars were spent on Portage County residents. The contract with CAP Services will include auditing procedures and any other stipulations the department feels are necessary to monitor the program. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to recommend a one-year contract with CAP Services, if they accept the contract, to provide the Energy Assistance Program. With the exception of Mr. Holdridge and Mr. Szymkowiak, the members were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Zdroik and Seconded by Mr. Kiedrowski to approve the vouchers in the amount of \$1,240.30 as submitted. All were in favor of the motion. Motion carried.

2. Action to Approve Increasing Fees for Water Samples.

The department recommended increasing the fees charged for bacteria and nitrate water testing from \$4.00 to \$5.00 and the fee for fecal/coliform (which applies for beaches) from \$4.00 to \$6.00 effective October 1st. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve the increases as recommended. All were in favor of the motion. Motion carried.

3. Year-to-Date Financial Report.

The 1988 agency budget is projected at a \$105,015 deficit. Reasons for this deficit were discussed with the Board. They included unexpected mental health inpatient costs as well as unanticipated costs for children and youth needing placement outside their homes.. The department will be appearing before the Finance Committee this Friday to apprise them of the situation. Various solutions to resolve the deficit were offered including requesting that the money be taken from the General Fund and finding or establishing appropriate custodial facilities for the chronically mentally ill clients who cannot respond to the medical model philosophy of mental health institutions.

4. Review of 1989 Budget Projections.

As of this point in time, the agency is projecting a \$250,000 deficit for 1989. The deficit will increase to \$305,000 if the agency is forced to prepare a 5% decrease budget. Alternatives are being examined which may include layoffs, reduced workweek, etc. Phil Deger, Personnel Manager, will be present at the next Board meeting to discuss ramifications of layoffs or other personnel reductions.

V. PERSONNEL ISSUES

1. Action to Approve Limited-Term Employees.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Tierney to approve all the limited-term requests as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting will be the Budget Hearings scheduled for Tuesday and Wednesday, October 4th and 5th, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 4, 1988

Present

Paul Borham
Gene Szymkowiak
Dave Varney
Dennis Tierney
John Holdridge
Marge Lundquist
Deborah Anstett
Eugene Zdroik
David Eckholm

Excused

Fran Eskritt
Tony Kiedrowski

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales, Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Jennifer Cummings, Cindy Schmitz, David Pagel, Lauri Rockman, Steve Tuszka, and Jerry Koepfel, Supervisors; Phil Deger, Personnel Manager; Paul Rice and Joan Honl of Community Industries; Mary Pat O'Keefe of United Way; Toni Frostman of Family Crisis Center; Sue Chapman of Achievement Center; Brian Shoup and Perry Ackeret of Community Alcohol and Drug Abuse Center; Mike Houlihan of Portage House; Mrs. Perry Ackeret, concerned citizen; Shannon Coble, Mental Health Association, and Theresa Derfus of the Stevens Point Journal.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of September 27, 1988.

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

2. Report by John Holdridge.

As Chairperson of the Finance Committee, John Holdridge shared an analysis of the Portage County Long-Range Budget Plan with Sales Tax Program (Jail Debt Issue Entirely Retired in 1994) with the Board. The decision to request a freeze in the property tax levy was addressed by Mr. Holdridge.

CHSB Minutes
October 4, 1988
Page 2

3. Discussion with County Personnel Manager Regarding Issues Relating to Decreasing Personnel Costs.

Phil Deger, Personnel Manager, addressed the options the department had to reduce personnel costs. These options included not replacing current vacancies; discretionary scheduling of work and time off (requests for leave without pay); layoffs; decreasing the work week or work year; renegotiating a freeze/decrease in the wage/benefit package. The first three alternatives can be implemented immediately with layoffs subject to bumping rights and recall. The last two options are subject to collective bargaining.

Mr. Deger also noted that efforts are being made to contain and reduce health insurance premiums by requiring employees to obtain precertification before hospitalization/surgical procedures. Eventually, this insurance stipulation could result in an overall decrease of 4-5% in health insurance premiums. When questioned whether the department could project a decrease in its health insurance line item for 1989, Mr. Deger indicated that he was unsure. Depending upon the situation, a reduction in insurance premiums could save the department between \$11,000 and \$33,000 in 1989. Mrs. Bablitch was asked to further investigate this savings possibility.

Mr. Deger was thanked for his participation at the meeting.

II. REVIEW OF PROPOSED 1989 DEPARTMENT BUDGET

The Board determined that it would not review the 1989 proposed budget line-by-line and section-by-section. Instead, the document would be used as a reference tool as needed. The Board, instead, chose to concentrate the changes the department had proposed since September 27th.

All proposed cuts in expenses and additions in revenue were considered. Under the Health Division, the Board deleted the cost of two car radios for the Environmental Health Section for a savings of \$2,500.

Mr. Tierney called for creative solutions to the deficit situation. He suggested looking to United Way for greater support for our contract agencies (if the department reduced their budget allocations) or funding of services provided by this department. He suggested pursuing the option of having other surrounding counties contract with the department for specific services such as those provided in the Psychological Services Section. He also suggested that perhaps the depart-

CHSB Minutes
October 4, 1988
Page 3

ment as well as several surrounding counties could combine resources to provide services which would eventually lead to a reduction in cost (basically due to shared supervisory time). Mrs. Bablitch indicated she would pursue many of these ideas.

After much consideration about the proposed changes, a Motion was made by Mr. Holdridge and Seconded by Mrs. Anstett to support the proposed changes as amended (the only change from the department's proposal was the deletion of the \$2,500 for radios). The motion was discussed. Mr. Tierney offered an amendment to the Motion which was Seconded by Mr. Szymkowiak. He amended the motion to restore the \$3,500 cut in UW-SP Consultation. The amendment was discussed. A show-of-hands vote was taken on the Amendment to the Motion. The vote was 7 ayes and 2 naves (Holdridge and Anstett). The amended motion carried. The original motion to approve the changes as revised (which now included the deletion of \$2,500 expenses for car radios and the inclusion of \$3,500 in expenses for UW-SP Consultation) was considered. These changes reflected a \$101,692 decrease in the deficit of \$245,643. With the exception of Mr. Varney, all were in favor of the motion. Motion carried.

At approximately 6:15 p.m. the Board recessed. The Board will reconvene its Budget Hearings on Wednesday, October 5th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 5, 1988

Present

Paul Borham
Gene Szymkowiak
Eugene Zdroik
Dave Varney
Dennis Tierney
David Eckholm
Marge Lundquist
Deborah Anstett
John Holdridge

Excused

Fran Eskritt
Tony Kiedrowski

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Jennifer Cummings, Supervisor; Paul Rice, Joan Honl, and Sharon Spencer, Community Industries; Sue Chapman, Achievement Center; Toni Frostman, Family Crisis Center; Brian Shoup, Community Alcohol and Drug Abuse Center; John Jankowich, concerned parent of developmentally disabled adult; and Theresa Derfus, Stevens Point Journal.

I. ACTION TO RECONVENE MEETING OF OCTOBER 4TH

The Community Human Services Board Budget Meeting was reconvened by Chairperson Borham at 4:05 p.m. on Wednesday, October 5th, in Conference Rooms 1-2 of the Gilfry Center.

II. CONTINUATION OF REVIEW OF PROPOSED 1989 DEPARTMENT BUDGET

At this time, contract agencies and other interested members of the audience were given an opportunity to make any final comments. Mr. Rice of Community Industries indicated his dismay with the Board's appearance that it only looked at the bottom line and not at the people affected by the proposed cuts. He also indicated that it was sad that substantial funds were being spent for a new jail but that no significant funding had been given in the areas of human services over the past several years. While not pointing a finger at any board, he summarized by saying that human services needed more funding. He noted that his agency would probably have to make cutbacks in services provided if it received a no-increase allocation in 1989. The Board acknowledged that a no-increase or decrease in budgets would be hard on all affected. Mrs. Bablitch noted that all during the year, through many different presentations and statistics, the Board addresses people issues. These meetings appropriately deal with the financing of programs discussed year round.

CHSB Minutes
October 5, 1988
Page 2

Mr. Jankowich, parent of a developmentally disabled adult benefiting from the Supportive Employment Program operated through CIC, spoke of its assistance to him, his wife, and son. He encouraged adequate funding for the program and questioned how the program would be affected with the proposed 1989 level of funding.

Mrs. Bablitch reported that she had received a call from the Business Office (Jerry Glad) who wondered if the department was interested in considering running the Emergency Government program. The program carries approximately \$30,000 in revenue. Since the Personnel Office had been considering taking these duties, Mrs. Bablitch contacted Mr. Deger, Personnel Manager, to discuss this with him. He indicated that nothing was finalized and that if the department was interested if being considered for the program, it should make that fact known. Mr. Szymkowiak and others spoke in favor of the department pursuing this option. A person to coordinate this effort might be Daryl Kurtenbach because of his previous experience with the department's emergency plan. It was suggested that the agency might, if approved, take over the program for one year and implement the plan. After that timeframe, the department could see if it was worthwhile to continue to administer it. It was the consensus of the Board to advise the Committee on Committees that the department would like to be considered for this responsibility.

As an update to the health insurance premium issue, Mrs. Bablitch reported that Mr. Deger's feeling is that there would be no substantial change in premiums until 1990 because the department's unions contracts do not end until December 31, 1989. Mrs. Bablitch suggested that the Board write a letter to the Personnel Committee stating its concerned about this issue and suggesting the Personnel Committee move ahead with union discussions. The Board was agreeable to this suggestion.

The Director has also been in contact with some surrounding counties regarding the potential to provide services to them. There is no possibility at the present time. However this option will be pursued.

A staff member had suggested to the Director that the department develop its own internal campaign with the employees giving contributions to us in addition to, or in lieu of, giving to other charitable organizations. Jerry Glad, County Business Administrator, could find nothing wrong with this concept, providing that the funds went toward programs, etc. (was not used for employee socialization). The Business Office would even set up a payroll deduction plan for interested employees.

CHSB Minutes
October 5, 1988
Page 3

The audience was once asked if they wished to make any additional comments before the Board adjourned into Executive Session. There were no further comments.

III. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session.

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

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

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

A Motion was made by Mr. Varney and Seconded by Mr. Tierney to Table any action on the budget until the Board's next regular meeting, October 11th. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

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

Submitted: Susan Rutta, Administrative Assistant
motion.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 11, 1988

Present

Paul Borham
Gene Szymkowiak
Dennis Tierney
Dave Varney
David Eckholm
Marge Lundquist
Deborah Anstett
Fran Eskritt
Eugene Zdroik
John Holdridge

Excused

Tony Kiedrowski

Others Present: Judy A. Bablitch, Director; Susan Rutta, Administrative Assistant; Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Joan Honl and Paul Rice, Community Industries; Peter Kempen, WSPT; and Teresa Derfus, Stevens Point Journal.

The meeting was called to order by Chairman Borham at 4:05 p.m. on Tuesday, October 11, 1988, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of October 4th and 5th.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Varney to approve the Minutes of October 4th and 5th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Board members interested in Income Maintenance issues were invited to attend a Income Maintenance Roundtable set for October 31st in Merrill.

Mr. Borham noted that at the last WCA Convention, the WPHA provided such health screening as blood pressure and cholesterol checks. He noted that Portage County will be attempting to bring the WCA Convention to the county in 1991.

Mr. Borham also noted that he will be attending the Fall Conference of the WPHA in Chula Vista next week. He will provide a report at the next meeting.

Eloise Anderson of the Department of Health and Social Services will be the speaker at the WSSBMDA meeting scheduled for October 19th at the Sky Club beginning at 4:00 p.m. Members were encouraged to attend this meeting.

CHSB Minutes
October 11, 1988
Page 2

Mr. Borham reported that, per the Board's direction, Mr. Idsvoog had been contacted regarding the department's interest in assuming the Emergency Government program. Mr. Idsvoog indicated that since several committees had endorsed the Personnel Office performing this function, he would not reopen the issue.

3. Director's Report.

Mrs. Bablitch reported that Visions '88 was successful inspite of the lower than anticipated attendance. About 45 individuals participated in the all-day session and were very impressed with the overall quality of information presented. A committee will review what can be done to encourage greater participation in the event next year.

Per the Board's direction, RoseAnn DeBot of Operation Bootstrap was approached to see if that organization would be interested in providing the General Assistance Program. Mrs. DeBot indicated that the organization did not have the capacity to run the program. Mrs. Bablitch also distributed several printouts of General Assistance dollars spent per village, town, and city since December, 1986.

4. Citizen Concerns.

There were no citizen concerns to be addressed. However, it was noted that this agenda item will be expanded to incorporated Unlimited Topics so that Board or staff members can feel free to share any concerns at this time.

Fran Eskritt thanked Board and staff members for the cards and best wishes she received while recently recuperating.

II. PROGRAM ISSUES

1. Waiting List Report.

The Board reviewed the report. There were no questions regarding the Waiting List Report.

CHSB Minutes
October 11, 1988
Page 3

III. FISCAL ISSUES

2. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$1,076.68 as submitted. All were in favor of the motion. Motion carried.

3. Action on Plan to Reduce 1988 Proposed Budget Deficit.

The Board was asked to react to a proposed plan to reduce the 1988 budget deficit. In the proposed plan, Mrs. Bablitch cited two areas--reasonable and unreasonable--ways to decrease costs. Both the Board and Director concurred to eliminate Proposal 2 -- unreasonable (but possible) ways to decrease costs. The Board then focused on Proposal 1. During deliberations, the Board unanimously concurred that Item I-D (layoff affected staff 12/1/88 instead of 1/1/89) was unacceptable and deleted this item from the proposal. After considerable discussion and consideration, a Motion was made by Mr. Tierney and Seconded by Mr. Varney to forward to the Finance Committee the proposal to reduce the 1988 budget deficit by \$32,000 (Item I-A, I-B, and I-C in the first proposal) with the rest of the deficit to be absorbed through the General Fund. The motion was unanimously accepted. The Board felt that the department had been very fiscally responsible and had in fact returned about \$500,000 to the General Fund over the last eight years. They felt it was appropriate to request that the balance of the 1988 overage be taken from the General Fund.

Mrs. Kluck briefly distributed and explained a document describing the department's revenue sources as a percent of the budget from 1980 to 1989.

IV. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session in Accordance with Wisconsin State Statute 19.85 (1) (c) to Discuss Changes in Job Descriptions and Staffing Patterns.

A Motion was made by Mr. Zdroik and Seconded by Mrs. Lundquist 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 with Action on the Above-Discussed Item.

A Motion was made by Mr. Zdroik 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.

V. ACTION TO ADOPT 1989 BUDGET AND FORWARD TO FINANCE COMMITTEE

A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to reluctantly cut \$143,951 in personnel costs from the 1989 budget to meet the 3% budget guidelines and forward the proposed 1989 budget to the Finance Committee. All were in favor of the motion. Motion carried. Mrs. Bablitch was requested to have a staff reduction plan ready for the Board's review and action at its next meeting, October 25th.

VI. ADJOURNMENT

A Motion was made by Mr. Zdroik and Seconded by Mrs. Lundquist 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, October 25th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 25, 1988

Present

Paul Borham
Dave Varney
Marge Lundquist
Tony Kiedrowski
John Holdridge
David Eckholm
Eugene Zdroik

Excused

Fran Eskritt
Deborah Anstett
Gene Szymkowiak
Dennis Tierney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz, Lauri Rockman, and Jerry Koepfel, Supervisors; Charm Fournier, Jerry Peterson, Bobbie Bohlen, Lori Gawlik, Kate Lazars, Rosemary Dobbe, Cathy Rhutasel, Rick Foss, Jane Kellerman, Char Whitmarsh, Deb Pierce, Betty Doyle, Carolyn Bauer, Jo Seiser, Cate Gitter, Tom Urmanski, Ellen Brikowski, Rita Tomczak, and Nancy Sommerfeld, staff; Sharon Spencer, Paul Rice, Deb Rutta and Janine Kane, Community Industries Corporation; Brian Shoup, Community Alcohol and Drug Abuse Center; Sue Beveridge, Advisory Committee member; Sue Chapman, Achievement Center; Shannon Coble, Mental Health Association; Jeff Sargent and Lou Ann Dickenson, Children's Service Society; Jan Fabiano, concerned citizen representing the developmentally disabled population; Toni Frostman, Family Crisis Center; and Peter Kempen, WSPT.

The meeting began at 4:05 p.m. with nonaction items due to lack of a quorum. The meeting was officially called to order by Chairman Borham at 4:15 p.m. on Tuesday, October 25th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. A Motion was made by Mr. Varney and Seconded by Mr. Zdroik to accept 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 noted that Fran Eskritt and Deborah Anstett are both patients at St. Joseph's Hospital in Marshfield.

CHSB Minutes
October 25, 1988
Page 2

Representative Gruzynski and Senator Helbach have been invited to attend the November 22nd Board meeting. Representative Gruzynski has indicated he will be present. Senator Helbach will be responding shortly. This meeting will give the Board an opportunity to share its funding and program concerns with both legislators.

4. Citizen Concerns/Unlimited Topics.

Mr. Borham provided the Board with an update on a recent meeting of the Wisconsin Public Health Affiliate of the Wisconsin Counties Association. He noted that changes in the 1989 state health budget have been proposed. If approved, the changes include the hiring of four new restaurant inspectors; the ability for all agent counties to request a refund for dollars previously submitted to the Division of Health for their share of the restaurant inspection fees; having DILHR conduct swimming pool inspections in lieu of agent counties; having DILHR and the DNR conduct mobile home park inspections instead of agent counties; continuing funding for AIDS education, asbestos consultation, the Healthy Start program, cancer research, and the radon program.

Mrs. Bablitch also noted that at a recent WSSBMDA meeting, Eloise Anderson of the Division of Community Services had indicated that several additional changes have been proposed including changing the BCA (Basic County Allocation) to a categorical basis instead of a discretionary basis. Ms. Anderson also felt that funding would be increased in the next budget.

II. PROGRAM ISSUES

1. Program Statistic Quarterly Report (July-September).

The third quarter program statistics were highlighted by staff. The report was accepted by the Board.

2. Update on General Assistance Program and Action to Authorize Necessary Program Changes.

Lauri Rockman provided an overview of the General Assistance Program including benefits provided to clients, the eligibility process, and program philosophy. Costs to Portage County since 1984 were noted. These include: 1984-\$98,861.40; 1985-\$182,803.37; 1986-\$148,091.33; 1987-\$172,698.22. These figures are before any state reimbursements are applied. The agency took the program over in 1986. The average benefit is

CHSB Minutes
October 25, 1988
Page 3

about \$194 per month for a single individual without other resources. In addition it was noted that the profile shows 66% of the recipients are male and 34% are female. On the average they are single, 24 years of age, and on the program 2.7 months. Also, 55% are high school drop-outs, 20% are chronically mentally ill, and 15% are chemically dependent. In 1987, 261 clients were served. Of that amount, 35% found employment, 5% were eligible for SSI, 30% moved or located other sources of support (Unemployment Compensation, etc.), and 30% are the chronic population (continuous users of the system).

With this overview, the Board was asked to approve a change in the General Assistance client reimbursement process. The department proposed to issue one check per month in lieu of several vouchers. The benefit level would also be reduced from \$194 per month to \$175 per month minus available resources (but not to exceed actual need). This change in process would reduce the staff time per month from 32 hours to 5 hours thereby allowing General Assistance staff to work more closely with the chronic population in addition to freeing up clerical support time. The agency would also anticipate a savings in the benefit pay-out of approximately \$20 per client per month for a total savings in 1989 of about \$12,000. As a safeguard if the funds were mismanaged by the client, the agency would retain the ability to place an individual back on the voucher system. The program would be carefully monitored and the system would be reviewed in one year to see if it was cost and benefit effective.

Mrs. Bablitch indicated that many counties have gone to a cash system in lieu of the voucher system. The department would constantly monitor this change and periodically report to the Board.

The Board considered the proposal. A Motion was made by Mrs. Lundquist and Seconded by Tony Kiedrowski to approve the proposal to convert General Assistance benefit issuance from a voucher to a cash grant system on a one-year trial basis as submitted. All were in favor of the motion. Motion carried. The Board requested frequent updates on the effects of this program change.

3. Action to Submit Proposal to Assume County's Emergency Government Function.

A meeting was held with Chris Bacon, District Emergency Government Director, Judy Bablitch, Paul Borham, and Daryl Kurtenbach recently to discuss the role of Emergency Government. As a result of this meeting, a proposed 1989 budget and position description was developed. The agency anticipates

that for the first few years, the position would require a half-time position. After the plan has been established and tested, the required time is anticipated to decrease to perhaps 25%. Mrs. Bablitch indicated that she would assign Daryl Kurtenbach to this role because of his expertise in developing the agency's portion of the plan. Some of Daryl's duties would be transferred to other managers. The proposed 1989 Emergency Government budget calls for expenses of \$28,256 and revenues of \$9,256. This leaves a county levy request of \$19,000. If there are surplus funds after the state reimburses the costs of all the state's Emergency Government Coordinators, the surplus will then be used to reimburse support services to the programs. Therefore, additional revenues might be possible to offset the \$19,000 cost to the county. It was noted that the agency's cost to the county is less than the one proposed by the Personnel Department because office remodeling and additional clerical support are not needed. Mr. Holdridge questioned if the position was needed at all, the high salary for the part-time position, and using a management person to fill this role. Mr. Eckholm, Mr. Borham, and Mrs. Lundquist spoke in favor of having these functions as part of the agency. A Motion was then made by Mr. Eckholm and Seconded by Mr. Varney to advance the proposal to the appropriate committees (Personnel and Finance) for consideration. With the exception of Mr. Holdridge, all were in favor of the Motion. Motion carried. Mrs. Bablitch indicated she felt confident the agency could do a good job in coordinating the program. In addition if a 3% budget must be maintained, these extra funds would be used to reduce the number of staff needing to be laid off.

III. FISCAL ISSUES

1. Approval of Vouchers.

Vouchers were reviewed by the Board. A Motion was made by Mr. Zdroik and Seconded by Mr. Kiedrowski to approve payments in the amount of \$6,615.34. All were in favor of the motion. Motion carried.

2. Review of 1989 Proposed Budget.

The Board reviewed updated budget information. Additional expenses and revenues were discussed. In order to maintain a 3% increase, the agency will need to consider \$65,641 in staffing cuts. Mrs. Bablitch indicated she had met with Phil Idsvoog regarding the department's problems in meeting the 1989

budget guidelines without laying off staff. She noted that he and at least one other member of the Finance Committee was unaware that a 3% increase was not adequate to maintain service delivery because a 3% increase on our salary and fringe budget is far more than a 3% increase in our county tax levy.

IV. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session in Accordance with Wisconsin State Statute 19.85 (1) (c) to Discuss Changes in Job Descriptions and Staffing Patterns.

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

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

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

V. ACTION TO ADOPT PROPOSED 1989 BUDGET AND FORWARD TO FINANCE COMMITTEE.

Prior to action on the 1989 proposed budget, the audience was asked if anyone would like to address the Board prior to setting the 1989 budget. Several staff members (Peterson, Fournier, Rhutasel, Lazars, Bohem, and McCulley), contract agency (Coble), and concerned citizen (Fabiano) spoke against cutting staff and services.

The Chair then entertained a Motion by Mr. Eckholm and Seconded by Mr. Zdroik to reluctantly submit to Finance Committee a 1989 budget of \$6,546,816 for the community human services department. All were in favor of the motion. Motion carried.

Mrs. Fournier questioned the impact of this budget on staff. It was reported that two scenarios would be presented to the Finance Committee -- one with and one without the Emergency Government function. If Emergency Government was housed in the department, 1.5 FTE's would need to be reduced. If the Emergency Government function was not housed within the department, 2.0 FTE's would need to be reduced.

Page 8

CHSB Minutes
October 25, 1988
Page 6

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, November 8th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
NOVEMBER 8, 1988

Present

Paul Borham
Dave Varney
Dennis Tierney
John Holdridge
Gene Szymkowiak
Eugene Zdroik
Marge Lundquist
Deborah Anstett
Tony Kiedrowski
David Eckholm

Excused

Fran Eskritt

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Cindy Schmitz, Jennifer Cummings, Steve Tuszka, Jay Cleve, and Jerry Koepfel, Supervisors; Lucy Kluck, Business Manager; Rick Foss, Betty Doyle, Joanne Higgins, Rosemary Dobbe, Karen Kowieski, Jane Kellerman, Gerry Peterson, Kate Lazars, Pat Fuller, Barb Hunter, Bill Pyke, Ross Dick, Jean Karner, Bobbie Bohlen, Char Whitmarsh, Cate Gitter, Jan Kamla, Kathy Kelk, Sue Mueller, Nancy Sommerfeld, Charm Fournier, Sue LeGault, Lori Gawlik, Rick Williams, Cathy Rhutasel, Tom Urmanski, Elaine Wrone, and Rita Tomczak, staff; Don Herrmann, Mary Maller, and Marianne Popelka, Advisory Committee members; Brian Shoup, Community Alcohol and Drug Abuse Center; Mary Pat O'Keefe, United Way; Joan Honl, Paul Rice, and Sharon Spencer, Community Industries; Marge Somers, Dennis Greco, Santha Bickford, and Ceil Sobczak, foster parents; Detective Dean Colrud, Sheriff's Department; Peter Kempen, WSPT; and Teresa Derfus, Stevens Point Journal.

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

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Dr. Jay Cleve presented November's training session focusing on issues relating to adult depression.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the October 25, 1988 Minutes.

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

CHSB Minutes
November 8, 1988
Page 2

2. Correspondence.

Letters received from the Stevens Point Police Department and Portage County Sheriff's Department were read by Chairman Borham. He also acknowledged letters from Deborah Marsh, Barb Hunter, and Charm Fournier. All letters expressed support for staff and services of the Counseling Section. Letters were placed on file.

Board members were reminded of the combined regional meeting of the North Central and Central Regions Wisconsin Counties Public Health Affiliate meeting Thursday, November 17th, at Howard Johnson's Motor Lodge beginning at 5:00 p.m. The registration cost is \$10.00. Anyone interested in attending should contact Sue Rutta.

3. Director's Report.

The Personnel and Finance Committees met in joint session to discuss staffing for the groundwater plan. At the meeting, Gordon Hanson presented an organizational chart showing the establishment of a new department--the Department of Planning, Land and Water Resource Management--headed by Chuck Kell. The proposal calls for incorporating the agency's two Sanitarians, Groundwater Specialist, and Secretary into this new department. Staff and Boards/Committees affected by this proposal were asked by the Finance and Personnel Committees to review the document and offer suggestions. Mrs. Bablitch noted that the next joint meeting would be before the Community Human Services Board has an opportunity to meet and consider the document. Mr. Holdridge, Chairman of the Finance Committee, was asked if it would be possible to reschedule the joint Personnel/Finance meeting after the Board's November 22nd meeting. Mr. Holdridge thought that the request was reasonable. The Director and staff will meet and have a report and suggestions ready for consideration at the next Board meeting.

4. Citizens' Concerns/Unlimited Topics.

The audience was given the option to participate in the meeting at this point in the agenda or wait until the department's budget was discussed. They chose to make their comments during the budget discussions.

Chairman Borham then asked that Agenda Item V-3 (Status Report on 1989 Budget) be considered at this time. The Board concurred.

CHSB Minutes
November 8, 1988
Page 3

V. FISCAL ISSUES

3. Status Report on 1989 Department Budget.

Budget information effective November 8th was reviewed with the Board. The department has been given an additional \$26,000 from the Finance Committee, reduced the budget through voluntary time off and waiver revenues in the amount of \$32,576, and increased expenses by \$2,040 for a holding bed subsidy. The bottom line for the 1989 budget is a surplus of \$269. The Finance Committee asked that the Board determine how it would use the \$26,000. Mrs. Bablitch recommended that this additional money be used to avoid layoffs. She also noted that if the biennial budget is passed as proposed, the agency could be receiving a 3% increase in Community Aids beginning July, 1989. This would amount to about \$25,000 for 1989. The Director asked that, if this amount was awarded to the agency, it be used to offset some of the increased costs contract agencies had to bear with a 0% increase. Mr. Tierney supported the Director's recommendation and further suggested that, if this amount were given to the agency, staff should also have an option to reduce their commitment to time off before contract dollars were reinstated.

Mrs. Anstett supported Mrs. Bablitch's recommendation and expressed her concern about the staff's lack of trust in the Board's budget and staffing decisions. She reconfirmed that the Board was very strong and not manipulated by any one individual. She felt that this was an insult to her and the Board.

Several staff members spoke in support of continuing services in the Counseling Section as currently performed and staffed and the need for additional dollars for these program. Others addressing the Board were Paul Rice, Brian Shoup, Marge Somers, Dennis Greco, Ceil Sobczak, and Santha Bickford. Mr. Tierney suggested that a citizens/staff task force be established to look at the budget and to interact with legislators on needed changes. Mrs. Bablitch noted that, while the agency certainly could use additional funds for programs, the County Board does exceed the required amount of matching money to obtain state and federal dollars.

A Motion was then made by Mr. Szymkowiak and Seconded by Mr. Varney to approve and forward to the Finance Committee the agency's 1989 budget at a \$1,281,373 county tax levy and to use the \$26,000 to prevent layoffs and continue the fine quality of services in the department. All were in favor of the motion. Motion carried.

The Board asked that future agenda items include a discussion of priority items for any additional revenue the department might receive in 1989 as well as implementation of a citizen/employee task force.

III. PROGRAM ISSUES

1. Waiting List Report (October).

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to accept the October waiting list.

2. Action to Change Policy on License/Certification for Foster Homes Caring for Adults and Children.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the change in the foster home license/certification policy as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Refilling Home Health Position Prior to January 1, 1989.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Tierney to approve the refilling of the home health position prior to January 1, 1989. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Varney and Seconded by Mr. Zdroik to approve purchase orders in the amount of \$2,334.98 and vouchers in the amount of \$4,365.87. All were in favor of the motion. Motion carried.

2. Review of Request for Community Aids Emergency Funds for 1988.

A letter addressed to Gary Shimek, Division of Community Services, requesting consideration for Portage County to receive up to \$88,000 in emergency funds under criteria "B" was reviewed and endorsed by the Board.

CHSB Minutes
November 8, 1988
Page 5

VI. CONTEMPLATED EXECUTIVE SESSION

There was no need for an Executive Session.

VII. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, November 22nd, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 22, 1988

Present

Paul Borham
Dave Varney
Dennis Tierney
David Eckholm
Eugene Zdroik
Marge Lundquist
Deborah Anstett
Tony Kiedrowski
John Holdridge

Excused

Gene Szymkowiak
Fran Eskritt

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Mike Carder, Acting Environmental Health Supervisor; Mike Houlihan, Portage House Supervisor; Jo Seiser, Ray Schmidt, Sally Murwin, Rosemary Dobbe, Betty Doyle, and Joanne Higgins, staff; Paul Rice, Community Industries; Mrs. Tony Kiedrowski, citizen; and Teresa Derfus, Stevens Point Journal.

The meeting was called to order by Chairman Borham at 4:05 p.m. on Tuesday, November 22nd, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of the November 8, 1988.

A Motion was made by Mr. Zdroik 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 consider.

3. Director's Report.

Mrs. Bablitch reported that Jim Rigenbach has been appointed to the position of General Assistance Program Manager. Jim will begin his duties January 3rd.

The department has received a \$2,700 Central Wisconsin Health Foundation grant to purchase an impedance screener for testing preschoolers' hearing.

Employee morale is improving. Paul Borham and Mrs. Bablitch met with staff during the budget process to receive feedback from employees and to listen to their opinions and concerns. Mr. Borham has offered to jointly meet with the Director and staff about five times each year (right after All Staff meetings) to continue this positive dialogue.

CHSB Minutes
November 22, 1988
Page 2

4. Advisory Committee Report.

There was no Advisory Committee report because the meeting of November 21st was postponed until December 5th. The Committee lacked a quorum due to illnesses.

5. Citizen Concerns/Unlimited Topics.

There were no citizen concerns. However, Kirsten Hall, Coordinator of the Health Division, reported on a recent meeting of the Wisconsin Counties Public Health Affiliate. At this meeting the topic of radon gas was discussed. Mrs. Hall noted that an instructional workshop will be held update individuals on this concern. She encouraged any interested Board member to attend this session when available. The next Wisconsin Public Health Affiliate meeting will be in January at Antigo.

II. Review of Proposed Department of Planning, Land and Water Resource Management.

In response to the Joint Personnel and Finance Committee's request for input by the department and Board on the Groundwater consolidation plans, Mrs. Bablitch presented the department's proposal. Before review of the proposed plan, Mrs. Bablitch summarized the recommendations by stating it was her conclusion that for the health and safety of Portage County citizens it is important that the environmental health staff, private sewage program and groundwater specialist position remain in the Community Human Services Department and at the current staffing level. She was in favor of hiring a Groundwater Planning Coordinator and felt that this position would best serve the public by being located in the courthouse under the Planning and Zoning umbrella. The Director indicated that the proposal was designed after considerable discussion and meetings with all Environmental Health staff, Mr. Borham, Mr. Kell, and Mrs. Hall. At this point, Mrs. Hall and Mr. Carder were asked to explain the proposal.

Mrs. Hall reaffirmed the philosophy of the Health Division-- that groundwater management and protection is primarily a health issue. Considering that philosophy, Mrs. Hall discussed each of the seven issues outlined in her memo of November 22nd.

CHSB Minutes
November 22, 1988
Page 3

The recommendation, as endorsed by the department, proposes that (1) all environmental health programs be kept intact; (2) the private sewage program and the water quality specialist also be housed at the department; (3) the Environmental Health Supervisor be hired as soon as possible; (4) a part-time (.6) sanitarian be hired; (5) the department seek additional county tax dollars to maintain the water quality specialist position at full-time (the position is scheduled to be reduced to .35 FTE or 14 hours per week in 1989 because of reduced state funding); (6) a full-time groundwater planning coordinator be hired and placed within the Planning Department; (7) a "work group" made up of staff from the departments who work with groundwater activities be established to ensure coordination and communication.

In conjunction with the initial proposal, the Director offered a proposal for the creation of a Department of Planning and Development. The plan calls for a Director, Groundwater Coordinator, and employees to staff a Code Enforcement Section, Planning Section, Land Conservation Section, and GIS/Land Description Section, and Staff Support Section. Unique to this proposal is the transfer of a Land Records Administrator from the Register of Deed Office and inclusion of the Surveyor (as an appointed rather than elected position) into the GIS/Land Description Section.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to accept the initial proposal as submitted and refer it to the Personnel and Finance Committees. The Secondary Proposal was also discussed. Environmental Health staff were also asked for their comments about both plans. A roll call vote was then taken. The vote revealed 7 ayes (Eckholm, Varney, Tierney, Borham, Zdroik, Lundquist, and Anstett), 1 nay (Kiedrowski), and 1 abstention (Holdridge). The motion carried.

2. Single-Parent Issues Task Force Implementation Report.

Mrs. Bablitch addressed the four major areas found by the Single-Parent Issues Ad Hoc Committee and reviewed the proposed action statements. The Board accepted the report. It was suggested that, in light of the department's current staffing patterns, the recommendations be prioritized, a financial plan be developed on each, and the Board review the plans. Mrs. Bablitch concurred.

CHSB Minutes
November 22, 1988
Page 4

3. Status Report on County Day Care Center.

Portage County's day care center will open December 12th in the basement of the County Home. Deb Manville, county day care center operator, was introduced to the Board. Mrs. Manville briefly discussed her qualifications, rates, and plans for the county's day care program.

III. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Zdroik and Seconded by Mrs. Lundquist to approve the vouchers in the amount of \$2,936.76. All were in favor of the motion. Motion carried.

2. Action to Authorize Purchase of Household Items for Portage House.

Mr. Houlihan requested authorization to use Project Income to purchase computer furniture and an industrial-type vacuum cleaner. In talking with Ken Tronnier of the Purchasing Department, it was felt that a cap of \$1,500 for computer furniture and a cap of \$700 for the vacuum cleaner would be adequate. Mr. Houlihan noted that currently the Project Income account has a balance of \$35,000. He would be willing to give his current computer furniture to any county department needing it. A motion was then made by Mr. Zdroik and Seconded by Mr. Varney to authorize the use of Project Income to purchase the computer furniture up to a \$1,500 limit and the industrial-type vacuum cleaner up to \$700. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

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

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

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
DECEMBER 13, 1988

Present

Paul Borham
Eugene Zdroik
Gene Szymkowiak
Tony Kiedrowski
Deborah Anstett
Marge Lundquist
Fran Eskritt
David Eckholm
Dave Varney
Dennis Tierney
John Holdridge

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Mike Carder, Acting Environmental Health Supervisor; Pat Fuller, clerical staff; Bill Zimdars, Advisory Committee member; and Teresa Derfus, Stevens Point Journal.

The meeting was called to order by Chairman Borham at 4:05 p.m. on Tuesday, December 13th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of November 22, 1988.

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

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

The department Christmas lunch will be Thursday, December 22nd, from 11:30 a.m. to 1:00 p.m. Board members were invited to attend. The cost of the luncheon is \$2.00 plus a dish to pass. Anyone interested in coming should contact Judy Bablitch or Sue Rutta. Drop-ins are also welcome.

Mrs. Bablitch noted that Gilfry cookbooks are still available for last minute gift giving. The cookbooks sell for \$7.75 each and is part of the department's fundraising efforts with the proceeds used to recognize agency staff.

Unless otherwise notified, the December 27th Board meeting is cancelled.

4. Advisory Committee Report.

Fran Eskritt reported the Committee has lost two members -- Larry Heshelman resigned his position to return to school and Wally Worzalla passed away. The Membership Committee will replace these members in March. The Advisory Committee will continue to meet every other month. This action will necessitate some bylaw changes. The Committee heard a budget update from the Director and reviewed the Quarterly Statistical Report with Coordinators. Three task force updates were given; one of which will be presented for Board action later in the meeting.

5. Citizens Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics to consider.

II. PROGRAM ISSUES

1. Waiting List Report.

The waiting list report was reviewed by the Board. A Motion was made by Mr. Varney and Seconded by Mrs. Lundquist to accept the report as submitted. All were in favor of the motion. Motion carried.

Mrs. Bablitch reported that at the recent WSBMDA conference the issue of waiting lists was discussed. Our department is the only agency that regularly shared its waiting list with Board members. Other agencies are now planning to follow this process.

2. Update on County's Day Care Center.

The county's day care center is officially open. Members were encouraged to stop in and see the facility. A visit to this resource may be one of the Board's training activities in 1989. Mrs. Lundquist encouraged the department to use this resource in its recruitment efforts.

3. Update on Central Wisconsin AIDS Network.

Mrs. Lundquist provided an update on the Central Wisconsin AIDS Network. She noted the Advisory Board met four times since it began. A clergy member has been added to the Board and the group is looking at the possibility of including an HMO insurance representative. The AIDS Coordinator has been hired and is trying to work closely with other community groups. A resource listing of available videos, pamphlets, and books has been developed. The current goals of the group including developing a way to case manage people identified as HIV and AIDS patients to stress currently available help; providing more high-risk people with testing and follow-up; getting more information to all people about AIDS; and having the Coordinator complete a workplan for continued grant funding. Mrs. Lundquist was thanked for her report.

4. Completion of Public Health Agenda Survey.

A public health survey was distributed by Kirsten Hall. Board members were given time to complete and return the document.

5. Action to Accept Report of the Task Force on Social/Recreational Opportunities for Adults with Developmental Disabilities.

Bill Zimdars, chairperson for this task force, presented the final report. Mr. Zimdars reviewed the composition of the committee and discussed the goals and anticipated results with the Board. There are over 200 developmentally disabled individuals in Portage County. Bill indicated the current ADD group is an offshoot of the ARC. ADD discontinued its ARC affiliation because most of the dues went to the state effort, leaving little funding at the local level. In discussing marketing efforts outlined in the report, Mr. Tierney suggested the possibility of using a UW-SP work/study student majoring in marketing. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to enthusiastically accept the report. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Financial Report.

The Financial Report was postponed until January. The department is still thoroughly reviewing all its accounts. However, the department will be facing an estimated deficit of less than the \$105,000 estimated in October. Staff have been trying diligently to keep down inpatient mental health costs as well as other expenses.

2. Action to Approve Vouchers.

A Motion was made by Mr. Zdroik and Seconded by Mr. Szymkowiak to approve the payment of vouchers in the amount of \$18,284.30 and purchases orders in the amount of \$2,682.58. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Request Personnel Committee to Approve to Refill Environmental Health Program Manager Position.

See comments included in Agenda Item IV-2.

2. Action to Request Additional Staffing for Business Division and Environmental Health Program.

Mrs. Bablitch reported that the department needs to request changes in its staffing pattern as a result of the Personnel and Finance Committees' action to transfer the sewage program (and subsequent staff) and the groundwater specialist position to the new Department of Planning, Land and Water Resource Management.

The Director proposed refilling the current Environmental Health Supervisor vacancy with a program manager position. Since it would not supervise the private sewage program and its staff, the position would be compensated at a lesser level than position previously was paid. Mrs. Bablitch would like the current Acting Supervisor, Mike Carder, to fill this role.

CHSB Minutes
December 13, 1988
Page 5

The department needs to add 10 hours to the current Business Section to replace lost time when the current 40-hour per week Environmental Health Secretary goes to the new department. The position currently does about 30 hours of private sewage-related work and 10 hours of other environmental health-related work. Job functions within the Business Section would be re-arranged and the 10 hours added to the 24-hour Accounting Assistant position. Mrs. Bablitch stressed that this 10 hours is not new time but time the department has currently budgeted and for which duties currently need to be done.

Mrs. Bablitch also proposed requesting 8 hours per week of an Environmental Health Aide's time for the Environmental Health lab. The functions of this position are currently being performed by Mrs. Seiser even though they are not grant-related.

Mrs. Anstett felt the department should not ask for any new hours or positions. She noted the department staff currently are doing the functions (clerical and aide duties) and should not be required to ask for new staff. Other members concurred the department should not ask for other new positions but be allowed to keep what it currently has need for. It was also felt the Director and Mr. Kell needed to work closely to see the transition occurs as smoothly as possible for both departments.

A Motion was then made by Mr. Tierney and Seconded by Mr. Varney to support the staffing recommendations of the Director while stressing to the Personnel Committee the department should not be required to add new staff but retain some staff hours to perform current environmental health functions within the department and these staffing patterns be worked out in conjunction with Chuck Kell and Mrs. Bablitch. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made by Mr. Zdroik and Seconded to adjourn the meeting. All were in favor of the Motion. Motion carried. The meeting was adjourned at 5:30 p.m.

Unless notified otherwise, the next meeting is scheduled for Tuesday, January 10th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant