

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JANUARY 10, 1989

Present

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

Excused

Deborah Ansett

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

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Board and Advisory Committee training featured a visit to Infant-Toddler Center "Plus" located in the lower level of the County Health Care Center. Debra Manville, Director, provided a tour and answered questions.

II. MINUTES, REPORTS

1. Review of Agency's New Dictation Equipment.

A demonstration of the new dictation equipment occurred in the Word Processing area.

The meeting was called to order by Chairman Borham at 4:40 p.m. on Tuesday, January 10th, in Conference Rooms 1-2 of the Gilfry Center.

2. Approval of the Minutes of December 13, 1988.

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

3. Correspondence.

There was no correspondence for the Board to consider.

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4. Director's Report.

The Personnel Committee continues to meet at the same meeting times and dates as the Board. Mrs. Bablitch questioned if the Board should consider moving its meeting time and date. After some discussion, the Board decided to continue its current meeting schedule.

Mrs. Bablitch reported that the Personnel Committee approved the promotion of Mike Carder to Environmental Health Program Manager. However, it did not approve the conversion of 24 hours of nursing time to 24 hours of sanitarian time. The conversion failed on a voice vote of 2-2. This request will be considered at Personnel's next meeting. Also at that time, the department will be asked to substantiate the amount of time needed to conduct the restaurant program.

In order for the members to attend the Personnel Committee meeting, the Board decided to cancel the joint Board and Advisory Committee of the 24th. The Personnel Committee meeting will begin at 4:15 p.m.

A special meeting will be held on Friday, February 3rd, at 4:00 p.m. to discuss legislative concerns with Senator Helbach. Mr. Tierney and Mr. Varney indicated they could not attend.

Mrs. Bablitch called the Board's attention to the Health Plus brochure which was included in the Board packet. The Health Plus program was explained.

Brochures and fact sheets were distributed to the Board on the upcoming adolescent pregnancy workshop "Communication Is The Key". The workshop is being sponsored by the agency.

St. Vincent de Paul recently contributed \$500 to the agency's abuse and neglect solicitation.

The Director recommended the change in hours of the WIC Director from 40 hours to 38 hours per week and the WIC Nutrition Educator from 32 to 34 hours. The change in hours would be tried for six months. The Board concurred with this request.

The Director will be on vacation from March 14th through March 28th. During this timeframe, the Board is schedule for two regular meetings. Mrs. Bablitch questioned whether these meetings should be rescheduled for proceed as usual. The Board indicated the meetings would occur as usual.

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5. Citizen Concerns/Unlimited Topics.

No concerns or topics were raised.

III. PROGRAM ISSUES

1. Waiting List Report.

The waiting list report was reviewed by the Board. Mr. Tierney voiced his concern regarding the number of clients on the Financial Services waiting list. Mr. McCulley indicated that to bring down the waiting list, clients are being seen at evening appointments. A Motion was made by Mr. Varney and Seconded by Fran Eskritt to accept the waiting list as submitted. All were in favor of the motion. Motion carried.

2. Inpatient Report.

To keep the Board abreast of inpatient costs and issues, the inpatient report will be presented monthly. For each new inpatient client, a brief history will be provided to the Board. Mr. McCulley then reviewed each case including diagnosis, hospitalization, and history. In addition to this information, the Board requested a monthly financial breakout for the inpatient account including long- and short-term inpatient accounts. A Motion was then made by Mr. Kiedrowski and Seconded by Mrs. Lundquist to accept the report as submitted. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

Vouchers and purchase orders were reviewed by the Board. A Motion was then made by Mr. Varney and Seconded by Mr. Zdroik to approve vouchers in the amount of \$16,757.12 and purchase orders in the amount of \$6,057.35. All were in favor of the motion. Motion carried.

2. Action to Authorize Purchase of Tympanometer.

A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to authorize the purchase of a tympanometer. All were in favor of the motion. Motion carried. Cindy Schmidt was commended for obtaining the grant to purchase this equipment.

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V. PERSONNEL ISSUES

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

Two items needed acting in regards to the Environmental Health Section. First, the Director requested permission to change a permanent 8-hour Environmental Health Aide position to a limited-term position. The position is funded from savings realized from downgrading the Supervisor's position. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve this request. All were in favor of the Motion. Motion carried.

Second, approval was requested to hire a 18-hour per week limited-term HSSI Sanitarian. This position would be paid through the Prevention Block Grant Project. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Action to Authorize New Position (Human Services Specialist 1-Social Worker).

The agency has received a grant for \$206,205 which will necessitate the hiring of one social worker for 18 months. Mr. McCulley discussed the components of the grant including that about \$40,000 per year will be used to fund the intensive in-home program, \$52,000 will provide treatment foster care, and \$67,000 will be used by CADAC to provide an assessment tool and treatment. Additionally, \$2,700 will be used for training and \$1,800 will be set aside to develop an assessment tool. Hopefully, it will be published. A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to accept the grant and approve the hiring of a full-time social worker for 18 months. All were in favor of the motion. Motion carried. The Board also commended Mr. McCulley for obtaining the grant.

VI. 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 5:55 p.m.

The next meeting is scheduled for Friday, February 3rd. The meeting for January 24th is cancelled. Members are encouraged to attend the Personnel Committee meeting scheduled for 4:15 p.m. on that date.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JANUARY 24, 1989

Present

Paul Borham
Gene Szymkowiak
Deb Anstett
Marge Lundquist
Fran Eskritt
David Eckholm
Dennis Tierney
John Holdridge
Tony Kiedrowski

Excused

Dave Varney
Eugene Zdroik

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Daryl Kurtenbach, Kirsten Hall, and Jim Canales, Coordinators; Mike Carder, Environmental Health Acting Supervisor; Lauri Rockman, Financial Services Supervisor; Nancy Eggleston, Fraud Investigator; District Attorney Bill Murat; Teresa Derfus, Stevens Point Journal; and a representative from WSPT.

The meeting was called to order by Chairman Borham at 4:00 p.m. on Tuesday, January 24th, in Conference Room D of the Courthouse.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of January 10, 1989.

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.

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Information on Community Aids match and overmatch was distributed and discussed with the Board. It was noted that the Community Aids allocation is only for social service and 51 programs -- not for health. Any additional questions regarding this funding mechanism should be addressed to Mrs. Bablitch. Mrs. Lundquist expressed an interest in reviewing a similar breakdown for health funding.

Rep. Gruszynski will be appearing before the Board on Tuesday, February 14th. Senator Helbach has cancelled his February 3rd meeting with the Board but will reschedule it.

At a recent joint meeting of Mr. Borham, Ms. Eskritt, Mrs. Bablitch, and Mr. Kurtenbach, future training efforts were discussed. Mr. Borham suggested that all Board members should obtain further indepth training about each section/division in the department. He suggested that each member should be assigned a certain division for about 3 months and then rotate to another new division. Board members felt that this concept merited further consideration and asked the Director to develop the theme in greater depth.

Mrs. Bablitch indicated she will be teaching Casework/Social Work again this Spring at UW-SP.

4. Citizen Concerns/Unlimited Topics.

There were no concerns to be addressed by the Board.

II. PERSONNEL ISSUES

1. Recess to Attend Personnel Committee Meeting.

The Board recessed to attend the Personnel Committee meeting in the County Conference Room. Mrs. Bablitch, Mrs. Hall, and Mr. Carder addressed the agency's request for changing a 24-hour nursing position into a 24-hour sanitarian position and approving a limited-term 18-hour per week sanitarian position. Documentation showing the amount of time needed for restaurant inspections was discussed with Personnel.

After approximately one hour of debate on these requests, both requests were approved by the Personnel Committee. The Personnel Committee suggested that the Board and Director review the costs of the Environmental Health program and raise fees, if necessary, to make the program self-sufficient.

The Board returned to Conference Room D to resume its meeting.

III. PROGRAM ISSUES

1. Report on District Attorney's Welfare Fraud Program.

District Attorney Murat reviewed the welfare fraud program's history and his current expectations for the program. He indicated in the past, various levels of aggression had been

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used in pursuing fraud cases. The current level of commitment for the program in the D.A.'s office is very high. Peter Thrun of the Sheriff's Department has been assigned quarter time to pursue cases. Currently, there are about 15 cases pending in his office and they should be vigorously pursued through the court system. Mr. Murat was thanked for his report.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$9,778.38. All were in favor of the motion. Motion carried.

2. Financial Report (1988).

The department is expecting a \$124,311 deficit for 1988. While 1988 accounts will not be closed until the end of February, most expenses have been entered and some revenues are pending. Mrs. Kluck reviewed the financial condition of each division with the Board. A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Review of Proposed Amendments to Community Human Services Department's 1989 Budget.

Because of the transfer of the private sewage and groundwater programs to the Planning and Zoning Department, the department's 1989 budget needs to be revised. Preliminary information prepared by the county Business Administrator was provided to the Board at the time of the meeting. This information will also be considered by the Finance Committee on February 13th and the full County Board on February 21st. Of concern to the department will be the overall need to request \$2,534 from the Contingency Fund to fund 10 hours of clerical support time and 8 hours of sanitarian aide time. Mrs. Bablitch reminded the Board that the Personnel Committee had authorized the 10 clerical hours to remain in our budget. Therefore, Mrs. Bablitch questioned the validity of the document and the need for us to re-request funding for these positions from the Contingency Fund. Upon discussion of the discrepancies, the Board asked Mr. Holdridge, Finance Committee Chairperson, to address and clarify the discrepancies at the next Finance Committee meeting. The Board went on record as acknowledging review of the report and expressing concerns cited above with the document.

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V. ADJOURNMENT

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

The next meeting will be a joint Board and Advisory Committee meeting on Tuesday, February 14th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
FEBRUARY 14, 1989

Present-Board

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

Excused-Board

Fran Eskritt

Present-Advisory Committee

Don Herrmann
Mary Maller
Marge Odejewski
Bill Zimdars
Pat Mages
Woody Bishop
Marianne Popelka
Richard Lorek
Evelyn Zywicke

Excused-Advisory Committee

Fran Eskritt
Barbara Lake
Elizabeth Kammer

Absent-Advisory Committee

Sue Beveridge
Katie Von Feldt
Marilyn Kranig

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Steve Tuszka, Jerry Koppel, Lauri Rockman, Cindy Schmitz, Jennifer Cummings, and Suzanne Oehlke, Supervisors; Pam Helgemo and Pat Hintz, Administrative Assistants; David Pagel and Mike Carder, Program Managers; Sally Murwin, Elaine Wrone, Lydia Larrick, and Rick Foss, staff; Paul Rice, Community Industries; Senator Dave Helbach; Representative Stan Gruszynski; and Teresa Derfus, Stevens Point Journal.

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

I. Discussion with Legislators--Sen. Helbach and Rep. Gruszynski.

Senator Helbach and Representative Gruszynski provided an update on the Governor's budget and what it means for Portage County. They also addressed some of the Board and department's concerns with regard to funding of programs and service needs.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the January 24th Board and December 5, 1988
Advisory Committee Minutes.

A Motion was made by Mr. Tierney and Seconded by Mr. Kiedrowski to approve the Community Human Services January 24th Minutes as submitted. All were in favor of the motion. Motion carried.

A Motion was made by Mrs. Odejewski and Seconded by Mrs. Mages to accept the Advisory Committee Minutes of December 5, 1988 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

A copy of the 1989 Service Directory was distributed to each Board and Advisory Committee member.

Board members were asked to bring their 1989 budget books to the next Board meeting so it can be updated.

Finance Committee approved the department's revised budget. Changes were the result of some environmental health programming being transferred to Planning and Zoning. The revisions to both budgets will be acted on at the next County Board meeting.

Mrs. Bablitch indicated that the Personnel Manager has recommended several positions be reclassified to a higher level. If these are approved by the Personnel Committee, the funding will be authorized by the Finance Committee. In light of the deficit facing the department for 1988, Mrs. Bablitch wanted to alert to the Board to this potentially embarrassing situation. Politically it might look as though the department is trying to spend more than it has in the budget. However, this process was agreed to in the OPEIU union settlement and we have been told by the county not to budget reclassification costs.

The annual employee recognition Wine and Cheese party will be held on February 23rd. Board and Advisory Committee members were encouraged to attend.

4. Citizen Concerns/Unlimited Topics.

Mr. Holdridge noted an article in CAPITOL COMMENTS for the agency's consideration.

III. PROGRAM ISSUES

1. Review of Agency's 1988 Accomplishments and 1989 Objectives.

Board and Advisory Committee reviewed and accepted the department's 1988 accomplishments and 1989 objectives. In general, the Board was pleased with the accomplishments. It was noted by Mrs. Anstett that the wording for the objectives should be phrased to incorporated measurable standards (numbers and timelines). This report will be the body of the agency's annual report.

2. Review of Advisory Committee Accomplishments in 1988.

In the absence of Fran Eskritt, Don Herrmann (Advisory Committee Vice-Chair) reviewed the Committee's accomplishments. Don noted that in 1988 the Committee was low in visibility but high in activity. He cited the work of the various task forces during the year.

3. Review of Advisory Committee 1989 Activities.

Don Herrmann reviewed the proposed agenda items and activities of the Committee for 1989.

4. Review of Proposed Community Human Services Board/Advisory Committee Training.

The Board and Advisory Committee reviewed two proposed training programs. After consideration, a Motion was made by Mrs. Anstett and Seconded by Mrs. Lundquist to accept both training models as presented for Board training. All were in favor of the motion. Motion carried. Because an adequate number of Advisory Committee members were not present at this portion of the meeting, Mr. Herrmann indicated that the proposed plan would be considered at the March Advisory Committee meeting.

5. Report on Service Waiting List.

The service waiting list report was accepted as presented.

6. 1988 Fourth Quarter Program Statistics.

Fourth quarter statistics were reviewed with the Board by the Coordinators. Questions were answered. The report was accepted as presented.

7. Report on Inpatient Mental Health Services.

Bill McCulley reviewed the Inpatient Mental Health Services Report with the Board. Mr. Holdridge requested that future reports include a separate line item for each facility's budgeted funds, charges to date, and current month charges. The report was accepted as submitted.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mr. Kiedrowski to approve vouchers in the amount of \$9,785.69 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 approximately 6:30 p.m.

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

The next Advisory Committee meeting is scheduled for Monday, March 20th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 28, 1989

Present

Fran Eskritt
Dave Varney
Dave Medin
Dennis Tierney
David Eckholm
John Holdridge
Gene Szymkowiak

Excused

Paul Borham
Marge Lundquist
Tony Kiedrowski
Deb Anstett

Also present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cathy Rhutasel and Gerry Peterson, staff; Bill Zimdars, Advisory Committee; and Jo Rogers, Out-Patient Services Coordinator for Community Alcohol and Drug Abuse Center.

I. BOARD AND ADVISORY COMMITTEE TRAINING

Jo Rogers, Outpatient Services Coordinator for the Community Alcohol and Drug Abuse Center, presented Board and Advisory Committee Training on co-dependency, the way family members and other close associates react to the chemically dependent person. Two informational sheets were distributed to members. Questions were answered after the presentation.

In the absence of the chairman, the regular meeting was called to order by Vice-Chairman Gene Szymkowiak at 4:40 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of February 14th.

A Motion was made by Mr. Varney and Seconded by Ms. Eskritt to accept the Minutes of February 14th as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

Dave Medin, replacement for Eugene Zdroik, was introduced to the Board and welcomed.

The Wisconsin Difference Coalition will be holding a meeting to discuss Community Aids this Friday from 10:00 a.m. to Noon at the Frame Presbyterian Church. Board members were encouraged to attend this meeting.

Mrs. Bablitch's vacation plans have been changed. She will be taking her two-week vacation in May instead of March.

4. Citizen Concerns.

There were no concerns to be considered by the Board.

III. PROGRAM ISSUES

1. Action to Endorse Resolution Supporting 7% Increase to Community and Youth Aids Funding.

Mrs. Bablitch described the role and composition of the Wisconsin Difference Coalition. Judy indicated that the proposed resolution joins this group in requesting a 7% increase which would be a far more equitable "catch-up plan" than the Governor's proposed 3% funding level. A Motion was made by Mr. Varney and Seconded by Mr. Holdridge to endorse the resolution and forward it to the County Board for consideration. All were in favor of the motion. Motion carried. While they endorsed the resolution and signed it, Mr. Tierney and Mr. Eckholm questioned if they could legally sign the resolution because they are state employees and as such are specifically limited to the times they can lobby at the state level. This resolution is a direct lobby effort. They requested that the department obtain the District Attorney's opinion on their ability to endorse such issues now and in the future.

2. Action to Accept 1988 Affirmative Action/Civil Rights (AA/CR) Plan Review.

The AA/CR Corrective Plan was reviewed by the Board. A recommendation was made that the county's Affirmative Action Committee have a representative from this department. That representative would probably be Sue Rutta since she is the AA/CR Coordinator for Community Human Services and the Department on Aging. A Motion was made by Mr. Holdridge and

Seconded by Mr. Medin to accept the AA/CR Corrective Plan as submitted. All were in favor of the motion. Motion carried. Mrs. Rutta noted that a half-day training for staff and a full-day training for managers will be conducted prior to May, 1989. Staff not trained at that time will fall into the five-year training plan. If there is adequate space, managers from other county departments will be encouraged to participate in the training.

3. Review of Criteria to Use in Determining Program Priorities.

In anticipation of any 1990 budget cuts, the Board reviewed the 1986 priority-setting document. Mr. Varney felt that the recommendations in the May 1986 memo were still valid since basically nothing had changed in service delivery. Mr. Eckholm indicated that when cuts need to be made they usually come from optional services. Mrs. Bablitch clarified that the state does not specify the level (quantity/quality) of mandated services, only that they be provided. This, then, could also be an area to be looked at if there was a need to cut total services or the level of certain services. Mr. Holdridge also indicated he would like to see better monitoring of the budget by supervisors and coordinators. With this input, manager's will work on the service reduction process and will present it to the Board for its approval in early June.

4. Action to Adopt Recommendations to Implement Single-Parent Task Force Report.

The Board reviewed the Single-Parent Timelines and Action Timelines. A Motion was made by Mr. Varney and Seconded by Mr. Tierney to adopt the recommendations to implement the Single-Parent Task Force Report as submitted. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

The Board reviewed the vouchers. A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve vouchers in the amount of \$7,391.77. All were in favor of the motion. Motion carried.

The Board also voiced its concern regarding the current telephone system and the need to provide better telephone coverage.

2. Update on 1988 Department Budget.

The Board was provided with the final 1988 Year-End Budget Report. The department books will be closed for 1988 with a deficit of \$39,825. Since this deficit is substantially less than had been anticipated by the department, the Business Manager reviewed the document citing rationale for any discrepancies. Mrs. Bablitch indicated that the Finance Committee will act on the agency's deficit at its March 13th meeting.

V. CONTEMPLATED EXECUTIVE SESSION

A Motion was made by Mr. Tierney and Seconded by Ms. Eskritt to adjourn to Executive Session. Because four members were excused, the Board requested that the update be rescheduled until more members were present. Mr. Tierney and Ms. Eskritt then withdrew their Motion and Second. A Motion was then made by Mr. Eckholm and Seconded by Mr. Varney to postpone the personnel updates until the next meeting. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Holdridge and Seconded by Ms. Eskirtt 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, March 14, 1989, 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 14, 1989

Present

Gene Szymkowiak, Chairperson
Dennis Tierney
Dave Eckholm
Dave Medin
Tony Kiedrowski
John Holdridge

Excused

Paul Borham
Deborah Anstett
Fran Eskritt
Marge Lundquist
Dave Varney

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lauri Rockman, Supervisor; Lucy Kluck, Business Manager; Jim Riegenbach and David Pagel, Program Managers; Teresa Summerton and Kate Lazars, staff; Kay Shafer and Paul Danielson, Job Service.

The meeting was called to order at 4:05 p.m. by Acting Chairperson, Gene Szymkowiak, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of February 28th.

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

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

A study committee will be established to explore the department's current and future telephone needs. Lucy Kluck will be chairing the group. Mrs. Bablitch asked for a volunteer to represent the Board on this task force. Anyone interested in assuming this role should contact her. Mr. Medin suggested that Roger Wrycza be included in this group.

Mrs. Bablitch testified at the Joint Finance Meeting regarding the need for a 7% increase in Community Aids. Mrs. Bablitch indicated the Finance Committee was quite positive about this request. Senator Helbach felt that more than 3% should be given but did not specify what amount over the 3% would be recommended. Support is building throughout the state to encourage this increased funding level.

Revised organizational charts by position and by names were distributed to the Board.

The North Central Board and Director's Meeting will be held April 5th in Stevens Point at the Hot Fish Stop. Mr. Meekma will speak on current issues in juvenile justice. The presentation will begin at 4:30 with dinner at 6:00 p.m. The cost of the dinner is \$10. Reservations can be made by contacting Sue Rutta. Since several Board members were not present, a meeting notice will be sent out regarding this opportunity.

4. Citizen Concerns/Unlimited Topics.

There were no concerns or items needing to be discussed under unlimited topics.

II. PROGRAM ISSUES

1. Waiting List Report.

The Board reviewed the waiting list.

2. Mental Health Inpatient Cost Report.

The Board reviewed the Mental Health Inpatient Cost Report. Bill McCulley reported the inpatient budget line item is currently at 21% of budget. Two clients continue to be housed at Winnebago Mental Health Center and pose a potential financial problem for the budget.

3. Update on Portage County Family Support Program.

Jim Canales gave a brief update on the Family Support Program. The purpose of this program is to ensure that families faced with caring for a child with severe disabilities have access to funding and services designed to maintain that child's placement in the natural home. Participants like the program's flexibility which allows each participating family to have their personal needs assessed and then receive services and funds based on these individualized requirements. The agency received \$20,000 in 1988 to use for this program. It is anticipated that more clients will also be served in 1989.

4. Project Opportunity Status Report.

David Pagel, Program Manager, briefly reviewed the goals of Project Opportunity. In addition, Dave presented case histories on four typical clients. The Board reviewed Project Opportunity's six-month report.

5. Employment Search Program Status Report - Job Service.

Kay Shafer and Payl Danielson of Job Service provided the Board with a status report on the Employment Search Program. Information was shared as to the training provided to clients. Job Service is very interested in and committed to continuing to provide this program in 1990.

III. FISCAL ISSUES

1. Approval of Vouchers.

The Board reviewed vouchers. A Motion was made by Mr. Tierney and Seconded by Mr. Eckholm to approve vouchers in the amount of \$ 2,637.74. All were in favor of the motion. Motion carried.

Lucy Kluck reported that the agency will have a slightly larger deficit for 1988 by about \$5,600 than first report. The total deficit will be about \$45,500. The increase is due to an accounting error when calculating 1988 salary and fringe benefit costs.

IV. PERSONNEL ISSUES

1. Action to Approve New Position Requests for Project Opportunity.

The department recommended that two limited-term positions be made permanent. These positions are for Project Opportunity Program Manager (held by David Pagel) and a Financial Services Specialist 1 (held by Barb Zwickey). There are no county dollars involved in funding these positions. The Board reviewed the request. A Motion was made by Dennis Tierney and Seconded by Dave Eckholm to endorse the new position requests for Project Opportunity. All were in favor of the motion. Motion carried. The new position requests will now be forwarded to Personnel, Finance, and County Board for action.

Because of a change in committee assignments, Mr. Zdroik would like to step down from his CWEP Council position. Mr. Medin indicated his interest in serving on the CWEP Council as the Board's representative.

2. Action to Approve New Position Request for Financial Services Error Reduction Initiative Program.

This Financial Services Specialist 1 position was also recommended to be made permanent and is totally funded by state funds. The position is currently held by Karen Vacha. The Board reviewed the request. A Motion was made by Mr. Holdridge and Seconded by Mr. Eckholm to endorse the new position request. All were in favor of the motion. Motion carried. This position will now be forwarded to Personnel, Finance, and County Board for action.

V. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session to Review Overall Performance of Agency's Management Staff.

A Motion was made by Mr. Kiedrowski and Seconded by Mr. Medin 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.

VI. ADJOURNMENT

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

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 28, 1989

Present

Fran Eskritt
Paul Borham
Dave Varney
David Eckholm
Dave Medin
Marge Lundquist
Dennis Tierney
Tony Kiedrowski
John Holdridge

Excused

Deb Anstett
Gene Szymkowiak

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz and Lauri Rockman, Supervisors; Dave Pagel, Program Manager; Jane Shaurette, Gerry Peterson, and Jeff Jester, staff; Bill Zimdars, Advisory Committee; Kay Schafer, Job Service; Kathy Garohedy, Lee Humel, and Dale Rasmussen, St. Michael's Hospital; and a WSPT representative.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

The March training featured a presentation on services provided by St. Michael's Hospital-Mental Health Unit. Included in the discussion were types of services provided, funding sources used, types of clientele, and numbers referred to the facility. Presenting the training were Kathy Garohedy, Lee Humel, and Dale Rasmussen.

The meeting was called to order by Chairman Borham at 4:30 p.m. on Tuesday, March 28th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of March 14, 1989.

A Motion was made by Mr. Medin and Seconded by Mr. Kiedrowski to accept 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.

Recently, the United Way asked for a meeting with the department to discuss current and future funding of mutually supported community agencies. In the absence of Mr. Borham, Gene Szymkowiak and John Holdridge were asked to attend. While Mr. Szymkowiak was unable to attend, Mr. Holdridge and Mrs. Bablitch met with the agency. The results of the meeting were a better understanding of the agency's funding levels and reaffirmation of both agencies' commitment to continued services in the community.

The Finance Committee met and agreed to fund the department's 1988 deficit of \$45,000 out of the General Fund. That committee also asked for assurances that a deficit situation would not happen again. Mrs. Bablitch indicated that a firm commitment could not be given in light of the many unpredictable programs operated by the department. However, assurances were given that the department is monitoring the budget even more closely than before and that the Finance Committee would be informed if the current financial picture goes awry.

The Finance Committee also discussed the need for a non-lapsing account for our mental health program. Mr. Glad had suggested that consideration be given for the total agency's budget surplus be put into nonlapsing account. This would mean that any surpluses would be used to offset any deficit years; however, any deficits would need to be made up the following year if no surplus existed in the nonlapsing account. Mr. Glad was asked to draft language for everyone (the department, Community Human Services Board, and Finance Committee) to react to.

The proposed three permanent positions (Project Opportunity Program Manager, and two Financial Services Specialists) have been approved by Personnel and Finance Committees. The positions will now be considered by County Board at its April meeting.

The Board was reminded that next meeting starts the new training cycle. Training will now be provided at both meetings. A schedule will be sent out to them.

Two Board members (Fran Eskritt and Dave Varney) are up for reappointment to the Community Human Services Board. Each would be willing to serve another term. A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to recommend to the Committee on Committees the reappointment of both Ms. Eskritt and Mr. Varney. With the exception of Mr. Medin who abstained from the vote, all were in favor of the motion. Motion carried.

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4. Advisory Committee Report.

Ms. Eskritt provided the Board with an update on the Advisory Committee's activities. Fran noted that a report on the Family Support Program was given by Mr. Canales. In addition, four persons were recommended to fill vacancies on the committee. These persons will be voted on by this Board at the next meeting. Bill Zimdars was also elected Vice-Chairperson. The two current task forces are in the process of analyzing their findings and will be finalizing their reports in the near future.

5. Citizen Concerns/Unlimited Topics.

There were no concerns or items to be considered under the category of unlimited topics.

III. PROGRAM ISSUES

1. Update on Lyme Disease.

Cindy Schmitz, Community Health Nurse Supervisor, and Jane Shaurette, Community Health Nurse, provided an update on Lyme Disease. It was noted that all physicians must report suspected cases of Lyme Disease to the department for follow-up. In 1988, 91 reports were processed but only 35 residents were listed as firmed cases by the Division of Health. Out of the 91 cases, 35 were found in children, 21 in young adolescents, and 35 in adults. July through September appear to be the heaviest months for reported cases. Characteristics and symptoms of the disease were discussed.

2. Report on Adolescent Pregnancy Prevention Project.

Kirsten Hall, Health Coordinator, reported on the Adolescent Pregnancy Prevention Project. Kirsten indicated that the month of March had been deemed adolescent pregnancy prevention month and had been very busy for the agency. Extensive media coverage occurred in the Stevens Point paper as well as on various radio stations. Helping with general publicity were students from a UW-SP Communications class. In addition, the agency sponsored a teen/parent communication workshop, "Communication Is The Key", at the Holiday Inn on March 19th. The workshop was very well attended. Results of the evaluation were quite positive and indicated a need to have a similar conference next year. The department will be

able to apply for a second year grant. The Adolescent Pregnancy Prevention Project work group will be meeting next week to evaluate the success of the project and to make future plans. Kirsten noted that she recently received the most current teen pregnancy statistics which indicate that the teen pregnancy rate is up in Portage County (as it is in all counties). In 1987, there were 8 births to teens (48 births when you include women up to the age 19) compared to 20 births to teens (60 births for women up to age 19) in 1988.

3. Action to Endorse Board's Intent to Operate Employment Search Program (ESP).

The current contract for the Employment Search Program (ESP) between the Division of Community Services and the Division of Industry, Labor, and Human Relations expires June 30th. The state would like local counties to administer the program. Mrs. Bablitch asked the Board's endorsement for the department to operate ESP. When asked how many new staff this program would need, Mr. Pagel indicated about 2.5 FTE positions (two case workers and a part-time clerical person). Currently Job Service provides ESP and Kay Schafer of Job Service indicated that agency would be very willing to continue providing that service under a subcontract with the department. She indicated that most of their clients would be adverse to coming into the Gilfry Center because of the welfare stigma. Ms. Schafer noted that the state is looking for counties to make or continue the current linkages for these services in the community and would look very favorably at proposals that include this component. Mr. Holdridge and Mr. Medin spoke in favor of using existing community resources/linkages rather than hiring new staff. After further discussion about the program, a Motion was made by Mr. Eckholm and Seconded by Mr. Tierney to endorse the agency's recommendation to inform the state of its desire and intent to operate the Employment Search Program. All were in favor of the motion. Motion carried.

4. Review of Work Experience and Job Training (WJET) Program.

Introductory information was provided on the Work Experience and Job Training (WJET) program. It was noted that the agency will be able to bid on the WJET program which is an open and competitive process. The successful bidder will not only get the WEJT program but will also administer the Employment Search Program and the Community Work Experience and Work Supplementation Program. If unsuccessful in its bid for the WJET program in 1990, the department could still become a subcontractor and provide the CWE and WS program. No action was required by the Board at this time.

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IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Tierney and Seconded by Mr. Varney to approve vouchers in the amount of \$1,210.55 as submitted. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Change Classification of Financial Services Staff for Project Opportunity.

This position revision was brought back for Board action because of a miscommunication between the Personnel Office and the department. At the March 14th meeting, the Board approved the department's request for permanent status of a currently classified Financial Services Specialist 1 limited-term position in Project Opportunity. The department felt that the position was underclassified and consulted with the Personnel Manager to take appropriate steps for its reclassification. We were informed that the position should be reclassified during the normal reclassification time. However after more consideration, the Personnel Manager felt the more appropriate and expedient process would be to immediately proceed with the reclass. Since the Board would not meet for two additional weeks, it was suggested to proceed to Personnel and Finance Committees to ask endorsement for the new position at a Financial Services Specialist 2 level contingent upon the Board support of the level. Personnel and Finance Committees have endorsed this level and the position. A Motion was then made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve the Project Opportunity position at the Financial Services Specialist 2 level. All were in favor of the motion. Motion carried. The position will be considered by the County Board in April.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, April 11th, 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 25, 1989

Present

Paul Borham
Fran Eskritt
Marge Lundquist
Deborah Anstett
Tony Kiedrowski
David Eckholm
John Holdridge
Dave Medin
Jacqueline Hoppen
Dennis Tierney

Excused

Gene Szymkowiak

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Bill McCulley, Jim Canales, Daryl Kurtenbach, Kirsten Hall, Coordinators; Lauri Rockman, Jim Riggerbach, Patti Hintz, Supervisors; Lucy Kluck, Business Manager; Ellen Brikowski, Kate Lazars, Deb Pierce, Staff; Marge Odejewski, Advisory Committee Member; Maryvonne Hemmrich, Foster Parent; Sue Chapman, Achievement Center; Shannon Coble, Lorelei Day, First Call For Help.

I. COMMUNITY HUMAN SERVICES/ADVISORY COMMITTEE TRAINING

Board and Advisory Committee members participated in training regarding the agency fee collection process.

The meeting was called to order by Chairman Borham on Tuesday, April 25th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of April 11, 1989.

A Motion was made by Ms. Lundquist and Seconded by Ms. Eskritt to approve the Minutes of April 11th as submitted. All were in favor of the motion. Motion carried.

Ms. Borham welcomed Ms. Jacqueline Hoppen to the Board.

2. Correspondence.

Minutes of the Wisconsin County Public Health Affiliate Legislative Meeting and Board of Directors Meeting were distributed. Mr. Borham invited anyone to attend the next meeting.

Mrs. Bablitch read a letter from Mr. Dave Varney thanking the entire Board and the employees for the plaque he was given at the last meeting. He commended both the board and especially the staff for the quality work performed and their dedication to the agency.

3. Directors Report.

The 1988 Annual Report was distributed to the Citizen Members of the Board. Mrs. Bablitch also updated the Board on the status of the vacant Social Worker position within the agency. We are proposing a

part time Intake, part time Crisis Intervention position and rerouting duties of the Volunteer Services coordination. She also told the Board of the Copps Singles Night to be held at Copps Food Center after the Board Meeting, encouraging singles in the community to learn more about health eating habits as well as community resources. The Department will have a display of educational materials and resources.

4. Citizen Concerns/Unlimited Topics.

There were no Citizen Concerns brought before the Board.

Mr. Dennis Tierney informed the Board that he would be out of the country for twelve weeks this spring/summer and was resigning from the Board. He stated that he enjoyed working with and on the board over the past 18 years. He thought it unfair to the rest of the board to be excused from the meetings during a crucial time of the year - the budgeting process. He will forward his formal resignation to the Board in the near future. Chairman Borham thanked Mr. Tierney for his vast contributions to the agency.

III. PROGRAM ISSUES

1. Review of Situation of Developmentally Disabled Foster Child.

Jim Canales presented information on a county residency dispute concerning a developmentally disabled foster child. The dispute concerns a young man who will turn 18 in May. He is severely developmentally disabled and has resided in a Portage County foster home which was licensed by the State since 1975. Pierce County has retained custody of the child since 1980 when custody was transferred from Trempealeau, when his parents moved to Prescott. Pierce County has contracted with Portage County for services at a cost of \$21,540 a year, since 1980. Pierce County is contending that Portage County would acquire sole responsibility of this young man at age 18. The Board agreed that we actively continue, through legal channels and state legislators, to have Pierce County remain financially responsible for providing care and custody of this young man once he turns 18 years of age.

2. Update of First Call For Help Program.

Shannon Coble, director of the Portage County Mental Health Association, along with Lorelei Day, gave an update on First Call for Help services.

3. Quarterly Program Statistical Report (January - March, 1989).

Coordinators gave a brief overview of the statistical reports for their specific divisions.

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Jim Canales noted one correction on the Division of Long Term Care Statistics. Under Chapter 51 Activities - 23 instead of 9 individuals should be listed as being committed.

Kirsten Hall also distributed an AIDS Surveillance Summary: Wisconsin and U.S.

VI. FISCAL ISSUES

1. Approval of Vouchers.

There were no vouchers over \$250.00 or purchase orders to be presented to the Board.

2. Review of Proposed Fiscal Policies Related to the Department's Non-Lapsing Accounts.

A Motion was made by Mr. Medin and Seconded by Mr. Kiedrowski to endorse Policy #2. This policy would establish a separate account for the General Assistance Budget. The General Assistance account is most unpredictable, yet the program is mandated by the State. Money would be received from the County Board to fund their portion of this program, as well as any deficits, and the agency would not need to absorb this deficit in their overall department budget. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Eckholm and Seconded by Mr. Tierney to endorse Policy #1. This policy aids the agency in the resolution of fluctuating budget balances. The agency would be required to identify sources of surpluses or deficits. All deficits would be reduced or alleviated to the best of the agency's abilities. Any surpluses would be carryovers, and deficits would reduce the subsequent year's budget. Mr. Medin voted against the motion. All others in favor of the Motion. Motion carried.

These policies will be forwarded to the Finance Committee for consideration.

V. PERSONNEL ISSUES

1. Review of Reclassification Requests and Action to Forward Them to Personnel Manager for Review.

A Motion was made by Mr. Tierney and Seconded by Mrs. Lundquist to forward the following reclassification requests to the Personnel Manager for review and a determination of grade levels: Financial Services Supervisor, Project Opportunity Program Manager, General Assistance Program Manager, Administrative Assistant/Community Relations Program Manager, Client Services Supervisor, HSS1-Social Worker, Human Services Assistant. All were in favor of the motion. Motion carried.

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2. Action to Authorize Limited-Term Position for Public Health Section.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Tierney to authorize a three hour/week limited-term position for the Public Health Section to work with the Health Plus Program. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

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

Submitted by: Pam Helgemo, Administrative Assistant

prh/0599P

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 9, 1989

Present

Paul Borham
Gene Szymkowiak
Marge Lundquist
Fran Eskritt
Dave Eckholm
Dave Medin
Tony Kiedrowski
John Holdridge
Jacqueline Hoppen

Excused

Deborah Anstett

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman and Steve Tuszka, Supervisors; Mike Carder, Dave Pagel, and Jim Riggerbach, Program Managers; Joan Cantlon and Rick Foss, staff; Cathleen Hoffman, Advisory Committee member; and Teresa Derfus, Stevens Point Journal.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Training was provided in various parts of the building on various subjects according to the training schedule.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of April 25, 1989.

Mrs. Bablitch indicated that the Minutes should be amended to how Dennis Tierney present at the last meeting. With that correction, a Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the Minutes of April 25th. All were in favor of the motion. Motion carried.

Mrs. Hoppen suggested that future Minutes include more documentation (whether pro or con) on issues discussed. Many Board members felt adequate documentation was recorded in the Minutes and that County Board representatives were responsible for expressing the Board's views at County Board meetings. Also, any County Board member can obtain Minutes of any Committee meeting upon request.

2. Correspondence.

Mr. Borham read a letter from Charm Fournier, OPEIU Chief Steward, indicating that at least one member of the OPEIU union would be present at each Board meeting. The purpose for this attendance is to keep the membership informed of Board activities, not just to react in time of crisis. A Motion was made by Mr. Kiedrowski and Seconded by Mr. Szymkowiak to accept the letter and place it on file. All were in favor of the motion. Motion carried. Rick Foss introduced himself and indicated he was representing OPEIU at this meeting.

Mr. Borham read a letter from Secretary Goodrich thanking him for his letter expressing support for Portage County as a site for a State Health Insurance Program (SHIP) pilot. The Council on Pilot Projects for the Uninsured will meet Thursday, May 11th, to make its selection of the county for the insuring firm pilot. A Motion was made by Mr. Eckholm and Seconded by Mr. Kiedrowski to accept the letter and place it on file. All were in favor of the motion. Motion carried. Mrs. Bablitch indicated that two counties are being considered for the pilot -- Portage and Rock.

Mrs. Bablitch read Mr. Tierney's formal letter of resignation. A Motion was made by Mr. Borham and Seconded by Mr. Holdridge to accept the letter and place it on file. All were in favor of the motion. Motion carried. Mrs. Bablitch noted that a thank you get together will be planned for Mr. Tierney when he returns from abroad.

In discussing the vacancy, Mr. Borham questioned Mr. Medin (member of the Committee on Committees) whether or not the Board would have input into the selection process. Mr. Medin said no input would be requested from the Board and indicated that criteria is being developed to aid in the citizen member selection process for all County Board committees.

3. Director's Report.

Mrs. Bablitch reported that Health Plus is a reality. Judy also noted that even though she will be on vacation for two weeks and will miss the next Board meeting, the meeting will still take place. Managers will handle their own issues.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or issues to be discussed under unlimited topics.

III. PROGRAM ISSUES

1. Update on Status of Developmentally Disabled Foster Child From Pierce County.

Mrs. Bablitch reported that last Friday, Senator Helbach informed the department that the state Department of Health and Social Services has declared Pierce County responsible for this child and would be providing the county with a confirming letter. So far, the department has not received written confirmation. Portage County will still proceed to get a guardian for this adolescent.

2. Waiting List Report.

The Board reviewed the Waiting List Report. Mrs. Hoppen questioned whether the 71 continuing clients listed in the Project Opportunity statistics were individuals who had gone through the program but could not obtain a job. It was explained that the waiting list is only for people awaiting services.

3. Mental Health Inpatient Report.

Bill McCulley reviewed the Mental Health Inpatient Report with the Board. Mr. McCulley indicated that one individual (Client #B) has been moved to Bellwood (Milwaukee), a community-based care facility. Bill also noted that the budget is about 5% above projections due to an unusually larger number of detentions and commitments (27) in four months--usually there are about 55 for the total year.

4. Board Completion of an Environmental Hazard Survey.

Board members had received and were asked to complete a copy of the survey prior to the meeting. Joan Cantlon was present to answer questions about the survey and to collect the completed instruments. Mrs. Cantlon hopes to finally obtain two or three priority items from a cross-section of the people surveyed. These top priorities will become her workplan for the rest of the year. When questioned about what other individuals have indicated as hazards that need to be addressed, Mrs. Cantlon noted several areas: (1) need for an ongoing program for pick-up of hazardous waste (varnishes, paint, etc.) which would be collected but not put into the landfill; (2) an ongoing Clean Sweep program; (3) infectious and medical waste disposal; and (4) Lyme Disease control program. Mr. Szymkowiak noted that UW-

Stevens Point already has a hazardous waste pick-up program and suggested it might be beneficial to see if Portage County can participate in this program instead of instituting a separate hazardous waste pick-up program of its own.

5. Overview of Proposed PRIDE Program (WJET-Work Experience and Job Training).

David Pagel presented an overview of the proposed PRIDE Program. The program goals were reviewed (see page 13 of Board packet) as well as the program process (see page 14). Client selection is based upon 55% from a designated pool of applicants (<24 year olds and high school drop-outs; <24 year olds with little or no work experience; individuals on AFDC for 3 of the past 4 years; individuals with the youngest child 16 years of age or older) and 45% from a second pool of applicants (a random selection or control group).

Initiatives for the program include: (1) seeing the client twice each--once at the activity site and once in the office; (2) having a staffing once each month (including subcontractor) to discuss client component changes and other information; (3) involvement in the Hmong Committee; (4) developing a liaison to provide services and expertise to SPAEA and the alternate high school; (5) involvement with Central Wisconsin Placement Co-op; (6) automatic referral of a family's children for summer and in school youth programs; and in the future (7) working with the unweds; (8) home visits; (9) continued family involvement and monitoring; (10) Job Center concept; (11) mentors.

There were no additional questions of Mr. Pagel after the presentation. David was thanked for the overview.

IV. FISCAL ISSUES

1. Action to Increase Fees for Licensed Establishments.

Kirsten Hall and Mike Carder presented a revised licensed establishment fee schedule for the Board's approval. Mr. Carder indicated that the increased fees will cover some of the inspection costs and will bring Portage County more into line with the fee schedule of neighboring counties. Mrs. Hall noted that currently 66-1/2% of the environmental health program is paid through fees. With the proposed fee schedule change, the agency would recoup about 75% of the program costs or \$37,928. The environmental health program costs about \$50,000 annually.

Mike Carder reviewed some of the fees charged for various types of restaurants and other establishments. Mr. Eckholm indicated that he would like rationale developed for the cost of inspections. This thought was also reinforced by Mr. Kiedrowski who also requested documentation to relate time spent to actual inspection fees charged.

In considering fees to churches, Mr. Medin suggested since this is the first year requiring churches to obtain restaurant permits, the agency might consider issuing a license and conducting the inspection but not charging a fee. Mrs. Hall noted that the county would still need to reimburse the state for 20% of the expected cost. In this case, the county would need to reimburse the state \$21.00 per church (whether or not we collect the fee). Mr. Carder clarified that a church needs a license fee if they are serving food to the public at least four times each year. There are several exemptions to obtaining a restaurant license. For instance, if it only prepares and serves a funeral meal, a church need not obtain a license. Mr. Medin felt with that clarification, it probably would not be necessary to provide a no-cost license to churches this year.

Mr. Kiedrowski questions what types of service the county received from the state for the fee reimbursed to them. Mr. Carder indicated that counties receive free educational material, consultation, and other resources.

A Motion was then made by Mr. Eckholm and Seconded by Mr. Medin to approve the fee schedule as proposed. All were in favor of the motion. Motion carried.

Mr. Medin indicated that by budget time, all departments will be asked prepare a schedule of all fees for for presentation to the County Board.

2. Report on Finance Committee's Consideration of Community Human Services' Nonlapsing Accounts.

Mrs. Bablitch reported that the Finance Committee considered, but did not adopt either of, the department's two proposed fiscal policies for nonlapsing accounts. The general concensus seemed to be that the Finance Committee understood that this agency would have certain uncontrollable costs. If an account was running a deficit, Mrs. Bablitch was instructed to advise the Finance Committee promptly and be able to defend the fact that we didn't deliberately underbudget to reach our budget guidelines. It was also suggested that in cases such as General Assistance special consideration might be given at budget time to allow some flexibility in complying with the financial guidelines. In summary, there seemed to be no mandate to make up the

deficits (General Assistance which is running a \$50,000-\$90,000 deficit and Mental Health Inpatient) in other areas unless it was possible to do so without authorized program levels suffering.

In briefly talking with him, Mrs. Bablitch indicated that John Holdridge (Chairperson of the Finance Committee) concurred the memo accurately reflected the discussion of the Finance Committee. Minutes will be obtained from that committee meeting to assure that the Minutes reflect this understanding. If not, appropriate action will be taken to address any discrepancy.

3. Review of General Assistance Budget.

Jim Riggensbach presented an update on the General Assistance program. He indicated that the program is currently running at about a possible \$50,000 - \$90,000 deficit. Several reasons were given for the deficit situation: (1) a significant and unforeseen increase in caseload; (2) increased medical costs; (3) the program has become more known in the community; (4) the 1988 drought; (5) significant changes in the program [from a voucher to a flat grant system]; and (6) lack of staff continuity. Jim is dealing with the problem in several ways: (1) has expanded the monthly reporting system for all participants, not just for those with an income; (2) developed more stringent verification procedures; and (3) instituted an ongoing quality control program. When questioned about the average length of time an individual is on the program, Jim noted that the average timeframe is three months. Information on the medical care costs from 1986 through April, 1989 was also reviewed by the Board. Mrs. Bablitch will bring this analysis to the June 12th Finance Committee meeting.

4. Action to Adopt Resolution for Full State Funding for General Assistance Program.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Kiedrowski to adopt the proposed resolution for full state funding of the General Assistance Program. All were in favor of the motion. Motion carried. The resolution will be forwarded to County Board for approval at its June meeting.

5. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Ms. Eskritt to approve vouchers in the amount of \$1,236.12. All were in favor of the motion. Motion carried.

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V. PERSONNEL ISSUES

1. Action to Authorize Extension of Limited-Term Position for Project PRIDE.

A six-month extension of this current LTE position but at a Financial Services Specialist 2 classification was requested. The Board considered the request. A Motion was made by Mr. Eckholm and Seconded by Ms. Eskritt to authorize extension of the limited-term position as requested. All were in favor of the motion. Motion carried. This request will be forwarded to the Personnel Committee for approval.

2. Action to Authorize Limited-Term Positions for Project PRIDE.

The Board also considered the department's request for two LTE positions (1.5 FTE's). A Motion was made by Mr. Eckholm and Seconded by Ms. Eskritt to authorize two limited-term positions (a Financial Services Specialist 2 and a part-time Human Services Assistant) as requested. All were in favor of the motion. Motion carried. This information will be forwarded to the Personnel Committee for approval.

3. Action to Forward Reclassification Request to Personnel Manager.

Mrs. Bablitch requested approval to send one more proposed reclassification --that of the Occupational Therapist --to the Personnel Manager for consideration. When he did an earlier audit of this position, the Personnel Manager only took into consideration if the position had changed sufficiently to warrant an upgrade. Mr. Deger did not consider if the position was originally properly classified. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Eckholm to forward the proposed reclass request to the Personnel Manager for consideration. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Kiedrowski and Seconded by Mr. Szymkowiak 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, May 23rd, at 4:00 p.m. in Room 7 of the YMCA.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 23, 1989

Present

Paul Borham
John Holdridge
Jackie Hoppen
Deb Anstett
Marge Lundquist
Fran Eskritt
Dave Eckholm
David Medin

Excused

Tony Kiedrowski

Absent

Gene Szymkowiak

Others Present: Sue Rutta, Administrative Assistant; Kirsten Hall, Daryl Kurtenbach, and Bill McCulley, Coordinators; Cindy Schmitz, Supervisor; Mike Houlihan, Director of Portage House; and Peggy Eble and Becky Dougherty, staff.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

May training featured a tour of Crossroads Mental Health Services, Incorporated, a community-based residential facility (CBRF) contracted to provide an alternative to intensive psychiatric inpatient care.

The regular meeting was then called to order by Chairperson Borham at 4:45 p.m. on Tuesday, May 23rd, in Room 7 of the YMCA.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 9, 1989.

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

2. Correspondence.

A copy of Dr. Cleve's book was circulated to Board members. The agency will host a book signing party for Dr. Cleve in the near future. At that time, copies of the book will be available for purchase.

A letter from Senator Helbach and Rep. Gruszynski was read by Mr. Borham. The letter confirmed that Pierce County is responsible for the care of the developmentally disabled individual who has turned 18.

3. Advisory Committee Report.

Fran Eskritt reported that at its last meeting, the Advisory Committee heard an update on Project Opportunity and reviewed quarterly statistics. The Leisure Time Opportunities Task Force will have a report ready by the first part of July and the Teen Sexuality Task Force will be ready to report in September or October. The bylaws are in the process of being revised and will be submitted to the Board for consideration and action in June.

4. Citizens Concerns/Unlimited Topics.

Mrs. Hoppen questioned the criteria used to select individuals to fill Board vacancies. Mrs. Hoppen went on record as highly objecting to any criteria a person would have to meet in order to be considered for any vacancy. Mr. Medin indicated he sees the selection process as being two stages. In stage 1, people indicate their general interest in the position through a formal letter of interest. In stage 2, some type of criteria (not yet formulated) would be used to make the selection. Mr. Medin indicated that the newspaper announcements are generally nonspecific to draw a broad range of interested persons. Mrs. Anstett felt that hiring a person for a board position is no different than hiring an employee, except the individual doesn't get paid. She felt individuals should have job descriptions and that criteria and a certain level of expertise (perhaps even a degree) should be required in the person assuming a board position. She felt that once a person has been decided on, the committee should be able to justify the choice. She felt very strongly that applicants should be interviewed. Mr. Holdridge also concurred that some type of criteria should be used to select board members. He noted that criteria is currently being used, even if it is unwritten. Mr. McCulley also noted that some board's must follow the guidelines set by state statute.

III. PROGRAM ISSUES

1. Update on Maternal and Child Preschool Health Promotion Grant.

Cindy Schmitz (supervisor) and Becky Doherty (program nurse) reported on the preschool health promotion program. The report is found on pages 14 and 15. The program began in January 1987 through a maternal and child health grant. Initially, seven licensed group centers and three licensed family centers were designated to participate in the original program. Child care providers and parents completed a needs

assessment which indicated an interest for classes on communicable disease and safety in the centers. Center children were also screened for vision, hearing, dental, and nutritional needs. Screening data for 1987 and 1988 is found on page 14. Cindy Schmitz noted that providers are getting at identifying safety or health needs and appropriately referring problem areas. Becky is also working closely with the Child Care Association.

For 1989, the grant has been expanded to include fifteen licensed day care centers. A community health nurse has been assigned to each center to act as a resource person for parents and center staff as well as provide communicable disease and immunization surveillance. Health screenings will also be provided to more than 200 children. For the rest of the year, the program will focus on safety and prevention of communicable disease, education programs such as the June presentation on Lyme Disease, and completion of a revised first aid manual for day care providers.

When questioned regarding which agency checks food prepared by the centers, Daryl Kurtenbach reported that if the facility is licensed, the State's Wisconsin Rapids or Rhinelander office provides for inspection and enforcement. If the facility is licensed, our agency does the on-site and follow-up inspections. All care providers must be certified before Portage County can reimburse the provider for any day care services and before the provider can qualify for a governmental food subsidy.

2. Report on Adolescent Pregnancy Prevention and Services Grant.

Kirsten Hall reported that in 1988-89, the agency applied for, and received, an \$8,000 Adolescent Pregnancy Prevention Planning and Action grant. For 1989-90, the agency is eligible, and intends to apply for, an \$8,000 action grant. Page 17 more fully describes the planned pregnancy prevention activities. These activities include hosting a Community Forum for parents and community leaders in November, 1989; designing and conducting two evening sessions on human sexuality for parents and teens in the fifth and sixth grades who attend the rural schools of Rosholt, Almond/Bancroft, and Tomorrow River; purchasing parent workbooks to enhance the Values and Choices Program used in the Teen Living Skills classes taught to seventh and eighth grade students in the Stevens Point Area School District; and organizing and coordinating a Parent/Teen Conference in March, 1990. All these activities have been recommended by the Task Force on Teen Sexuality as part of a coordinated and comprehensive plan.

Funding for the program would run from July 1, 1989 through June 30, 1990. The staff person assigned to the program will work four hours per week instead of the current three hours. Mrs. Hall indicated that all rural schools support implementing the classes for teens and parents. The agency should be notified about by June 9th if the grant application has been approved and funded.

3. Discussion and Action on AIDS Grant Application.

Kirsten Hall and Peggy Eble (AIDS Program Coordinator and Program Assistant to the AIDS Network) reported on the AIDS program. HIV/AIDS educational programs are not provided on a consistent basis throughout the schools nor community. In an effort to considerably expand the department's program, the agency requested Board approval to submit an AIDS grant application for \$5,885. This request would fund a part-time health educator to: (1) train 100 youth leaders; (2) provide workshops at "Communication Is The Key" conference; (3) offer assembly program to four secondary schools; (4) speak at thirty service clubs, churches, and workshops; and (5) provide consultation and resource materials to youth leaders. A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to endorse the agency's AIDS grant application. All were in favor of the motion. Motion carried.

4. Determination of Board Member Participation in 1990-91 Department Objective Setting Process.

Board and Advisory Committee members were asked to select their first, second, and third area choices for which they wished to help develop 1990-91 objectives. Daryl Kurtenbach noted that this process ties into the Listen Forum results and development of task forces. After all requests are considered, the appropriate supervisors will contact the Board and Advisory Committee member to set up an meeting time. Some Board members questioned the need to have the Board involved in this process. Mr. Holdridge felt it would be better for the agency to have three or four main priorities and not break them down into such small program components. It was emphasized that the agency currently has departmentwide goals that were set by the Board. The individual program objectives help meet the agency's defined goals. These objectives also act as a guide in the developing next year's budget. Board members requested a copy of the agency's currently approved goals for the next meeting.

IV. FISCAL ISSUES

1. Approval of Vouchers.

Sue Rutta reviewed vouchers submitted for payment. A Motion was made by Marge Lundquist and Seconded by Dave Eckholm to approve vouchers as submitted in the amount of \$3,019.17. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Approval of Limited-Term Position for Financial Services Section.

The agency requested permission to hire a limited-term employee in the Financial Services Section for a maximum of 240 hours (6 weeks full-time). This is a state-funded position. A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve the LTE request as submitted. All were in favor of the motion. Motion carried.

2. Action to Forward Reclassification Requests for Portage House Staff to Personnel Office.

Mike Houlihan requested Board endorsement to forward two reclassification requests (Program Counselor and Program Assistant) to the Personnel Office for review. When questioned about the current Counselor's qualifications, Mike noted the incumbent has an associate degree in philosophy with 8 years of experience as a psych tech. Mrs. Anstett and Mrs. Lundquist expressed their concerns about calling a person a counselor without the proper credentials (at least a bachelor's degree and preferably a master's degree in counseling and experience). It was stressed that they were not questioning the current incumbent's ability to do the job. Mr. Houlihan indicated that it is difficult to hire bachelor's prepared people with experience at the current salary level. A Motion was then made by Mr. Holdridge and Seconded by Mr. Medin to forward both reclassification requests to the Personnel Office for consideration. All were in favor of the motion. Motion carried.

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VI. ADJOURNMENT

A Motion was made by Mrs. Hoppen 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 is scheduled for Tuesday, June 13th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 13, 1989

Present

Paul Borahm
Jackie Hoppen
Fran Eskritt
Deb Anstett
Dave Medin
John Holdridge
Dave Eckholm
Marge Lundquist

Excused

Gene Szymkowiak
Tony Kiedrowski

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Deb Pierce, staff; Brian Shoup, Community Alcohol and Drug Abuse Center; Perry Ackert, Oakside Counselor; and Kristen Lynch, intern.

I. COMMUNITY HUMAN SERVICES BOARED AND ADVISORY COMMITTEE TRAINING

Members attended training according to their specific schedules.

The regular meeting was called to order by Chairman Borham at 4:35 p.m. on Tuesday, June 13th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 23, 1989.

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

2. Correspondence.

The North Central and Central Regions of the Wisconsin Counties Public Health Affiliate will be meeting Wednesday, June 21st, in Waupaca. Mr. Borham and Mrs. Hall will attend. Mr. Holdridge also expressed interest in attending. A Motion made made by Mr. Medin and Seconded by Mrs. Hoppen to approve Mr. Holdridge's attendance at this meeting. All were in favor of the motion. Motion carried.

3. Director's Report.

Mrs. Bablitch reported that Portage County went to court today in an effort to resolve the out-of-county placement residency issue. Pierce County presented an affidavit from the co-guardian (the child's mother) wanting Portage County to be the county of residence. Judge Finn heard the testimony. He ruled that residency was a complex issue and the affidavit did not change the issue. Therefore, the boy will continue to be a resident of Pierce County. Both counties will work together and request additional state funding, hopefully a CIP-1A slot for the child which would be enough to pay for his care in our county.

Carole Holmes will be appointed to fill Dennis Tierney's unexpired term.

Dave Varney's name was submitted for an award for his volunteer work in the developmental disabilities area. The department was informed that Dave is the recipient of one of ten state awards.

Mrs. Bablitch appeared before the Finance Committee regarding the projected deficit in General Assistance. The Committee requested that she report monthly to them. Mrs. Bablitch doesn't foresee any unmatched funds becoming available to alleviate this deficit.

The Finance Committee also extended the PRIDE LTE and added new dollars for this program to the budget.

4. Citizens Concerns/Unlimited Topics.

Kirsten Hall indicated that Portage County has a confirmed case of hard meals. The case was confirmed in a 10-year old girl who had been properly immunized.

III. PROGRAM ISSUES

1. Waiting List Report.

Two service areas needed to be added to the waiting list. They included Emergency Services with 5 new clients and a 1 day wait and Income Maintenance with 44 new clients and 1-1/2 weeks on the waiting list.

2. Mental Health Inpatient Report.

Bill McCulley reported on the mental health inpatient report. He noted that the program is right on track with the amount of funding projected to be used at this time. Efforts continue to provide clients with the least restrictive and less costly treatment.

3. Client Alcohol Stabilization and Evaluation (CASE) Report.

Perry Ackeret of Oakside discussed the CASE program with Board. He noted that the program began in late January of 1989. CASE breaks the alcohol/drug revolving door by stabilizing clients in a drug free environment for five days. The average age of the clients is 38 (clients are between 33 and 40 years of age). Both men and women are served in this program. The CASE admission agreement and five-day plan was reviewed by Mr. Ackeret. Perry indicated that between 85 and 90% of the clients have stayed in the CASE program and he would deem that a very good success rate.

4. Report on Ramifications of 1989 CHS Allocation to Community Alcohol and Drug Abuse Center.

As part of an effort to update the Board as to the effects of freezing allocations to several contract agencies, Mrs. Bablitch asked CADAC to provide the first report.

Brian Shoup, Director of CADAC, noted that referrals have increased about 13% overall this year and there has been an increase in amount of time needed for managing involuntary commitment cases. These two factors have made it hard to meet the service demands with the current contract frozen at 1988 levels. The agency has been able to partially meet the demands due to an increase in its United Way allocation. Brian indicated that in the near future he would like to increase outpatient treatment capacity and make the part-time AODA prevention position full time.

5. Action to Accept Recommended Changes in Advisory Committee Bylaws.

Because the Advisory Committee now meets every two months, the bylaws needed to be revised to reflect that fact. A Motion was made by Mr. Eckholm and Seconded by Mr. Medin to approve the revisions as submitted. All were in favor of the motion. Motion carried.

6. Wisconsin Public Health Associate Conference Report.

Mrs. Hall gave an update on the conference. About 200 persons attended the conference. Several speakers noted that the public health infrastructure is suffering from neglect in Wisconsin because the state is unsure of the public health mission. One speaker indicated that the state of Washington has just recently approved a separate Department of Health instead of including this agency with the state's Department of Social Services as is the case in Wisconsin. Mrs. Bablitch suggested that the resolution included in the Board packet might deserve more study when the health plan is received. The Board concurred.

7. Health Start Outreach Program Report.

Portage County is one of 35 counties to receive a grant for the Healthy Start Outreach Program. The \$3,500 grant is for outreach efforts to educate providers and consumers about the program which funds prenatal care for low-income women and medical care for infants up to one year of age. The grant is from state GPR dollars and is an expansion of Medical Assistance. At the next meeting, the agency will present a request for an LTE to work in this program for 40-50 hours per month for an 8 month period.

8. Report on County's Need to Replace Computer Mainframe.

The department was seeking support from the Board for replacement of the computer's mainframe. The computer has become essential to the department in several areas. These were outlined on page 23 of the Board packet. In discussing the need for a larger computer, Mrs. Anstett and Mr. Eckholm questioned whether all options were considered instead of just deciding to purchase a larger mainframe. Both supported the need for increasing computer capabilities but were not ready to support the proposed solution.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Eckholm to approve vouchers in the amount of \$2,629.14. Vouchers were reviewed by Sue Rutta. All were in favor of the motion. Motion carried.

2. Report on Potential Increase in State Funding.

Mrs. Bablitch reported that the agency could potentially receive \$156,945 in a calendar year if the proposed Joint Finance funding recommendations is approved. With this funding level, the agency would probably be able to absorb a modest salary increase instead of having to layoff staff.

V. OTHER

Mr. Borham and Mrs. Bablitch indicated that letters have been sent to Dave Helbach and Stan Gruszynski clarifying the AFDC Fraud Disqualification policy.

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VI. ADJOURNMENT

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

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 27, 1989

Present

Paul Borham
Fran Eskritt
Marge Lundquist
Deborah Anstett
Tony Kiedrowski
David Eckholm
John Holdridge
Dave Medin
Jacqueline Hoppen

Absent

Gene Szymkowiak
~~Carole Holmes~~

Excused

Carole Holmes

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Jim Canales, Daryl Kurtenbach, Kirsten Hall, Coordinators; Stephen Tuszka, Mike Carder, Cindy Schmitz, Supervisors; Lucy Kluck, Business Manager; Cathy Rhutasel, Staff; Cathleen Hoffman, Advisory Committee Member; Shannon Coble, First Call For Help; Joan Honl, Community Industries Corporation; Alice Davies, Karl Pnazek, CAP Services; Brenda Regeth, Stevens Point Journal.

I. COMMUNITY HUMAN SERVICES/ADVISORY COMMITTEE TRAINING

Board and Advisory Committee members participated in training regarding the various types of alternate living arrangements available for adults with chronic disabilities in Portage County.

The meeting was called to order by Chairman Borham on Tuesday, June 27th, at 4:26 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of June 13, 1989.

A Motion was made by Ms. Lundquist and Seconded by Ms. Hoppen to approve the Minutes of June 13th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch and Mr. Borham shared letters they received from Stan Gruszynski regarding the AFDC Fraud Disqualification Program.

3. Directors Report.

The meeting of July 25th will be a joint meeting of the Board and Advisory Committee. After the meeting, board and advisory committee members are invited to the Out of the Blues book signing Party honoring Jay Cleve.

The Board will meet on October 3rd and 4th to adopt the 1990 Community Human Services Department Budget.

The September 12th Board Meeting has been rescheduled to September 5th.

Board and Advisory Committee Members will be contacted by supervisors to set up Objectives for 1990. The objective setting process will be changed from the current two year timeframe to three years to coordinate more closely with the county needs assessment process - the Listening Forum, which will be done every three years.

4. Citizen Concerns/Unlimited Topics.

There were no Citizen Concerns or unlimited topics brought before the Board.

III. PROGRAM ISSUES

1. Status Report on Supportive Employment Program.

Joan Honl, Program Director, at Community Industries Corporation presented a video involving Supported Employment participants. A budget of \$562,287.00, serves 85 people. 28.5% of CIC's budget is for community based employment programs.

2. Report on Ramifications of 1989 Community Human Services Allocation to Family Crisis Center.

Mr. Karl Pnazek and Ms. Alice Davies, CAP Services, informed the Board that they currently are providing after hours emergency mental health services for Portage County residents, under contract with our Department. The 1989 contract freeze has not dramatically affected their ability to provide these services. It has impaired their ability to upgrade the salaries of their staff so that their wages are more comparable to those at other social service agencies. Turnover has been great at their agency, and several former Crisis Center staff now work for our Department.

3. Report on Ramifications of 1989 Community Human Services Allocation to First Call For Help.

Shannon Coble, director of the Portage County Mental Health Association, informed the Board that they had experienced both very large budget cuts in recent years and a significant increase in the number of phone calls they respond to. The United Way was able to bring First Call for Help funding up to their projected 1989 needs. Without the help of the United Way, some serious decrease in services would have had to occur.

4. Communicable Disease Control Update.

Cindy Schmitz, Community Health Supervisor told Board members that five cases of red measles were reported last week. So far, 16 children have contracted measles, nine of whom were not vaccinated. Three other children, vaccinated before they were 12-14 months old, did not develop an immune response to vaccination. Two 15 month old children were

immunized, but contracted measles shortly afterward. A 9 year old, immunized at 18 months old, and an infant who was too young to be vaccinated also have measles. The outbreak is the result of a case brought back from Florida in May by a student at Washington School. The Amish community is of particular concern because they are not a highly immunized segment of the population. Bishops in Portage County are being alerted and staff is trying to set up immunization clinics for this population.

VI. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Medin and Seconded by Mr. Kiedrowski to approve vouchers in the amount of \$2,793.65 and purchases in the amount of \$323.00. All were in favor of the motion. Motion carried.

2. Action to Change Restaurant License Fee.

A Motion was made by Mr. Holdridge and Seconded by Mr. Kiedrowski to lower the fee schedule from \$65.00 to \$25.00 for motels serving a "Continental Breakfast". This meal usually consists of coffee, juice, rolls and/or cookies. The inspection time required for this type of food service is minimal (10-15 minutes) and we do not make separate trips to conduct these inspections since we also inspect the motel. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Kiedrowski and Seconded by Ms. Anstett to refund motels who have already paid for 1989-90 licenses. All were in favor of the Motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve LTE Positions for Healthy Start Program and Health Plus Program.

A Motion was made by Mr. Eckholm and Seconded by Mrs. Eskritt to approve an LTE Outreach Worker/Health Plus Coordinator position for thirty hours/month and to approve an LTE Outreach Worker/Health Start Program position for forty two hours/month. All were in favor of the motion. Motion carried.

2. Action to Extend LTE Position for Central Wisconsin AIDS Network.

A Motion was made by Mr. Eckholm and Seconded by Mrs. Hoppen to approve the extension of an LTE Nurse Position for Central Wisconsin AIDS Network for approximately 2 1/2 hours per week through June 30, 1990. The staff was directed to research how additional time could be allocated to this project. All were in favor of the motion. Motion carried.

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3. Action to Extend LTE Position for Adolescent Pregnancy Prevention Grant.

A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve the extension of an LTE Nurse Position for the Adolescent Pregnancy Prevention Services Grant for 4 hours per week through June 30, 1990. All were in favor of the motion. Motion carried.

VI. CONTEMPLATED EXECUTIVE SESSION

1. Vote to Go into Executive Session in Accordance with Wisconsin State Statutes 19.85 (1)(c) to Evaluate the Director's Performance.

A Motion was made by Mrs. Eskritt and Seconded by Mr. Eckholm to Go into Executive Session in Accordance with Wisconsin State Statutes 19.85 (1)(c) to Evaluate the Director's Performance. A roll call vote was taken. All were in favor of the motion. The meeting was adjourned to Executive Session.

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. The meeting returned to Open Session.

VII. ADJOURNMENT

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

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

Submitted by: Pam Helgemo, Administrative Assistant

prh/0599P

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JULY 11, 1989

Present

Paul Borham
Marge Lundquist
Dave Eckholm
Dave Medin
Carole Holmes
Fran Eskritt
John Holdridge

Excused

Deb Anstett
Jackie Hoppen

Absent

Gene Szymkowiak
Tony Kiedrowski

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, and Daryl Kurtenbach; Coordinators; Lucy Kluck, Business Manager; Steve Tuszka, Cindy Schmitz, and Lauri Rockman, Supervisors; Jim Riggerbach and Dave Pagel, Program Managers; Deb Pierce, staff; Paul Rice, Community Industries; Sue Chapman, Achievement Center; and Mike Mills, New Concepts.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Board and Advisory Committee members attend training sessions specific to their groups.

The regular meeting was called to order by Chairman Borham on Tuesday, July 11th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of June 27, 1989.

The Minutes were reviewed by the Board. Mrs. Bablitch requested that since there had been a miscommunication about when Carole Holmes was to attend her first Board meeting, the June 27th Board minutes reflect Carole as "Excused" and not "Absent". A Motion was then made by Mr. Medin and Seconded by Mrs. Lundquist to accept the minutes as revised. All were in favor of the motion. Motion carried.

Caroles Holmes was welcomed to the Board.

2. Correspondence.

Mrs. Bablitch distributed a memo which shared with the Committee on Committees Wisconsin State Statute language regarding the composition of the Community Human Services Board.

Mr. Borham read a letter from Rep. Gruszynski regarding Maternal and Child Health/Home Health block grants.

3. Director's Report.

Mrs. Bablitch reported the department applied for and received two grants from St. Vincent de Paul. The Health Section received \$650 for a portable TV/VCR to use in health education and the Adult Family Care Program received \$350.

The next Board meeting (7/25) will be a joint Board and Advisory Committee meeting. At that time, Dave Varney will be presented with his state award and Dennis Tierney will be given his service plaque. Directly after the meeting, the agency will host a reception for Jay Cleve. His book will be available for purchase.

4. Citizen Concerns/Unlimited Topics.

There were no concerns voiced.

III. PROGRAM ISSUES

1. Waiting List Report.

Several areas were added to the waiting list. Money Management (current month) should reflect 3-N and 14-C clients with 34 weeks average time and 36 weeks before service can be given. Vocational Services (current month) should reflect 3-N and 5-C clients, 44 weeks and 8-26 weeks respectively; Community Options (current month) should include 9-N and 3-C clients, 10 weeks and 1-5 weeks. A Motion was then made by Mrs. Lundquist and Seconded by Mr. Medin to accept the waiting list report as revised. All were in favor of the motion. Motion carried.

2. Mental Health Inpatient Cost Report.

Inpatient costs at the end of the first six months indicate a 44% rate of usage. If this trend continues, excess inpatient dollars will be used to fund other in-community placements which are exceeding budget. A Motion was made by Ms. Holmes and Seconded by Ms. Eskritt to approve the report as submitted. All were in favor of the motion. Motion carried.

3. Report on Ramifications of 1989 Community Human Services Allocation to Achievement Center, New Concepts, Inc., and Community Industries Corporation.

Sue Chapman of the Achievement Center indicated that the Center's deficit was made up with additional United Way

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funds. However, current and future budgets do not meet the needs of the community and staff hours could be increased, especially therapy services. Major funding sources for the Center are this agency (about 75%), United Way (about 15%), and state grants. Because of state law, clients cannot be charged for services.

Mike Mills indicated that New Concepts is running at a deficit due to increased wages and unanticipated costs (see page 8-9). To offset some costs, fundraising efforts have been used. The agency has received four grants totally about \$2,800 within the last 1-1/2 years. Of most concern to this agency are the need for stable and continued funding levels and the need to increasing starting wages to a \$5.00 level (now \$4.05 per hour).

Paul Rice of Community Industries distributed an information sheet outlining concerns and some budget information. Community Industries was able to maintain its current level of services in 1989 due to an additional allocation of \$19,214 from United Way. His concerns included a waiting list of eight persons, some of whom have requested services 1-1/2 years ago; maintaining a minimum level of services; increasing staff costs and the need to increase wages in order to be competitive; maintaining current levels of funding.

4. Crossroads Community-Based Residential Facility (CBRF) Report.

Steve Tuszka's CBRF Report was included in the Board packet (pp. 10-14). Steve reported that the program remains cost effective compared to inpatient costs. He is very pleased with the facility's flexibility and willingness to accept "risky" placements. Steve noted that in April there was 243 days usage for 11 people averaging 8.1 persons per month. In May, 323 days were used by 14 people resulting in an average of 10.7 individuals per month. Steve was thanked for his update.

IV. FISCAL ISSUES

1. Report on History of General Assistance Budget Calculations.

The Board reviewed budget information on the General Assistance since its inception. This information was requested by, and will be forwarded to, the Finance Committee. Even with additional unencumbered revenues recently credited to it, the program is projecting a \$64,444 deficit. While the caseload is decreasing slightly, emergency medical costs are rising. In February, 14 requests were received and 11 approved; in June, 14 requests were received and 7 approved; in July, 4 requests have already been received. The state reimburses the agency 40% of medical costs and 37-1/2% for nonmedical costs.

2. Financial Report.

The Financial Report was reviewed. At this point in time, the agency is projecting a \$60,569 deficit. Major areas of concern at this time include General Assistance and the Community-Based Residential Care Program. Variances in the projected budget were outlined in the report. Not included in this report is the potential loss of between \$4,650 and \$10,650 revenue for the Fraud Program. A Motion was made by Dave Medin and Seconded by Dave Eckholm to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to approve vouchers as submitted in the amount of \$2,766.68. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize New Positions for 1990 and Forward to Personnel and Finance Committee for Their Action.

Mrs. Bablitch requested the Board's favorable action on eight new position requests totaling 5.5 FTE's. Each position was considered on its own merits.

Nurse - This position is requested for 20 hours per week but would depend upon grant funding. The position works with high-risk, post-partum individuals and is a high priority for the state. A Motion was made by Ms. Holmes and Seconded by Mr. Eckholm to approve the request and forward it to Personnel and Finance Committee for consideration. All were in favor of the motion. Motion carried.

Lab Technician - This position is requested for 15 hours per week and would assist the current Lab Tech. Additional services and client needs necessitate the additional staff time. Part of the position (approximately \$3,000-\$4,000) could be used to offset the position cost. A Motion was made by Mrs. Lundquist and Seconded by Ms. Eskritt to approve the position and forward it to Personnel and Finance for consideration. Voting for the motion were: Ludnquist, Eskritt, Holmes, Eckholm, and Borham. Those against the motion were Medin and Holdridge. Motion carried. When questioned why they did not support the motion, Mr. Holdridge and Mr. Medin indicated a need to show where revenues for the position would come from, questioned the need for the additional time, the need for the current level of services, and the need for some person to assist in the absence of the current Med Tech.

Social Worker - This 20-hour position would assist the frail elderly. The position is needed due to increased paperwork, accountability and increased client need. The position would be totally funded through M.A. and COP waivers. A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve the request as submitted. All were in favor of the motion. Motion carried.

Two Financial Services Specialist-2 and Human Services Assistant were considered together. All positions are totally funded. A Motion was made by Mr. Eckholm and Seconded by Ms. Eskritt to approve the requests as submitted. All were in favor of the motion. Motion carried.

Home/Financial Mangement Assistant - This full-time position is necessary to provide routine home/financial management duties such as grocery shopping, pesonal shopping, laundry, etc. Mr. Eckholm questioned the need for this position in relation to other personnel needs. He suggested that the agency consider a part-time or limited-term employee instead of a permanent full-time position. A Motion was made by Mr. Holdridge and Seconded by Ms. Holmes to approve the position as requested. In favor of the motion were Holdridge, Borham, Holmes, and Eskritt. Abstaining-Eckholm. Against-Medin. Motion carried.

WIC Clerk/Outreach Worker - This 20-hour per week position has been a limited-term employee for several years, and is fully funded by the WIC program. A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve the position as requested. All were in favor of the motion. Motion carried.

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

A request for two limited-term employees to fill in for maternity leaves was considered by the Board. The Terminal Operator LTE would work 11 weeks and the Financial Services Specialist 1 LTE would fill in only when the present employee's paid leave was completed. A Motion was made by Mr. Holdridge and Seconded by Mr. Eckholm to approve the LTE requests as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for July 25th in Conference Rooms 1-2 of the Gilfry Center. This is a joint Board and Advisory Committee meeting.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
JULY 25, 1989

Board Members Present

Gene Szymkowiak, Chairperson
Fran Eskritt
Marge Lundquist
Carole Holmes
Jackie Hoppen
Dave Eckholm
John Holdridge

Board Members Excused

Paul Borham
Deb Anstett
Tony Kiedrowski
Dave Medin

Advisory Committee Present

Fran Eskritt, Chairperson
Marge Odejewski
Sue Beveridge
Ev Zywicke
Marianne Popelka
Cathy Hoffman
Bill Zimdars

Advisory Committee Excused

Don Herrmann
Richard Lorek
Liz Kammer
Elaine Harrison

Advisory Committee Absent

Barb Hunt
Mary Maller
David Borchardt
Marilynn Kranig
Katie Von Feldt

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Mike Carder, Cindy Schmitz, Sue Oehlke, Steve Tuszka, Lauri Rockman, Jay Cleve, and Jerry Koepfel, Supervisors; Jim Riggerbach, David Pagel, and Patti Hintz, Program Managers; Mike Houlihan, Portage County Director; Lucy Kluck, Business Manager; Paul Rice and Joan Honl, Community Industries; Kurt Buth and Kate Dugan, Ameritech; Dave Varney and Dennis Tierney, honorees; and Brenda Regeth, Stevens Point Journal.

I. COMMUNITY HUMAN SERVICES BOARD/ADVISORY COMMITTEE TRAINING

Mike Carder, Environmental Health Supervisor, provided information on restaurant inspections. He addressed the issues of (1) how restaurant inspections are conducted; (2) information on the restaurant code; and (3) public health concerns as they relate to food handling, temperature, and personal hygiene. A Food Sanitation Manual and summary sheet with a sample of a recent restaurant inspection was distributed to those present.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Board Minutes of July 11, 1989 and Advisory Committee Minutes of May 15, 1989.

A Motion was made by Marge Lundquist and Seconded by Carole Holmes to accept the July 11th Board Minutes as submitted. All were in favor of the motion. Motion carried.

A Motion was made by Bill Zimdars and Seconded by Sue Beveridge to approve the Advisory Committee Minutes as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered by the Board or Advisory Committee.

3. Director's Report.

Members received a memo directed to All Staff informing them of the necessity to take an active role in advising the Governor that he should not veto the 6% Community Aids line item in the biennial budget. Mrs. Bablitch urged all persons interested in community human services to contact the Governor with their concerns.

To celebrate the agency's 10th anniversary, staff have decided to provide, free of charge and on a strictly volunteer basis, a "Kids Day At Camp" on September 23rd. This event will be open to children served by this agency. The camp opportunity will be provided on a first-come, first-served basis to about fifty children. It is hoped that the Camp Day will become an annual event.

Camp Day, however, is just a part of the activities planned as part of efforts staff are making to establish a Community Human Services Foundation. It is hoped that this foundation will eventually be able to financially contribute to special projects for agency clients. It will also offer services to the community through employee volunteers. These services will include such things as a lecture series open to the public free of charge and Kids Day At Camp.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or items to be addressed under unlimited topics.

5. Recognition Awards -- David Varney and Dennis Tierney.

Prior to presentation of his State Award, Paul Rice spoke about Dave Varney's active participation in the community and especially at Community Industries. Gene Szymkowiak then presented Mr. Varney with his award.

Dennis Tierney was then presented with a plaque recognizing his sixteen years of services on the Community Human Services Board.

III. PROGRAM ISSUES

1. Quarterly Program Statistics.

Board and Advisory Committee reviewed the Quarterly Statistics. The Coordinators and Business Manager provided highlights of their services and programs.

Health--Twenty cases of measles have been reported. One new case has been received this week. School services have been evaluated by the principals and the results discussed with the school administrators. All schools will contract at the same service and funding levels as last year. However, Tomorrow River Schools have contracted with the agency for an additional one-half day of nursing time per week.

Long-Term Care--Alternate Living has increased by 20% from 83 to 99 served in this quarter.

Restorative Care--Referrals continue to increase. Income Maintenance has experienced a substantial turnover in staff. Options will be researched to try to retain qualified staff.

Shared Services--Day care services has recorded a record number of hours. On Friday, August 11th, funding for regular day care services will be discontinued. New in the report is an area for Alternate Care Program activities.

Business--The 16-hour Typist I position will be filled as of July 31st.

2. Action to Adopt Agency's 1990 Objectives.

Board and Advisory Committee reviewed the agency's proposed 1990 objectives. The Director, Division Coordinators, and Business Manager briefly addressed the general focus of their Division.

Administration--Communication will be the key. More attention will be given to better informing County Board members of the agency's mission, efforts will be made to obtain staff development opportunities for staff, and the volunteer services program will be reviewed with the emphasis on saving a viable program.

Business Services--The first three objectives are carryover from the previous year. The fourth objective will be in place only if a new telephone system is approved.

Shared Services--Efficiencies will try to be built into this unit and activities will be evaluated to see if they are necessary. Greater use of the computer, especially in the areas of volunteer transportation and day care, was also cited.

Long-Term Care--The unit will concentrate on gaining additional state waiver funding, channeling some chronically mentally ill persons into the Supported Employment program, and restructuring the community-based programs.

Restorative Care--Focus will be on concentrating on a broad-based family services program, researching the possibility of revising the Financial Services employee structure, cost containment in G.A. program, enhancing the PRIDE program, learning the new state budget process at Portage House, and developing self-help groups in the psychological area.

Health--This unit will focus on health promotion and disease prevention, health protection, health prevention and maintenance of health, and program management and efficiency.

A Motion was made by Ms. Holmes and Seconded by Mrs. Lundquist to accept the 1990 Objectives as submitted. All were in favor of the Motion. Motion carried. Mrs. Bablitch thanked all Board and Advisory Committee members who initially helped to set Section objectives.

At this time, the Joint meeting was adjourned. The Advisory Committee reconvened in the Day Services Room of the Gilfry Center. The Board continues its meeting.

IV. FISCAL ISSUES

1. Approval to Forward Requests for 1990 Capital Improvements Project.

Last year's four-year capital improvements plan included a dictation system, filing system, construction project, and telephone system. This year, the Director recommended changing priorities to reflect purchase in 1990 of a telephone system and in 1991 purchase of a filing system.

Because of the problems experienced by the department with its telephone capabilities, a task force was established to specifically address the problem and possible solutions. At this time, the task force is recommending the purchase in 1990 of a telephone system from Ameritech with voice mail and direct inward dialing. While the total line cost would be

greater, the agency would have 6-8 times greater telephone access. During discussion of this item, both Mr. Eckholm and Ms. Holmes expressed their desire to ensure that the department would also have data accessibility with the system, especially if new or additional wiring would be needed. Ameritech representatives were present to answer the technical questions of the Board.

A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve forwarding the purchase of a new telephone system in 1990 to the Capital Improvements Committee. All were in favor of the motion. Motion carried. It was stressed that the Board was only approving the purchase of the equipment and not approving Ameritech as the vendor. Also before the request goes to the Committee, it was requested that firmer cost figures be obtained.

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve forwarding the purchase of a new filing system in 1991 to the Capital Improvements Committee. All were in favor of the motion. Motion carried.

2. Action to Terminate Contract with UW-SP for Psychiatric Services.

The Director recommended termination of a contract with UW-SP for psychiatric services effective September 1st. The university has consistently failed in its commitment to provide documentation of clients receiving services so that appropriate bills can be generated and revenues obtained for services. Costs and revenues for this service were expected to be netted out. However, the service currently carries a deficit of approximately \$7,000. The contract's history was provided by Mr. McCulley. Mr. Eckholm spoke in behalf of the university and requested that the contract be continued until December 31st. He cited a major personnel problem in the Counseling Center and indicated that efforts were being initiated to remedy the situation. Mrs. Bablitch stressed that, if the contract were terminated, students would still have access to a psychiatrist at the department. A Motion was made by Mr. Holdridge and Seconded by Mr. Eckholm to continue the contract with UW-SP through December 31, 1989, obtain monthly billings by the 15th of each month, and then re-evaluate extending this contract in 1990. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Ms. Holmes and Seconded by Mr. Eckholm to approve vouchers in the amount of \$ 3,845.69. All were in favor of the motion. Motion carried.

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V. ADJOURNMENT

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

Members were encouraged to attend Jay Cleve's recognition party directly after the Board meeting in the Employee Lounge.

The next meeting is scheduled for Tuesday, August 8th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 8, 1989

Present

Paul Borham
Fran Eskritt
Jackie Hoppen
Tony Kiedrowski
David Medin
Dave Eckholm
John Holdridge
Carole Holmes

Excused

Marge Lundquist

Absent

Gene Szymkowiak
Deb Anstett

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Jerry Koepfel, Supervisor; Joan Cantlon, staff; Karl Pnazek, CAP Director; Brenda Regeth, Stevens Point Journal; and concerned citizens: Julie Zinda, Mary Niles-Broutre, Roman Mezyk; Pam Cisewski, Denise Linssen, Vicky Langan, Patti Ksionsk, Maggi Ksionsk, Christy Poffinbarger, Pat Boe, Cathy Hoffman, Yvonne Pawlowski, Dawn Cisewski, Kathy Rondeau, Mark Cummings, Connie Thompson, Grace Jarvela, Joseph Jarvela, Vernon Schroth, Jean Bell, Susie Sprouse, Debra Daghi, Dana Tipton, Liz Georgi, Roxane Konyn Pamela Jed, Mary Helminiak, Jenny Howard, Mary Carcy, Rene Stenger, Gail Gross, Linda Leindeckes, Debbie Sniadajewski, Lynn Benschawel, Sharon Smith, and Debbie Roehl.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Members met in small group sessions for individualized training.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of July 25, 1989.

A Motion was made by Carole Holmes and Seconded by Tony Kiedrowski to approve the Minutes as written. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch read a letter from Mr. Tierney thanking the Board for the recognition plaque.

3. Director's Report.

A corrected page of the Advisory Committee bylaws was distributed.

Mrs. Bablitch indicated that several people concerned about the discontinuing of day care funding were at the Board meeting. Mrs. Bablitch, Daryl Kurtenbach, and David Pagel met with day care providers and consumers Monday night to hear their concerns. Two primary areas of concern developed at that meeting (1) the need for additional funding to continue the present day care services and (2) a need to look at how day care dollars are allocated.

4. Citizen Concerns/Unlimited Topics.

Debbie Sniadajewski spoke on behalf of the day care providers and consumers. She provided statistics on the need for day care services in Portage County and noted that only 19% of the need is being met. In summary, she indicated the people concerned were requesting two things (1) an additional one-time \$40,000 day care funding from Portage County's contingency fund to pay users currently in the system and (2) a change in the funding mechanism (to a projection method). Several consumers spoke on behalf of continuing day care services/funding so they can continue their education and/or continue to work.

In order to more timely consider the citizens' requests, the Board set a special meeting for Thursday, August 10th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center. Mrs. Bablitch was asked to have a recommendation, information, and alternatives available at that time.

III. PROGRAM ISSUES

1. Waiting List Report.

Two areas were added to the waiting list report (1) Emergency Services in Financial Services should show 7 new clients with 3 days wait and (2) Income Maintenance Services in Financial Services should show 54 new clients with 2 weeks wait. The report was accepted as revised.

2. Inpatient Report.

Currently, the inpatient budget is \$20,000 under anticipated budget. This is a result of less than usual service needs. The report was accepted as submitted.

3. Report on Commitment Procedures for Alcohol and Mental Health Services.

This report was postponed to a future meeting to allow adequate time to address the process.

4. Action to Adopt Prevention Block Grant Priorities.

Kirsten Hall and Joan Cantlon presented a progress report on the Prevention Block Grant Project-Community Environmental Health Hazards Assessment. This report is found on pages 21-29 of the Board packet. Four areas with priorities were recommended for further work (1) exposure to pesticide and other agricultural chemicals; (2) Lyme Disease; (3) solid waste management; and (4) hazardous waste disposal. Several Board members questioned the need for additional work in the area of Lyme Disease. It was suggested that this area be the lowest priority or no priority. A Motion was then made by Mr. Eckholm and Seconded by Mrs. Hoppen to accept the Prevention Block Grant Priorities as revised (with Lyme Disease being lowest priority). All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Accept Stevens Point Area Foundation, Inc. Grant and Forward to Finance Committee for Approval.

The department requested approval to accept a \$1,500 grant from the Stevens Point Area Foundation for the development of new recreational/social opportunities for developmentally disabled adults. A Motion was made by Mr. Eckholm and Seconded by Mrs. Hoppen to accept the grant as submitted. All were in favor of the motion. Motion carried. This request will now be forwarded to Finance Committee for approval.

2. Action to Accept Grant from the State of Wisconsin for Computer Equipment Through Community Option Program (COP) High-Cost Funds and Forward to the Finance Committee for Approval.

The agency has been awarded a grant in the amount of \$4,780 to purchase a computer and printer to better manage the COP program. A Motion was made by Mr. Medin and Seconded by Carole Holmes to accept the grant as submitted. All were in favor of the Motion. Motion carried. This request will now be considered by the Finance Committee.

3. Action to Authorize Purchase of Teen Scope and Forward to Finance Committee for Approval.

The Teen Scope program can be purchased through the department's Independent Living Grant. If grant funds are not expended, they will be returned to the state. The program

cost is \$3,313. The program will be used to teach adolescents independent living skills and can be used individually or in groups. A Motion was made by Mr. Eckholm and Seconded by Carole Holmes to authorize the purchase of Teen Scope as submitted. All were in favor of the motion. Motion carried. The matter will be forwarded to Finance Committee for consideration.

4. Report on Clients' Share of Cost of Services Rendered by the Department.

This report was withdrawn and will be rescheduled at a future meeting.

5. Approval of Vouchers.

Vouchers in the amount of \$1,806.57 were considered by the Board. A Motion was made by Jackie Hoppen and Seconded by Dave Eckholm to approve vouchers as submitted. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

A special meeting will be held on Thursday, August 10th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

The next regular Board meeting will be Tuesday, August 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
AUGUST 10, 1989

Present

Paul Borham
Gene Szymkowiak
Fran Eskritt
Jackie Hoppen
John Holdridge
Dave Eckholm
Tony Kiedrowski
Carole Holmes

Excused

Marge Lundquist
Deb Anstett
Dave Medin

Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Daryl Kurtenbach and Jim Canales, Coordinators; Lucy Kluck, Business Manager; John Eckendorf, WSPT; Brenda Regeth, Stevens Point Journal; representative from WYTE; concerned citizens: Jean Bell, Maggi Ksionsk, Patti Ksionsk, Kelly Fleishman, Julie Zinda, Jenny Howard, Mary Niles-Browne, Mr. and Mrs. Ken Palmer, Pat Boe, Diane Sankey, Vicky Langan, Janet Jeske, Sharon Cisewski, Pam Cisewski, Roman Meryk, Julie Cayo, Debra Roehle, Catherine Weitzman, Janet Pietz, Pamela Judd, Mary Helminiak, Debbie Hauland, Debbie Zurawski, Joan Garski, Vicki Mentzel, Debbie Sniadajewski, Cathy Hoffman, Warren Luttink, Helen Newhouse, Virginia Roman, Christy Poffinbarger, and Dawn Cisewski.

The meeting was called to order by Chairman Borham at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

1. Consideration of Request for Additional County Funding for Day Care Program for 1989.

Mrs. Bablitch indicated that the day care providers and consumers asked the Board and department to consider two issues (1) financing day care through the end of the year and (2) changing the funding formula. At this time, the Board and department will address only the issue of additional funding for day care. Consideration of the formula allocation will be considered at a later date.

Mr. Kurtenbach was then asked to present information about the day care program. In information distributed at the time of the meeting, the department discussed allocation and spending patterns from 1980-1989; 1989 statistics showing the number of working poor not attending educational facilities but receiving day care; the number of UW-SP students on AFDC and not on AFDC receiving services; the number of AFDC recipients in beauty school and related educational programs receiving services; and the number of AFDC and non-AFDC recipients receiving services and attending technical college. In addition, the child day care payment schedule for 1989 was reviewed with the Board as well as a standard application form. In addition to

financial need, a person must meet any one of the following criteria to be in the program (1) be working; (2) in school; (3) limited job hunting hours; (4) high-risk situation at hand. The only requests that can be prioritized according to need is children at-risk of abuse or neglect or a situation that might result in out-of-home placement. Services then must be provided on a first-come, first-served basis.

Mrs. Bablitch felt that at this time, she could not recommend any additional money be given to the day care program. The Director indicated that the projected need to fund day care services from August 14th through December 31st is about \$60,000. Workfare money that has just become available through the state budget and is expected to bring in about \$25,000. This leaves a potential need of \$35,000. In addition, the agency continues to carry a General Assistance deficit of \$55,586. The Finance Committee is aware of this deficit and has instructed the department to use any unspecified, unanticipated revenues to offset this amount.

The state has been contacted and has indicated that there is no emergency state money available now to fund day care programs. In addition, the Budget Bill appropriations will not be effective until January 1, 1990. Also, on October 22, 1980, the Board went on record against adding county money to the day care program. In 1988, 15 counties supplemented the program but many of the supplements were inadvertant because the counties' planned projection method spent more than the state allocation.

The department has been in contact with other agencies. At the August 8th meeting, CAP Services Director Karl Pnazek indicated that that agency did not have any additional funds for day care. Both the United Way and St. Vincent de Paul also indicated that funding was probably not a potential but St. Vincent's was going to pursue the matter further. Operation Bootstrap indicated that possibly some limited help could be arranged depending on the success of a fundraiser on August 29th.

Efforts to communicate this problem with the legislators continue. The audience was also encouraged to let their concerns be know not only at the local and state levels but at the national level. A concept of Share Care (a system whereby parents care for each other's children free of charge) could be investigated and the Department would be happy to help facilitate it.

Mr. Eckholm spoke in favor of a compromise for the problem instead of no funding. He questioned whether the providers and consumers would be willing to take on some of the financial load if the agency could come up with some additional money. Many providers and consumers felt that this was not a

possibility. They felt that their load was too great and they would be unwilling to assume any additional financial responsibility. Some consumers indicated that if funding for day care was not provided, they would have to quit their jobs and/or school and turn to AFDC.

When the question was called, a Motion was made by Mr. Eckholm and Seconded by Carole Holmes to approach the Finance Committee for \$10,000 from the contingency fund (first choice) or authorization to find \$10,000 within the department's budget (second choice) to fund 60 cents on the dollar for day care services and then to find volunteer contributions in the amount of \$11,000. The day care consumer would assume the remaining cost. A roll call vote was taken. In favor of the motion: Eskritt, Szymkowiak, Eckholm, and Holmes. Against the motion: Hoppen, Holdridge, and Borham. Motion carried. The concept of priorities, which could be set if only county funds were available, would be discussed later.

A Motion was made by Mr. Holdridge and Seconded by Mr. Eckholm that the Community Human Services Board go on record that the need for day care funding be a priority and any additional funding that might become available in 1989 from unspecified programs be used to offset the unmet need. Several members expressed their confusion with the motion. Carole Holmes questioned the appropriateness of the motion because she understood that the Finance Committee had given direction to this Board that all unanticipated, unspecified funds should be used to offset the General Assistance program. The question was called. A roll call vote was taken. In favor of the motion: Holdridge, Borham, Szymkowiak and Eckholm. Abstaining: Eskritt, Hoppen, Holmes. Motion carried.

The recommendations will be forwarded to the Finance Committee.

2. 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 6:40 p.m.

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 22, 1989

Present

Paul Borham
Fran Eskritt
Deb Anstett
Carole Holmes
Jackie Hoppen
Gene Szymkowiak
Tony Kiedrowski
Dave Eckholm
Dave Medin
John Holdridge
Marce Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Suzanne Oehlke and Lauri Rockman, Supervisors; Dave Pagel, Program Manager; Jan Kamla, staff nurse; Mary Cayford, CAP Services; Maryann Popelka, Cathy Hoffman, Marilynn Kranig, Katie Von Feldt, Don Herrman, and Bill Zimdars, Advisory Committee members; Ken Stahl, Arlen Kluck, and Shaun McFarland, additional Recreation Task Force members; citizens concerned with day care: Debbie Sniadajewski, Pam Cisewski, and several unidentified others; Brenda Regeth of the Stevens Point Journal; and representative from WSPT.

The meeting was called to order by Chairman Borham at 4:00 p.m. on Tuesday, August 22, 1989, in Conference Rooms 1-2 of the Gilfry Center.

I. COMMUNITY HUMAN SERVICES BOARD/ADVISORY COMMITTEE TRAINING

A panel consisting of a Community Health Nurse, WIC Director, Financial Services Supervisor, CAP Hmong advocate, and Health Coordinator lead a discussion focusing on the Hmong population in Portage County. Discussed were the services being provided by the department, the Hmong community as a group, CAP Services advocacy role, and the difficulties and barriers encountered by the Hmong.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of August 8, 1989 and August 10, 1989.

A Motion was made by Mrs. Hoppen and Seconded by Mr. Kiedrowski to approve the Minutes of August 8th and 10th as written. In lieu of his motion on page 11 (page 3 of the 8/10/89 Minutes) paragraph 2 of the Board packet information, Mr. Holdridge requested that the Minutes to be changed to

reflect the Community Human Services Board go on record that the need for day care be a priority and that funding be directed away from other areas of the budget to fund this need. Mr. Szymkowiak indicated that since they accurately reflected the Motion made by Mr. Holdridge at the meeting, the Minutes could not be changed. Mr. Holdridge than made a Motion that the Community Human Services Board go on record that the need for day care be a priority and that funding be directed away from other areas of the budget to fund this need. Mr. Borham indicated that since the matter dealt with day care and this issue would be dealt with later in the meeting, that if Mr. Holdridge wanted to he could re-introduce his motion at that time. The Minutes were approved as submitted.

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Members were reminded that the next Board meeting is set for Tuesday, September 5th, beginning at 4:00 p.m. due to the conflict with the September County Board meeting. Mr. Eckholm and Mrs. Hoppen will be excused because of prior commitments. Mr. Szymkowiak may need to be excused because of work commitments.

Kids at Camp, the kick-off activity celebrating the formation of a Community Human Services Foundation, is scheduled for September 23rd (Saturday). About 108 children between ages 5 and 12 will be participating. This is a totally volunteer activity sponsored by agency employees. Additional camp counselors are being recruited to assure that as many children as possible can participate in this free event.

Managers have begun to work on budgets. However, there has been no official word from the state as to its funding share. Increased health insurance premiums are a major concern.

Mr. Borham also reported that maternal and child health grants will continue to be funded on a prorated basis instead of the competitive basis which was supported by some counties. This method will assure that Portage County receives grant dollars.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or topics introduced.

III. PROGRAM ISSUES

1. Action to Accept Advisory Committee Task Force Report on Leisure Time Opportunities for Senior High Young Adults.

Task force members, Katie Von Feldt, Don Herrmann, Marilyn Kranig, Maryann Popelka, and Gene Szymkowiak, lead a discussion on the findings and recommendations of the Task Force on Leisure Time Opportunities for Senior High Young Adults.

Three issues were discussed indepth: (1) young adults need a facility or network of facilities designed for their age and interest areas; (2) transportation is a problem for some young adults; (3) better communication channels and networking are needed among youth resources.

In discussing the need for a facility, Mr. Holdridge suggested that since school buildings are not used year-round that consideration should be given to use them for outside teen activities. Mr. Herrman indicated that was a possibility however payment for costs for such items as maintenance, electricity, etc. would have to be addressed. Mrs. Anstett questioned Maxim's success with its nonalcohol summer teen nights. Miss Von Feldt indicated she had visited the establishment several times and found it very packed and attracting a diverse population group. Arlen Kluck spoke on the problems (young adults drinking alcoholic beverages, etc.) that had surfaced at various locations in the city and said that control of this problem would be necessary.

In sharing ideas about communication and networking, Ms. Holmes suggested having events displayed on the bottom of the MTV channel and also having activity information displayed on the information board at Channel 3 and the University cable network. It was also suggested that the Convention Bureau might be able to become an action in this communication network.

The work of this task force has been completed. Mr. Szymkowiak commended and thanked all of its members. If the Board accepts the report, the next step would be to refer the report to the department for development of an action plan.

A Motion was then made by Mr. Eckholm and Seconded by Ms. Holmes to accept the task force report as submitted and request the department review the report and make recommendations for implementation plans. All were in favor of the motion. Motion carried.

Mr. Holdridge suggested that because of the diversity of issues perhaps the Committee on Committees should be informed of the matter (especially in regards to the standing committee recommendation) and other agencies such as the Parks Department, Department on Aging, etc. be involved in formulating the recommendations.

2. Action to Adopt Resolution on Commemorating the 25th Anniversary of the Economic Opportunity Act and the Rededication of Eliminating "the Paradox of Poverty in the Midst of Plenty".

This item was referred to the Board by the County Board Chair for action. Because of the deadlines involved, the County Board will not be able to act on the resolution. Therefore, Mrs. Bablitch asked for Board support of the resolution which would then be forwarded to the President of the United States.

A Motion was made by Ms. Holmes and Seconded by Mr. Szymkowiak to adopt the resolution commemorating the 25th anniversary of the Economic Opportunity Act as submitted. Mr. Holdridge indicated that he felt agencies other than CAP were the primary vehicles for helping the poor and that he could not support the motion. He felt that Community Human Services was one such agency. A voice vote was taken on the motion: Ayes: 10. Nays: 1 (Holdridge). Motion carried.

IV. FISCAL ISSUES

1. Consideration of Additional Funding for Child Day Care Program.

The Board received a Day Care Allocation Update sheet. Mrs. Bablitch indicated that the information reflects her recommendation to the Board as to how additional monies should be spent for day care through 1989. It was recommended that the thirty families covered through Transitional Care be funded through the planned projection method based on the earliest current application date. This would mean that approximately 21 of the 30 families would be totally funded while the remaining 9 would receive no funding. It is anticipated that families classified under the Post AFDC category would have their needs completely met using the planned projection method. Finally, families receiving day care due to employment issues (the working poor) would receive approximately 19% funding of their day care needs by continuing to use the proration method. Currently 33 families are in this area.

In discussing the recommendations, Mr. Eckholm suggested using the planned projection method on a prorated basis. He also indicated that he would prefer to disperse the funds and all other funds that might be found according to individual need (not on a first-come, first-served basis) and also try to help the greatest number of families.

Mrs. Hoppen indicated she would prefer to have all the funds prorated for all types of day care services. Mr. Medin concurred with that thought.

Mr. Holdridge suggested that any currently vacant positions be reviewed to see if they could remain unfilled for 1989 and then have these dollars diverted to day care. Mrs. Bablitch indicated that before any position is refilled, it is carefully scrutinized by her, the Personnel Manager, and the Personnel Committee.

It was suggested that perhaps Portage County should subsidize the day care program. Mrs. Bablitch stated that at budget time last year, she knew there would be a shortfall in day care dollars. However, she made a decision not to recommend that additional dollars be used to offset this deficit because day care was of a lesser priority than many other agency programs which are underfunded and continue to have waiting lists. Ms. Holmes suggested that the Board might want to review this funding policy during budget deliberations.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to accept the staff recommendations for day care funding through 1989 as presented in the Day Care Allocation update. Voice vote was taken. Ayes: 10. Nays: 1 (Medin) Motion carried.

The Board will consider the day care allocation method at the September 26th meeting. The budget meetings will be October 3rd and 4th.

2. Approval of Vouchers.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Kiedrowski to approve the vouchers as submitted in the amount of \$6,130.58. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

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

A new Authorization Sheet was distributed for this position. A time analysis of this program was done and it was determined that the work could be done with 45-1/2 hours per month instead of 50 hours. The revised Authorization Sheet reflects this change. A Motion was made by Ms. Holmes and Seconded by Mr. Medin to approve the position as submitted (45-1/2 hours/month). All were in favor of the motion. Motion carried. The request will now be forwarded to Personnel Committee for action.

2. Action to Authorize Out-of-State Conference.

The Director requested approval to send a Community Health Nurse to a grant-funded AIDS conference in San Francisco. Mrs. Bablitch also requested that the Finance Committee be approached to waive the requirement that the employee pay for a portion of the travel costs which in this case would be about \$60. A Motion was made by Mr. Eckholm and Seconded by Mr. Szymkowiak to approve both requests as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, September 5th, 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 5, 1989

Present

Paul Borham
Fran Eskritt
Marge Lundquist
Dave Medin
Tony Kiedrowski
Carole Holmes

Excused

Deb Anstett
Jackie Hoppen
Gene Szymkowiak
Dave Eckholm
John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Cindy Schmitz, Supervisor; Mrs. Zywicke and Ms. Hoffman, Advisory Committee members, and a United Way representative.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

Members participated in their scheduled small group training.

The meeting was called to order by Chairman Borham at 4:30 p.m. on Tuesday, September 5, 1989, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of August 22, 1989.

A Motion was made by Mr. Kiedrowski and Seconded by Ms. Holmes to approve the Minutes of August 22nd as submitted. All were in favor of the motion. Motion carried. Please note: Marge Lundquist should be added to Board members present.

2. Correspondence.

A letter was received from DHSS Secretary Goodrich regarding the funding options for Eric H., a developmentally disabled person from Pierce County. A funding request for CIP 1A funds was denied but funding through CIP 1B and 405 Act funding are available. It was also suggested that COP high-cost funds also be used to supplement this individual's placement costs. Currently Pierce County has responsibility for Eric but asked for a court ruling on his place of residence.

Board members were encouraged to attend the September 25th Combined Regional Wisconsin Counties Public Health Affiliate meeting in Lakewood. Paul Borham and Kirsten Hall are planning to attend the meeting. Anyone is welcome to ride with them.

The WCA Public Health Affiliate's Fall Conference and Annual Meeting is slated for October 12th and 13th in Waupaca. Mr. Borham is planning to attend both days and encouraged other Board members to participate.

3. Director's Report.

A revised calendar of training activities was distributed to all members. Mrs. Bablitch encouraged attendance.

Mrs. Bablitch reported that, with the exception of the Home and Financial Management Assistant, the agency secured all of its new position requests. If funding allows, the position may be placed in the 1990 budget as part-time and limited-term.

The request for a new telephone system has been approved as a fourth priority on the small projects list.

November 14th is the scheduled first meeting of the month for the Community Human Services Board. However, the County Board is also meeting that day to consider county department budgets. Therefore, the Community Human Services Board decided to change its meeting date from November 14th to November 7th beginning at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

An envelope for contributions to Kids at Camp day was circulated among Board members.

4. Citizens Concerns/Unlimited Topics.

There were no citizen concerns expressed or topics introduced.

III. PROGRAM ISSUES

1. Waiting List Report.

Two items were added to the waiting list report contained in the Board packet. They were: Emergency Services -- 6 new clients with an average wait of 3 days and 3 days before services can be given; Income Maintenance services -- 61 new clients experiencing an average wait of 3 weeks and 3 weeks before services can be given. A Motion was made by Mrs. Lundquist and Seconded by Mr. Kiedrowski to accept the waiting list as revised. All were in favor of the motion. Motion carried.

2. Mental Health Inpatient Report.

Currently, the mental health inpatient report reflects a 56% actual usage as compared to a projected usage of 66%. This represents a \$36,000 decrease in service need. A Motion was made by Mrs. Lundquist and Seconded by Ms. Eskritt to approve the report as submitted. All were in favor of the motion. Motion carried.

3. Report on Commitment Procedures for Alcohol and Mental Health Services.

Bill McCulley presented a report on commitment procedures for voluntary placements, 51.15 (mental health/drug), 51.20 (mental health/drug/alcohol), and 51.45 (alcohol) commitments. Extensive information on this subject can be found in the August 8th Board packet. Mr. McCulley defined the types of commitments and expanded upon the detention process, probable cause hearing, and the actions needed as a result of the final hearing. This year, there have been 60 mental health commitments, 8 alcohol commitments, and 23 voluntary placements. Mr. McCulley was thanked for his presentation.

IV. FISCAL ISSUES

1. Approval of Vouchers.

There were no vouchers to be approved.

V. PERSONNEL ISSUES

1. Action to Approve Limited-Term Employee for Public Health Section.

The agency requested permission to hire a limited-term HSS1-Nurse in the Community Health Section for a total of 206 hours beginning 9/11/89 through 9/30/90. The position is at no cost to the county. A Motion was made by Mrs. Lundquist and Seconded by Mr. Medin to approve the LTE request as submitted. All were in favor of the motion. Motion carried.

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VI. ADJOURNMENT

A Motion was made by Ms. Holmes and Seconded by Mr. Kiedrowski 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, September 26th, 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 26, 1989

Present

Paul Borham
Fran Eskritt
Carole Holmes
Marge Lundquist
Gene Szymkowiak
Jackie Hoppen
Dave Medin
Dave Eckholm

Excused

Deb Anstett
John Holdridge
Tony Kiedrowski

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, Supervisor; David Pagel, Program Manager; Mike Houlihan, Portage House Director; Bill Zimdars, Advisory Committee member; Sandy Haasl, Bookkeeper; Mary Boushley, Human Services Assistant; Brenda Regeth, Stevens Point Journal; representatives from WSPT and United Way; Debbie Sniadajewski, Discovery; and concerned users and providers of day care services.

I. COMMUNITY HUMAN SERVICES BOARD TRAINING

Lucy Kluck, Business Manager, presented the September training program which featured the department budget process.

The meeting was called to order by Chairman Borham at 4:30 p.m. on Tuesday, September 26th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of September 5, 1989.

A Motion was made by Mrs. Hoppen and Seconded by Mr. Szymkowiak to approve the Minutes of the September 5th meeting as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

The next Board meetings will be Tuesday and Wednesday, October 3rd and 4th, to discuss the department's budget requests. Budget books will be hand delivered on Friday. Finance Committee will consider the department's request on October 9th.

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Kids Day At Camp was very successful. The agency had television (Channels 7 and 9) coverage. The Stevens Point Journal will also be publishing an article on camp activities some day this week.

Mr. Borham was congratulated for having a street in the Industrial Park name for him.

4. Advisory Committee Report.

Fran Eskritt reviewed the September Advisory Committee meeting activities with the Board. Fran noted that the Teen Sexuality Task Force will present its final report in November and that the members were given an update on the progress of the Listening Forum efforts and the Health Plus program. A Motion was made by Carole Holmes and Seconded by Jackie Hoppen to approve the report as submitted. All were in favor of the motion. Motion carried.

5. Citizen Concerns/Unlimited Topics.

No concerns or issues were voiced.

III. PROGRAM ISSUES

1. Resolution to Declare October 24th as Anne Klesmith Recognition Day in Portage County.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Hoppen to forward to the County Board a resolution calling for the recognition of Anne Klesmith. All were in favor of the motion. Motion carried.

2. Report on Reorganization of Financial Services Section.

The proposed reorganization of the Financial Services Section was presented by Lauri Rockman. During the presentation, she discussed the economic forecasts, barriers to self-sufficiency, initiative goals, current and proposed delivery system, as well as potential benefits to clients, staff, and agency. The reorganization would be effective January, 1990. The Board endorsed the proposed reorganization.

3. Report on Agency Intern Programs.

The department has two intern programs -- an agencywide program and a doctoral level psychology intern program specific to the Psychological Services Section.

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Daryl Kurtenbach outlined the scope of the agencywide program. To better publicize this program and increase intern usage at UW-SP, the Board suggested that Daryl consider creating appropriate posters, contacting all department chairs, advertising the program in the the Pointer newspaper as well advertising on the video bulletin board, and contacting individuals with the specific majors the program wants to encourage participation from.

In Dr. Cleve's absence, Bill McCulley reviewed the doctoral internship. Three interns are currently employed by the department. However, as noted in Dr. Cleve's memo, at the end of the intern year (September 5, 1990) the program will be discontinued.

Mrs. Bablitch indicated that if the psych intern program is discontinued, the agency may need to request a full-time psychologist or Master's level social work position to meet the increased need and workload.

4. Report on Methods of Allocating Child Day Care Funds.

The Board reviewed information on both the current method of funding day care and the planned projection method as well as the advantages and disadvantages of both methods. Daryl Kurtenbach then distributed information on 1990 funding and expense projections. The agency will be receiving approximately \$88,328 in consolidated AFDC day care dollars and may experience a surplus in 1990 of over \$28,600. However, day care funding for the working poor and respite care will be \$95,552. Extrapolating 1990 needs from 1989 projections, it would appear that the program may run a surplus of \$160. In addition, the state has allowed \$21,600 in "start-up" monies to help in publicizing day care resources as well as enhancing current day care systems in the county.

For 1989, the needs of all the transitional and post-AFDC waiting list clients will be met. However, that is not the case for the working poor. The agency will have approximately \$11,800 of new revenue to help this population. This money comes from St. Vincent de Paul (\$5,000), the Portage County Child Care Association (\$800), and a projected surplus in the respite portion of the day care program (\$6,000). While this group's day care needs have not be fully calculated yet, there is a \$12,123 need seen thus far. Twenty-eight families are also on a waiting list.

Mrs. Bablitch read a letter from D. J. Day Care requesting that Portage County continue to use its current allocation method.

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A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to adopt the planned projection model for 1990 and instruct Daryl Kurtenbach to come back with recommended alternatives to implement this method. In discussing the motion, Mr. Eckholm felt the disruption to providers and users of the service as well as the bad department image was too big of a negative to stay with the current methodology. Jackie Hoppen disagreed with Mr. Eckholm and felt that it was more equitable to all concerned to have day care funding distributed to all eligible persons until the money was expended. Mrs. Sniadajewski stated that a community opinion survey about how people felt the agency should fund day care was conducted at the COPS food store. Out of about 223 people polled, 203 indicated the department should use the planned projection method. The question was then called. A roll call vote was taken. Against the motion: Hoppen, Borham, and Eskritt. For the motion: Lundquist, Medin, Holmes, Szymkowiak, and Eckholm. Motion carried.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mrs. Lundquist and Seconded by Mr. Szymkowiak to approve vouchers in the amount of \$11,889.50 as submitted. All were in favor of the motion. Motion carried.

2. Action to Use Grant Money to Fund Employee's Attendance at AIDS Conference.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the use of grant money to fund an employee's attendance at the AIDS Conference. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Out-of-State Travel for Portage House Employee.

Mr. Houlihan amended his request to include an additional \$100 for reimbursement of all mileage costs associated with travel to the out-of-state conference. The total conference cost should reflect \$545. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist to approve the out-of-state travel for the Portage House employee and the associated costs as revised. All were in favor of the motion. Motion carried.

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2. Action to Hire LTE Lab Aide.

A Motion was made by Mr. Eckholm and Seconded by Carole Holmes to approve the hiring of an LTE Lab Aide as requested. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meetings are budget hearings scheduled for Tuesday and Wednesday, October 3rd and 4th, beginning at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 3, 1989

Present

Jackie Hoppen
Paul Borham
. Deb Anstett
. Gene Szymkowiak
Carole Holmes
Marge Lundquist
Dave Medin
Fran Eskritt
Dave Eckholm
. Tony Kiedrowski

Excused

John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz, Mike Carder, Jerry Koepfel, Suzanne Oehlke, Jennifer Cummings, Lauri Rockman, and Steve Tuszka, Supervisors; Jim Riggerbach and Dave Pagel, Program Managers; Mike Houlihan, Portage House Director; representatives from the United Way, First Call For Help, Community Alcohol and Drug Abuse Center, Community Industries, Family Crisis Center, the Achievement Center, and Midstate Epilepsy; and Brenda Regeth of the Stevens Point Journal.

The meeting was called to order by Chairman Borham at 4:00 p.m. on Tuesday, October 3, 1989, in Conference Rooms 1-2 of the Gilfry Center. This was the first of two days set aside to consider the agency's 1990 budget requests.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of September 27, 1989.

A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Hoppen to approve the Minutes of September 27th as written. All were in favor of the motion. Motion carried.

IMPORTANT: The regular Board meeting which was scheduled for October 10th is cancelled due to lack of agenda items.

II. REVIEW OF PROPOSED 1990 DEPARTMENT BUDGET

1. Budget Overview.

Mrs. Bablitch noted that the Finance Committee has targeted a 4% increase for all departments. Several exceptions have already been granted by the Finance Committee such as computer services and health insurance increases. The agency will be asking for two additional exceptions: travel and General Assistance costs. The budget also includes a 4% increase for contract agencies.

Lucy Kluck indicated that some salary line items reflect an increase greater than the 3.5% recommended by the Finance Committee. Rationale for this phenomenon include (1) there are an additional 8 hours in 1990; (2) \$20,000 in leave without pay had been granted last year; (3) 1989 OPEIU salary saw a lift in midyear which affects the 1990 base; (4) some nonunion employees will receive longevity plus the 3.5% increase.

Two documents were distributed and discussed. The 1989-1990 Budget Changes Funded by Community Aids/County Tax Levy document reflected a total of \$291,276 of which \$107,120 was funded through Community Aids and \$184,156 (14.8%) would be needed from the tax levy. The second document--1990 Budget Analysis of Guideline Compliance--indicated a 12.7% bottom line. However, the department is requesting two additional exceptions from the Finance Committee. These exceptions are \$3,889 for travel and \$97,428 for General Assistance costs. If these additional exceptions are granted, the agency would be at a 4.7% request. After the budget had been published, Mrs. Kluck found that she had incorrectly calculated the effect of the General Assistance exception. To reach the 4% bottom line, \$6,488 would need to be reduced in the budget request. This will be accomplished through an additional \$3,056 in voluntary time off and additional revenue in the amount of \$3,444 from the Achievement Center's van account.

With the conclusion of the overview, the Board than began the review of each Division. Presenting the various budgets were Mrs. Bablitch--Administration, Mrs. Kluck--Business Services, Mrs. Hall--Health, Mr. Kurtenbach--Shared Services, and Mr. McCulley--Restorative Care.

2. Review of Administration Budget.

The Administration budget included a 14.9% total budget net level increase. The major reason for this increase was that \$5,000 had been allocated for staff development funds which would allow about \$50 in training for each staff member not receiving staff development funds through other sources. Mrs. Hoppen questioned how the volunteers would be recognized since the budget contained a line item but no dollars allocated for it. Mrs. Bablitch indicated that the agency would try to obtain a grant for this purpose. There were no further questions or concerns voiced.

3. Review of Business Division Budget.

This budget reflected a budget level net increase of 10.9%. Significant increases were realized with the new telephone system, computer services, postage, and professional liability. Coverage levels have been increased for professional liability and therefore the sizeable increase in premiums. The Division is expecting to realize increased revenue from the trust account interest. The staffing pattern remains status quo.

4. Review of Shared Services Division Budget.

The overall Shared Services Division budget reflected an 8.46% increase. This increase is due to several factors. Two positions (the Crisis Interventionist and the Foster Care Coordinator) are in the 1990 budget for a full-year. (The Crisis position began in July and the Foster Care position had been in other budgets.) The contract agencies (First Call For Help and Family Crisis Center) received a 4% increase. In addition, the day care allocation was reduced about \$17,000. Finally, an additional \$27,000 in Learnfare day care has been realized but must be returned to the state if it is not encumbered. The Commodity Distribution Program has been transferred to the Restorative Care Division's General Assistance program. There is no new staff within this budget.

5. Review of Health Division Budget.

The Health Division budget reflected an 18.84% increase. Revenues are changing within the Division. The Adolescent Pregnancy Prevention grant will only continue for six months, Healthy Start will only run through February, and Health Check will also decrease. However, WIC will receive an additional \$2,000 and the MCH Refugee grant will receive additional funds. The Prevention Block grant remains the same and therefore the LTE HSS1-Sanitarian hours will need to be decreased. All Section fees are up including such services as environmental health licenses, chlamydia and STD testing, immunizations, and COP assessments. Home health visits have stabilized and therefore revenues are anticipated to increase.

Expenses have increased in several areas: personnel costs, professional licensure, and travel.

Staffing patterns have changed. The Coordinator's budget included two continuing grant-funded LTE positions--Healthy Start and Pregnancy Prevention. In Community Health, a new permanent, part-time 18.5-hour MCH nurse was approved. This position is paid totally through the MCH grant. In addition, three LTE's are included--HSS1-Nurse (AIDS grant-65 total hours), HSS1-Nurse (Refugee services grant-3.5 hours/wk.) and Hmong interpreter (96 hours/year). Environmental Health lost an 8-hour LTE Aide but does include a continuing grant-funded LTE HSS1-Sanitarian (14 hours/wk) and an Environmental Health intern for 400 hours (10 weeks total). Home Health included a new 520 hour LTE HSS1-Nurse to fill in for vacations and help reduce overtime needed in the section. In addition, a home health aide position has been reduced 5 hours in 1990. The position will go from 20 hours per week to 15 hours effective January 1, 1990. The Section will also hire a 520-hour LTE personal care worker to offer personal care services to home health patients. The WIC budget included an approved permanent quarter-time WIC Clerk as well as a 4-hour per week (79 total hours) LTE bilingual (Hmong) aide. Laboratory Services showed a permanent, part-time (15 hours per week) HSS1-Medical Technologist. The Section will also be requesting a work/study student for the year.

Because of decreased need, the outlying Family Health Clinics will see some reduction in time. However, increased time will be allocated to the school health, Southeast refugee, cardiovascular risk assessment, and WIC programs.

6. Review of Restorative Care Division Budget.

The Restorative Care Division budget reflected a 13.7% increase. There was no change in the Coordinator's budget. The increase seen in the Counseling Section was due primarily to the state increasing the substitute care fees. Emphasis will also be placed on community-based programming. The AODA budget is self-sustaining through a state grant. The Financial Services budget reflected the consolidation of the Financial Services budget with the PRIDE budget. Included in the budget is the belief that the agency will coordinate the WEJT program. If this does not become a reality, the budget will be decreased appropriately. The Fraud budget reflected a small decrease in the expenses of the District Attorney's office. In General Assistance, emergency medical needs continue to be high. One-half of the cost for regular medical need was for one person with cancer. This person's costs are decreasing because the client has stabilized. Commodities Distribution will be administered under the General Assistance

program. This program is self-funded. The Psychological Services budget included three interns for the total year. However, the department may be discontinuing the program and may need to request approval to hire of another Mental Health Clinician 2. Mental Health Services budget still contains equal expenses and revenues for UW-Consultation. However, Mr. McCulley indicated that only \$1,018 in billables have been received since January while expenses are almost \$6,000 in that timeframe. He would prefer having students come to the Gilfry Center for services rather than continue the contract next year. The current contract terminates on December 31, 1989. To keep this budget in line, all possible alternatives in lieu of long-term, expensive institutional placements are explored. The department will try to generate additional state and General Assistance revenue for appropriate clients. Chemical Dependency budget reflected a 4% increase to contract agencies such as CADAC. Programs such as Oakside help keep inpatient costs down. When asked by Deb Anstett how CADAC would manage with a 4% increase instead of the 6% requested (about a \$5,000 request reduction), Mr. Shoup indicated his board would try to see if it could increase revenues while decreasing expenditures. Portage House is a self-sufficient program. The program now reports its costs monthly and cannot retain project income. If there is a potential for surplus, it will be spent in outlay as noted in Mr. Houlihan's budget.

The staffing pattern remains status quo.

At 5:25 p.m., the Board recessed until Wednesday, October 4th, to conclude the budget hearings.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
WEDNESDAY, OCTOBER 4, 1989

Present

Paul Borham
Gene Szymkowiak
Carole Holmes
Fran Eskritt
Marge Lundquist
Jackie Hoppen
Tony Kiedrowski
Dave Eckholm
Dave Medin
John Holdridge

Excused

Deb Anstett

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Daryl Kurtenbach, Bill McCulley, and Jim Canales, Coordinators; Steve Tuszka, Jerry Koepfel, and Lauri Rockman, Supervisors; Jim Riggerbach and Dave Pagel, Program Managers; representatives from contract agencies including New Concepts, Community Industries, Community Alcohol and Drug Abuse Center, Achievement Center, and First Call For Help; representatives also from United Way and Midstate Epilepsy; and Brenda Regeth of the Stevens Point Journal.

I. ACTION TO RECONVENE MEETING OF OCTOBER 3RD

The October 3rd budget meeting was reconvened by Chairman Borham at 4:00 p.m. on Wednesday, October 4th, in Conference Rooms 1-2 of the Gilfry Center.

Jim Canales spoke on behalf of the Long-Term Division.

II. CONTINUATION OF REVIEW OF PROPOSED 1990 DEPARTMENT BUDGET

7. Review of Long-Term Care Division Budget.

The Division of Long-Term Care budget reflected a 3.4% net increase. Overall revenues are up 32% while expenses are up 18%. In the Coordinator budget, the Alzheimer's grant has increased nearly \$6,000. The COP budget reflects an increase in the state allocation of about \$30,000 which will be needed to keep up with increased referrals. Currently 25 individuals are on a waiting list. Also, case management fees are expected to rise about \$5,000. The CSP budget will also see additional revenues from case management and day services. The IMD regulations may change regarding reimbursement of costs. This section budget contains only revenues and expenses for the two IMD beds projected to be rented to other counties. However, Portage County's costs for IMD shelter and medical are found in the General Assistance budget since that is where the county can claim greatest reimbursement. D.D.

budget shows a decline in expenses and revenues for supportive home care services. These service costs have been reallocated to elderly services because the need is greatest there. Also revenue are down in supportive employment because the current grant will only continue for approximately 3 months in 1990. CIP will see an increase of about 70% due to 18 people participating in the program. Revenues are based on each dollar spent up to \$85.00 per day. The agency is also able to capture administrative revenue for these services. The Achievement Center line item should reflect \$16,000 in revenue. Community Industries asked for a 7.15% increase and the agency allocated 3.8% increase.

Mr. Rice indicated that the dollar difference between his request and his allocation amounted to \$14,759. He indicated that CIC would have to get additional funds from other sources or make cuts in services to clients. He felt that CIC and other contract agencies should receive more than a 4%. In speaking with the Business Manager, he found out that if the department were given all the exceptions, it will receive about a 6% increase. He felt it was only fair to treat contract agencies the same as other agency sections and allow contract agencies to exclude the same items (health insurance increases, etc.) agency sections had excluded. Paul was also concerned that while long-term care had substantially increased its revenue, the total long-term division budget was only 3.4%. Mr. Rice called for the equitable treatment of all contract agencies and department divisions.

Mrs. Bablitch indicated that a 4% was the standard set by the Finance Committee and that guideline was passed onto the contract agencies. The department will be asking for two other exceptions to the guidelines and at this point in time, Mrs. Bablitch was not willing to ask for an additional exception so that contract agencies could receive additional funding.

Mr. Szymkowiak suggested that if contract agencies had concerns they should appear before the County Board and let them be known.

Mike Mills of New Concepts indicated that three-fourths of his increase would go for direct care wages.

Elderly Services budget showed an increase because a new half-time social work position has been included in the figures. Also Medical Assistance Waiver revenues are anticipated to substantially increase. The Adult Protective Services budget increased because one position was transferred from the Shared Services Division to this unit.

These highlights concluded the budget hearing. Mr. Borham asked for questions or comments from the audience. There were none.

III. ACTION TO ADOPT 1990 BUDGET AND FORWARD TO FINANCE COMMITTEE

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Eckholm to accept the 1990 budget as presented and forward it to the Finance Committee. Mrs. Hoppen commended staff who agreed to take leave without pay. Mr. Medin questioned the appropriateness of including \$8,000 for reclasses in the Financial Services budget. He felt, and everyone concurred, that just because the \$8,000 had been included in the budget did not assure that any or all of the proposed reclasses would be approved nor that all the dollars set aside would necessarily be used for the reclasses. Mr. Szymkowiak called setting aside the money good planning. Mrs. Bablitch indicated that these positions are usually considered "no cost to the county" because they are for a state program. Setting the money aside would assure that if any reclasses were approved, county money would not have to be used. She concurred with Mr. Holdridge that the General Fund is normally used for such unanticipated expenses as reclasses. In normal circumstances, the county provides any additional money needed to fund reclasses and she did not want to set precedent by now being required to find dollars for any future reclassifications. The department has been working closely with Mr. Deger on this matter.

To recap, Mrs. Bablitch indicated that the department would be able to submit a 4% county levy budget if two additional exceptions were made for General Assistance and Travel.

Because he had not been present for the first budget meeting, Mr. Holdridge indicated he would abstain from voting on the motion. The question was called. With the exception of Mr. Holdridge, all were in favor of the motion. Motion carried.

Mrs. Bablitch indicated that the Finance Committee will consider the department's budget on Monday, October 9th.

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IV. 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 5:05 p.m.

Board members were reminded the October 10th meeting has been CANCELLED due to lack of agenda items. The next meeting is scheduled for Tuesday, October 24th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD
OCTOBER 24, 1989

Present

Paul Borham
Gene Szymkowiak
Marge Lundquist
Fran Eskritt
Carole Holmes
Jackie Hoppen
Deb Anstett
Tony Kiedrowski
Dave Eckholm
John Holdridge

Excused

Dave Medin

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Daryl Kurtenbach, Jim Canales, and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; Elaine Harrison and Geni Aman, Advisory Committee members; Deb Manville, operator of the Infant/Toddler Center-Plus; Sue Wilcox of the United Way; and Brenda Regeth of the Stevens Point Journal.

I. COMMUNITY HUMAN SERVICES ADVISORY COMMITTEE AND BOARD TRAINING

Individualized group sessions were held for members.

The meeting was called to order by Chairperson Borham at 4:30 p.m. on Tuesday, October 24th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of October 3, 1989.

A Motion was made by Mr. Szymkowiak and Seconded to approve the Minutes of October 3rd and 4th as submitted. Mrs. Hoppen clarified her comments on page 2 Section 2 of the October 3rd Minutes. She felt that the taxpayer should know that the agency is saving county tax dollars by using volunteers. (Currently the agency receives the services from about 3.5 FTE volunteers each month.) All were in favor of the motion. Motion carried.

2. Correspondence.

In response to Mr. Idsvoog's request, Paul Borham read his letter regarding the Board's formal support for applying for WEJT funds.

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3. Director's Report.

The Board was reminded that its next meeting is Tuesday, November 7th.

The Finance Committee was very receptive to the needs of the agency and approved many of the exceptions requested by the department. The agency did get the G.A. and new position (Lab Tech) exceptions. The Finance Committee did not approve the travel exception primarily because other departments did not request or get the exception. At this point in time, the \$3,900 will be taken from appropriate travel line items. In light of the extenuating circumstances surround department travel, Mr. Szymkowiak felt it might be worthwhile to bring the travel exception request before the full County Board when it acts on the budget. The Finance Committee also approved the new phone system for the agency.

4. Citizen Concerns/Unlimited Topics.

Mr. Borham reported he attended the two-day Fall Conference of the Public Health Affiliate in Waupaca. The conference was very successful and well attended. Elected Dual Presidents were Linda Adrian and Oscar Copes, Vice-Presidents are Kathy Sutland and Paul Borham. Several agency staff also attended.

ADJOURN TO EMPLOYEE LOUNGE FOR ANNE KLESMITH RECOGNITION TEA

The Board reconvened its meeting at 5:15 p.m.

III. PROGRAM ISSUES

1. Waiting List Report.

The Waiting List was reviewed. A Motion was made by Mr. Eckholm and Seconded by Mrs. Hoppen to accept the report as submitted. All were in favor of the motion. Motion carried.

2. Mental Health Inpatient Report.

Mr. McCulley indicated that the inpatient budget is about 10% (\$36,000) below what was projected. However, these funds will be used to offset some costs for individuals in care in Milwaukee. A Motion was made by Mr. Holdridge and Seconded by Ms. Eskritt to accept the Mental Health Inpatient Report as submitted. All were in favor of the motion. Motion carried.

3. Third Quarter Program Statistical Report.

The Board reviewed the Third Quarter Program Statistical Report. Clarification was given on Aging Receivables. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Lundquist. All were in favor of the motion. Motion carried.

4. Home Health Annual Report.

Jennifer Cummings, Home Health Supervisor, provided the Board with the 1988 Annual Home Health Report. Mrs. Cummings explained the difference between LPN and RN duties and why the agency chose to hire only RN's. The most pressing situation is the reimbursement factor. The county continues to subsidize the program. A Motion was made and Seconded to accept the report as submitted. Since November is Home Health month, a video has been made highlighting the home health program. The video will be shown on Cable Access (Channel 3) TV, at the hospital, used in the community, and at the agency.

5. Report on County Day Care Center--Infant/Toddler Center "Plus".

Debra Manville, operator of the center, provided a progress report for the Board. Because of the later-than-anticipated start-up date, the center has not operated at a profit. To date, the facility is not operating at 100% capacity and currently has 19 children, seven of which are children of county employees. Ms. Manville was confident that the financial situation and attendance would increase. She shared a rumor that employees of the health care center were boycotting her services because they supposedly felt that a lesser rate should be paid (not the \$1.80/hour charged by the day care). River Pines Living Center provides day care services for their employees at a rate of \$1.00/hour. A Board member questioned whether this service might be included as a fringe benefit. Mrs. Manville was thanked for her update. She will also give a report to the Health Care Center Board and is working with the new administrator.

6. Summary Report on Portage County Alcohol Survey.

Mr. McCulley briefly reviewed the results of the Alcohol Survey with the Board. About 54% of the respondents answered correctly; 25% answered incorrectly; and 25% did not know the answer. Bill briefly reviewed the demographics and major issues addressed. Of real concern to Mr. McCulley is both the parents' and adolescents' attitude toward alcohol--that it is better to use alcohol than to use drugs. Anyone having further questions about the results should contact Bill.

IV. FISCAL ISSUES

1. Action to Approve Vouchers.

Because of state statutes, the Board must have access to the entire voucher/purchasing order listings. These lists will be provided for Board review prior to the meeting. However, certain vouchers will continue to be highlighted for the Board. A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve purchase orders in the amount of \$11,333.22 and vouchers in the amounts of \$79,289.11 and \$42,534.13. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting will be Tuesday, November 7th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 7, 1989

Present

Paul Borham
Fran Eskritt
Carole Holmes
Tony Kiedrowski
Dave Eckholm
Dave Medin
John Holdridge
Deb Anstett

Excused

Gene Szymkowiak
Marge Lundquist
Jackie Hoppen

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Cindy Schmitz and Mike Carder, Supervisors; Lucy Kluck, Business Manager; Joan Cantlon and Karen Clifford, staff; Sue Wilcox of the United Way; Paul Rice of Community Industries; Denise Kaderabek representing WSPT; and Brenda Regeth of the Stevens Point Journal.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

The Board and Advisory Committee attended small group training.

The meeting of the Community Human Services Board was called to order by Chairman Borham on Tuesday, November 7th, at 4:45 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of October 24, 1989.

A Motion was made by Mr. Kiedrowski and Seconded by Ms. Eskritt to approve the Minutes as written. All were in favor of the Motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Mrs. Bablitch reported now that the budget is behind the agency, staff are making progress of projects they had previously set aside. Also, WASHP and WSSBMDA, two groups that represent Human Services and Social Services agencies, are considering merging into one consolidated lobbying group. If this occurs, Mrs. Bablitch may request that the agency join the consolidated organization.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics to be considered.

III. PROGRAM ISSUES

1. Report on Study of Hazardous Waste Issues.

Joan Cantlon and Mike Carder presented an update on the study of the hazardous waste issue. Included in the Board packet was a report on a Household Hazardous Waste Collection Program. Ms. Cantlon indicated the report had been shared with, and well received by, the Solid Waste Management Board. Mr. Medin, a member of that Board, indicated the Solid Waste Management Board will be looking at the possibility of supporting a Clean Sweep Project in 1990 and has asked Ms. Cantlon to supply more information as to the cost and logistics of the project. Ms. Cantlon indicated that if a Clean Sweep Project was undertaken, it would be beneficial for the county to team up with several other counties to reduce the cost of the program. Current figures indicate a per household cost is about \$52.00 and that a reasonable participation rate is between 1% and 3% of the total county households. Using these figures, a ballpark cost at the 1% level of participation would be about \$11,000, a 2% level cost would be about \$22,000, and a 3% participation level would be about \$33,000. Currently there are funds available from the DNR to fund a Clean Sweep Project; however, participation would be limited to households and not businesses or farms. In accepting the DVR funds, Portage County would be indicating its commitment to an ongoing Clean Sweep Project at the county's expense. Some Board members felt that it would be important not to limit the Clean Sweep Project only to households but to include everyone within the county. While Ms. Cantlon is waiting to see if funding is available for a Clean Sweep Project, she is planning an educational program on household hazardous wastes and will present it to various groups within the community. Educational efforts will also be aimed at providing county citizens with some very good handouts on this issue. The department recommended continued work on the education component and the Clean Sweep Project including the small business component.

A Motion was made by Mr. Holdridge and Seconded by Mr. Kiedrowski to continue the educational component of the program and to refer the Clean Sweep Project along with all further pertinent information to the Solid Waste Board for consideration. All were in favor of the motion. Motion carried.

2. Waiting List Report.

The Board reviewed the Waiting List Report. Some members questioned the long wait for money management. Mr. Kurtenbach indicated that several banks in area are willing to take on money management cases. This will eventually eliminate additional clients on the list. Board members also questioned the waiting time for parent and vocational services. A Motion was made by Mr. Medin and Seconded by Mrs. Anstett to approve the Waiting List Report as submitted. All were in favor of the motion. Motion carried.

3. Inpatient Report.

The current Inpatient Report shows a usage rate of 65%. Mr. McCulley reported that there were only two commitments in the month of October. Any unused inpatient funds will first be used to offset the costs of two people now in special care programs in Milwaukee and then used to offset the 1989 General Assistance deficit. A Motion was made by Ms. Holmes and Seconded by Ms. Eskritt to approve the report as submitted. All were in favor of the motion. Motion carried.

4. Update on Listening Forum (Public Participation Process).

The Listening Forum's telephone marathon went well and all the data has been inputted into a statistical program. The Steering Committee (United Way, Mental Health Association, and our agency) will meet to determine what types of data should be retrieved. Eventually a document will be produced showing areas of citizen concerns. This document will be used by the Advisory Committee to determine their next task forces.

5. Report on Healthy Beat (Cardiovascular Risk Assessment) Program.

Karen Clifford and Cindy Schmitz presented an update on the Healthy Beat Program. The agency has been focusing its efforts at worksites. So far, 464 persons have been screened. Clinic sites have included Portage County, Sentry, Celestial Farms, and several school systems. Information on heart healthy hints and the information/assessment tool used in the program was distributed. Mrs. Clifford and Mrs. Schmitz was thanked for the update.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Kiedrowski and Seconded by Ms. Holmes to approve vouchers in the amount of \$199,991.31 and purchase orders in the amount of \$1,714.61. All were in favor of the Motion. Motion carried.

2. Fee Schedule Report.

The Board reviewed the fee schedule list and accepted it as presented.

3. Action to Adopt Process to Award Service Contracts.

The agency will need to have a formal process to review bids and award contracts for Day Care project money and potential WEJT money. Therefore, the RFP process was developed for Board review and approval. In reviewing the process, several changes were made. The Board indicated that staff should make recommendations to the Board as to whom the committee members should be to fill the consumer, expert, and financial advisor positions. Also in #4, the Board felt language to the effect that the "Committee will make a decision on selection and refer on to the Community Human Services Board" be added. Mrs. Anstett requested that in item #2 the words "and selection" be added to the end of the sentence. A Motion was made by Mrs. Anstett and Ms. Holmes to approve the RFP process as revised. However, other changes to the process were offered and both Mrs. Anstett and Ms. Holmes withdrew their Motion and Second. A Motion was made by Mr. Holdridge and Seconded by Ms. Holmes to increase the committee membership from five to seven members with at least two members representing this Board. With the exception of Ms. Eskritt and Mrs. Anstett, all were in favor of the motion. Motion carried. A Motion was then made by Mrs. Anstett and Seconded by Ms. Holmes to approve the RFP Process as amended. All were in favor of the motion. Motion carried. (The amendments included having a 7-person committee, having staff make recommendations to the Community Human Services Board as to the appropriate persons to serve on the committee, adding "and selection" to item #2, and adding to item #4 the sentence "Committee will make a decision on selection and refer on to the Community Human Services Board.)

Not all Board members were present. Therefore, the Board decided to appoint its representatives to these two committees at its next meeting.

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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 6:15 p.m.

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 28, 1989

Present

Paul Borham
Fran Eskritt
Carole Holmes
Gene Szymkowiak
Deb Anstett
Dave Medin
Tony Kiedrowski
Marge Lundquist
Dave Eckholm
John Holdridge

Excused

Jackie Hoppen

Others Present: Judy Bablitch, Director; Susan Rutta, Administrative Assistant; Bill McCulley and Daryl Kurtenbach, Coordinators; Cindy Schmitz, Supervisor; Dave Pagel, Program Manager; Lucy Kluck, Business Manager; Sue Beveridge, Laurel Hoeth, Mary Patoka, and Peggy Eble, members of the Teen Sexuality Task Force; Debbie Sniadajewski, concerned day care citizen; Sue Wilcox of the United Way; and Brenda Regeth of the Stevens Point Journal.

The meeting was called to order by Chairman Borham at 4:00 p.m. on Tuesday, November 28, 1989, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of November 7, 1989.

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

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

Mrs. Bablitch reported the agency has received the WEJT grant. Also, the Board training for today will not take place due to the illness of Mr. Hoffman (Salvation Army representative). The Board's second meeting of December (December 26th) is cancelled, unless members are otherwise notified.

4. Advisory Committee Report.

Fran Eskritt provided the Board with an update on Advisory Committee activities. At its last meeting, the Committee heard division quarterly reports, approved the Teen Sexuality Report, approved a leave of absence for Mary Maller, and appointed Ms. Hoffman to the Day Care RFP Committee and Mrs. Kammer to the WEJT Committee. A Motion was made by Mr. Medin and Seconded by Mr. Szymkowiak to accept the Advisory Committee report. All were in favor of the Motion. Motion carried.

5. Citizen Concerns/Unlimited Topics.

Under Unlimited Topics, Mrs. Klucy reported the agency's new telephone system has been approved by County Board and will be operational on February 10th. There should be no inconvenience to callers.

II. PROGRAM ISSUES

1. Action to Approve Final Report--Task Force on Teen Sexuality.

Marge Lundquist and Cindy Schmitz discussed the activities of the Teen Sexuality Task Force. Mrs. Lundquist provided a history of the group. She discussed the five issues the task force felt were key to the issue as well as highlighted the major recommendations. The Board also viewed excerpts from a video produced in Portage County about teens affected by too early pregnancy.

Ms. Schmitz reviewed 1989 adolescent pregnancy prevention funding activities. Cindy indicated 1990 activities included a January community forum to be held at SPASH. The forum will highlight the task force recommendations as well include a speaker on teen issues. The second annual teen/parent communication workshop, "Communication Is The Key" is scheduled for April at the Elizabeth Inn. Finally, Peggy Eble will conduct sexuality classes for 5th and 6th graders and their parents in the Rosholt, Amherst, and Almond/Bancroft areas.

In discussing the need for teens to have ready access to reproductive health services, Laurel Hoeth felt that SPASH administration might be willing to consider having a family planning specialist available at the school for consultation, provided the position was not paid for by the school district. She felt that eventually it might be possible

for full family planning services to be provided at the school site. Because of the connotation associated with "family planning", some Board members felt perhaps the person providing the consultations be called a "reproductive health coordinator" or a "women's health services coordinator".

A Motion was made by Mr. Eckholm and Seconded by Tony Kiedrowski to accept the task force report and ask the department to review the report and come back with a plan for implementation. All were in favor of the motion. Motion carried. Mrs. Bablitch indicated a report could possibly be forthcoming in six months.

2. Action to Amend Request for Proposal Process and Appointment of Committee Members for WEJT/PRIDE Subcontracts.

In addition to the changes suggested at the last Board meeting, two additional alterations were suggested in the RFP process. These included (1) two consumers, or if this is not possible, one consumer and two Advisory Committee members, and (2) current or former consumers of service are acceptable. A Motion was made by Mr. Holdridge and Seconded by Mr. Eckholm to accept the revised process as submitted. All were in favor of the motion. Motion carried.

The recommended slate of candidates for the WEJT RFP Committee was discussed. Ms. Eskritt indicated her willingness to represent the Board on the committee. Mr. Borham also appointed Mrs. Hoppen to the committee and will request she act as chairperson for the group. Mr. Borham will contact Mrs. Hoppen regarding her appointment. If for some reason Jackie cannot participate, another Board representative will be sought. A Motion was then made by Mr. Borham and Seconded by Ms. Holmes to accept the nominees for the WEJT RFP Committee. All were in favor of the motion. Motion carried.

3. Child Day Care Status Report and Overview of 1990 Allocation Process.

Daryl Kurtenbach gave an update on the child day care issue. It now appears the agency will be able to completely fund day care costs for current day care users through 1989. If any money is left over (and Daryl anticipates at this point in time about \$600 may be left), it will be used to fund people on the "new" waiting list. The Board expressed concern fourteen families did not respond

to the department's request they come in for an interview to project their September through December day care needs and that ten of the fourteen families did not complete the day care survey as to why they chose not to request funding. The Board instructed Mr. Kurtenbach to personally contact these families and see why they had chosen not to participate in the day care funds at this time.

It also appears as though there will be a surplus of about \$4,300 in 1989 transitional day care funds and about a \$6,500 surplus in the post-AFDC day care funds. However, these monies cannot be carried in 1990 and cannot be transferred to the other day care account.

For 1990, the agency will receive \$43,186 in Learnfare Day Care funds, \$113,328 in Consolidated AFDC Day Care funds, \$99,552 in Community Aids for day care, and \$21,600 in day care start-up funds. In addition, 1990 program administration monies include \$3,722 which can be used for equipment purchases or staff and \$2,987 which is available for provider recruitment. The \$2,987 is not new money (as in the program administration dollars) but included in the Community Aids allocation. If these dollars spent in provider recruitment, it will decrease the amount of money used to pay for direct day care services.

The 1990 allocation process will entail (1) deciding where and how much to allocate to various areas; (2) using the planned projection method for the entire year; and (3) using the computer to make daily adjustments to fund and client accounts, if the Board approves the purchase of the computer terminal.

III. BOARD TRAINING

Because of the illness of one panel member (Mr. Hoffman of the Salvation Army), the Board training was postponed until possibly January.

IV. FISCAL ISSUES

1. Action to Approve Vouchers.

A Motion was made by Mr. Kiedrowski and Seconded by Mrs. Anstett to approve vouchers in the amount of \$133,546.24 and purchase orders in the amount of \$6,885.37. All were in favor of the motion. Motion carried.

2. Authorization to Purchase Computer Terminal for Shared Services Division.

In light of Mr. Kurtenbach's day care program presentation and evident need for a computer to manage the program, a Motion was made by Mr. Eckholm and Seconded by Mr. Szymkowiak to authorize the purchase of a computer terminal for the day care program in the amount of \$1,350. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Limited-Term Employee for Financial Services Section.

The Board considered the limited-term employee request. No county dollars will be used to fund this position. A Motion was made by Mr. Eckholm and Seconded by Mrs. Anstett to approve the request for a limited-term employee for a maximum of 320 hours as requested. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, December 12th, 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 12, 1989

Present

Paul Borham
Gene Szymkowiak
Fran Eskritt
Jackie Hoppen
Dave Medin
Carole Holmes
Tony Kiedrowski
Marge Lundquist
John Holdridge
Dave Eckholm
Deb Anstett

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Mike Carder, Supervisor; Joanne Higgins, Nurse; Cathy Hoffman, Advisory Committee member; and Brenda Regeth, Stevens Point Journal.

I. COMMUNITY HUMAN SERVICES BOARD TRAINING

Members met in individualized, small group settings.

The meeting was called to order by Chairman Borham at 4:40 p.m. on Tuesday, December 12, 1989, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of November 28, 1989.

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

2. Correspondence.

There was no correspondence to be considered by the Board.

3. Director's Report.

Mrs. Bablitch reported that negotiations with both the AFSCME and OPEIU unions is progressing. Also, she reminded the Board its second meeting in December (December 26th) is cancelled.

4. Citizen Concerns/Unlimited Topics.

Mr. Borham provided an update on the Public Health Affiliate's recent meeting in Birnamwood. At that time, Terri Timmers, Regional Director of the Division of Health, discussed new rabies control procedures. Also, the Department of Health (in Madison) will be reorganizing due to some major staff turnovers.

III. PROGRAM ISSUES

1. Waiting List Report.

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

2. Inpatient Mental Health Report.

The November Inpatient Report indicated a spending pattern of 76%. Mr. McCulley reported that December's usage has been heavier and the costs will reduce the surplus in this account. However, any remaining funds will be used to offset client costs in Bellwood and then potentially General Assistance overages. A Motion was made by Mrs. Lundquist and Seconded by Mr. Medin to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Action to Authorize Task Force on Low-Income Housing Alternatives.

Mrs. Bablitch requested Board approval to form a task force to study low-income housing alternatives in Portage County. The charge to the group would be to identify groups with inadequate housing and determine what needs to be done to address each of these situations. Several Board members offered suggestions to further round out the task force membership. Suggestions included someone who administers housing codes, a banker (preferably one involved in loans/mortgages), an active realtor; a representative from Gold Sand Builders; and someone in Economics--perhaps the University representative. A Motion was then made by Mr. Medin and Seconded by Mr. Kiedrowski to establish a task force to study low-income housing alternatives. All were in favor of the motion. Motion carried. For continuity and informational purposes, Ms. Holmes suggested that members of the Poverty Task Force be invited to the Low-Income Housing Task Force's first meeting. It was also decided that two

people should represent the Board. Chosen for this assignment were Paul Borham and Gene Szymkowiak. A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to appoint Mr. Borham and Mr. Szymkowiak to this task force. All were in favor of the motion. Motion carried.

4. Action to Approve RFP Committee For Child Day Care Start-Up Funds.

A Motion was made by Ms. Holmes and Seconded by Mrs. Hoppen to appoint Mr. Eckholm and Mr. Holdridge to the Child Day Care RFP Committee and to approve the slate of candidates as submitted. All were in favor of the motion. Motion carried. Mr. Kurtenbach also reported his findings about why fourteen families did not reapply for day care funds. Three families moved out of the county; two had their telephones disconnected and more than likely also moved out of the county; one (a male) was no longer working; one decided that she wanted a person to provide day care in her home and this type of day care service is not covered by the day care funds; two decided to switch shifts so each parent could take care of their children when not working; one received a promotion and did not want further help; one received misinformation about the amount of money available for day care and did not apply; two families still had children in school but made arrangements for relatives to care for the children; and one person did not respond. Daryl was thanked for the update.

5. Report on Movement Towards a Two-Dose MMR (Measles, Mumps, and Rubella) Vaccination Policy.

Rationale for the proposal to go to a two-dose MMR vaccination was provided on page 10 of the Board packet. In brief, the department would proceed with the Division of Health's recommendation to provide the second dose of MMR for students in kindergarten, sixth grade, and twelfth grade for the next six years. After that time a second dose would be administered at the kindergarten level. Mrs. Higgins, Community Health Nurse briefly shared information about the county's efforts to stem its measles outbreak last June. The Board concurred with the recommendations.

6. Action to Approve Enforcement Policy for Agent Delegation Program.

Kirsten Hall and Mike Carder presented the proposed enforcement policy for the Board's approval. The document was reviewed, and has the approval of, the District Attorney's Office. Two hundred and fifty-one restaurants and thirty-

five taverns would be governed under this policy. The Board suggested that the document be made available to the restaurant and tavern leagues for comment. The Board also felt that a public hearing should be set up. It was determined that the public Hearing would be February 13th from 4:00 - 5:00 p.m. (no training would be held that day). It was also suggested that referenced chapters of the Wisconsin Administrative Code should be attached to the policy. The Board questioned at what point names of violating taverns/restaurants could be published for general knowledge. The department will research how this information is, and can be, given to the general public. This information will probably be incorporated into the policy.

IV. FISCAL ISSUES

1. Action to Approve a Policy on Checks Returned for Insufficient Funds.

The Treasurer has recently implemented an \$10.00 assessment to cover costs incurred by that office for checks returned due to insufficient funds. Because this agency does the collection efforts for checks returned due to insufficient funds, the department requested permission to assess an additional \$10.00 fee. Several Board members felt that a total assessment of \$20.00 was too much and also that the problem was not that prevalent in the department. It was explained that the policy was meant to act as a deterrent. A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve the policy for returned checks as submitted. With the exceptions of Mr. Holdridge and Mr. Kiedrowski who voted against the motion, all other members were in favor of the motion. Motion carried.

2. Action to Authorize Purchase of Computer Equipment for Fraud Program.

The department requested permission to purchase an emulation board and modem for the Fraud Unit personal computer. The costs are approximately \$500.00 for the emulation board and \$480.00 for the modem. All costs will be paid from state funds. A Motion was made by Mrs. Lundquist and Seconded by Mr. Kiedrowski to approve the request as submitted. All were in favor of the motion. Motion carried.

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3. Approval of Vouchers.

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve vouchers in the amount of \$150,837.14 and purchase orders in the amount of \$695.80. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, January 9, 1990, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant