

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JANUARY 9, 1990

Present

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

Excused

John Holdridge  
Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Daryl Kurtenbach, Jim Canales, and Bill McCulley, Coordinators; Mike Carder, Jerry Koeppel, and Lauri Rockman, Supervisors; Brenda Regeth, Stevens Point Journal; and Denise Kaderabek, WSPT.

I. COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE TRAINING

The Board and Advisory Committee met in small group setting for individualized presentations.

The meeting was called to order by Chairman Borham at 4:30 p.m. on Tuesday, January 9, 1990, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of December 12, 1989.

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

2. Correspondence.

The Board acknowledged a letter from the Wisconsin Council on Developmental Disabilities (WCDD) to Mr. Idsvoog. WCDD reviews services in the area of developmental disabilities and was favorably impressed with Portage County's efforts in this area. Mrs. Bablitch noted that, even though no other groups or organizations review any other agency services, all services provided by the department are of the same excellent caliber.

The agency will be responding to WCA's request for assistance in assuring various hard-to-count groups (homeless, illiterate, developmentally delayed, etc.) are accurately counted in the upcoming census.

3. Director's Report.

Word Processing staff will be moving into the lower level very soon. Mr. Medin questioned the need for walled-in offices in this area versus the use of partitions. Mrs. Kluck reported it was more cost effective to build wall-in offices than use partitions. Mrs. Bablitch will follow-up on this concern.

The department would like to build a conference room in the lower level. The room would be paid through JOBS dollars and will be at no cost to the county. Because Space and Properties meets early this week, Mrs. Bablitch forwarded a letter requesting action on this request. It could be withdrawn if the Board does not endorse the building of the room. The Board approved the request and granted permission to proceed with the building project, subject to Space and Properties approval.

On a positive note, the new phone system will become operational on February 9th and 10th. On the negative side, the agency is experiencing trouble with the minitrieve filing system which may require costly repairs. The replacement of this filing system is part of the 1991 Capital Improvements request. A committee will be set up to look at options for a new system.

4. Citizen Concerns/Unlimited Topics.

Kirsten Hall encouraged Board members to attend the Community Forum scheduled for Thursday, January 18th, at SPASH. This meeting is funded through the Adolescent Pregnancy Prevention Project and will highlight the results of the Teen Sexuality Task Force and include a guest speaker.

III. PROGRAM ISSUES

1. Waiting List Report.

There were no questions regarding information on the waiting list. A Motion was made by Mrs. Anstett and Seconded by Ms. Holmes to approve the Waiting List Report as submitted. All were in favor of the motion. Motion carried.

2. Inpatient Report.

Mr. McCulley reported this year's inpatient costs are the lowest in a long time. There have been fewer inpatient days as well as fewer commitments. It is expected the 1989 cost of care will not exceed \$300,000. Excess funds will be used

to offset alternative communitybased placements in Milwaukee. A Motion was made by Mrs. Hoppen and Seconded by Ms. Eskritt to accept the Inpatient Report as presented. All were in favor of the motion. Motion carried.

4. Action to Approve Grant Applications.

The Director requested Board approval to apply for four grants totalling \$89,500. Each grant was discussed separately.

Kirsten Hall spoke briefly about the \$75,000 grant which would fund an Early Childhood Family Education Center. Her documentation can be found on page 15. According to Mrs. Hall, the grant could be ongoing and would be totally state funded. There is no expectation the county would continue services upon expiration of the grant.

Jerry Koepfel reviewed the request for a \$1,500 grant. Information can be found on pages 16 and 17 of the Board packet. The grant would cover child abuse and prevention campaign costs.

Mrs. Rockman highlighted the \$10,000 grant request to the Wisconsin Local Housing Organization. Details can be found on pages 18-21 of the packet.

Mrs. Rockman also shared information on the \$3,000 grant to the Department of Health and Social Services for help in emergency housing for homeless people. Information on this grant can be found on pages 22-27.

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve applying for the four grants as submitted and to notify the Finance Committee about the applications. All were in favor of the motion. Motion carried.

4. Action to Approve Resolution Regarding Adoption of Restaurant and Tavern Ordinance for Portage County and Forward to County Board.

The Board considered the recommended revised Restaurant and Tavern Ordinance and subsequent resolution. Mr. Carder indicated he basically updated the twelve year old ordinance. All changes could be termed "housekeeping" items. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Anstett to approve the resolution regarding adoption of the ordinance and forward it to the County Board for action. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Amend Contract for Psychiatric Services to UW-SP.

A modification to the present UW-SP contract for psychiatric services was considered by the Board. The department recommended including only direct client contact and discontinuing all other consultation time. The contract would be for \$3,500 which would reimburse Dr. Kamstra's direct service time. The Counseling Center would still be responsible for obtaining student financial statements and forwarding the information to this department for processing. The rationale for this proposal was reviewed with the Board. A Motion was made by Mrs. Anstett and Seconded by Mr. Medin to amend the contract for psychiatric services to UW-SP as proposed. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Motion was made by Mr. Kiedrowski and Seconded by Mr. Eckholm to approve vouchers in the amount of \$363,797.63 and purchase orders in the amount of \$76,197.20. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, January 23rd, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center and will be a joint Board and Advisory Committee meeting.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING  
JANUARY 23, 1990

Board Present:

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

Board Excused:

Carole Holmes

Board Absent

Tony Kiedrowski

Advisory Present:

Fran Eskritt  
Katie Von Feldt  
Richard Lorek  
Bill Zimdars  
Marge Odejewski  
Sue Beveridge

Advisory Excused:

Marilynn Kranig  
Maryann Popelka  
Liz Kammer  
Evelyn Zywicke  
Barb Hunt  
Elaine Harrison  
Mary Maller (on leave)

Advisory Absent

Dave Borchardt  
Don Herrmann  
Cathy Hoffman  
Geni Aman

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, Sue Oehlke, Jerry Koepfel, Pam Helgemo, Steve Tuszka, Lauri Rockman, Jim Riggerbach, and David Pagel, Supervisors; Sally Murwin and Peggy Bornhoeft, staff; Mr. Brown of the Garden Restaurant; Attorneys O'Neill, Murat, and Heidel; Brenda Regeth, Stevens Point Journal; and Jill Kellett, WSPT.

The meeting was called to order by Chairman Borham at 4:00 p.m. on Tuesday, January 23rd, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Community Human Services Board Minutes of January 9, 1990 and Approval of the November 11, 1989 Advisory Committee Minutes.

A Motion was made by Mrs. Hoppen and Seconded by Mr. Medin to accept the Community Human Services Board Minutes as submitted. All were in favor of the motion. Motion carried.

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

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

Mrs. Bablitch reported the Income Maintenance service delivery system has been recognized by the State Legislature and January 22nd proclaimed Economic Support Specialist Day. Our staff were also recognized as part of the statewide appreciation of their efforts in dealing with client financial concerns.

The Housing Task Force is being formed. There has been overwhelming response to the agency's request for volunteers to serve on the committee.

Usually the Board and Advisory Committee are given a training calendar for the new year. Since this is an election year, the department decided to plan its activities after the new Board is appointed. However, training being planned prior to that time includes a tour of the lab and a February visit to the Salvation Army home on Cypress Street.

The new telephone system will be cut over on February 9th and 10th. Voice mail will also be operational at that time.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics discussed.

II. PROGRAM ISSUES

1. 1989 Fourth Quarter Program Statistics.

Coordinators and Business Manager reviewed the 1989 fourth quarter program activities with the Board and Advisory Committee. This data can be found on pages 9-26 of the Board packet. A Motion was made by Mrs. Lundquist and Seconded by Ms. Eskritt to accept the report as submitted. All were in favor of the motion. Motion carried.

2. Report on Community Human Service Department Accomplishments in 1989.

The Director, Coordinators, and Business Manager highlighted the agency's 1989 accomplishments which are found on pages 27-44 of the Board packet. The Board commended the staff on a job well done. A Motion was made by Mrs. Anstett and Seconded by Mrs. Hoppen to accept the report as submitted. All were in favor of the motion. Motion carried.

3. Report on Advisory Committee Accomplishments in 1989.

Fran Eskritt highlighted the Advisory Committee's 1989 accomplishments. Cited in this review were the Committee's task force involvement, the broadening of the vice-chair position's responsibilities, and the Listening Forum telephone survey. A Motion was made by Mrs. Hoppen and Seconded by Mrs. Lundquist to approve the report as submitted. All were in favor of the motion. Motion carried.

4. Report on Status of Listening Forum's Public Participation Process.

Daryl Kurtenbach reported that 420 individual surveys were completed. To round out public opinion, an additional 400 surveys will be sent to significant others--businesses, service agencies, etc. A Motion was made by Mr. Szymkowiak and Seconded by Mrs. Anstett to accept the report. All were in favor of the motion. Motion carried.

5. Report on Public Community Forum's Public Participation Process.

Mrs. Lundquist reported the Community Forum was very successful -- with 144 persons attending. Many comments were generated, both positive and negative. However, the audience was generally receptive to the report and very receptive to the video. The Journal carried a very good overview of the forum. Mrs. Bablitch indicated the next step in the process will be to have staff brainstorm ways to achieve the recommendations and then bring the ideas back to the Board for reaction.

At 5:10 p.m., the Advisory Committee meeting was adjourned. The Community Human Services Board continued with its meeting.

6. Action to Forward Resolution to County Board Establishing Additional Environmental Health Ordinances.

Mike Carder presented two resolutions dealing with environmental health ordinances. The first ordinance regulates lodging establishments. This is a new ordinance and is needed because the agency inspects these businesses. The second ordinance is a revision to the current ordinance dealing with campgrounds, mobile home parks, pools, and recreational/educational camps. The changes in this ordinance are purely "housekeeping" ones. A Motion was made by Mr. Eckholm and Seconded by Mr. Szymkowiak to approve the resolutions as submitted and forward them to the County Board for approval. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Action to Authorize Purchase of Washer/Dryer for Portage House.

The Board considered Portage House's request. A Motion was made by Mr. Szymkowiak and Seconded by Ms. Eskritt to authorize the purchase of a washer/dryer as requested. All were in favor of the motion. Motion carried.

2. Action to Approve Award of Subcontracts for PRIDE (Work Experience Job Training Grant) Components.

Mrs. Hoppen requested the Board approve and award the following organizations JOBS/PRIDE subcontracts: Hmong Specialist-CAP Services; Vocational Assessment-Mid-State Technical College; Work Supplementation/Job Development and Employment Search Program-Forward Services Corporation; and Motivation-University of Wisconsin-Stevens Point. Mrs. Hoppen reviewed the criteria and process used in determining the awards. Each contract will be for one year. After that time, the component can be re-bid or continued. A Motion was made by Mrs. Anstett and Seconded by Mrs. Lundquist to approve the subcontract awards for the PRIDE components as recommended. All were in favor of the motion. Motion carried.

3. Action to Accept Grant to Participate in State Division of Health Lyme Disease Study.

Five counties with the highest activity of Lyme Disease have been asked to participate in this study. Each county will receive \$10,000 for its efforts. A Motion was made by Mr. Eckholm and Seconded by Mrs. Anstett to accept the grant to participate in the State Division of Health Lyme Disease Study. All were in favor of the motion. Motion carried.

4. Action to Request Transfer of Funds from Contingency Fund.

The agency requested permission to approach the Finance Committee regarding the transfer of \$1,364 from the Contingency Fund to cover the cost for repair of the minitrieve. This cost is over and above the amount allocated in the department's repair line item. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Anstett forward the request to the Finance Committee. In favor: Lundquist, Anstett, Holdridge, Eskritt, Eckholm, and Borham; Against: Medin; Abstaining: Hoppen. Motion carried.

5. Approval of Vouchers.

A Motion was made by Ms. Eskritt and Seconded by Mrs. Anstett to approve vouchers in the amount of \$176,332.96 and purchase orders in the amount of \$623.07. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Approve Request for Leave of Absence.

The Board was asked to approve a medical leave in the amount of two weeks -- from January 22nd through February 16th. If additional time is necessary, the request will need to be referred to Personnel Committee for action. A Motion was made by Mr. Eckholm and Seconded by Mrs. Anstett to approve the request as submitted. All were in favor of the motion. Motion carried.

The Board recessed from 5:35 p.m. to 5:45 p.m. before hearing Agenda Item #V. The meeting was reconvened by Chairman Borham at 5:45 p.m. to consider the suspension of a restaurant license.

V. In Regard to Hearing on Suspension of the Restaurant License of the Garden Restaurant: Mr. Paul Brown.

Present for this portion of the meeting: Board members: Paul Borham, Marge Lundquist, Fran Eskritt, Deb Anstett, Jackie Hoppen, Dave Eckholm, Dave Medin, and John Holdridge; Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Health Coordinator; Mike Carder, Environmental Health Supervisor; Peggy Bornhoeft, Sanitarian; Attorney O'Neill on behalf of Corporate Counsel Heidel; Jill Kellett, WSPT; and Brenda Regeth, Stevens Point Journal; entering later, Attorneys Heidel and Murat.

The following commentary is transcribed directly from tape of the hearing.

Borham: I guess we're going to have to go for a little legal advice. What do we do now the gentleman isn't here?

O'Neill: That's fine. I'm more than prepared to give you legal advice.

Borham: We're ready to have our testimony recorded, but the gentleman isn't here. Should we go through with this?

O'Neill: Yes. Uh, basically as I explained to some other members who were concerned as the reason that this has to be at the foot of the agenda is that after testimony is taken, uh, there will be a motion made to go into a closed proceedings to discuss whether or not the suspension request should be granted. Once you reconvene into open session, you are not allowed under a Chapter 19 to conduct any further business. That is the basis for having this at the tail end of the agenda.

Holdridge: Couldn't we come out of closed session and make a decision and go on with other business?

O'Neill: Ah, no because you went into closed session for purpose of making that deliberation and once you reconvene in open session simply for purposes of voting on the deliberations that took place in the closed session. So that is why everything (unfinished sentence).

Holdridge: But it doesn't stop, for we could still go on with other agenda business.

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O'Neill: I would disagree with that and so does Mr. Heidel.

Holdridge: Well you probably should look at that because we have done that any number of times in the county.

(general laughter and some indistinguishable words)

O'Neill: You'd be surprised at some of the things that I've come across in the county.

Medin: What you're saying is it's not listed(?) in the agenda?

Holdridge: Well yah, but that has to do with the structure here too.

O'Neill: Right.

Holdridge: If there were, we could put it in the first part of the agenda and met this 4:00 p.m.

Bablitch: We were told to put it at the end of the agenda.

Borham: I'm hearing him say you can never conduct business after you have a closed session. Is that true? Is that what you're saying?

O'Neill: That's what we're saying under Chapter 19.

Holdridge: But if the business is nonrelated to the business generated in closed session?

O'Neill: Well, Mr. Heidel and I and even Mr. Murat are of the impression that the way the a court system is treating the types of activities of the County Boards and the various deliberate bodies that that practice has been frowned upon because what would happen is well the impropriety is the fact that we just go into closed session on certain items and then go back into open session and then go back into closed session. Any business that needs to be conducted in closed session should be conducted at the end of the agenda simply for that reason. And I know that there's been various practices in this county over a period of time and Judge Fleishauer usually tells me that's the common law of Portage County.

Laughter.

O'Neill: But, but now that, you know, Mr. Heidel is here and there will be some changes obviously since there is a full-time Corporation Council and he can devote himself exclusively to ah county issues and not have to worry about the prosecution aspect.

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Unrecognized speaker: Wasn't Portage County born a common law county?

Holdridge: We love that common law.

(laughter)

Borham: I don't mind, I guess I can see the reasoning both ways.

Other indistinguishable comments.

Bablitch: I would like to note that we did send Mr. Brown an agenda which indicated what the time of this hearing was and also Mike did give him that information today when he went to the Garden Restaurant to talk to him and inspect the restaurant.

O'Neill: Mr. Brown did appear here and that apparently \_\_\_\_\_  
\_\_\_\_\_ so he was aware of the time of these proceedings  
with \_\_\_\_\_.

Lundquist: He was here today?

O'Neill: Yes he was here today.

Lundquist: That answers my question about whether he was informed or not.

O'Neill: Likewise, he was served with notice of this hearing ten days ago which gave him plenty of time to either take the corrective action that has been repeatedly requested or at least to a contact the Corporation Council's office ah both of which he's failed to do and that is the purpose for this hearing. Basically, the two witnesses that the county will be presenting, the first is Mike here, and the other one will be William Murat who hand delivered the letter back on December 7 to Mr. Brown's establishment expressing his concerns and also the possible ramifications for noncompliance. So at this time, my first witness will be Mike Carder. I'd appreciate it if you stand and be sworn.

Mike stands.

O'Neill: Do you solemnly swear that the testimony you are to give in these proceedings will be the full truth and nothing but the truth so help you God?

Carder: I do.

O'Neill: Please sit down. State your full name and occupation.

Carder returns to seat.

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Carder: Charles M. Carder and I'm the registered sanitarian.

O'Neill: And how long have you been employed in that capacity?

Carder: For Portage County, 3-1/2 years.

O'Neill: Were you employed in that capacity previous years?

Carder: Not as a registered sanitarian, no.

O'Neill: Do you have any special training or education to obtain your title?

Carder: Yes I have a some correspondence courses I have taken and some college training.

O'Neill: What specifically are your duties regarding the licensing of restaurant establishments in this county?

Carder: Well as Environmental Health Supervisor uh, I'm responsible to make sure that the each and every establishment in this county that hold licenses is inspected at least once during the fiscal year and also if follow-up inspections are needed that they are done also.

O'Neill: Prior to issuing any type of restaurant license you conduct an initial inspection.

Carder: Yes.

O'Neill: And what is the purpose of that initial inspection?

Carder: To make sure that all requirements of Chapter HSS-196 of the Administrative Code are being adhered to.

O'Neill: And basically what do those requirements uh place upon you in regards to inspection?

Carder: Those uh those requirements in the Administrative Code deal with public health and safety uh rules for restaurants um including safety, temperatures, proper sanitizing techniques, things like this.

O'Neill: Those regulations are uniform throughout the State of Wisconsin?

Carder: Yes.

O'Neill: Did you have occasion to conduct an initial inspection of the Garden Restaurant and Lounge?

Carder: Yes.

O'Neill: When was the first time it happened?

Carder: February 24th of 1989.

O'Neill: And at that time of your initial inspection did you find that the restaurant which is operated by Mr. Brown complied with all the regulations?

Carder: No.

O'Neill: What specifically was not complied with at that time?

Carder: The glasswasher in the bar area was not sanitizing the a glasses sufficiently.

O'Neill: When you say sanitizing the glasses sufficiently, what do you specifically mean?

Carder: Okay, the glasses were not subjected to a chlorine rinse, final chlorine rinse, which destroys disease-causing organisms.

O'Neill: Did he indicate that he would be taking corrective action?

Carder: Yes.

O'Neill: And you did a follow-up inspection?

Carder: Yes.

O'Neill: And did he take that corrective action you requested?

Carder: He did not make a permanent correction but he did make a temporary correction.

O'Neill: Uh, did he subsequently run into problems to the best of your knowledge?

Carder: No.

O'Neill: Did you have occasion to reinspect the Garden Restaurant?

Carder: Yes.

O'Neill: When was the first time you reinspected the restaurant?

Carder: Reinspection?

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O'Neill: Reinspection.

Carder: Okay, I made a reinspection on February 27th and another one on March 28th of '89.

O'Neill: Okay, and then did you also have occasion to reinspect after the original license had been issued for 1989-1990?

Carder: Yes, but that would be a routine inspection.

O'Neill: And what did that routine inspection disclose?

Carder: Neither the bar glasswasher nor the large kitchen dishwasher were sanitizing properly.

O'Neill: And likewise when you say sanitizing properly does that have to do with the administration of the proper amount of chlorine?

Carder: The glasswasher, yes. The glasswasher used a chemical sanitizer as means of sanitizing agent and the large dishwasher uh sanitizing agent there is a hot water, by hot it's 180 degrees.

O'Neill: And that temperature is set by regulation?

Carder: Yes.

O'Neill: Now specifically those violations you found did you make attempts to have Mr. Brown correct those problems?

Carder: Yes.

O'Neill: Would you please discuss the details of the various attempts that you and Mr. Brown had to remedy the two problems.

Carder: Well during the September 26th inspection, which was the routine inspection, um, we discussed the fact that the machines were not operating properly, the significance of that failure to have those machines operating properly, the public health significance of that. Um, we discussed the report. He understood the report. He said he was going to have a repairman take care of them. Um, I have made subsequent, I made a subsequent attempt at a reinspection on October 26th and the establishment was not open. Ah, later on that same morning I made a phone call to the establishment to schedule a time when we could get together when the establishment would be open, left a message for Mr. Brown to return my call and he never seemed to return calls. Um, on October 27th I tried to make another reinspection. It wasn't open. On October 30th I attempted another reinspection with the same result, he was not open. I sent a certified I sent a memo by certified mail to

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Mr. Brown um asking him to contact me so we could set up a time so that we could both be there at the same time when the establishment was opened. The letter was not accepted and it was returned to a this building. On November 3rd of '89, I did manage to a find the establishment open. I did do a follow-up inspection. Mr. Brown was not present at the time, I spoke to Mrs. Brown. Ah, I found no progress from my report, my initial report of September 26th. I scheduled a second follow-up inspection due to the fact that the bar glasswasher was still not operating properly, the kitchen dishwasher was not sanitizing properly, and I also a instructed them on how to take temporary measures to make sure that glasses and dishware were being sanitized until they could get final repairs on these machines.

O'Neill: Did you have occasion to inspect the premise, uh, today?

Carder: Yes.

O'Neill: What time did you go out there today?

Carder: 11:15 a.m.

O'Neill: And did you discover any violations?

Carder: Yes, a, basically the same violations that I found at my initial inspection. The bar glasswasher was not sanitizing at all and the kitchen dishwasher was not sanitizing at all.

O'Neill: Based upon your knowledge and experience in your particular field, explain what health hazards people in this county may be subjected to by Mr. Brown's refusal to follow the dictates of state law.

Carder: Basically the public health significance a involves any pathogens of disease-causing organisms which may be present on a utensil, a pot or pan, a plate, a glass, anything that comes in contact with food. Um if those pathogens are not destroyed at that point in dishwashing process they could multiply and cause food-borne illness and they can be passed on to other customers in the establishment if they were subjected to those improperly sanitized utensils.

O'Neill: I do not have any further questions. If any of the Board members would like to ask questions uh feel free to.

Holdridge: How does the, this this problem with the Garden Restaurant, is this an atypical problem in Portage County or is it something that um you run across in the past among other restaurants and they've corrected it adequately?

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Carder: You mean as far as the dishwasher not operating properly?

Holdridge: Dishwasher and the glasses and the plates.

Carder: It's a I won't say it's common but it happens often enough um but this case is unusual in the fact that corrections were not made in a timely manner. Uh, for the vast majority of people we deal with in the restaurant business that have these problems take care of them in a very short period of time.

Holdridge: Uh huh.

Carder: And they use they utilize these temporary measures ah in the meantime. And by temporary measures I mean they utilize a four compartment sink where three of the sinks are used for washing, rinsing, and sanitizing manually just like you do them at home. Um using a chemical agent in the final process.

Holdridge: So this problem has been going on well over a year or close to a year, February to February. Right?

Carder: Well with the glasswasher, yes. He had it he had it operating like I say he did take a temporary measure to provide chlorine in the glasswasher but at the time of my inspection on September 26th that temporary correction was no longer operating.

Eckholm: Has he given you any reason for why he has not permanently solved the problem?

Carder: You'll have to ask Mr. Brown that question.

Eckholm: He has not stated any reason to you as to why he won't fix this problem?

Carder: I think he has attempted to. He says he's attempted to contact a repairman.

Hoppen: If this was seriously solved I mean you're trying to talk dishes not being cleaned.

Carder: Sanitized.

Hoppen: Sanitized which is clean to me and I will not (unable to make out total comment).

Carder: Well think (unable to make out total comment).

Unknown Board Member and Carder: (words not understandable).

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Hoppen: Okay, and I understand that but isn't this a very long time to let this go I mean when you think about people that are eating there do you give them a warning or don't do it? I just guess I don't understand why it hasn't been closed before this. I mean they're breaking the rules.

O'Neill: Perhaps I can answer that. I would agree um however the way the current County Board ordinance is worded they are given a chance to correct this problem. Um if the Board tonight does suspend the license, the license remains suspended until he takes the corrective measures meaning that if he does go out and ah satisfies the requirements his license will be reissued. If there are further problems down the line, the ordinance gives you the ability to revoke the restaurant license and I think that the policy behind this ordinance when it was adopted is to not be too overbearing on individuals who do want to engage in this type of business and we should facilitate as many restaurants as possible and to kind of go both ways. I think that in Mr. Brown's case that a because this isn't something that has happened before in Portage County everyone wanted to give Mr. Brown the opportunity to do it. Because from my understanding the amount of money that would be required to fix the problems is not astronomical. Secondly, Mr. Brown, if he expended that money, would be able to deduct it on his federal income tax as a business expense. And so as far as why Mr. Brown is failing to comply or why he's not allowing inspections is beyond me since the other restaurants in this area were more than cooperative.

Holdridge: Is the, what would the corrections be, a new dishwasher or?

O'Neill: I think that would probably have to be the correction that's made because of Mr. Brown has attempted in the past to correct it or at least alleged that he has and if it has been corrected then he does need new equipment.

Carder: Mr. Brown made the statement to me today that he doesn't know how he can get the temperature in that machine any higher than it already is. It may require a new machine.

Holdridge: What are we talking about her?

Carder: I don't know.

Holdridge: A couple thousand?

Carder: I don't know.

Eckholm?: You wouldn't have brought this before us unless he had ample opportunity to fix the washer.

Eckholm: If we were to take action and suspend his license did I hear you say that tomorrow if he got the problem fix he got his license back.

Carder: That's correct.

Eckholm: The same day, the next day, as soon as you are able to go out there and inspect?

Carder: That's correct since it's his first violation. Repeated violations result in revocation.

Eckholm: What would you consider to be sufficient enough evidence to have fixed the problem if we suspend the license today or tomorrow? What would be required?

Carder: I have we as sanitarians we use tests, several testing devices on these machines and if I uh determine that the temperature in the dishwashing machine in 180 degrees or higher, 180 degrees Farenheit or higher and that the chlorine level in the glasswasher is 50 parts per million or higher then we have no problem.

Eckholm: Would you accept a manual less than permanent uh.

Carder: Well we've tried that before and then he deviated from it and stopped doing it.

Eckholm: You're looking for permanent?

Carder: Looking for permanent correction at this point.

Borham: Mike, you have various other infractions here. Has there been any attempt to correct any of these things. I notice there is one where they're painting some shelves or but are these still existing?

Carder: I asked Mr. Brown today if I could look at the rest of these and he said well since they weren't critical items that he really didn't pay much attention to them but that he intended to.

Borham: But this has gone on too.

Carder: Exactly.

Borham: So he hasn't done anything, either the major or the minor.

Carder: No.

Borham: Right? The major of the dishwasher and the bar.

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Carder: I can't say for sure because I did not do those other inspections.

Borham: Well Mike just from your conversation sounds like he has not done is unconcerned as to even the minor things.

Holdridge: Is he the is he the one responsible? Does he own? What does he lease the premise? The official licensee of the restaurant or?

Carder: He is the operator. He is the person holding the license.

Bablitch: If his license is suspended, what does that mean for him tomorrow. Can he operate?

O'Neill: No he cannot operate and as I indicated to one or two Board members it is anticipated that Mr. Brown will ignore this Board's order which would necessitate that Mr. Heidel or myself petitioning the Circuit Court for a temporary restraining order and injunction, having it served on Mr. Brown resulting that if he continued operating would result in his incarceration for contempt of court. At this point in time the standard for obtaining an injunction would be irreparable harm and the burden must be met. And based upon the evidence we've gathered thus far over the course of time there is sufficient irreparable harm out there so that unless the court grants the order then um \_\_\_\_\_. That's how this Board's order would be enforced.

Holdridge: So you'd send something to him via certified mail that we've taken this action and that if he didn't close up tomorrow and then he'd be in court tomorrow or \_\_\_\_\_.

O'Neill: That's correct and he most likely will be hand delivered by either by the department or I would request a Deputy Sheriff to go out there and serve.

O'Neill: If there aren't any questions of Mike, perhaps someone can make a motion to go into closed session for purposes of deliberating the merits of the county's request.

Borham: Okay, do I have a motion?

Hoppen: I so move.

Borham: Jackie Hoppen's moved.

Eskritt: Second.

Borham: Seconded by Fran Eskritt. All thos ein favor, respond by the roll call.

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Rutta: Marge - Yes; Dave - Yes; Deb - Yes; Fran - Yes; Paul - Yes;  
John - Aye; Dave Medin - Aye; Jackie - Yes.

Borham: Motion is carried. We are now in executive session, in closed session.

(Room clears. Present are Board members, Judy Bablitch, Sue Rutta, Mike Carder, and Attorney O'Neil). The Board entered Closed Session.

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

Borham: Okay, now we are back in open session. The press is back with us. Judy is back with us. We've had an open hearing; we've had a closed session. What is your desire? You've heard the evidence.

O'Neill: Ah yes. The Corporation Council's office at this time would request a vote on whether or not the restaurant license for Mr. Paul Brown should be suspended until he complies with the Portage County Board Ordinance, specifically Section 3.1.2 (e) and 3.1.5 of the ordinances.

Eckholm: So moved (to suspend).

Holdridge: I'll Second.

Borham: Any other comments or discussion? If not, the motion has been made to do what the gentlemen said to follow through with the suspension. All those in favor signify by the sign of aye.

Board: Aye. (All ayes.)

Borham: Opposed - no. (No nays)

Board: (No response; no nays.)

Borham: The motion is carried.

This concluded the hearing on the Garden Restaurant and Lounge.

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VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, February 13th, beginning 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  
FEBRUARY 13, 1990

Present

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

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Kirsten Hall, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; Jennifer Cummings, Jay Cleve, Lauri Rockman, Mike Carder, and David Pagel, Supervisors; Peggy Bornhoeft, Sanitarian; Sue Wilcox, United Way; and Denise Kaderabek, WSPT.

The meeting was called to order by Chairman Borham at 5:00 p.m. on Tuesday, February 13, 1990, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of January 23, 1990.

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

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

Board members found copies of the agency's telephone listing and updated service directory at their places.

County Board will meet on March 13th. However, this is also the Board's normal meeting date. Therefore, Board members were asked to select another meeting day. If at all possible, the Board will have only one meeting in March -- March 27th. However, if it is necessary to meet twice in March, the Board will meet on Wednesday, March 14th.

Training on February 27th will be at the Salvation Army's Cypress Street house. Details and arrangements will be provided later.

The department took to the Finance Committee its request for payment of the minitrive repair costs. The Finance Committee now has a policy that department's can internally transfer up to \$4,000. Any transfers over the \$4,000 limit require Finance Committee approval. Any departments who feel they may be overexpended need to inform the Finance Committee in July or as soon as the overage is known. Overages will be handled at the end of the year.

4. Citizen Concerns/Unlimited Topics.

Mr. Borham reported on his activities as representative to the Financial Aids Committee of the Public Health Affiliate. The Committee will be asking all County Boards to endorse a resolution calling for \$3.00 per capita for public health activities in Wisconsin. The resolution will be directed to the Governor and Legislature. On a whole, Wisconsin counties spend about \$5.52 per capital and do not receive any type of state GPR (General Purpose Revenue) funding.

III. PROGRAM ISSUES

1. Action to Adopt Enforcement Policy for Agent Delegation Program.

In light of the public hearing comments, Mr. Kiedrowski requested the policy's Appeals composition be amended to replace the Director of the Community Human Services Board with a member of the Restaurant Association. (The Association would submit nominees for this position.) In addition, the Community Human Services Board representative would act as chairperson of the group, and the final committee selection will be approved by the Board. The recommended revisions were discussed. A Motion was then made by Mrs. Hoppen and Seconded by Mr. Kiedrowski to adopt the enforcement policy for agent delegation program as revised. All were in favor of the motion. Motion carried.

Because Mr. Borham had another commitment, Mr. Szymkowiak chaired the remainder of the meeting.

2. Waiting List Report.

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

3. Mental Health Inpatient Report.

Mr. McCulley reported that there was a significant increase in mental health inpatient usage during January. The usage rate paralleled that of January, 1989. A Motion was made by Mr. Holdridge and Seconded by Mr. Medin to accept the Mental Health Inpatient Report as submitted. All were in favor of the motion. Motion carried.

4. Action to Form JOBS/PRIDE Advisory Committee and Appoint Members.

The Board considered three additional members to the JOBS/PRIDE Advisory Committee. Mrs. Hoppen questioned the appropriateness of having subcontractors as part of the Advisory Committee. David Pagel felt there would be no conflict of interest. A Motion was made by Mrs. Anstett and Seconded by Mr. Holdridge to form a JOBS/PRIDE Advisory Committee and appoint members as recommended. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize LTE for Administrative Support Section.

A Motion was made by Mr. Medin and Seconded by Mrs. Lundquist to authorize an LTE Typist 1 for the Administrative Support Section in the amount of 8 weeks as requested. All were in favor of the motion. Motion carried.

2. Action to Authorize New Position Requests.

Mrs. Bablitch asked the Board to authorize two new position requests (a 26-hour Home Health Nurse position and a 40-hour Mental Health Clinician 2 position). The Director reviewed the rationale for bringing both positions out of sequence. Jennifer Cummings, Home Health Supervisor, spoke to the need for a permanent part-time nurse position. Documentation to substantiate her request was reviewed by the Board. A Motion

was made by Ms. Holmes and Seconded by Mr. Eckholm to approve the request for a 26-hour permanent Home Health Nurse as requested and forward the new position request to the appropriate committees. With the exception of Mr. Medin who voted against it, all (9) were in favor of the motion. Motion carried. When asked why he voted against the position, Mr. Medin indicated he would prefer new positions to come up in the normal time sequence. Board members spoke in favor of flexibility in the new position request cycle.

Dr. Cleve presented his request for a permanent, full-time Mental Health Clinician 2 position. Jay briefly highlighted current and future needs as well as gave an overview of the internship program. A Motion was made by Mrs. Lundquist and Seconded by Ms. Eskritt to approve the request for a full-time Mental Health Clinician 2 position and forward it to the appropriate committees for action. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Action to Request Finance Committee Approval of Out-of-State Conference Request.

The Board considered the out-of-state conference request. A motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve the request and forward it to the Finance Committee for action. All were in favor of the motion. Motion carried.

2. Action to Approve Grant Request to Provide Additional AODA Services.

A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve the grant request to provide additional AODA services. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Mr. Medin and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$248,487.72 and purchase orders in the amount of \$9,292.51. All were in favor of the motion. Motion carried.

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VI. ADJOURNMENT

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

The Board's meeting is scheduled for Tuesday, February 27th. Board training will take place at the Salvation Army house on Cypress Street. The Board meeting will be held in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

COMMUNITY HUMAN SERVICES BOARD  
PUBLIC HEARING  
TUESDAY -- FEBRUARY 13, 1990

This testimony was transcribed directly from tape.

Borham: We ask that if you have a statement to make either pro or con of the ordinance that we are proposing, not an ordinance exactly, but a policy for agent delegation program, if you want to make a statement see Sue and get a slip of paper to get on. The program will go in this order. We'll go for the full hour that's been advertised. First speaker will be Mike Carder who has some changes in the policy. And then we have some gentlemen here from the State Department of Public Health who would also like to make a statement. Then we'll open it to discussion by the public. Okay Mike would you like to make your opening statement?

Carder: Sure. Thanks, Paul.

Borham: It will be recorded also.

Carder: Well, basically what we're here to do is to discuss an enforcement policy and inspection procedure document that we came up with in the Environmental Health Section here. We felt that it was time to put some of these practices in writing. None of this stuff had ever been written down uh as far as how we do our inspections and what enforcement steps we take if we don't gain compliance with our directives. Uh, we brought the initial policy to the Board I believe it was back in January and introduced it to the Board at that time and they uh recommended that we hold this public hearing to give all you folks a chance to express your opinions. We did send out letters to 250 and it would be all the licensed restaurant establishments in Portage County. So everybody received a notice and I understand that a lot of people stopped down to the various libraries or the courthouse or whatever and took a look at it and we appreciate that. We just wanted to get the word out. And please uh if anyone has anything to say please don't hesitate to speak up tonight because we really want to know what you think. Okay, it would help us a lot as far as if you think we can make improvements or modifications it would help us a lot to know that. Uh and before I forget thank you all for coming. We really, really appreciate it. Okay, speaking of modifications, um, I have a couple. They are minor changes. They don't affect the intent of the policy and I'll go over them at this time. If anyone in the audience wants to have copies of the changes, I have extra ones here. But they are minor changes. And what I did for the Board members I copied pages 5, 6, and 7 and that's where the bulk of the changes occur. If anyone wants the changes, I just ran out of copies, if anyone wants any copies give me a call tomorrow and I'll make sure you get them. Okay on page 1 of the document what we deleted there and I say we I was in conference with our new Corporation Counsel, Mr. Robert Heidell, and he and I came up with a few things we felt needed to be changed. And this was just in the last week. So procedural type things. On the first page under Cross-References, Chapter 227 of the Wisconsin Statutes was deleted and the reason that was deleted is because it does not apply to counties. It applies to state facilities. So that really doesn't belong there. Then on page 5 in the second paragraph after the reference to 50.575 of the Wisconsin Statutes we also added Chapter 66.124 of the statutes which is an identical, more or less an identical statute but it

pertains to county um health agencies whereas 50.575 really refers to the state agency. We just wanted to have that authority that 66 provides. Okay then under Suspension at about two-thirds the way down the page on page 5 after chapter after the citation for Chapter 50.70 Wisconsin Statutes we added the words and Chapter 3.1 of the Portage County Code, just to reference our own ordinance. And then we deleted the following paragraph the next paragraph where it starts with Chapter 227. Again that reference does not apply. Uh, similar changes under the Revocation Section there added the words and Chapter 3.1 of the Portage County Code after the citation from the statutes and we added Chapter 66.124 paragraph 5 in the second paragraph under Revocation. And we deleted that last line on that page. On page 6 under Appeals we changed that just wording again, we wrote Appeals to, I'm sorry, Appeals of Enforcement Action rather than Appeals to Enforcement Action. We just changed the word "to" to "of". We deleted the reference to Chapter 227 in the next line and added the words and Chapter 3.1 of Portage County Code just to reference our own code. Okay on page 7 we changed it to read Review/Appeals Process. You can have a review and an appeal. They are two separate actions. And then the accompanying wording. I'll just read it very quickly for those of you who don't have the updated copy. It reads "Review/Appeal Process. Any person who feels that the enforcement actions set forth in this document are detrimental to him or her or that such enforcement would create a severe hardship may request a review of the initial determination. Okay the initial determination would be for instance the inspection report we would hand to the operator. Written requests for reviews shall be filed with the health officer, and that's my supervisor by the way, within 30 days of notice of the determination. The health officer shall review the initial determination within 15 days of receipt of a request for review. The next two paragraphs are identical and we took the underlined section on the variances and put it at the end. Uh, that accounts for the changes that Mr. Heidell and I came up with. Um, are there any questions, comments?

Borham: Hold your questions until we open the hearing to the public. If you have any questions at all on the revisions, now is the time to ask them. Okay, will you introduce your

Carder: Sure. Well I'd like to introduce at this time Mr. Robert Heidell and he is the Corporation Counsel for Portage County, newly hired. And I asked Bob just to make a brief statement.

Borham: Okay. Bob.

Heidell: Um, Mike and I have discussed not only these implementation considerations you have before you today but also the ordinances themselves. I just want you to understand that the ordinances that the County Board is considering are the substantive law. What you have here is how the department is going to administer those ordinances as previously okayed for the County Board to approve next week. Um, this tells the staff how to exercise their discretion and when to exercise their discretion. Uh, for instance, if you have a problem with a restaurant when do you, what type of an order do you issue? Is it a temporary; is it a permanent; is it a request for a suspension of license, or revocation of license: This tells them how to go

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about it. Um, my understanding because as Mike says I'm newly hired, it's my understanding that the Board has given the staff direction to enforce the ordinances as they are written and to some degrees my understanding is that may be a stronger enforcement policy than has been followed in this county before. As a result of that, there is going to be a lot of heat directed at the people in the field, um, Mike and other people like that because of their inspections and because of their orders. But it is my understanding that that's what this Board wants and that this committee wants and that the fact it would suggest you pass these procedures that once they're employed and enforced that we would expect this committee to stand behind them. I have no further comments or general comments.

Carder: Um. At this time I would like to introduce Mr. Elmo Smyth, Mr. Paul Claufflin, and Mr. Steve Kiefer. They are employees of the state Division of Health and I asked them to speak today to um this policy.

Smyth: My name's Elmo Smyth. I'm Chief of the Hotel/Restaurant Program. In Portage County, we have agents that do hotel/restaurant work for the state under contract with standards to follow. One thing is that we expect all our agents to develop and use an enforcement policy so we have uniformity throughout the state. In other words we're all doing the same thing; treating operators accordingly with uniformity. I'm very pleased with this effort. We think it's an excellent policy at this point.

Borham: It's not too severe?

Smyth: No sir.

Claufflin: Um, just make a few comments. I think I'd like to commend Mike and the Health Department for developing this document. I think it's a very good one and the reasons this document was developed was to be in compliance with Chapter HSS192 of the Wisconsin Administrative Code, and this Administrative Code addresses itself to conditions for agent status. And development of enforcement policies is one of these conditions. We think that they have made a very fine effort in doing this. I'd also like to commend Portage County for holding this hearing because I think this really puts it up front and tells the public what is going on and what the procedures are and tells every individual who has a licensed establishment what his rights what his/her rights are in terms of what the Health Department is doing.

Borham: (Addressed to third state official) No comment?

Carder: Paul, can I make one more comment please.

Borham: Sure.

Carder: I'd just like it made known to the audience and to the Board that we do have a correspondence from the Wisconsin Restaurant Association and the Board membership should have a copy of this letter in their packet. And I would ask that I be allowed to read this into the record.

Borham: We were going to have Sue but if you would like to read.

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Carder: Oh, okay, I didn't know how you wanted to do it.

Bablitch: We had other correspondence so we asked Sue.

Borham: Sue, would you read those into those letters that you have and the one from the state Restaurant Association into the record.

Rutta: Okay. The first letter is from Ed Lump, Executive Vice President of the Wisconsin Restaurant Association to Judy Bablitch, Community Human Services Department Director dated January 30, 1990. Dear Mrs. Bablitch. Bernard Kurzawa forwarded to our office a copy of the proposed enforcement policy and inspection procedures for restaurants and taverns in Portage County dated 10/27/89. I've reviewed the documents and find nothing inconsistent with state law regulations or inspection policies. Therefore please be advised that the Wisconsin Restaurant Association is in support of your proposed policies. I wish also to thank you on advising Bernard and other restauranteurs in Portage County of this. If you have any questions, don't hesitate to call my office in Madison. Thank you for your consideration. And the second letter is from Marshfield Medical Research Foundation from Dave Nordstrom to the Community Human Services Board, carbon copy county Health Officer, regarding proposed enforcement policy for restaurants and taverns. For the record, I am a Portage County resident. I reside at 2306 College Avenue, Stevens Point. Since I am unable to attend the public hearing next Tuesday afternoon on the proposed enforcement policy, I am sending these written comments. First, I wish to commend the Division of Health and the Board for developing this proposal to protect the health and safety of members of the public who frequent restaurants and taverns. I think that the draft reads very well and gives operators clear guidance concerning implementation of relevant public health law. However, in four areas I suggest that you consider modifying the proposal before final adoption. (1) The plan calls for a minimum of only one inspection per year. Since conditions can change frequently even under the same operator, I recommend that you consider a goal of a minimum of 1.5 annual routine visits on a countywide basis. (2) I suggest that the document be revised to address contaminated drinking water. In other words, it should explain what the operator and the sanitarian will do in cases where the establishment's drinking water quality has become substandard. This should include the specifics of how customers and potential customers will be informed effectively. (3) I think the proposal should address how the agency will inform the public when serious enforcement actions are taken concerning a restaurant or tavern. For example, when a license is suspended, will the health officer issue a news release to the media? If there is sufficient reason to suspend the license, presumably there is sufficient reason to inform the public. (4) One of the most dangerous environmental exposure factors, tobacco smoke, has not been addressed at all. As a result of a finding by Congress that involuntary tobacco smoke represents a hazard to public health, tobacco smoke will be prohibited from most domestic airline flights, effective later this month. Therefore, we can fly to New York and eat our meal without this form of indoor air pollution; however, if we dine in a Stevens Point restaurant, we invariably must breathe polluted air. I encourage the Board to re-examine Chapter HSS196, Wisconsin Administrative Code, to see whether there may be a basis in the health and

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safety premise to propose a meaningful restriction on smoking in restaurants and taverns. One of the sanitarian's checklist items is ventilation; therefore, perhaps establishments could be required to pass a rigorous environmental tobacco smoke monitoring test before passing license requirements. I will appreciate your consideration of these ideas. Again, I wish to congratulate the Board and its staff for developing the proposed enforcement policy for restaurants and taverns in Portage County. Health competes against many other values in our society. I thank you for your efforts, and I encourage you to keep marching forward. Sincerely, Dave Nordstrom.

Borham: Anything else Mike? Okay, then we'll open it up to the public and anyone wishing to say anything related to this policy can now speak. Anyone wanting to speak? (No response.)

Blake Johnston: Is there a copy available to read?

Borham: Mike, do you have a copy of the proposed policy?

Carder: I've got one here. The letter we sent out though identified like the libraries and the courthouse and whatever but uh, I can get you a copy, Blake.

Borham: If anyone would like a copy just leave your name and address with Sue, our secretary, and we will be very glad to send you a copy.

Carder: Sure.

Borham: We thought everyone would go to these places that were itemized in the letter and look at the ordinance or the proposal before the meeting. Anyone else? We have forty minutes to waste.

Another individual: Do we have two have two separate sets of standards for inspecting these bars and restaurants? Because I notice that some places don't get things written up that I've gotten written up for. And they had the same violations. I know that they've come in and inspected um because I've seen the inspection sheet. So I'm wondering if there's double standards.

Borham: I don't think there's double standards intentionally. There might be double, there might be they've missed something in your place and they pick up something in another one.

Blake: Well they didn't miss anything in my place cause they were back three times within a month. But they did, I know of some place that they've been in I know of some violations and they haven't been enforced. In fact, I asked the person about it and they said they were never told about it.

Borham: Mike, do you have an explanation for that?

Carder: I think that when we start talking about individual establishments we should probably talk about it in my office and no there is not a double standard.

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Borham: Anything else? Any other comments or questions?

Second Interested Individual: Is this going to raise our licenses again?

Carder: Well license fees are determined by the Board.

Szymkowiak: If you want to complain about license fees I guess this is the place and time and place to do it. I got, I appreciate Mr. Kluck's comments and stuff and if there's something you have specific questions, please ask Mike. I guess I would appreciate having reported that if we're not doing something consistent I guess the Board should know about it. As far as licensing, yah, that's the buck stops here, if you've got some comments I guess.

Second Interested Individual: It seems the small operator is really getting blasted lately. But um the money paid out like in taverns \$54 federal tax and \$250. That's a awful lot of money.

Szymkowiak: Federal?

Second Interested Individual: Is the license, are you going to raise it again because of this or more work involved? Are you going to raise our licenses again or what's the deal?

Szymkowiak: We periodically review these things and it comes at the budget time for this department. We review all fees and charges for all the departments whether it be immunizations, license fees, and because of uh, uh, cost of doing business we periodically look at those fees and adjust those fees whether it be for services, or appeals, or whatever it might be. Uh, in the defense of that as a County Board member, I'd like to at least mention that your county property taxes did go down. Your county portion did go down. I guess you can be charging in the form of fees or charging them in property tax itself. Uh, we try to balance those things a little bit. Uh, I, I think we're in line with our fees because when we do adjust them we can make comparisons with other counties and we look at the cost of doing business. The cost of doing business, I think Portage County is one hell of a place to live and we've got some good services and we've got some fine restaurants and some recreational facilities and so on and we're not trying to single out any one area whether it be restaurants or bars. This isn't the budget when it's passed. You're good until November; I'll tell you that. It won't be raised before November; that's when we go into our budget process. But uh, you can expect raises in the future but nothing is specifically planned on account of this.

Second Interested Individual: In other words, if you go to, what was it, 1.5 inspections per year than it probably'll be raised. Is that what you're saying?

Szymkowiak: Well I can't speak for the rest of the Board members but I don't think that'll be the case.

Borham: That won't be the case.

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Szymkowiak: But I'm not so sure 1.5 is going to be realistic because to hire people is extremely difficult and we, it would take more manpower to do that. I wouldn't bet on that flying through. It's a possibility but unlikely. I'm only one vote out of 33 but I'd say it's unlikely.

Borham: Mike, I'd like you to explain the license fee or maybe Mr. Smyth I think because being a state agent, I think

Carder: Sure.

Smyth: Okay, license fees. The county or agent is permitted to levy a license fee based upon actual inspection costs; what it actually costs like in your case overhead and so forth. State requires at least one inspection a year. And we also would require of course require like we do our own staff that establishments be followed up on when required. We calculate to be honest with you that when we start agent health departments and they want to know how to figure costs and how many inspections are required, we figure an average of three because at least the first or second time around to establish a good program the first is the initial inspection and it may take one or two additional inspections before a place is in compliance. So this call for 1.5 I really don't think is out of line at all and perhaps they are already doing it, I don't know. But you can establish by statute fees based upon inspection costs.

Borham: The 1. is an initial inspection? It's an annual inspection.

Carder: Exactly.

Borham: But there may be follow-up inspections.

Carder: Oh, exactly. I think Elmo makes a good point there that we are going into most establishments more than one time. I would say at this point it's in the 90% range that we are getting into more than once. Uh, then I would like to add to Elmo's comments that 20% of our fees do go to the state so we don't keep all of it and we just as Elmo said cover our costs. I guess I wanted to make a comment before it flies out of my head in talking about the consistency of inspections. Uh, the State Division of Health routinely audits our program or surveys our program to make sure that we are being consistent, okay, so we do have that check to make sure that we are treating everyone fairly.

Kiedrowski: I'd like to address a question to Mr. Smyth. In the make-up of the Appeals Board I see we're setting this up with a member of the Community Human Services Board, a member of the Advisory Committee of Human Services, and Director of Community Human Services Department. Is that the way it has to be? It seems to be it's kind of slanted against restaurants.

Smyth: I think Mr. Heidell should address that question. I don't know.

Heidell: Mike, you might want to tell them what the source of this was.

Carder: Tony. Actually, ah, that came up or that composition was decided upon in our department, uh, between Judy, Kirsten, and myself.

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Bablitch: We have other appeals that were or have had other appeals as time has gone on and that was the general composition that we've used. For example, our septic appeals.

Szymkowiak: And they ran about 50% approved and 50% denied or sustained. And uh, I sat on the appeals and when people come and plead their cases over there and we look at the facts probably more indepth and sometimes we found out they were more correct than we were and allowed them to go through. And, a staff has done an excellent job of follow-up and helping those people. It's not like, it may be seen on the surface, I guess I didn't get that feeling when I was on the Board so.

Heidell: In answer to your question, this particular makeup is not part of statutes.

Kiedrowski: I'd like to follow up on this. I'd like to see somebody from the Restaurant Association on this Appeals Board so there is a little more of a challenge on that board. Granted, Gene feels that they're going to be fair about it. Just looking at it I don't feel comfortable with that.

Borham: Okay, we'll consider that at our next meeting. Anything else? Any other comments.

Rockman: Mike, for guys like me who didn't get a chance to read the policy, what exactly is the procedure as far as enforcement (other comment indistinguishable).

Carder: You would ask me that wouldn't you? Um, the entire process from start to finish?

Rockman: No, from start to appeal.

Carder: Well, that's finish.

Rockman: Okay.

Carder: Um, sure, we've got time. Okay. Well, I'll just give you the enforcement procedure outline that I've come up with. Uh, we would do the first inspection, uh the routine inspection when we come around to each establishment. If we find an immediate danger to health and they are explained and listed in this document of what constitutes an immediate danger to health basically we're talking about something that's happening now at the present time a very serious problem. Uh, we would ask for immediate correction at that time and immediate correction could be either permanent correction or a temporary correction. And by that we mean for instance dishwasher isn't sanitizing properly. If you have four-compartment sinks you can set those up to manually sanitize dishware until your dishwasher's fixed. That would be a temporary measure you could take immediately. Uh, if we are getting no compliance immediately we would have authority to issue a temporary order. An order would render that piece of equipment or that practice or what have you inoperative inoperable. We would tag the dishwasher and you cannot

use it until it is repaired for instance. Um, if the corrections are temporary again going back to using the sinks manually sanitizing, if such a temporary measure is being used then we would follow-up every five days to make sure that was being employed. Okay, um, any Category 2 violations or many repeated Category 3 violations we would schedule a re-inspection. Category 2 violations are I believe imminent dangers to health; Category 3 violations are potential dangers to health. Okay, they get less and less severe. Uh, but if we have a lot of minor things or any of the moderately critical things, I guess, turning terms around here, we would reschedule a re-inspection. We feel it is important enough to go back and take a look at that. If we have no violations or just a few minor things, no further action. We'll see you again next year. Okay, if we do have to do a re-inspection, we go back. All the violations are corrected, no further action. We're done.

Interested Party: What kind of timeframe?

Carder: That is outlined in the document here based upon what kind of violations. Um, I believe there are 20 days, 20 working days for the Category 2 violations and up to six months for the minor violations. So yah there, and we do give extensions; I believe it's one extension for each compliance period. But we do work with the operators as far as getting repairmen in the place, buying equipment, ordering equipment, whatever it takes. And Scott you know and a lot of people in this room know we work with you as far as getting that sort of thing done. Um, okay. All corrected, no further action. If there's some progress, okay, there's been an effort made but still not acceptable compliance, still not all the way there, we would schedule another re-inspection. If we get unsatisfactory conditions or no progress and I've had this happen, I've had individuals look me right in the eye and say I just didn't do it. No reason. I just didn't do it. Uh, at that point we would have the authority to issue a citation and we would also schedule another follow-up inspection at that time. Uh, we feel the citation at that time is warranted because they've had a couple chances already. Okay, now the second re-inspection, this would be the third visit to the establishment. At that time we are authorized to charge a \$35 follow-up fee again to cover our costs. If all corrections are made at that time or satisfactory conditions exist, no further action. If we have unsatisfactory progress on minor violations at that time, we would have the authority to issue another citation, schedule another re-inspection, charge another \$35 and hopefully gain compliance somewhere along the line. If there is not progress on critical or long-term violations, at that time suspension or revocation could be initiated, after talking obviously with Corporation Counsel. Ah, or we would have the authority to issue a conditional license at renewal time. And some people are familiar with conditional licenses. Those can be issued (cough) excuse me issued on July 1st which is the renewal of the license period. They are good for 30 days. If we don't get full compliance within that 30-day period, the license becomes void. So, that's what a conditional license will do. Um, if there is a license suspension, uh the facility is closed and a re-inspection date set at the request of the operator. Um, if the suspension is not upheld, we would issue a conditional license at renewal time. Under revocation, if a revocation is upheld, the facility is closed and re-opening only after another pre-licensing inspection. The license is gone; we have to do another re-licensing inspection with a pre-licensing fee. If the revocation is not upheld, again we would issue a conditional license at renewal time. And, did you want to hear about the appeals too?

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Rockman: No, it just sounds as though you're giving everybody a fair shake.

Carder: Well that was our intent. We didn't want to paint anyone into a corner or paint ourselves into a corner and we have some options.

Borham: Anything else. Again I would like to repeat that I would not like to see anyone leave this room with a chip on their shoulder or a gripe in their mind that hasn't been expressed here. If you have one, give it. Yes, in the corner there.

Interested Citizen: What is the policy when enforcing something new. Let me give you a for instance. Three or four years ago we were to put in back pressure valves in the plumbing system so as not to contaminate the city water supply. I was not aware of it. One, it gets to be expensive. I can't be ignorant. (some indistinguishable words). For new policies or language, how do operators know what's going on?

Carder: Maybe I should turn this one over to Mr. Smyth.

Smyth: I think you're doing all right. (laughter)

Carder: Um. When a a when new codes are adopted uh and for instance I'll just mention the new pool code. This doesn't apply to restaurant people obviously; but when the new pool code was ah adopted, we sent out letters to all the pool operators letting them know that there are these changes. We sent out a copy of the code to everyone. When we have our seminars this Fall, we're going to be handing out new restaurant codes to everyone. They exist now. If anyone wants a copy, please give me a call. Um, but yes we do make an effort to make anything new available. You're talking about the plumbing restrictions. That existed when I came on board. I understand it was '85 roughly when that started to be followed.

Smyth: What we're talking about is cross-connections. And these are things of severe public health significance. And they never were some folks say well can you grandfather them in but something like this isn't grandfathered. So it's been required. And you know why it wasn't caught in the past I don't know. Sometimes DILHR who's in charge of the state plumbing code they change their interpretations on us. What's a cross connection and what isn't. And Mike has been responding to that. And I think very well.

Hoppen: Isn't there a published item on any code change.

Smyth: Sure.

Hoppen: I'm sure it would be published in a paper. Would it be published in our paper for the local people.

Carder: In the state one it would.

Smyth: Yah. Uh, it's in the state newspaper like the Wisconsin State Journal as an example and I think other papers pick up on it. I don't know if that happens here or not. I don't know.

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Hoppen: I would think we would want to more or less follow through with that if there is a change to see that this would be published in our paper if we are the ones enforcing the code.

Szymkowiak: Maybe we could even make the Restaurant Association aware of that to become aware of that and let them through the media, a trades paper, or something like that pass the word on.

Carder: We've done that recently. In fact, I just sent out a newsrelease yesterday regarding salmonella problems with egg. And ah anything like that that's timely and we feel it is important that the public needs to know, we send it out.

Szymkowiak: You mean the pickled kind you get in taverns?

Carder: No, the raw ones.

Szymkowiak: Oh, oh them. That was good then.

Carder: Don't be too sure.

Claffin: I just wanted to mention how we work at the state level. If there are any changes in code we try to work with the industry organization to make sure that this information is advertized and gotten out to the operators. Recently we changed a number of items in restaurant code HSS196. And, the Wisconsin Restaurant Association through their publication the Restauranteur listed those items in it. Now again, not everybody gets that particular publication but we do encourage our sanitarians and we also encourage our health departments to meet with the tavern league, the restaurant association, or other groups that may have interest in the code changes and to do this on a regular basis so there is a communication with industry.

Hoppen Well if you're a member of the Restaurant Association you inevitably get that news.

Smyth: Or the tavern league, or other organizations. We also deal with the Campgrounds Association. Those kinds of things. They also are involved in food service, those kinds of things. So there is a concerted effort to try to get this out. Not everybody knows about it. In instances where it is a particularly new item, uh, we do ask the sanitarians and the agents to work with the operators. Sometimes you can't get these things changed and it isn't done over night. We realize that. But just to take off on the bulcock or backload prevention valve. This is something that's been in DILHR code for many, many years. And it's just for one reason or another it just was not enforced and we have a number of communities around Wisconsin where it has become a problem. In the neighboring community of Madison, the City of Monona is now uh chlorinating their water supply because they have so many cross-connections. And one of the main cross-connections the bulcocks in the toilet tanks which are back-siphoning water into the water supply. We've had a number of wells throughout the state where because of an electrical outage or something like this there's been a back-siphoning situation created in the

establishment and the water has back-siphoned into the well. And we know this because all of a sudden because they had these dyes or these cleaners in the back of the toilet tank that all of a sudden when they're turning on their faucets they are getting blue and red water. So we know that these things are happening. So we're becoming more and more aware of this. And this is something that's been in the Plumbing Code for many years so now we're getting more serious about enforcing it.

Borham: Anything else? I would just like to make one statement here and has already been referred to that uh this Board has taken action some months ago to that we wanted to bolster our restaurant and tavern inspections. When Mike came aboard, this was his big charge, to bring it up to date. We were sorely lacking previously in restaurant inspections. Probably some of you hadn't had an inspection for a year yet we charged you a license fee. But now we want to at least give you your license fee money's worth and give you an inspection, whether you look upon our inspection as being a detriment or a help. I'm sure in many cases, especially in new restaurant operators, he goes a long way in helping them establish a good health program in their restaurants--he has some good information. He might also give good information to even the restaurant operator who's been in business for fifteen years--who's been doing the same thing wrong for fifteen years. So we don't like you to look upon him as being an enemy or pest. We'd like to have you think of him as someone who's helping you in your business. We're interested in the health of 60,000 people in Portage County. We must protect that health. We hate to see a food poisoning situation exist here, an infectious disease situation happen in restaurants uh so we are attempting in a very slow manner we've proposed here for restaurant licenses. More as a help to you people not as a hindrance. Any other comments?

Interested Individual: Are supermarkets come under your control? I mean with the Legionnaires Disease that just happened.

Carder: No. uh, the Department of Agriculture has the responsibility to license and inspect those facilities. We can become an agent of the Department of Agriculture just as we are an agent of the Division of Health. If this Board would choose to do that, of course, it would take more manpower and whatever. But, no, for the time being uh the Department of Agriculture has that responsibility.

Szymkowiak: We don't you're saying we don't inspect deli's.

Carder: We inspect the deli's in the grocery store but not anything outside of that.

Szymkowiak: So if you're cooking chickens in the little round thing

Eckholm: Rotisserie--we know what you meant.

Szymkowiak: Rotisserie I guess was what I was looking for.

(General laughter)

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
FEBRUARY 27, 1990

Present

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

Excused

Paul Borham  
Marge Lundquist

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Cindy Schmitz, Mike Carder, and David Pagel, Supervisors; Sally Murwin, Jane Shaurette, and Joanne Higgins, staff; Mrs. Aman, Advisory Committee member; Brenda Regeth, Stevens Point Journal; Denise Kaderabek, WSPT; and Mrs. Banke and Mrs. Gross of the Home Town Day Care.

I. COMMUNITY HUMAN SERVICES BOARD TRAINING

Board training took place at the Salvation Army Shelter on Cypress Street.

The meeting was called to order by Acting Chairperson Szymkowiak at 4:45 p.m. on Tuesday, February 27th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of February 13, 1990.

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

2. Correspondence.

Mrs. Bablitch called to the Board's attention several pieces of information in the packet, including a letter from the Children's Trust Fund, the finalized environmental policies, her invitation to attend a conference at Wingspread, and an article quoting Jay Cleve.

3. Director's Report.

Mrs. Bablitch reported both the Personnel and Finance Committees approved the two new position requests. The requests will now be considered at the March County Board meeting. Also, Finance Committee approved payment for Mrs. Rockman's out-of-state conference.

4. Citizen Concerns/Unlimited Topics.

Mrs. Hall and Ms. Schmitz provided the Board with an update on the Salmonella outbreak at a day care center. Mrs. Hall noted in 1989, Portage County had a total of 21 isolated cases. Currently, the center has 16 cases. The agency still doesn't know the original source but staff feel the outbreak didn't start at the center but was brought into the facility. Infants, 3-year olds, staff, and parents have been affected. Mrs. Banke, co-owner, and Mrs. Grose, co-owner and center director, spoke of their concerns for the way they perceived the situation was handled by the Health Division, the adverse publicity they believe the center received as a result of the incident, and the potential harm the situation caused through statements they view as inaccurate made in the paper. After discussion, Mr. Medin commended the day care center staff on their aggressive efforts to eliminate the outbreak. The owners were invited to meet again with Mrs. Bablitch, the Board Chair, and Health staff to discuss this matter at greater length, if they desired.

III. PROGRAM ISSUES

1. Tour of Newly Constructed Area for Word Processing Staff.

The Board members were given a brief tour of the newly constructed word processing area in the lower level.

2. Update on New Voice Mail/Telephone System.

The agency continues to experience periodic problems with the voice mail portion of the new telephone system. However, as with any complicated piece of equipment that merges several systems, it is expected to be about two to three weeks before all the problems are resolved. The agency is generally very pleased with the new telephone system. The Board requested another telephone update at its March 27th meeting.

3. Status Report on Child Day Care Funds.

Daryl Kurtenbach reported the department is using the planned projection method to determine child day care fund allocations. Based upon limited data, it appears as though several areas in the day care budget may experience financial difficulties. The Consolidated Aids portion of day care may see shortages in the Self-Initiated Education and Training AFDC line item. In the Community Aids section of day care funding, the Miscellaneous account may also realize a funding shortage. If extrapolations hold true, a waiting list will need to be established in these areas. An additional \$10,000 request for expanded Post AFDC day care funds has been requested. Mr. Kurtenbach presented a summary outlining current tentative projections. The Board requested a copy of the document.

4. Action to Adopt Enforcement Policies for Environmental Health Programs.

Mike Carder briefly reviewed two proposed enforcement policies and inspection procedures for lodging establishments and for campgrounds, mobile home parks, pools, and recreational/educational camps. These policies would affect about 110 establishments. The Board instructed Mr. Carder to notify all establishments of these proposals, provide copies of them and allow ample time for any interested establishments to comment on the procedures during a specific timeframe. At a future meeting, the Board will consider any comments and then take appropriate action. The Board was asked for input on the proposed Appeals Committee composition. After some discussion the Board revised the proposed Appeals Committee composition to replace the Director of the Department with a "motel" representative. This composition will be the same for both of the Appeals Committees. The Board will review and confirm all Appeal Committee appointments.  
Committee.

IV. PERSONNEL ISSUES

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

The Board considered a request for a part-time, 20-hour per week limited-term Human Services Assistant to replace a person on medical leave. The request was for a maximum of 180 hours and does not involve any county dollars. A Motion was made by Mr. Medin and Seconded by Ms. Holmes to approve the request as submitted. All were in favor of the motion. Motion carried.

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

The Heath Division requested approval to hire a limited-term employee to enhance the HealthyStart program. The duties would be added to a current permanent part-time employee and would be entirely paid through grant dollars. A Motion was made by Ms. Holmes and Seconded by Mrs. Hoppen to approve the request as submitted. All were in favor of the motion. Motion carried.

V. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Ms. Holmes and Seconded by Mrs. Hoppen to approve vouchers in the amount of \$131,280.47 and purchase orders in the amount of \$1,252.20. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes 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 Tuesday, March 27th. UNLESS OTHERWISE NOTIFIED, the Board will NOT meet on Wednesday, March 14th.

Submitted: Susan Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MARCH 27, 1990

Present

Fran Eskritt  
Paul Borham  
Deb Anstett  
Dave Eckholm  
Gene Szymkowiak  
Carole Holmes  
Dave Medin  
Tony Kiedrowski

Excused

Jackie Hoppen  
Marge Lundquist

Absent

John Holdridge

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Daryl Kurtenbach and Bill McCulley, Coordinators; Cindy Schmitz, Supervisor; Sue Wilcox, United Way; Tim Wentworth, Magic 105; and two graduate students.

I. COMMUNITY HUMAN SERVICES BOARD TRAINING

The Board toured the lab and discussed lab activities.

The meeting was called to order by Chairman Borham at 4:45 p.m. on Tuesday, March 27th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of February 27, 1990.

A Motion was made by Mr. Eckholm and Seconded by Mr. Kiedrowski to approve the Minutes of February 27th as written. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch indicated the day care statistics which the Board requested at the February 27th presentation were included in today's packet.

3. Director's Report.

Mrs. Bablitch reported staff are busy working but there was nothing special to report to the Board.

4. Advisory Committee Report.

The Advisory Committee met last night and heard one of the Leisure Time Opportunities for Developmentally Disabled Task Force recommendations had been fulfilled. A part-time staff person, Maxine Hogen, was hired by ADD and will be working out of her home. Also, the Committee approved its membership committee's recommended slate of officers and new members. The Board will be asked to confirm these recommendations at its next meeting. Finally, Joan Honl showed the Supported Employment video and answered questions. 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.

Mr. Medin requested an update on the salmonella outbreak. Mrs. Bablitch indicated state public health staff along with our public health staff were finishing the investigation of the day care outbreak.

Mrs. Kluck reported the department still continues to have some problems with the telephone system's voice mail function. One line card continues to consistently become inoperable. The telephone equipment manufacturer, a firm located in California, will be sending troubleshooters to see if the problem lies in the telephone equipment itself or if other problems exist.

III. PROGRAM ISSUES

1. Waiting List Report.

Mrs. Anstett asked what the current month service delivery time for the PRIDE program. Mrs. Bablitch will check on this timeframe. Mr. McCulley stated the Psychological Services Section is experiencing a very high demand for psychological services. In fact, potential clients are being referred to other service providers. Mrs. Bablitch indicated it may be necessary to request an additional full-time mental health clinician position for 1991 to meet this community need. A Motion was made by Mr. Kiedrowski and Seconded by Ms. Eskritt to approve the waiting list as submitted. All were in favor of the motion. Motion carried.

2. Mental Health Inpatient Report.

Mr. McCulley reported the agency experienced two high usage periods in January and February. Currently three people are in long-term placements at Winnebago. Even though two of these three individuals may be returning to a less restrictive environment, one new client may be going into care. With this in mind, 23% of the budget is consumed compared to a normal projection at this point in time of 17%. A Motion was made by Mr. Szymkowiak and Seconded by Mr. Kiedrowski to accept the Mental Health Inpatient Report as submitted. All were in favor of the motion. Motion carried.

3. Report on Public Health Initiative and Public Health Plan.

Cindy Schmitz briefly highlighted aspects in the Public Health Initiative and the Public Health Plan. Of special interest in the Public Health Initiative are the \$1 per capita funding for new programs and the grants for primary health care services. Mr. Borham expressed his concern that the \$1 per capita fund would need to be used for new program initiatives and not to supplement or expand current services. Both Schmitz and Mr. Borham were hopeful that the Public Health Plan would be passed by the Governor so the state can give counties adequate and coordinated health direction.

IV. FISCAL ISSUES

1. Action to Authorize Request for Additional Funds for Alcohol and Drug Abuse Treatment.

The agency has an opportunity to receive \$50,873 for alcohol and drug abuse treatment. The Board was asked to accept these funds. Of this amount, about \$15,000 will be used for youth group care, \$19,300 for communitybased care, and \$16,500 to offset inpatient costs. A Motion was made by Mr. Szymkowiak and Seconded by Ms. Eskritt to accept the additional \$50,873 for alcohol and drug abuse treatment. All were in favor of the motion. Motion carried. The request will be forwarded to Finance Committee for their information.

2. Approval of Vouchers.

A Motion was made by Mr. Kiedrowski and Seconded by Mrs. Anstett to approve vouchers in the amount of \$382,020.68 and purchase orders in the amount of \$30,862.66. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

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

A Motion was made by Mr. Szymkowiak and Seconded by Ms. Holmes to authorize the out-of-state conference for the WIC Nutritionist. All were in favor of the motion. Motion carried. Since the WIC program will pay for all conference costs, the Board felt the employee should not be required to pay any out-of-pocket expenses. The request will be forwarded to Finance Committee for approval.

2. Other.

Gene Szymkowiak asked for, and received, the Board and department's continued endorsement for Project Graduation.

VI. ADJOURNMENT

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

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

Submitted: Sue Rutta, Administrative Assistant

**MINUTES**  
**COMMUNITY HUMAN SERVICES BOARD MEETING**  
**APRIL 10, 1990**

Present

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

Excused

Deborah Anstett

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Bill McCulley, Daryl Kurtenbach, Coordinators; Mike Carder, Cindy Schmitz, Supervisors; Lucy Kluck, Business Manager; Brenda Regeth, Stevens Point Daily Journal.

The meeting was called to order by Chairman Borham on Tuesday, April 10th, at 4:03 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of March 27, 1990.

A Motion was made by Mr. Szymkowiak and Seconded by Mr. Eckholm to approve the Minutes of March 27th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mrs. Bablitch read a letter from Karl Pnazek, CAP Director thanking the Poverty Task Force's efforts to bring the CAP SHIP Pilot Project to Portage County.

3. Directors Report.

Mrs. Bablitch thanked the Board for their dedication to our agency and for their assistance on various issues that came up in the past. The Board might be changing with the new elections in May.

Mrs. Bablitch indicated that the February delivery time for the PRIDE program was two months. It was not noted originally.

Mrs. Bablitch indicated that Ms. Marge Lundquist has been reappointed as a Citizen's Member on our Board for a three year term. The County Board has to approve this appointment.

Mrs. Bablitch reported that no new cases of Salmonella have been reported since March 7. We will have a written report for the review panel and Board members to review in approximately two weeks.

Mrs. Bablitch reported that five management reclasses have been put on hold because the Personnel Committee wanted more information. They will be reviewing them at their next meeting.

Mrs. Bablitch reported that almost all agency staff attended a one and a half day Motivational Training session last week held by Neva Cole.

4. Update on Voice Mail System.

Lucy Kluck told the Board that we are getting a new voice mail system as they were unable to get our current system working 100%. We are now in the process of switching over to this new system. We were able to save some data but the voice capabilities will have to be reprogrammed. We will be completely switched over to the new system on Monday, April 16.

5. Citizen Concerns/Unlimited Topics.

There were no Citizen Concerns brought before the Board.

Mr. Borham informed the Board that he received a memo from the Wisconsin Counties Public Health Affiliate. The memo is a sample resolution supporting a provision in the State budget starting in 1991, and continuing annually thereafter of equitable cost sharing by the State to the County to be called Public Health Aids funding, and to be allocated in annually increasing amounts until full funding of mandates is attained, and the funding be allocated annually to County Departments administering Public Health programs. This resolution will be reviewed by the Board at the next meeting and will then be sent to the County Board for their review at the May meeting. A copy of the memo will be mailed to all Board members.

III. PROGRAM ISSUES

1. Waiting List Report.

Mr. Kurtenbach stated that there has been a decrease in the Home and Financial Managers waiting list due to letters which were sent out to clients. Of the 16 letters sent out, 10 clients declined services. However, others on the waiting list have been referred by other professionals and would appear to be long term clients. Mr. McCulley stated the Psychological Services Section is still experiencing a very high demand for services. A Motion was made by Mr. Kiedrowski and Seconded by Ms. Lundquist to approve the waiting list as submitted. All were in favor of the motion. Motion carried.

2. Inpatient Mental Health Report.

Mr. McCulley reported the agency experienced high usage periods in early 1990. Currently three people are in long-term placements. One new client may be going into care, even though two of three individuals

may be returning to a less restrictive environment. A Motion was made by Mr. Eckholm and Seconded by Mrs. Hoppen to accept the Mental Health Inpatient Report as submitted. All were in favor of the motion. Motion carried.

3. Action to Approve Appointments to Advisory Committee.

The Board praised the membership committee for the excellent selections they made for nominees for the Advisory Committee. A Motion was made by Mr. Kiedrowski and Seconded by Mr. Medin to approve the appointments of Peggy Sullivan, Gordon Haferbecker, and Nancy Schultz to the Advisory Committee; to approve the appointment of William Zimdars as Vice-Chairperson on the Advisory Committee; and to approve the appointment of Fran Eskritt as Chairperson on the Advisory Committee. All were in favor of the motion. Motion carried.

4. Action to Approve Enforcement Policies for Lodging Establishments, Campgrounds, Mobile Home Parks, Pools, and Recreational/Educational Camps in Portage County.

Mr. Carder stated he received several phone calls and one letter in support of the enforcement policies. All had voiced several favorable comments. A Motion was made by Mr. Eckholm and Seconded by Mr. Szymkowiak to approve the enforcement policies for Lodging Establishments, Campgrounds, Mobile Home Parks, Pools, and Recreational/Educational Camps in Portage County. All were in favor of the motion. Motion carried.

5. Approval of Appointments to Appeals Board.

A Motion was made by Mr. Kiedrowski and Seconded by Ms. Holmes to approve the appointments of Case Van Cleef, James Kollock, Richard Lorek, Genie Aman and Evelyn Zywicke to the Appeals Board. All were in favor of the motion. Motion carried.

6. Update on Proposed Staffing for School Health Services.

A memo from Kirsten Hall and letters to Dr. Dwight Stevens, Superintendent, Stevens Point School District and to Jerry Bohren, Administrator for Special Education and Pupil Services were distributed at the Board meeting.

Cindy Schmitz reported that nurses assigned to schools have found their experiences this year to be far different than the previous years. They have found there are increasing numbers of medically needy students, special needs children and other children-at-risk. A proposal was sent to Jerry Bohren for staffing of school health services. Many of the recommendations were based on the experience of many school districts around the State. For example, the American Nursing Association standard suggests 1 FTE nurse for every 1500 students. However, the Department of Public Instruction standard is 1 FTE nurse for each 2000 students. Judy Bablitch, Kirsten Hall and

Cindy then met with Dr. Dwight Stevens and the Cabinet members who proposed an increase in time to 1.5 FTE public health nurses. If the School Board approves this increase in their budget, we will need to hire the equivalent of one FTE public health nurse to start in late August. Cindy and Kirsten will be visiting each of the schools this month to discuss any changes they would like for the upcoming school year. We will let you know the results of their discussions.

7. Evaluation of Board Training Program.

Evaluations were included in the packet and returned to be tallied and shared with the Board at the next meeting.

III. FISCAL ISSUES

1. 1989 Year-End Financial Report.

A copy of the year-end financial report was distributed at the Board Meeting. Lucy Kluck reported a budget deficit of \$49,176 due to client revenues being lower than anticipated because of less abilities to pay or greater bad debts. The bad debts have been turned over to the State's Bureau of Collections. We also have not received all of our State revenues. We have closed the books by establishing receivables and recognizing revenues. This amount for 1989 is in excess of \$300,000. Lucy reported that while we are fairly sure that we will recover all this money, the State might disallow some expenses, which will reduce the amount we receive. If this happens, we would be forced to absorb that shortage in 1990. A Motion was made by Mr. Holdridge and Seconded by Mrs. Lundquist to accept the 1989 Year-End Financial Report. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Motion was made by Mrs. Hoppen and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$94,645.09 and purchase orders in the amount of \$11,354.74. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:07 p.m.

The next meeting is scheduled for Tuesday, April 24, 1990, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m.

Submitted by: Pam Helgemo, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
APRIL 24, 1990

Present

Paul Borham  
Dave Eckholm  
Marge Lundquist  
Carole Holmes  
Fran Eskritt  
Jackie Hoppen  
Dave Medin  
Al Lewandowski  
Jim Kalpinski  
Don Mansavage  
Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Cindy Schmitz and Jim Riggerbach, Supervisors; Joan Honl, Community Industries Corporation; John Holdridge and Janet Malone, members of the Day Care Fund Selection Committee; Pat Edgerton, Karl Pnazek, Rebecca Zurtman, Lisa Worzalla, Mary Stewart, Suzie Sprouse, and Christy Poffinbarger, concerned citizens and day care providers; Brenda Regeth, Stevens Point Journal.

The meeting was called to order by Director Judy Bablitch at 4:05 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. ELECTION OF OFFICERS

1. Election of Chairperson and Vice-Chairperson.

Mrs. Bablitch entertained nominations from the floor for the position of Chairperson. Mr. Kalpinski and Mr. Murphy nominated Mr. Medin. Mr. Borham was nominated by Marge Lundquist and Carole Holmes. Nominations were called three times. There were no further nominations. Nominations were closed. Each member was given a ballot to cast their vote. Ballots were collected and sent to the Recording Secretary for tallying. Medin: 6 votes; Borham: 5 votes.

Chairman Medin requested nominations for the position of Vice-Chair. Mrs. Hoppen placed Mr. Eckholm's name into nomination. Nominations were called three times. There were no further nominations. Nominations were closed. Mr. Eckholm was unanimously elected Vice-Chair.

2. Action to Set Board Meeting Dates and Times.

The Board discussed possible meeting dates and times. It was decided that the Board will continue to meet on the second and fourth Tuesdays of each month beginning at 4:00 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of April 10, 1990.

A Motion was made by Jackie Hoppen and Seconded by Carole Holmes to approve the minutes of April 10th as written. All were in favor of the motion. Motion carried.

2. Correspondence.

The Board was informed of the Regional Briefings for Wisconsin's Public Health Agenda for the Year 2000. Registrations should be made through Sue Rutta.

Mrs. Bablitch read a letter from Don Herrman, past member of the Advisory Committee, thanking the Advisory Committee members and staff for opportunity to serve on the Advisory Committee.

3. Director's Report.

Mrs. Bablitch distributed a one-page document entitled Gilfry Update. This informational sheet will be disseminated to County Board members at the next meeting and is our effort to highlight activities in the department.

New members were given additional information on the department. All new members will eventually receive a copy of the agency's 1990 budget. Mr. Kalpinski was given the first copy.

The department has been awarded almost \$3,000 in grants from St. Vincent's. Various services will benefit from this allocation including Volunteer Services and Health.

The child care room for clients' children is in place, being staffed by volunteers three afternoons each week, and is very successful.

The Employee Foundation will once again be hosting the Second Annual Kids Day At Camp. In addition, a Lecture Series will also be offered to the general public. Staff donate all the time and funds necessary for these efforts. One current fundraiser is a Silent Auction. Any Board member wishing to participate can go to the Library and Employee Lounge to view the items and put in a bid. The fundraiser ends at Noon Friday. Successful bidders will be notified Friday afternoon.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics to discuss.

III. PROGRAM ISSUES

1. Program Statistical Report (January-March, 1990).

Coordinators and Volunteer Services Coordinator presented their first quarter statistics. This information is on pages 9 through 26 of the Board packet. A brief review of program responsibilities was given by each individual.

2. Review of Supported Employment Project.

Joan Honl of Community Industries Corporation showed a video on Supported Employment. This short, locally produced-and-funded video directed toward businesses and organizations interested in employing individuals with severe disabilities. Information was also distributed showing the various types of organizations that are Supported Employers as well as the different groups and businesses that have seen the presentation. Joan encouraged Portage County to become more fully involved in this opportunity.

3. Action to Award Child Day Care Start-Up Monies.

Dave Eckholm, Chairman of the Day Care Start-Up Allocation Committee, briefly reviewed the work of the committee. He then asked endorsement of the recommendations. Pat Edgerton asked to address the Board on behalf of several in-home day care providers. Mrs. Edgerton spoke of the general concern for the process and criteria used in making the grant awards. She asked for clarification and the definition of each criteria. Mr. Eckholm explained the selection process and defined the criteria. He noted that 31 proposals were received (one was later withdrawn) totaling about \$118,000. The Committee only had \$21,600 to award. They decided to award grants where it would make the greatest, lasting impact. A Motion was then made by Mr. Eckholm and Seconded by Mr. Borham to accept the recommendations of the Child Day Care Start-Up Committee as submitted. Rebecca Zurtman, parent of a child in an in-home facility, spoke in favor of allocating a per capita share to each of the 30 facilities that applied for funding. Also endorsing that concept was Christy Poffenbarger and Mary Stewart. Speaking in favor of funding for both in-home and institutional day cares was Suzie Sprouse. Board members Kalpinski and Mansavage also questioned the allocation process. The question was called by Borham. In favor of the motion: 9; against: 1 (Kalpinski); excused: 1 (Murphy). Motion carried.

IV. FISCAL ISSUES

1. Action to Adopt Resolution for Increased Public Health Aids Funding and Forward to County Board.

Mr. Borham spoke in favor of adopting the resolution calling for increased public health aids funds. Based on a \$1.00 per capita starting formula, this could mean \$62,000 in additional funding for the department's health component. A Motion was made by Mr. Borham and Seconded by Mr. Lewandowski to adopt the resolution and forward it to the County Board for action. All were in favor of the motion. Motion carried. In case any Board member wanted to contact the Governor and express support of this effort, a sample letter along with the Governor's telephone number was distributed.

2. Approval of Vouchers.

Vouchers were reviewed by the Committee. A Motion was made by Mr. Borham and Seconded to approve the vouchers in the amount of \$249,391.43 and purchase orders in the amount of \$3,242.03. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Mrs. Bablitch requested approval to travel out of state to attend various mental health leadership development training. Mrs. Bablitch would pay for call travel costs and the Consortium would pay all other associated costs. The list of the leadership meetings was included in the Board packet. The Board commended Mrs. Bablitch on this prestigious appointment. A Motion was made by Carole Holmes and Seconded by Paul Borham to approve the out-of-state travel request as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

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

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MAY 8, 1990

Present

Dave Medin  
Dave Eckholm  
Paul Borham  
Marge Lundquist  
Jackie Hoppen  
Fran Eskritt  
Carole Holmes  
Al Lewandowski  
Don Mansavage  
Jim Kalpinski  
Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Jim Canales, Kirsten Hall, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Jennifer Cummings, Mike Carder, Sue Oehlke, and Cindy Schmitz, Health Supervisors.

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

I. COMMUNITY HUMAN SERVICES BOARD/ADVISORY COMMITTEE INFORMATIONAL UPDATE

The Health Division presented an overview of the Public Health Agenda for the Year 2000. Each major issue was addressed and staff commented on services being provided to Portage County residents compared to the document objectives.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of April 24, 1990.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Mansavage to approve the minutes as written. All were in favor of the motion. Motion carried.

2. Correspondence.

All Board members received a copy of the organizational chart in their packets. New members were given the agency's 1990 objectives. Mrs. Bablitch read a thank you note from Mrs. Anstett.

3. Director's Report.

Mrs. Bablitch reported the new voice mail system is working well.

Also, the Personnel Office has granted us an extension for submitting our reclass requests. The requests were to be in to the Personnel Office on May 15th. Since the AFSCME contract has not been settled and several individuals governed by this contract are up for negotiated reclasses, the department was granted an extension of several weeks.

Mr. Szymkowiak was a member of our Low-Income Housing Alternatives Task Force. Since he is now longer on the Board, a new representative needed to be appointed. Mrs. Lundquist volunteered to assume this role. There were no objections to her appointment. Mr. Borham currently chairs this group.

The Health Division has been investigating a foodborne or waterborne outbreak at the Sky Club. Mrs. Bablitch updated the Board on the problem and steps that have been taken to control the outbreak. Staff believe the disease transmission has been stopped. Information on Norwalk Virus was distributed to the Board.

4. Citizen Concerns/Unlimited Topics.

Mr. Murphy and Mr. Kalpinski voiced concern over the length of Board meetings. Both members felt they would prefer to have on the agenda only those items which require a vote (finances, LTE approvals, vouchers, financial reports, medical leaves). Informational documentation could still be included in the packet for Board knowledge. Other members (Lundquist, Hoppen, Eckholm) spoke in favor of continuing the current format. Mrs. Bablitch emphasized she would try to make reports as brief and informative as possible.

III. PROGRAM ISSUES

1. Waiting List Report.

A revised Waiting List Report was distributed. Abbreviations were clarified for new members.

2. Inpatient Mental Health Report.

Mr. McCulley reported there were less emergency detentions and commitments this month. Therefore, the program is now only about 4% over the amount budgeted.

3. Review of Quarterly Statistics (Divisions of Long-Term Care and Business Services).

There were no questions on the Long-Term Care Division report. On the Business report, it was noted bad debts totaled \$1,137 and, as of June 1st, the department will take old claims to Small Claims Court instead of turning them over to the state Bureau of Collections.

IV. FISCAL ISSUES

1. Year-to-Date Financial Report.

Board members were familiarized with the report format. At this time, the department is projecting a \$86,000 deficit based upon current usage rates. A memo from the Dept. of Health and Social Services regarding proration of General Relief payments to counties under s. 49.035 (14) was distributed. As a result of this information, the department will need to absorb \$29,064 in unrealized 1989 General Assistance revenue. Mrs. Kluck closed 1989 accounts with the anticipation of receiving our total state allotment for this program. Since it will not be realized, this money will have to be absorbed in our 1990 budget. Therefore, the current projected deficit of \$86,000 does not reflect the additional \$29,064 expense. The Finance Committee is being apprised of our financial condition.

2. Approval of Vouchers.

A Motion was made by Mr. Murphy and Seconded by Mrs. Hoppen to approve vouchers in the amount of \$115,384.44 and purchase orders in the amount of \$4,307.92. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize Medical Leave of Absence.

A Motion was made by Mr. Eckholm and Seconded by Mr. Mansavage to approve the medical leave of absence up to one year as requested. All were in favor of the motion. Motion carried.

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2. Action to Authorize Limited-Term Employees.

A Motion was made by Mr. Murphy and Seconded by Mrs. Lundquist to approve the current limited-term employees to fill the vacancy caused by the medical leave as requested. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:20 p.m. The next meeting is scheduled for 4:00 p.m. on Tuesday, May 22nd, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MAY 22, 1990

Present

Dave Medin  
Dave Eckholm  
Fran Eskritt  
Marge Lundquist  
Paul Borham  
Jim Kalpinski  
Al Lewandowski  
Don Mansavage  
Jeff Murphy

Excused

Carole Holmes  
Jackie Hoppen

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Mike Carder and Suzanne Oehlke, Supervisors; Lucy Kluck, Business Manager; Brenda Regeth and Kelly Berg, Stevens Point Journal; and Pete Kempen, WSPT.

The meeting was called to order by Chairman Medin at 4:00 p.m. on Tuesday, May 22nd, in Conference Room 1-2 of the Gilfry Center.

I. COMMUNITY HUMAN SERVICES BOARD/ADVISORY COMMITTEE INFORMATIONAL UPDATE

Daryl Kurtenbach presented information on the Listening Forum Project. A summary of the project is found on Page 2 of the packet. The findings are on page 3. An Issues Awareness Ad Hoc Committee has been formed at the Advisory Committee level and will be making recommendations to the Advisory Committee and Board as to areas they feel task force involvement is warranted. The Ad Hoc Committee should have a final report ready by the end of Summer.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 8, 1990.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Mansavage to accept the Minutes as written.

Mr. Murphy asked for additional clarification on the Sky Club foodborne outbreak because the minutes did not address his concerns. Mr. Murphy felt he had been misled by the department on this issue. He thought Mrs. Bablitch reported to the Board that three people had come down with the foodborne illness. However, the newspaper reported that two groups composed of 110 people were taken ill. He indicated a citizen had contacted him wondering why the establishment had not been closed and that he directed the individual to contact Mrs. Bablitch. In response, Mrs. Bablitch indicated there had been three separate groups eating at the Sky Club who had become ill--not two reported by the papers. The decision not to

close the establishment was made based on frequent consultation with state experts. As the investigation proceeded, it became apparent that the outbreak was over by Sunday and we started our investigation after we received the report on Monday.

Mr. Medin asked Mr. Murphy if he wished to amend the minutes. Mr. Murphy indicated in the negative. The minutes were approved as submitted.

2. Correspondence.

Members were encouraged to attend the WICOPHA Combined Regional meeting on June 18th in Wittenberg. Sue Rutta will coordinate registration.

The Board membership roster was included in the packet. Mr. Eckhom noted his home phone should be 341-1695. The change was noted.

3. Director's Report.

Recently an article appeared in the paper stating "Brown County finds private relief administration saves". Mrs. Bablitch distributed the article and a memo addressing the cited Brown County General Relief cost savings. The article reported a \$190,000 per year cost savings in administrative costs since 1987 when the Housing Allowance Office started to administer the Brown County General Relief program. In general, it was determined the General Relief program now operating in Brown County is very similar to the one Portage County and most other counties administer. Strict eligibility standards are used and all able-bodied recipients are required to seek paid employment or participate in the work program.

A day care which had received special funding sent pictures of the equipment purchased with their allocation. The pictures were shared with the Board.

At the last meeting, the Board was informed the state could not reimburse its total share of General Assistance costs. As of this date, the Senate and Assembly have passed a Bill requiring the state to pay its total commitment to counties. The Bill awaits the Governor's signature. To encourage positive action on this item, Mrs. Bablitch has sent a letter asking the Governor's signature on the Bill.

An unofficial resolution thanking Gene Szymkowiak for his participation on the Board was read by Mrs. Bablitch and endorsed by the Board.

4. Advisory Committee Report.

Fran Eskritt reported the Advisory Committee met Monday, May 21st. At that time, Ms. Eskritt appointed Greg Krems to fill the vacant youth position previously occupied by Katie Von Feldt. New members were also seated. The committee heard the quarterly reports as well as a report on Hmong issues presented by Rev. Knutson. Finally, Jeni Aman was appointed to serve on the Home Health Advisory Board.

5. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics discussed.

III. PROGRAM ISSUES

1. Determination of Board Member Participation in Setting 1991-1993 Department Objectives.

Board members were asked to determine their first, second, and third choices for reviewing and determining 1991-1993 objectives. As soon as choices are finalized, managers will be contacting their appropriate Board and/or Advisory Committee members to set up a mutually agreeable time.

IV. FISCAL ISSUES

1. Historical Analysis of Mental Health Inpatient and Community-based Residential Facility (CBRF) Costs.

To enhance the Board's current understanding of the inpatient and communitybased residential facility financial concerns, a budget analysis from the years 1984 through 1990 was prepared and presented by Mrs. Kluck and Mr. McCulley. The analysis showed mental health placement costs to be very volatile and therefore the budget expenditures to be quite unpredictable. This volatility proved true when reviewing the "net" figures for mental health in each year [1984-(\$22,954); 1985-(\$27,806); 1986-\$109,066; 1987-(\$126,959); 1988-(\$54,014); 1989-\$131,906; and 1990-(\$60,500 anticipated)]. On the other hand, the Communitybased Residential Facility costs remained relatively stable and generally had a surplus at the end of each year. The first deficit appeared in 1989 because of the need to move additional persons into the community.

Mr. Medin pointed out that in analyzing the documentation the department had not underbudgeted either the mental health or the communitybased costs. He noted the net for year-to-date mental health costs in 1989 were \$159,374 and the agency budgeted an increased net of \$227,550 for 1990. The same was true with the Communitybased budget which had a 1989 year-to-date net of \$318,963 and a budgeted 1990 net of \$324,991.

It was reported the cost of a one-year inpatient placement is about \$70,000. Last year, the agency had one Winnebago placement; this year, we may have two individuals placed there. However, our budget was prepared on the assumption that only 1-1/2 individuals would need to be placed during the year. Mr. McCulley noted in 1989, the department had 61 emergency detentions. Already this year, forty-four emergency detentions have been acted on.

Mental health problems generally run in cycles with Spring and Summer usually a slower time of year. In the last three weeks, we have seen fewer emergency detentions which could help reduce the potential deficit for mental health services. In addition, voluntary alcohol and mental health placements have been placed on hold. Mrs. Bablitch indicated the Finance Committee is kept informed of our deficit situation and advises the agency as to what steps need to be taken regarding the deficit.

2. Action to Approve Environmental Toxic Surveillance Grant Application.

Mike Carder reported the Wisconsin Division of Health is soliciting environmental toxic surveillance applications from all local public health agencies. The agency would like to apply for an \$880 grant which would cover the water testing of 12 day care centers, 48 water samples, and 10 follow-up blood samples. The Division of Health will provide bottles, conduct the tests, and provide any follow-up assistance for positive water samples. The department would be responsible for drawing any blood samples. Water samples will be gathered by the LTE Lab Aide so there would be minimal cost for staffing of the project. When questioned what the cost to the day care would be, Mr. Carder responded there would be no cost to those facilities. If surveillance dollars continued, Mr. Carder hoped to expand the areas sampled.

A Motion was made by Mr. Mansavage and Seconded by Mr. Lewandowski to approve applying for the Environmental Toxic Surveillance Grant. Mr. Murphy indicated he was not in favor

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of applying for this grant. He felt the department had no business in looking for ghosts and did not feel there was a problem and therefore no need for the testing. He indicated the state had banned plumbers from using lead solder and there were dire consequences to the plumbers caught using this product. Mr. Murphy also was not in favor of the grant because approving the grant application could potentially lead to another new program and staff. Mr. Mansavage felt this was an important problem which needed to be addressed but hoped the agency didn't get carried away in trying to expand the program.

The question was called. Voting against the motion were Murphy and Kalpinski. Voting in favor of the motion were Medin, Borham, Eckholm, Lundquist, Eskritt, Lewandowski and Mansavage. Motion carried.

3. Action to Approve Application to Receive Medical Assistance Pass-Through Funds.

The agency requested permission to apply for Medical Assistance Pass-Through funds. In an effort to help counties manage community programs funded by Medicaid and comply with state or federal administrative requirements, counties can now apply for pass-through funding for the federal share of certain administrative and quality assurance functions reimbursable through Medicaid administrative funds. The agency is eligible to receive 50% of the cost of a limited number of such duties for the Medical Assistance Waiver Program, the Community Options Program, and Medical Assistance Case Management. Any county applying for these funds must show a 50% cost match. Given the directives of the application, Portage County could request \$17,000 because it can document a cost of \$34,000. Of the total grant request, \$4,600 would be used for computer equipment, \$3,000 would be used for new LTE staff hours, and \$9,400 would be new revenue and could be used to offset our department's deficit. In order to receive the 17,000, however, the department must show a net increase in staff time. This would be accomplished by adding about 10 hours of LTE clerical time. (See Agenda Item #V-1).

A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the application to receive Medical Assistance Pass-Through Funds. Mr. Murphy requested additional information on the new staff time. At this time, the new ten hours will be added to two current part-time positions within the department. No additional employees will be added. When the funding terminates, so would the LTE hours. There may be potential for these grant funds to be ongoing. If that would be the case, an effort would be made to make these positions full-time. All were in favor of the motion. Motion carried.

4. Action to Approve Request to Purchase Equipment.

The purchase of several new pieces of equipment would be contingent upon the agency's success in obtaining the requested Medical Assistance Pass-Through Funds. A Motion was made by Mr. Eckholm and Seconded by Mr. Mansavage to approve the request to purchase a desk, personal computer, hard disk drive for a personal computer, and an emulation board contingent upon receiving the pass-through funds. All were in favor of the motion. Motion carried. Mr. Murphy was assured that if the funding did not continue, the agency would still be able to retain the equipment purchased.

5. Approval of Vouchers.

Mrs. Kluck reviewed unusual vouchers. Included in payments this time were telephone costs in the amount of \$69,311. This cost will be paid through the Capital Outlay budget. A Motion was made by Mr. Mansavage and Seconded by Mr. Murphy to approve vouchers in the amount of \$363,079.95 and purchase orders in the amount of \$1,336.50. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Limited-Term Employees for Business Division.

The department is requesting approval to add ten limited-term clerical hours to two permanent part-time positions (4 hours to a Typist 1 position and 6 hours to a Bookkeeper 1 position). A revised memo dated 5/21/90 was distributed requesting that the Typist 1 LTE be hired as soon as possible. Both LTE positions would be paid through pass-through funds so no county cost is involved. In order for the Typist 1 to start immediately, the additional time would be paid through unpaid maternity leave of an Account Clerk 2 position. A Motion was made by Mr. Eckholm and Seconded by Mrs. Lundquist to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Action to Approve Limited-Term Employee for WIC Program.

Suzanne Oehlke, WIC Director, requested approval to hire an HSS1-Nutrition Educator for 518 hours through 12/28/90. The position is totally paid through WIC funding and would, in part, supplement needed staff time while Suzanne is on maternity leave. When Suzanne returns, the position would be continued for 10 hours per week until the end of the year. The position would be terminated if funding is discontinued. Rationale for the request is found on page 32 of the packet. A Motion was made by Mr. Murphy and Seconded by Mr. Kalpinski to approve the limited-term employee as requested. All were in favor of the motion. Motion carried.

3. Action to Approve Limited-Term Position for Laboratory.

The current LTE Lab Aide terminated his employment with the department and we are unable to recruit a summer intern. The budget contains \$1,000 for such help. Mrs. Hall requested Board approval to hire a 12-hour per week LTE Lab Aide for 16 weeks (a maximum of 192 hours) to sample pools and obtain water samples from our licensed establishments. A Motion was made by Mr. Murphy and Seconded by Mrs. Lundquist to approve hiring an LTE Lab Aide for 192 hours as requested. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:21 p.m. The next meeting is scheduled for Tuesday, June 12th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JUNE 12, 1990

Present

Dave Medin  
Paul Borham  
Dave Eckholm  
Fran Eskritt  
Carole Holmes  
Jackie Hoppen  
Jim Kalpinski  
Al Lewandowski  
Don Mansavage

Excused

Marge Lundquist  
Jeff Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Jim Canales, Daryl Kurtenbach, Bill McCulley, Coordinators; Suzanne Oehlke-King, Cindy Schmitz, Jennifer Cummings, Supervisors; Lucy Kluck, Business Manager; Phil Deger, Personnel Director; Mike Houlihan, Director, Portage House; Jeni Aman, Advisory Committee Member; Kelly Berg, Stevens Point Journal.

The meeting was called to order by Chairman Medin on Tuesday, June 12, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 22, 1990.

A Motion was made by Mr. Lewandowski and Seconded by Ms. Hoppen to approve the Minutes of May 22 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

None.

3. Directors Report.

Judy reported that she will be attending the Robert LaFollete Institute Conference on Social Welfare Policy on June 14-16, 1990. She will also be on vacation June 21-27, 1990. The next Board meeting will be scheduled for July 10, 1990, unless important issues are brought to the Chairperson's attention.

Judy shared a report on Health Insurance costs. According to Jerry Glad our department's costs will be increased by 31.26% which reflects a \$84,644 increase. We are responsible to find \$21,000 of the \$84,644 increase in our budget to help defray these costs. The balance will come from the General Fund. Judy noted that the Department calculated only \$6,500 in available funds but the County Business Manager believed otherwise and recommended \$21,000.

Judy reported that Lauri Rockman was nominated for the Gaylord Nelson Anti-Poverty Warrior Award through the CAP agency. She was the only person nominated that wasn't a staff representative from the CAP agency.

Carole Holmes informed the Board that Mel Bremmer, who once worked with Carole at the agency as a consultant to evaluate programs, died of cancer last Friday.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics brought before the Board.

II. PROGRAM ISSUES

1. Waiting List Report.

Mr. Eckholm questioned the 30 weeks average time on the Waiting List Report for Daily Living Skills for last month. Mr. Kurtenbach stated that this was a typing error and the average time was approximately four weeks. A Motion was made by Mr. Kalpinski and Seconded by Mr. Mansavage to approve the waiting list as submitted. All were in favor of the motion. Motion carried.

2. Inpatient Mental Health Report.

Mr. McCulley reported the agency experienced a 5% increase over last month. We are now at 50% of Budget as of the end of May. We could be \$78,000 over budget by the end of the year if this trend continues. As of this June date, we have four individuals committed, one individual was sent to Lincoln County, one was terminated because of probable cause, and one was sent to Winnebago. There have been no voluntary commitments so far in June. We are 124% over commitments compared to last year at this time. A Motion was made by Mr. Lewandowski and Seconded by Ms. Hoppen to accept the Mental Health Inpatient Report as submitted. All were in favor of the motion. Motion carried.

3. Report on Changes in the Women, Infants, and Childrens (WIC) Program.

Suzanne Oehlke-King informed the Board that food inflation costs have resulted in budget deficits affecting the nation's WIC participants. The USDA projected food inflation to be 4% and the State projected 5%. Wisconsin's actual rate to date has been closer to 10%. Cost saving measurers have been implemented to reduce total WIC food costs for the remaining fiscal period.

Waiting lists have been implemented locally. Portage County will reduce their case load by 40-60 participants ongoing through September, 1990. Individuals will be placed on a waiting list and are prioritized for medical and nutritional needs. First to be serviced by the program are pregnant women, infants, breastfeeding women, and children with hematological, anthropometric or medical needs. The Hmong population will be affected by this cutback because the majority of them are in need of dietary needs only.

A Motion was made by Mr. Lewandowski and Seconded by Ms. Holmes to write a letter from the Community Human Services Board to legislators to increase state dollars available to the WIC Program. All were in favor of the motion. Motion carried.

### III. FISCAL ISSUES

#### 1. Approval of Vouchers.

Ms. Kluck reviewed unusual vouchers. Included in payments this time was a Pool Table for \$975 to be used by chronically mentally ill Day Services clientele as an incentive to come in for programming. This was made possible by a grant from St. Vincent de Paul. A Motion was made by Ms. Holmes and Seconded by Ms. Hoppen to approve vouchers in the amount of \$232,147.76. All were in favor of the motion. Motion carried.

### IV. PERSONNEL ISSUES

#### 1. Action to Authorize New Position - Community Health Nurse.

A Motion was made by Mr. Eckholm and Seconded by Mr. Borham to approve a part-time permanent Community Health Nurse position in the Community Health Section. The position will be fully funded through school health contract fees and would begin August 20, 1990. The position would have to be approved by the County Personnel and Finance committees and also the County Board. Mr. Kalpinski voted against the motion and said that people cannot afford these huge increases in taxes. He believed we have to stop hiring and hiring, and this is a good way to start. He agreed that adding the position is a good one, but expressed concerns that the School Board had its priorities mixed up. He stated that they have to start cutting back in some ways. All others were in favor of the Motion. Motion carried.

#### 2. Action to Approve Reclassification Requests.

A Motion was made by Ms. Holmes and Seconded by Mr. Eckholm to approve the reclassification of Joanne Higgins from HSS1 to HSS2 Community Health Nurse. All were in favor of the motion. Motion carried.

A Motion was made by Ms. Hoppen and Seconded by Mr. Lewandowski to approve the reclassification of Mike Houlihan from Grade 22 to Grade 23 Manager. All were in favor of the motion. Motion carried.

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V. 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 and Discuss the Status of Contract Negotiations.

A Motion was made by Mr. Lewandowski 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 and Discuss the Status of Contract Negotiations. 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 by Mr. Borham and Seconded by Mr. Lewandowski to Return to Open Session. A roll call vote was taken. All were in favor of the motion. The meeting returned to Open Session. The Board told Mrs. Bablitch she would receive an Exceeds Performance Standards. Mr. Medin and Mr. Eckholm will discuss details with her at their next meeting.

VII. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, July 10, 1990, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m.

Submitted by: Pam Helgemo, Administrative Assistant

prh/0599P-22-25

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JULY 10, 1990

Present

Dave Medin  
Dave Eckholm  
Paul Borham  
Carole Holmes  
Fran Eskritt  
Marge Lundquist  
Jackie Hoppen  
Al Lewandowski  
Don Mansavage  
Jeff Murphy  
Jim Kalpinski

Others Present: Judy A. Bablitch, Director; Sue Rutta, Administrative Assistant; Jim Canales and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Jennifer Cummings, Jay Cleve, Mike Houlihan, Mike Carder, Lauri Rockman, and David Pagel, Supervisors; and Kelly Berg, media.

I. INFORMATIONAL UPDATE

Board and Advisory Committee members attended their specific informational sessions.

The meeting was called to order by Chairman Medin on Tuesday, July 10th, 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 12, 1990.

A Motion was made by Mr. Kalpinski and Seconded by Mr. Mansavage to approve the Minutes of June 12th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

Mrs. Bablitch indicated the next meeting will be a joint one with the Board and Advisory Committee. During that time, the three-year objectives will be reviewed. Also a report will be given on the proposed new filing system which was the department's third year capital improvement request. Mrs. Bablitch noted if the request is approved, the new filing system will need to be installed on the lower level because of its excessive weight.

4. Citizen Concerns/Unlimited Topics.

Mr. Borham noted he had attended a two-day conference in Wausau regarding the Health Plan to the Year 2000. Mr. Borham shared the document with the Board. About 250 people from various parts of state attended the meeting. Key members of the group concurred any portion or portions of the plan could be workable but the state must attach funding for these new initiatives. Without new funding, nothing can be accomplished. Mrs. Bablitch indicated the department has several copies of the plan in case Board members would like greater opportunity to review the document.

Mr. Medin indicated the CWEP Advisory Board and department are trying to quantify success stories and show the impact being made in the PRIDE program.

Mr. Medin also encouraged members to use this portion of the meeting to update the Board on subcommittee or task force work they might be participating in.

III. PROGRAM ISSUES

1. Waiting List Report.

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

2. Inpatient Mental Health Report.

Mrs. Bablitch reported commitments and voluntary placements were down this month. In another week, a patient will be transferred from Winnebago into a less costly placement. At the six-month level, the budget reflects a 60% usage rate. If this trend continues through the end of the year, the program will have a \$79,000 deficit. Mr. Murphy noted this line item had not been underbudgeted but had received additional dollars for 1990. 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. Action to Authorize Subcontracting of Welfare Fraud Program.

Mrs. Bablitch recommended subcontracting the Welfare Fraud program to the District Attorney's Office. While there would be no cost savings for this move, it would result in a more coordinated and effective program. Mrs. Rockman noted the Fraud

Investigator position would be housed in the District Attorney's Office but would be kept up-to-date on Income Maintenance practices through agency staff meetings. The General Government Committee also needs to approve this plan. If both committees approve it, the contract could become effective on September 1st. A Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to authorize subcontracting of the Welfare Fraud program to the District Attorney's Office effective September 1, 1990. All were in favor of the motion. Motion carried. It was also indicated state funding for the program would come directly to this agency and would then be disseminated to the D.A.'s Office for their expenses.

#### IV. FISCAL ISSUES

##### 1. Action to Authorize Purchases for Portage House.

Mike Houlihan requested Board approval to purchase items for Portage House. Because of the short state funding notice (two weeks), Mike was unable to follow established county procedures to obtain funding approval. Instead, he could only received approval from the Committee Chairmen of both Finance and Community Human Services. The state approved Mr. Houlihan's total request of \$9,259 and efforts are underway to procure this additional equipment. Once received, the purchases become Portage County property. A Motion was made by Mr. Eckholm and Seconded by Carole Holmes to approve the purchases for Portage House. During discussion of the motion, Mr. Murphy indicated he was not in favor of doing business like this. He felt the state is afraid of having unspent funds because if it cannot get counties to accept the additional funds, next budget cycle its own budget would be in peril and probably reduced. The additional funds should not be considered "state money" because it is all of ours -- we are the state. In addition, Mr. Murphy did not like the state telling counties how it should spend money. However, Mr. Murphy concurred the county should use the money currently offered. Vote was then taken. All were in favor of the motion. Motion carried.

##### 2. Financial Report.

Mrs. Kluck indicated the Financial Report contained an error. Under the Health Division, members were asked to correct the "Net" figure from a deficit of \$20,000 to \$0. The report was reviewed with the Board. Two areas of current concern are the Community Support Program area which is currently projecting a \$33,800 deficit and the Mental Health area which shows a projected deficit of \$79,500. Both programs have seen heavier-than-anticipated demand for services. If current projects hold true, the agency can expect a \$113,300 deficit for the year.

This deficit does not include the health insurance increases passed on to departments. The health insurance costs would add an additional \$14,500 for a total deficit of \$127,800.

Mrs. Bablitch noted she went to Finance Committee recently on another matter and briefly shared with them this agency's projected deficit. The Finance Committee will be more formally apprised of the situation after Mrs. Bablitch meets with managers to review their six-month budget usage.

Mr. Murphy and Mrs. Lundquist did not feel the unanticipated insurance costs should be included in our budget deficit. Mr. Murphy stated that, just like the County Home, this department's budget cannot absorb the health insurance increases. He indicated the responsibility for fixing this situation should lie with the people who saw the deficit coming and didn't take action at the appropriate time. Murphy felt the financial report should keep the regular deficit separate from the insurance costs.

A Motion was made to approve the financial report. All were in favor of the motion. Motion carried. Included in the motion was the intent to keep the regular deficit separate from the additional health insurance costs.

3. Action to Approve Vouchers.

The Board had an opportunity to review vouchers. Two items out of the ordinary included a payment for a prevention film and payment for a portion of Dr. Kamstra's six-month liability insurance premium. A Motion was then made by Mr. Murphy and Seconded by Mr. Mansavage to approve vouchers in the amount of \$122,665.54 and purchase orders in the amount of \$9,180.74. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize New Position Requests.

Mrs. Bablitch summarized the agency's requests for new positions. The requests appearing before the Board have already been reduced from the number previously requested. In total, the new positions equate to 4.1 full-time equivalents with many hours being added to current part-time staff. The Board agreed to hear each position request separately and individually act on them.

Mental Health Clinician-Psychotherapist -- Dr. Cleve presented his rationale for the position which can be found on pages 29 through 33 of the Board packet. In requesting the additional position, Dr. Cleve cited the almost doubling of referrals in

1988 and the multi-problematic clients seen in the clinic. In discussing the position need, it was noted either an MSW or a PhD could be hired to fill the request. The Board favored hiring at the MSW level. Mr. Murphy felt the agency had a moral obligation to approve the request and meet the need. Mr. Medin questioned whether a half-time psychotherapist could be hired and then work half-time in the community. Dr. Cleve stated this would be very difficult to achieve.

Financial Services Specialist 2 (Hmong) -- Because of the large Hmong caseload (75), the department would like to hire an additional Hmong-speaking financial worker for these clients. No county dollars would be used. If the Hmong caseload diminished, the position would be given additional non-Hmong cases. Mr. Murphy questioned whether two truckloads of Hmong would show up at the agency if we had this position. Mrs. Bablitch indicated in the negative saying the position would just help us better communicate with the Hmong--the benefit levels are constant throughout the state. Mr. Medin noted this county would not be acting as a magnet since other counties already hire Hmong-speaking financial services workers.

Home Health Aide -- Mrs. Cummings requested to reinstate the 15 hours previously deleted from a Home Health Aide position. The consistently heavy workload demands additional hours be added to the position. The current aide is putting in overtime equivalent to the requested 15 permanent hours. Mr. Medin felt the hours should be reinstated instead of giving overtime.

HSS1-Sanitarian -- Mike Carder spoke regarding the need to increase the current Sanitarian's position from 24 hours to 40 hours per week. In support of his request, Mike cited the recent foodborne outbreaks, the need for a risk analysis of establishments, as well as more surveillance and training. Mr. Murphy questioned if the risk assessment and other items listed in Mike's request were mandatory. Mike answered in the negative. Mr. Murphy stated to use one foodborne illness to justify 16 additional hours was not right. Mrs. Bablitch indicated the 16 hours is needed just to run the current inspection program. Mr. Carder cited three restaurants (Judd's Fast Food, Frank's Main St. Restaurant, and Pine Ridge Restaurant) which had specifically requested more inspections than currently called for in the ordinance to keep staff on their toes. Mr. Murphy indicated it was not our business to run the establishment and we were not there to scare staff. Mrs. Hoppen and Paul Borham spoke in favor of the additional hours noting the Board gave Mike the charge implement better health standards/guidelines and the Board knew additional staff might be needed. Mr. Medin shared three letters (one each from the UW-SP, Carl's Restaurant, and The Cottage) supporting the additional hours for the Sanitarian position. Mr. Eckholm concurred we should concentrate our efforts in high-

risk establishments and spend less time in the low-risk ones. A new proposed fee schedule to cover the additional time requested was distributed. Mrs. Kluck explained the fee calculations. Mr. Murphy was not in favor of the proposed fee schedule to cover the additional hours. He felt it came back to too much government and therefore the need to increase fees for those services. He indicated he was not going to support the request here nor at the Finance Committee. He felt the agency was just drumming up work to get more staff and he didn't think it was one bit necessary or important. Mr. Borham reiterated the additional hours were needed from a public health standpoint. Mr. Murphy felt if it was important then the additional hours should be totally paid by county levy and not through increased fees. Mr. Kalpinski felt the Board was ramming the increased fees down establishments' throats. Mr. Mansavage questioned whether or not the restaurant operators were willing to pay for the position. He suggested the department do a survey and if it came back yes, then go for it. If the survey came back no, don't charge the increased fee. Mr. Carter indicated fees currently pay 69% of the program's operating costs. Mrs. Bablitch suggested the Board consider the concept of how the position should be paid as well as a fee schedule at a later Board meeting but act on the position at this meeting. Mrs. Hoppen indicated establishments could add an additional 25 cents to the cost of the meal to defray the additional increases but she couldn't enter an establishment's kitchen to check if they were following proper sanitary standards. Mr. Eckholm stated he strongly preferred a user fee system.

Community Health Nurse Supervisor -- Mrs. Hall requested approval for 6 additional hours of supervisory time. Information on the request is found on pages 56-62 of the Board packet. There were no immediate questions or concerns regarding this request.

Bookkeeper and Typist 1 -- The Board considered two requests -- an increase of six hours for a current 34-hour bookkeeper position and a new 40-hour per week Typist 1 position. Neither position would require county tax dollars.

With the initial discussions completed, Mr. Medin indicated the Board would vote individually on each position.

Psychologist - MSW Level. A Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to approve the request for a full-time Master's level psychologist. All were in favor of the motion. Motion carried.

Financial Services Specialist 2. A Motion was made by Mrs. Hoppen and Seconded by Ms. Holmes to approve the request for a full-time FSS2 Hmong worker. Against the motion: Murphy and Kalpinski. In favor of the motion: Medin, Borham, Eckholm, Hoppen, Eskritt, Lundquist, Lewandowski, Mansavage, and Holmes. Motion carried.

Home Health Aide. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Hoppen to approve the request for 15 hours of Aide time. All were in favor of the motion. Motion carried.

HSS1-Sanitarian. A Motion was made by Mrs. Hoppen and Seconded by Mr. Borham to approve the request for an additional 16 hours of Sanitarian time. Against the motion: Kalpinski, Murphy, and Medin. For the motion: Borham, Eckholm, Hoppen, Eskritt, Holmes, Lundquist, Lewandowski, and Mansavage. Motion carried. Inherent in the motion is the expectation the agency will develop proposals as to how the position will be paid as well as optional fee schedules for the Board's consideration.

Nursing Supervisor. A Motion was made by Mrs. Lundquist and Seconded by Ms. Holmes to approve the request for six additional hours for this current position. All were in favor of the motion. Motion carried.

Bookkeeper. A Motion was made by Mr. Murphy and Seconded by Mrs. Lundquist to approve the request for six additional Bookkeeper 1 hours. All were in favor of the motion. Motion carried.

Typist 1. A Motion was made by Mr. Murphy and Seconded by Ms. Eskritt to approve the request for a 40-hour Typist 1 position. All were in favor of the motion. Motion carried.

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

Due to various vacancies in the Financial Services Section, the agency requested permission to hire a 320-hour limited-term Human Services Assistant to help in this area. A Motion was made Mr. Eckholm and Seconded Mr. Murphy to approve the request as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 6:05 p.m. The next meeting will be a joint Board and Advisory Committee meeting on Tuesday, July 24th, beginning at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD/ADVISORY COMMITTEE MEETING  
JULY 24, 1990

Board Present

Dave Eckholm  
Dave Medin  
Marge Lundquist  
Carole Holmes  
Jackie Hoppen  
Al Lewandowski  
Don Mansavage  
Jeff Murphy  
Jim Kalpinski

Board Excused

Paul Borham  
Fran Eskritt

Advisory Committee-Present

Richard Lorek  
Evelyn Zywicke  
Cathy Hoffman  
Sue Beveridge  
Gordon Haferbecker  
Liz Kammer  
Marianne Popelka  
Nancy Schultz  
Peggy Sullivan  
Bill Zimdars  
Elaine Harrison

Advisory Committee-Excused

Fran Eskritt  
Barb Hunt  
Marilynn Kranig

Advisory Committee-Absent

Jeni Aman  
Greg Krems

Advisory Cmte-On Leave

Mary Maller

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Bill McCulley, Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Mike Carder, Steve Tuszka, Jennifer Cummings, Cindy Schmitz, Jim Riggerbach, Lauri Rockman, David Pagel, Jerry Koeppel, and Mike Houlihan, Supervisors; Rosemary Dobbe, staff; Kelly Berg, media.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Board Minutes of July 10th and Advisory Committee Minutes of May 21, 1990.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Murphy to approve the Board Minutes of July 10th as submitted. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Haferbecker and Seconded by Mr. Lorek to approve the Advisory Committee Minutes of May 21st as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

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3. Director's Report.

Mrs. Bablitch reported the AFSCME contract was being mediated today. Also, the department is looking at tentative Board budget meeting dates of October 2nd and 3rd. The Board concurred with the timeline.

4. Citizen Concerns/Unlimited Topics.

There were no concerns or topics to be discussed.

II. PROGRAM ISSUES

1. Second Quarter Program Statistics (April-June, 1990).

Coordinators, Volunteer Services Coordinator, and Business Manager reviewed Second Quarter statistics with Board and Advisory Committee.

Health--On page 14, 122 Foodborne illnesses should be added under Communicable Disease Reports. Service needs continue to increase in water testing and home health visits. The WIC program has received additional state money and does not foresee any waiting list.

Long-Term Care--On page 21 under Vocational Work Services-Developmentally Disabled -- Previous Quarter should show "56" not 76 with a revised total of 73. Division initiatives and problems were shared with the Board and are found on page 21.

Restorative Care -- Referrals continue to increase in Psych Services. Kids Corner, our in-house client day care, is being very well used and is staffed by volunteers. Several grants have been received by the Counseling Section. The department will be looking into the possibility of using a medication to stabilize chronically ill individuals in the community. The yearly costs appears to be around \$8,800 which is equivalent to about 1-1/2 months of inpatient care. Mr. Murphy questioned how long a person could be on the medication as well as its high cost. Mr. McCulley reported that it takes about 2 months to start-up treatment, another 4-5 months to see if it is effective on the individual. No one is sure how long a person can be kept on the medication but the agency will be looking at including the medication costs for a couple of individuals in the 1991 budget. The costs include a wide array of support services.

Mrs. Bablitch reported the Fraud subcontract has passed the General Government Committee. The request will now be forwarded to Personnel for action. Implementation date is still tentative scheduled for September 1st.

Shared Services -- On page 29 under Community Aids Miscellaneous 1990 subprogram budget, the figure should be \$67,565 not of \$63,686 for a total of revised \$96,565 instead of \$92,686. Under Unobligated Funds, the total should be \$5,233 instead of \$965 for a total of \$11,732 not \$6,464. Service requests continue to increase. The community has been solicited for contributions to foster parent/adult family home provider training.

Volunteer Services -- Volunteers continue to be used at all levels of the department. Efforts have been made to use CWEP participants in meaningful clerical support. Use of volunteers continue to be cost effective--a savings of about \$16,000 this quarter.

Business -- New this quarter is the Small Claims area. Six accounts will be sent for processing. The court date is August 15th. The use of small claims court will be reviewed to see if it is cost effective.

2. Action to Adopt 1991-1993 Objectives.

Board and Advisory Committee members were thanked for their participation in the objective-setting process. Mrs. Bablitch noted the joint meeting each January will be used to review the accomplishments of the previous year. The joint meeting in July will be used to present any revisions or new objectives deemed necessary. Mr. Medin noted the objectives are just that--objectives. They could cost the county additional funding but that issue would be decided at the time the program would be brought before the Board for action.

Administration--The objectives during this timeframe focus on helping the community to better understand and support the department--its current programs as well as working towards improved social welfare programs--as well as expansion of volunteer services.

Business--The objectives focus on becoming more efficient and taking advantage of current technology.

Shared Services--Various objective were highlighted including additional telephone training for Access workers, evaluation of the intake form, court procedures training for home and financial managers, new brochure for day care as well as certifying Hmong day care providers, recruiting of specialized alternate care providers and establishing a landlord/tenant hotline. Mr. Murphy felt the agency had no business sticking

its nose into landlord/tenant contractual problems. He indicated the agency cannot do everything for everybody. He felt the people should take their problems to their landlord or court. He noted the government has to stop somewhere. Daryl Kurtenbach indicated the hotline was needed as a resource for our clients. Mrs. Hoppen objected to Mr. Murphy's remarks. She indicated these are only objectives. The Board decides on issues or programs when they are formally presented for action. She felt the Board has a responsibility to look out for low-income people.

Health--The Health Division used the state Health Plan in developing its three-year objectives. Highlighted by Mrs. Hall was the immunization of day care children and increased use of Health Check by adolescents, computerization of STD and CDC resources, conducting environmental health inspections based upon establishment risk, purchase of a cholesterol machine with expanded capabilities, and accreditation of the home health program. WIC objectives are established by the state and incorporated into Portage County's needs.

Restorative Care--The Division's objectives will see an overall emphasis on familybased treatment. The Counseling Section will be developing a formalized on-call system. In Psych Services, emphasis will be placed on coordination of incest services, investigate offering a premasters field placement, and increased use of Dr. Cleve as a resource to staff and the community. General Assistance will pursue a client pay-back system. Finally, Financial Services will continue to help clients become self-sufficient.

Long-Term Care--Highlights of this Division included evaluation of CSP and elderly case management services, expansion of the Supported Employment program by 25%, and state certification of the Community Support program. Also, efforts will be made to determine the feasibility of a community drop-in center for CSP clients, review respite care rates, and maximize the use of available COP-Waiver funds.

There were no further questions on the objectives. A Motion was made by Mr. Mansavage and Seconded by Mr. Lewandowski to approve the objectives as presented. All were in favor of the motion. Motion carried. Mrs. Lundquist and Mrs. Hoppen commended the staff on a job well done.

At this time, the Advisory Committee meeting was adjourned. The Board continue with its agenda.

### III. FISCAL ISSUES

#### 1. Action to Authorize Capital Improvement Request.

For 1991, the agency would like to request the purchase of a new file system. The cost of the modernization along with other associated costs would be \$78,662. The new equipment would need to be located on the lower level due to weight considerations. A Motion was made by Mrs. Lundquist and Seconded by Mr. Lewandowski to authorize the capital improvement request. Mr. Medin questioned whether the total cost could be spread over several years. Mrs. Kluck indicated this was not feasible. Mr. Eckholm questioned whether or not the department had looked at optical disk storage as a filing option. Mrs. Kluck indicated that option had not been considered and that the state requires an original paper trail which would not allow for such storage. Mr. Lewandowski noted the courts are going to letter size folders so the agency might want to pursue getting whatever legal files are not being used by the courts. Mrs. Hoppen indicated the department should investigate with the state the possibility of not requiring original documents. She indicated Sentry Insurance was able to put its documents on microfilm. Because of the tight timeframe, the Board was asked to approve the request in concept and the agency will explore other possibilities. All were in favor of the motion. Motion carried. Mr. Medin re-emphasized the intent of the motion was to set aside \$78,662 for modernization of the filing system but not, as yet, give specific approval to the one recommended.

#### 2. Action to Approve Vouchers.

Unusual voucher items included a prevention film, several calculators, and a desk. A Motion was made by Mrs. Lundquist and Seconded by Mr. Lewandowski to approve vouchers in the amount of \$238,659.72 and purchase orders in the amount of \$6,527.58. All were in favor of the motion. Motion carried.

### IV. PERSONNEL ISSUES

#### 1. Action to Authorize Limited-Term Employee for Portage House.

The Board considered Mr. Houlihan's request for a 520-hour limited-term Night Coordinator. 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.

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V. ADJOURNMENT

The meeting was adjourned at 6:15 p.m. The next meeting is scheduled for Tuesday, August 14th, 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Admin. Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
AUGUST 28, 1990

Present

Dave Medin  
Paul Borham  
Dave Eckholm  
Carole Holmes  
Jackie Hoppen  
Jim Kalpinski  
Marge Lundquist  
Don Mansavage  
Jeff Murphy

Excused

Fran Eskritt

~~Absent~~ *Excused*

Al Lewandowski

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Jim Canales, Kirsten Hall, Bill McCulley, Coordinators; Cindy Schmitz, Supervisors; Lucy Kluck, Business Manager; Peggy Eble, Staff; Jerry Rous, Commission On Aging, Chairman, COP Advisory Committee; Terri Timmer, Regional Director of the Northern Division of Health; Greg Krems, Advisory Committee Member; Brenda Regeth, media.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of July 24, 1990.

A Motion was made by Mr. Mansavage and Seconded by Ms. Hoppen to approve the Minutes of July 24 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

A Public Health Informational Meeting will be held on October 17, 1990 from 10:30-2:30 at the Howard Johnson Motel in Wausau.

3. Directors Report.

Mrs. Bablitch suggested that the Waiting List Report be incorporated with the Quarterly Statistical Report to the Board. The Board concurred with this suggestion.

Mrs. Bablitch told the Board that the Mental Health Inpatient Report would be given monthly due to the high costs of care.

The Gilfry Update was sent to all County Board Members recently.

The agency is in the process of a Lymes Disease Study. If any Board member is interested in taking part in the study, they should contact Kirsten Hall, Sally Murwin, or Joyce Bulgrin.

The agenda for the Combined Regional WiCOPHA Meeting was included in the Board packet.

The 1989 Annual Report was included in the Board packet for citizen members.

Mrs. Bablitch and Mrs. Kluck recently met with the Finance Committee to give them an update of our projected deficit. They reported a deficit of approximately \$82,800 which included the Mental Health Inpatient account and the Health Insurance account.

Mrs. Bablitch reported that she attended the Midwest Consortium for Leadership Development in Washington, D.C. on August 8-10, 1990. She received much information regarding mental health areas and will give a complete report when the sessions are finished.

Mrs. Bablitch gave the Board an update on the Employee's Foundation Kid's Day at Camp II which will be held on September 8. We still need counselors and life guards, donations of food and/or money would also be appreciated.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics brought before the Board.

II. PROGRAM ISSUES

1. Mental Health Inpatient Report.

Mr. McCulley reported the agency experienced a decrease over last month. One client was removed from Winnebago and committed to a nursing home. However, the first part of August one client was committed to Mendota which indicates our costs will increase again. We could have a deficit of over \$78,000 by the end of the year if this trend continues. A Motion was made by Mr. Murphy and Seconded by Ms. Hoppen to accept the Mental Health Inpatient Report as submitted. All were in favor of the motion. Motion carried.

2. Report on Community Option Program (COP) Satisfaction Survey.

Mr. Jerry Rous, Chairperson of the Long Term Support Planning Committee highlighted survey results. Interviews were randomly sampled on elderly, developmentally disabled, physically disabled, and mentally disabled clients. Currently, 100-105 individuals are served and 30 of these individuals were interviewed. He stated in the assessment process, clients had a good understanding of what programs are and what

their needs were. We are providing quality and effective care to our clients. Case managers are available to coordinate services and solve problems. Clients are satisfied with the services we provide. All services are basically available. This survey will be annually. A Motion was made by Ms. Lundquist and Seconded by Ms. Hoppen to accept the Report as submitted. All were in favor of the motion. Motion carried.

3. Report on Salmonella Outbreak Review.

A review panel that included representatives from the Rice Clinic, a former Waupaca County health officer, a Wood County nursing supervisor and members of the Community Human Services Board presented their findings. A review of a salmonella outbreak at a local day care center showed that the Portage County Community Human Services Department followed the correct procedures in handling the incident. The additional things that the agency can do in the future include: informing and helping day care centers to establish policies for communicable disease control, notifying the corporation counsel and medical advisor when the outbreak is identified, and expanding the role of the sanitarian to include day care settings. A Motion was made by Ms. Hoppen and Seconded by Mr. Kalpinski accept the Report as submitted. All were in favor of the motion. Motion carried.

4. Central Wisconsin AIDS Network (CWAN) Update and Action to Appoint Community Human Services Board Member to CWAN Advisory Committee.

Mrs. Eble reported the Central Wisconsin AIDS Network is a service organization which provides education about AIDS to the community and support services to persons and their loved ones affected by the HIV infection. The Network currently serves six counties: Langlade, Lincoln, Marathon, Portage, Taylor and Wood. Presentations on community education were given to 627 individuals. Questionnaires were sent to 136 businesses, and support groups have been formed to help persons with HIV infection or their families. Portage County is a testing site which also provides information to these individuals. The Advisory Committee is made up of a Board Member from each county, a Red Cross, a UWSP, and CADAC representative, a clergyman, a realtor, and a physician. A Motion was made by Mr. Murphy and Seconded by Mr. Mansavage to accept the Report as submitted and to appoint Ms. Hoppen to the CWAN Advisory Committee. All were in favor of the motion. Motion carried.

5. Department of Health and Social Services-Division of Health Update.

Ms. Terri Timmers, Regional Director of the Northern Division of Health, supports Portage County's plan to provide adolescent health promotion services through the new Primary Care Grant application.

These funds would be used to develop an adolescent health promotion program aimed at preventing and reducing adolescent morbidity and mortality among at-risk and high-risk adolescents. These adolescents could include foster children and teenagers of substance abuse. Adolescents need primary health care which addresses their psychosocial concerns and problems in a sensitive way.

III. FISCAL ISSUES

1. Action to Authorize Application for Primary Care Grant.

A Motion was made by Mr. Murphy and seconded by Mr. Mansavage to authorize our agency to submit a Primary Care Grant application for \$18,843 to the State Division of Health. These funds would be used to develop an adolescent health promotion program aimed at preventing and reducing adolescent morbidity and mortality among at-risk and high-risk adolescents. Services will be school-linked, family-based comprehensive nursing services provided by a Nurse Practitioner. All were in favor of the motion. Motion carried.

2. Action to Withdraw Capital Improvement Project Request.

A Motion was made by Mr. Murphy and Seconded by Mr. Kalpinski to withdraw our request for approximately \$78,000 for a new filing system from the 1991 Capital Projects Request. It is not possible to complete the research necessary to estimate the cost of one which includes an optical reader. All were in favor of the motion. Motion carried.

3. Action to Review "No Show" and Cancellation Policy for Psychological Services Section.

Mr. McCulley requested a change in the "No Show" and "Cancellation" Policies for the Psychological Services Section. Mr. McCulley recommended the "No Show" policy include sending a letter to the client after the initial failure to come for the scheduled appointment stating that all subsequent appointments have been cancelled. If the client wishes to continue services with our agency they would have to contact the Intake Worker and be placed on the waiting list. He also recommended that we charge one half of the established fee for the failing to make that appointment. He also recommended a cancellation policy be established. If a person cancels within the 24 hour period, they would be billed one half the established rate for the services. A Motion was made by Mr. Medin and seconded by Mr. Mansavage to have department staff call a person two to three days prior as a reminder of appointments. The first missed appointment would call for a letter to be sent to the person informing them all subsequent appointments have been cancelled. The second missed appointment would require a person to pay half the cost of the appointment. The new policy for cancellations will include requiring the patient to pay half the cost of the appointment if a person cancels an appointment within 24 hours of the appointment. All were in favor of the motion. Motion carried.

4. Approval of Vouchers.

Ms. Kluck reviewed unusual vouchers. Included in payments this time was \$810 to be used to send Home Health Supervisor Jennifer Cummings, Business Manager Lucy Kluck, and Accounting Assistant Sandy Haasl to a workshop sponsored by Blue Cross/Blue Shield regarding our cost reports for Home Health Services. A Motion was made by Mr. Eckholm and Seconded by Ms. Lundquist to approve vouchers in the amount of \$810,000. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employees for Community Health Section.

A Motion was made by Mr. Murphy and Seconded by Mr. Mansavage to authorize the limited-term nurse practitioner for the Community Health Section. The position will be funded through the Primary Care Grant and would begin September 4, 1990. All were in favor of the motion. Motion carried.

A Motion was made by Mr. Eckholm and Seconded by Ms. Lundquist to authorize the limited-term Community Health Nurse for four hours per week from October 1, 1990 - June 7, 1991. This position is a permanent position which was vacated due to a temporary reduction in hours. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:58 p.m.

The next meeting is scheduled for Tuesday, September 11, 1990, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m.

Submitted by: Pam Helgemo, Administrative Assistant

prh/0599P-26-30

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 25, 1990

Present

Dave Medin  
Marge Lundquist  
Paul Borham  
Jackie Hoppen  
Dave Eckholm  
Don Mansavage  
Jeff Murphy

Excused

Fran Eskritt  
Carole Holmes  
Al Lewandowski

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Daryl Kurtenbach, Jim Canales, and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; Mike Houlihan and Mike Carder, Supervisors; Elaine Wrone, President of the Employee Foundation; and Sue Wilcox of the United Way.

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

I. INFORMATIONAL UPDATE

Mike Carder, Environmental Health Supervisor, presented an update on swimming pool inspections. Slides were shown as Mike explained what he looks for when conducting the annual inspection of the 21 regulated pools in the county.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of September 11, 1990.

A Motion was made by Mr. Medin and Seconded by Mr. Mansavage to accept the Minutes of September 11th as written. All were in favor of the motion. Motion carried.

2. Correspondence.

Stuart Clark had asked for a two-year analysis of positions which had been approved contingent upon funding from other than county tax levy. The department went back five years in its analysis. The finalized document, a copy of which was given to Stuart Clark and Jerry Glad, was distributed to the Board. Any questions regarding this analysis can be addressed to Judy Bablitch or Sue Rutta. Mrs. Bablitch noted all positions approved as not using county tax levy continue to be funded in this manner.

3. Director's Report.

Mrs. Bablitch reported Fran Eskritt will continue to serve on the Board in a sporadic fashion. Fran will especially make the Board's budget meetings. Therefore, her resignation has not been forwarded for action.

The no show/cancellation policy was just recently implemented. It took eight hours of staff time to call people for one week's appointments. A staff person makes calls on Friday for the next Monday, Tuesday, and Wednesday appointments. Reminders are given on Monday for appointments on the Thursday and Friday schedule. Despite reminder calls, 17 no show/cancellation hours were logged for Monday. The department will continue to refine this process.

The Board will hold its budget meetings on October 2nd and 3rd To answer some of the agency's own questions as well as some posed by Finance Committee, a document entitled "Where Does The Increased State/Federal Allocation (BCA) Go?" Mrs. Bablitch and Mrs. Kluck reviewed the components of the analysis. In summary, the total eligible increase the BCA is unable to fund is \$96,511. This amount will be absorbed by user fees, other state/federal funding, and grants.

The next document distributed and discussed was a budget comparison. In summary, the budget change from 1990 to proposed 1991 including health insurance costs would be 12.8%; however, without health insurance costs the budget change for 1991 would be 3.8%. Mr. Murphy and Mr. Mansavage questioned the high cost of insurance within the department and wondered why the county could not offer incentives to employees who don't need insurance yet take it. Mr. Medin indicated he would bring this issue up at the next Personnel Committee meeting.

Finally, the Board received the agency's 1991 tentative budget guidelines which reflected a 12.1% county tax levy. This percentage reflects a \$96,519 increase in county tax levy. These guidelines come from the Finance Committee and are standard across all county departments. Using current county guidelines, Mrs. Bablitch reported the agency will show a balanced 1991 budget request. The current proposal includes \$10,000 in staff time reductions as well as 4 less hours agencywide. If the Finance Committee will not allow a double digit increase for the department but request us to go to 9.9%, an additional reduction of \$40,000 will need to be made.

4. Advisory Committee Report.

Daryl Kurtenbach reported the Advisory Committee met on Monday, September 17th. At that time, the Committee created the Child At-Risk Task Force (information will be presented to this Board at the October 9th meeting). The Committee is also considering meeting monthly. A special meeting on October 8th has been set to decide this change.

5. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics to consider.

III. PROGRAM ISSUES

1. Review of Client Survey.

The Board previewed the client questionnaire which will be used in department's survey scheduled to take place October 30th, 31st, and November 1st. Clients new to the department in 1989 were randomly selected to participate. The instrument was initially developed by the state; however, with the help of Dr. Kokkler of the University, the agency has restructured the document to be less open-ended. In essence, this is an original agency tool. Anyone wishing to participate in the survey process should contact Judy Bablitch or Sue Rutta.

2. Presentation of Community Human Services Employees Foundation.

Elaine Wrone, President of the Employees Foundation, provided a brief overview of the goals of the Foundation. Mrs. Wrone noted it is a nonprofit, nonstock organization founded two years ago. It is the only one of its kind in the state human services area. Some of the distant visions of the group include a \$100,000 endowment fund of which only the interest will be used, public forums, and financial support of other nonprofit corporations. The reality, so far, includes two one-day camps, each of which served 100 children. A lecture series is currently being planned. The foundation is in the final stages of incorporation and becoming tax exempt.

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IV. FISCAL ISSUES

1. Year-to-Date Financial Report.

As of this point in time, the agency is projecting an approximate deficit of \$86,384, primarily in the inpatient and communitybased programming areas--all for serious mentally ill clients.

2. Approval of Vouchers.

A Motion was made by Mr. Mansavage and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$154,038.19 and purchase orders in the amount of \$2,190.06. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Limited-Term Employee for Portage House.

The Board considered the Portage House LTE request. A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the 520-hour LTE Night Coordinator as requested. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:30 p.m. The next meetings will be budget deliberations. These are set for Tuesday and Wednesday, October 2nd and 3rd, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

**MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 2, 1990**

Present

Fran Eskritt  
Paul Borham  
Marge Lundquist  
Al Lewandowski  
Dave Medin  
Carole Holmes  
Jackie Hoppen  
Don Mansavage  
David Eckholm  
Jeff Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Bill McCulley, Jim Canales, Daryl Kurtenbach, Kirsten Hall, Coordinators; Lauri Rockman, Jim Rigenbach, Mike Carder, Steve Tuszka, Sue Oehlke-King, Jennifer Cummings, Jerry Koepfel, Dave Pagel, Cindy Schmitz, Supervisors; Lucy Kluck, Business Manager; Sandy Haasl, Staff; Shannon Coble, First Call For Help; Brian Shoup, Joanne Griffin, Tom MacKaben, Community Alcohol and Drug Abuse Center; Mike Houlihan, Portage House; Paul Rice, Joan Honl, Community Industries; Sue Wilcox, United Way; Kelly Berg, Stevens Point Daily Journal; Pete Kempen, WSPT/WSPO Radio Station; Mike and Betty, Students.

The meeting was called to order by Chairman Medin on Tuesday, October 2, 1990, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of September 25, 1990.

A Motion was made by Ms. Hoppen and Seconded by Mr. Mansavage to approve the Minutes of September 25 as submitted. All were in favor of the motion. Motion carried.

II. REVIEW OF PROPOSED 1991 DEPARTMENT BUDGET

1. Budget Overview.

Mrs. Bablitch told the board that the proposed 1991 budget included no new programs or services and in general, no increase in clientele receiving services. We had a balanced budget based on the information we had from the Department of Health and Social Services and the County Finance Committee but a change to the County budget guidelines occurred when County Business Administrator Jerry Glad reviewed the presentation to the Finance Committee and concluded the exception for health insurance increases were not properly calculated. Cuts recommended to the proposed budget are approximately \$18,750. These cuts were included on a handout to the Board today. We have included \$10,000 in revenue from the county for the 1990-1991 OPEIU contract settlement. Another attached fiscal analysis indicates this \$10,000 expense in 1991

was known to the Personnel Committee and County Board when the contract was settled. Historically, unbudgeted settlements are given to departments. In fact, the cost will actually be \$12,000 but since \$10,000 was the original figure, we have absorbed the additional \$2,000.

Employees have volunteered to take leave without pay for the third year. \$10,000 in salaries/fringes has been decreased from appropriate section budgets. We have also budgeted approximately \$5,500 toward an entire staff reduction of four hours (1/2 work day) to be taken at some point during 1991. This is a unique concept that is possible according to the County Personnel Manager. The central management staff concluded this seemed preferable to position(s) reduction. As this is a unique concept to the county, Mrs. Bablitch will proceed with careful consultation with the Personnel Manager, union leadership and our staff. If this proves unworkable other personnel or program reductions will be made.

Mrs. Bablitch doesn't know how to handle possible federal cuts due to the Graham-Rudman legislation. Currently there is no information on the amount of cuts, if any, or the timing. Adjustments to the budget, if any, would be made when she had the facts.

The 1991 Budget Guideline Analysis indicates a 11.3% bottom line. However, the department is requesting two additional exceptions from the Finance Committee. These exceptions are \$105,122 minus \$78,544 or \$26,578 for Health Insurance and \$10,000 for the OPEIU Contract Settlement. If these additional exceptions are granted, the agency would be at a 8.0% request.

The Contract Agencies are increasing by 4.63% or \$52,845 over 1990. A nonlapsing account will be discussed at tomorrows meeting.

A new Division Budget Recap Form was also distributed.

It's possible there will be a change in the fee schedule that was also included in the budget book.

Mrs. Bablitch indicated that for another year, Management staff need to be congratulated on their creativity and commitment to providing vital human services as economically as possible, to Portage County residents.

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 Division budget included a 10.3% total budget net level increase. The major reason for this increase was an additional \$2,050

has been allocated for staff development funds which allows training for each staff member not receiving staff development funds through other sources. Of the \$18,750 in recommended cuts, approximately \$122 (leave without pay) affects this budget.

3. Review of Business Services.

The Division budget reflects a budget level net increase of 8.2%. Significant increases were realized with phone system in long distance rates, maintenance contracts, office supplies, and postage. The Division is expecting to realize increased revenues from the trust account interest, medical evidence reports, and a new revenue source - Medical Assistance Pass Through Funds. The budget includes a request for two part-time Typist I's.

4. Review of Shared Services Division Budget.

The Division budget reflects a budget level net increase of 5.2%. Increases were realized with the emergency contract, day care, information and referral, and adult foster care/foster care training. There was a reduction of 27.7% to the volunteer travel account. The Division is expecting to realize increased revenues from the home and financial management fees and child day care funds.

5. Review of Health Division Budget.

The Division budget reflects a budget level net decrease of 20.9%. Major changes are in staffing; increase of 16 hours in the environmental health section, 6 hours for the nursing supervisor, and 15 hours in home health aide time; reduction of 5 hours for the medical technician due to a cut in lab services and revenues, a reduction of 4 hours for the WIC director, and a cut to the LTE nutrition educator position due to less WIC grant money available.

The Coordinator's budget includes an additional Healthy Start Grant of \$3,606. The Adolescent Pregnancy Grant has been cut due to no more available funds.

The Community Health budget reflects a budget level net increase of 7.9%. Fees for family health clinics, flu shots, school health fees, and nursing assessments have been increased and revenues have decreased in the Health Check and AIDS contracts. No money is available for the CWAN and Refugee programs any longer.

The Environmental Health budget reflects a budget level net increase of 8.1%. Expenses which increased are salaries and fringes, travel and supplies. Revenues will increase due to license fee increases. Mr. Murphy questioned the large increase in revenues. Licensing fees will need to be increased to bring in revenue to pay for an additional 16 hour sanitarian position. He stated if we adopt this budget, we are

also adopting these large increases to establishments for licenses. He expressed his opinion that it's like we don't have a choice in the fee schedule, and he will not be a party to this larceny. Mr. Medin suggested a Public Meeting will have to be held between now and 1991 to discuss the fee schedules. It will be a separate agenda item in the future.

The Lab Section budget reflects a budget level net increase of 2.7%. Revenues have been reduced due to family planning now sending their chlamydia tests to the State Lab, and the Lyme Disease revenues no longer available for 1991. We will be increasing fees for water testing.

The Home Health Section budget reflects a budget level net decrease of 30.4%. Visits have increased and we are receiving more revenues due to fees. There will be no county tax dollars involved, as third parties are included in the billing process.

The WIC Section budget reflects a budget level net decrease of 95.6%. This is due to a reduction of WIC Grant monies. The administrative money is not enough to cover salaries and fringes and therefore there was a reduction in staff hours. We do have a new revenue source and can bill Health Check for nutrition consultations.

6. Review of Restorative Care Division Budget.

The Division budget reflects a budget level net increase of 23.5%. Mr. McCulley will explain this increase by separate section budgets. Of the \$18,750 in recommended cuts, approximately \$3,860 (reduced inpatient treatment for chemical dependency, reduced foster care expenses for a developmentally disabled child) affects this budget.

The Coordinator's budget reflects a budget level net increase of 9.9%. Travel expenses have increased and Bill took two weeks leave without pay in 1990. No leave without pay is budgeted for 1991.

The Counseling Section budget reflects a budget level net increase of 16.4%. This increase is in salaries and fringes, a \$12,000 on-call expenditure, pager rentals, and AODA group care. We currently have 10 young people in Winnebago and Mendota. We have seen a large increase in juvenile court referrals and referrals in child abuse/neglect areas. Approximately \$8,000 additional revenue was budgeted to offset AODA and mental health areas within this budget.

The AODA Juvenile Court Section budget reflects a budget level net decrease of 93.1%. The majority of increases are reflected in the salary and fringe areas and no changes from 1990 to the revenue account. The juvenile in outpatient are referred to CADAC and intensive in-home counseling is done by Children's Services Society.

The Financial Services Section budget reflects a budget level net increase of .4%. Increased expenditures include the upgrades of staff in salary and fringe accounts, and telephone costs. We have programmed and budgeted more realistically for 1991. Increases in revenues include emergency AFDC, MA transportation, and the homeless shelter grant.

The Fraud Section budget reflects a budget level increase of 28.2%. These services are now contracted with the District Attorney's Office. Revenues offset expenses.

The General Assistance Section budget reflects a budget level increase of 1.8%. We are under budget for 1990 by approximately \$4,600. We will increase the monthly grants to clients from \$175 to \$190, which we feel is a more realistic figure for clients to live on. The nonlapsing account will include general assistance money of \$4,600 to be carried over to 1991.

The Commodity Distribution Program Section budget reflects a budget level net of 0%. This is a self-sufficient account, revenues offset expenses.

The Psychological Services Section budget reflects a budget level net increase of 21.2%. This increase is due largely to salaries and fringes. The Intern Program was discontinued as of 8/1/90. There is an increase in the contract for Psychiatrists and an increase in fees for Psychiatrists, Psychologists, and Masters degree staff.

The Mental Health Section budget reflects a budget level net increase of 48.5%. This is due to a 20% increase in the inpatient account, an increase in their rates and the number of days served, and a decrease in revenues of over 20%. The nonlapsing account could include mental health money of \$55,940.

The Chemical Dependency Section budget reflects a budget level net increase of 11.6%. Inpatient costs indicate a 46.2% in expenses with a decrease in AODA treatment revenues and a loss of the Intensive In-Home Grant monies.

The Portage House Section budget reflects a budget level net of 0%.

Ms. Hoppen asked if the intake/financial services consolidation is working, how the staff are responding, and how clients are responding. Mr. Pagel and Ms. Rockman reported that clients comments have been very positive. Clients say they are seeing their workers faster, and are getting better service than in other counties. Workers say they are more involved with their clients now than in the past. Ms. Hoppen also

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asked how the DA's office is responding to our fraud cases now that we are contracting with them. Ms. Rockman reported that they are now recruiting for the Fraud Investigator position in the District Attorney's office.

### III. ADJOURNMENT

There were no other questions or discussion on the budget. A Motion was made and Seconded to adjourn the meeting until Wednesday, October 3, to conclude the budget hearings. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:35 p.m.

Submitted by: Pam Helgemo, Administrative Assistant

prh/0599P-32-37

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 3, 1990

Present  
Fran Eskritt  
Paul Borham  
Marge Lundquist  
Al Lewandowski  
Dave Medin  
Carole Holmes  
Jackie Hoppen  
Don Mansavage  
David Eckholm

Excused  
Jeff Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Administrative Assistant; Bill McCulley, Jim Canales, Daryl Kurtenbach, Kirsten Hall, Coordinators; Lauri Rockman, Jim Riggerbach, Mike Carder, Steve Tuszka, Sue Oehlke-King, Jennifer Cummings, Dave Pagel, Cindy Schmitz, Supervisors; Lucy Kluck, Business Manager; Sandy Haasl, Deb Pierce, Staff; Mike Houlihan, Portage House; Paul Rice, Joan Honl, Community Industries; Sue Wilcox, United Way; John Jacobson, New Concepts; Sue Chapman, Achievement Center; Mike Malone, Crossroads; Kelly Berg, Stevens Point Daily Journal; Pete Kempen, WSPT/WSPO Radio Station.

I. ACTION TO RECONVENE MEETING OF OCTOBER 2.

The October 2 budget meeting was reconvened by Chairman Medin at 4:30 p.m. on Wednesday, October 3, in Conference Rooms 1-2 of the Gilfry Center.

II. CONTINUATION OF REVIEW OF PROPOSED 1991 DEPARTMENT BUDGET

Mr. Mansavage had a question on the Home and Financial Managers budget. He questioned what this section did. Mr. Kurtenbach explained the program areas the staff are involved in and what section staff do in that area.

7. Review of Long Term Care Division Budget.

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

The Division budget reflects a budget level net increase of 9.72%. Expenditures are up by 14% and revenues are also up by 18%.

The Coordinator's budget reflects a budget level net increase of 5.1%. Major increase are in the salary and fringe line items.

The Community Options Program (COP) budget reflects a budget level net increase of 3.0%. Salary and fringe line items and revenues are the major increases. COP continues to bring revenue into the department. It is an excellent service to our clients. We do receive reimbursement for the program and administrative costs.

The Community Support Program budget reflects a budget level net increase of 17.1%. Supportive home care, community based care and IMD nursing homes have increased over 1990. We currently receive 90% in state Medicaid funds to support the IMD nursing homes. We feel the IMD nursing homes are more reasonable financially than Winnebago and Mendota. We contract with Crossroads group home and have had 10-12 placements in 1990. We are budgeting for 2 additional elderly clients in the group home for 1991. We hope to bill General Assistance, if possible, for medical costs to clients in 1991. Of the \$18,750 in recommended cuts, approximately \$4,472 (the medication clozeril for a seriously mentally ill client who has no ability to pay) affects this budget. However, as of this date, we would recommend \$1,140 put back in the medication line item. This money would be transferred from the Mental Health Inpatient Account, as we do have a client that is in need of this medication and does not have an ability to pay for it.

The Developmentally Disabled Section budget reflects a budget level net increase of 7.3%. Major increases are in salaries and fringes, community based care, and community integration program (CIP) accounts. The adult family care account has decreased by over 39%. We are now using COP and CIP monies to fund this program. Community integration revenues have increase by over 30%. This program serves many people and we do receive program and administrative reimbursement. We have been very successful in placing clients in this program. Medical Assistance Pass Through money has become available. Medical Assistance waivers bring in salary reimbursement. Community Integration Program (CIP) II is now located in the DD budget. We wanted all CIP in one budget. This program currently serves four individuals.

The Elderly Services Section budget reflects a budget level net decrease of 3.2%. Expenses that have increased are: salaries and wages, Medical Assistance (MA) waiver, and adult family care. The adult family care account increased over 52%. Currently elderly people are placed in these homes. Revenues in the MA Waiver program have increased 37%. This program was implemented in 1989. We are finding many people who are eligible for this program. We do receive administrative as well as program dollars.

The Protective Services Budget reflects a budget level net increase of 12%. Revenues have decreased by 23.5%. We are charging for guardianships, if clients have the money to pay for this service, they will be billed.

Contract agencies - Sue Chapman reported that the Achievement Center originally asked for an 8% increase. They are now at status quo, and will serve less children in 1991 because they only received a 5% increase.

Paul Rice of Community Industries (CIC) reported that their health insurance costs increased over 20%. They also asked for an 8% increase. There will be a decrease in services because they need to offset their health insurance costs.

These highlights concluded the budget hearing. Mr. Medin asked for questions or comments from the audience and the board. Ms. Hoppen asked how the Community Integration Program is now working. Mr. Canales reported that the most expensive service is for residential and vocational services, but the program also includes personal care and case management services. The budget has been maintained beside the use of contract agencies. We are currently budgeting for 90 clients. New clients will receive no or less service.

Mrs. Kluck indicated two changes in the Recap Summary. One was in Health Services and now includes the Healthy Start Grant. The other includes all reclassification requests that the 1990 mid-year budget did not include. The Guideline Analysis now shows a 5.76% County Share. We will now meet with the Finance Committee on the additional exemptions.

III. ACTION TO ESTABLISH FISCAL POLICY TO ESTABLISH NONLAPSING ACCOUNT FOR THE SERIOUSLY MENTALLY ILL AND ECONOMICALLY DISADVANTAGED AND FORWARD TO FINANCE COMMITTEE.

The objective of this policy is to establish an accounting/budgeting system that is in compliance with the Generally Accepted Accounting Principles and aid Community Human Services in resolution of its fluctuating budget balances. The Special Revenue Fund shall be considered nonlapsing with year end balances carried over to the subsequent year. The balance of the fund will consist of the following reserves: General Assistance, Institutional Expenditures, and Community Based Residential Facilities. We hope to stabilize these accounts by establishing this fund. It will go to the Finance Committee with the budget and then to the County Board. If the expenditures from these three accounts increase from the 1990 to 1991 budget, the excess will be put in this account, and will be carried over to next year if not needed in 1990. The maximum will be about \$300,000.

Mr. Eckholm recommended rather than a fixed dollar amount, we should use a percentage (25%) of the gross budgets of these items. A Motion was made by Mr. Borham and Seconded by Ms. Holmes to establish this nonlapsing account with the maximum amounts in this reserve fund shall be limited to 25% of the Gross Budgets of the above items and any amounts in excess of this amount shall be transferred to the General Fund. Motion carried.

IV. ACTION TO ADOPT 1991 COMMUNITY HUMAN SERVICES BUDGET AND FORWARD TO FINANCE COMMITTEE.

The budget is currently at an 11.3% increase over 1990. This is the figure which will be reviewed by the Finance Committee on Monday, October 8. However, the department is requesting two additional exceptions from the Finance Committee. These exceptions are \$105,122 minus \$78,544 or \$26,578 for Health Insurance and \$10,000 for the OPEIU Contract Settlement. If these additional exceptions are granted, the agency would be at a 8.0% request. A Motion was made by Mr. Borham and Seconded by Ms. Hoppen to accept the 1991 budget as presented and forward it to the Finance Committee. Mr. Medin commended staff on their creativity and commitment to the budgeting process.

V. ADJOURNMENT

There were no other questions or discussion on the budget. A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:15 p.m.

The next meeting is scheduled for Tuesday, October 9, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Administrative Assistant

prh/0599P-38-41

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 9, 1990

Present

Dave Medin  
Dave Eckholm  
Carole Holmes  
Don Mansavage  
Jackie Hoppen  
Al Lewandowski  
Marge Lundquist

Excused

Paul Borham  
Fran Eskritt  
Jeff Murphy

Others Present: Judy Bablitch, Director; Susan Rutta, Assistant; Bill McCulley and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Jim Riggerbach, Program Manager; John Kleig, WSPT; and a Stevens Point Journal representative.

The meeting was called to order by Chairman Medin at 4:30 p.m. on Tuesday, October 9th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of October 2-3, 1990.

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

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

The Director gave her report in conjunction with the Fiscal Issues portion of the agency.

4. Citizen Concerns/Unlimited Topics.

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

II. PROGRAM ISSUES

1. Mental Health Inpatient Report.

Mr. McCulley reported there was a little savings during the month for inpatient care. However, 82% of the inpatient budget has been expended (or an overage of 7% to date). A deficit for the year is expected in this account.

2. Appointment of Board Representative to Child At-Risk Task Force.

Daryl Kurtenbach reported the Advisory Committee held a special meeting Monday, October 8th. The purpose of the meeting was to determine whether or not to expand the meeting schedule. The Advisory Committee decided to hold ten meetings during the year, excluding June and December. The Committee will begin following up on the recommendations of previous task forces. The Committee also removed the required attendance at Board training sessions. The bylaws will be rewritten to include these changes. Also, four members were appointed to the Child At-Risk Task Force. Finally, Elaine Wrone also gave a presentation on the Employee Foundation.

Mr. Medin then asked Board members if anyone wished to represent the Board on this task force. Mrs. Hoppen expressed her interest in the position. The task force will last about one year and hold meetings at least once per month. A Motion was then made by Mr. Lewandowski and Seconded by Mr. Eckholm to appoint Mrs. Hoppen as the Board representative to the Child At-Risk Task Force. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Review of Finance Committee Action on Proposed 1991 Department Budget and Action If Necessary.

The department met with the Finance Committee on Monday, October 8th, to review the proposed 1991 budget. While it listened and asked questions regarding the budget, the Finance Committee made no recommendations on it. A public hearing will be held on October 15th. On that day only, input will be accepted from both the public and departments. On October 18th, the Finance Committee will again review all county requests and, without further discussion from any outside source, make a final decision on the budget requests. Mrs. Bablitch indicated if further cuts were necessary, the Finance Committee would allow the department to determine where they should come from.

When questioned by Mrs. Hoppen regarding the status of the 1991 contingency fund, Mrs. Bablitch responded Mr. Glad, Business Administrator, felt it best not to set up the fund now but to wait until the books were being closed in 1992 to see if there was an excess in the three specific accounts.

Mr. Mansavage stressed it is up to the department to constantly review expenditures to see where savings can be made. He also questioned if anything had been done with the health insurance suggestion made at a previous meeting. Mrs. Bablitch reported department heads had discussed the matter with Mr. Deger but without resolution. Mrs. Bablitch felt, in talking to several people, there were individuals receiving duplicate coverage who would gladly give up the benefit if they could be assured of being picked up by the county's insurance if something should happen to their spouse's current coverage. Overall, this could result in a significant savings to the county.

2. Action to Approve Purchase of Refrigerator for Commodity Distribution Program.

The department requested approval to purchase a refrigerator in the amount of \$732 for storage of perishable foods. The cost of the refrigerator would be paid through the food bank start-up funds. A Motion was made by Mr. Eckholm and Seconded by Mr. Lewandowski to approve the request as submitted. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Mr. Mansavage and Seconded by Mrs. Hoppen to approve purchase orders in the amount of \$2,927.46 and vouchers in the amount of \$136,650.84. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 4:55 p.m. The next meeting is scheduled for Tuesday, October 23rd, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 23, 1990

Present

Dave Eckholm  
Walter Jakusz  
Carole Holmes  
Don Mansavage  
Jackie Hoppen  
Al Lewandowski  
Paul Borham  
Marge Lundquist  
Dave Medin

Excused

Fran Eskritt  
Jeff Murphy

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, Supervisor; Sue Wilcox, United Way; Paul Rice, Community Industries; Shelly Van Straten, WYTE; and Kelly Berg, Stevens Point Journal.

The meeting was called to order by Chairman Medin at 4:30 p.m. on Tuesday, October 23rd, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of October 9, 1990.

A motion was made by Mr. Lewandowski and Seconded by Mr. Mansavage to accept the Minutes of October 9th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

The Board's next scheduled meeting is November 13th. However, this is also a County Board night. Members discussed options for the next meeting. It was decided the Board would meet on Monday, November 5th, at 4:30 p.m.

Mrs. Bablitch distributed the revised version of DHSS's glossary of terms, acronyms and abbreviations.

Management is in the process of working out a process whereby Advisory Committee members can more fully contribute in carrying out task force recommendations. As the procedures are solidified, the Board will be updated.

A copy of the 1991 budget reductions approved by the Finance Committee was distributed to the Board. This document will be discussed in greater length later in the agenda. It was pointed out the department is targeted to cut an additional \$31,679.

4. Citizen Concerns/Unlimited Topics.

Mrs. Hoppen reported she had attended a public health orientation for county board and citizen members. She indicated Wisconsin has four areas of local public health responsibility-communicable disease control, abatement of nuisances, WIC (Women, Infants, and Children) nutrition program, and generalized public health nursing. If these services are not done, the state will provide them and then charge the respective county. The prevention philosophy is stressed by public health.

Mr. Borham reminded members of November's upcoming referendum calling for the state to provide funding for any mandated programs. Mr. Borham also reported he recently attended the Wisconsin Counties Association's Public Health Affiliate meeting. A session which impressed him was the one showing what the world would be like without public health. Paul noted he had finished his public health leadership roles and encouraged other Board members to take an active interest in this area.

II. PROGRAM ISSUES

1. Third Quarter Program Statistics (July-September, 1990) and Waiting List Report.

Health: Kirsten Hall focused on the doubling of immunizations and increased well child exams. Tonight the agency will present a pesticide seminar in Plover. Also, the agency is in the process of submitting a proposal to the Health Care Center to provide 20 hours per month of nutrition counseling. If contract becomes a reality, it will allow the department to continue employment in 1991 of a current LTE Nutrition Educator. The Board would need to approve any contract.

Long-Term Care: Jim Canales highlighted the substantial increases in adult protective and respite care services. He also indicated the family support program satisfaction survey has been completed.

Restorative Care: Bill McCulley reported referrals have increased. In addition, St. Michael's has been added as a Health Plus partner, the Counseling Section has applied for two grants, and PRISM (a prison/jail advisory committee) has obtained tax exempt status and hopes to eventually hire a part-time social worker.

Shared Services: According to Daryl Kurtenbach, referrals have decreased slightly. Also, a volunteer will begin working with backlogged financial counseling cases. It now appears the agency will have adequate consolidated day care funds and a minimal waiting list for community aids day care funding.

Business Services: Lucy Kluck reported there has been no additional small claims action since last quarter. Mr. Medin requested "bad debts" be included in future reports so the Board can better interpret the aging of accounts.

Volunteer Services: Sue Rutta noted the agency continues to provide volunteer work opportunities for PRIDE and General Assistance clients. On the average, volunteers contribute services equivalent to 4.5 full-time employees.

2. Action to Apply for Maternal and Child Health and Prevention Block Grants.

Each year, counties negotiate with the state for a portion of MCH (maternal and child health) and prevention block grants. Program funding is really federal dollars with the state acting as financial intermediary. The federal standards require state/counties to spend 30% of the MCH block grant on prevention and primary care for children and adolescents and 30% on service to children with special health care needs and their families. Also a new service priority--coordinated care for children and families with special needs--has also been established. Our present MCH nurse will continue to work 18 hours per week in this area next year.

Federal funds for Prevention Block Grant activities have been decreasing in recent years. In 1991, our Environmental Health Specialist will work 13-3/4 hours. The agency will continue its current programs--household hazardous waste education, pesticide education, consultation to small quantity generators, and exploration of instituting a Clean Sweep program or an ongoing waste reduction program.

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\$ 16,455

\$ 16,948

When questioned by the Board as to the difference in 1990 versus 1991 grant dollars, Mrs. Hall responded MCH dollars in 1990 were \$16,498 and 1991 dollars are \$16,455. In the area of prevention, in 1990 and 1991 we have \$11,068.

A Motion was made by Mr. Borham and Seconded by Ms. Holmes to approve applying for maternal and child health and prevention block grants. All were in favor of the motion. Motion carried.

3. Action to Endorse Shelter Network Project and Approval to Seek Grant Funding For It.

The department requested authorization to pursue several funding sources for a Shelter Network Project. Lauri Rockman indicated 25% of the individuals coming into the department to request financial assistance are without housing. Also in reviewing the rent-to-income ratio of Portage County's low-income residents, the agency finds 70% of these individuals pay over 60% of their salary for shelter. The project would be staffed by current staff--an intern and emergency services worker. The project has two components (1) establishing a liaison between tenants and landlords and (2) establishing a revolving loan fund to help prevent loss of shelter or provide new shelter for the homeless. The term of the loan probably will be for ten months and will require a co-signer. It is anticipated the revolving loan fund will come from three sources--a \$3,000 grant from St. Vincent de Paul, a \$10,000 Division of Housing grant, and \$10,000 from diverting a General Assistance existing housing fund. A motion was made by Mrs. Hoppen and Seconded by Mr. Eckholm to support the Shelter Network Project as outlined. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. 1991 Budget Update and Action as Appropriate.

The Board had received information earlier the Finance Committee is recommending a decrease in the department's 1991 proposed budget of \$31,679. Mr. Medin indicated the Board needed to decide if the originally proposed 1991 budget should be re submitted to the County Board or if the Finance Committee's recommendations should be allowed to stand. Mr. Medin stated Dave Eckholm and he met with Central Management staff to discuss ramifications of the Finance Committee's action. As a result, Mr. Medin strongly recommended resubmitting the original 1991 budget proposal (without Finance Committee reductions) to the total County Board.

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Mr. Borham spoke in favor of this plan. He felt the Board and department had submitted a very needed and realistic budget. He also indicated if the Finance Committee could unilaterally make cuts to any department budget, perhaps it should just do the budgeting for all county departments.

It was pointed out the proposed 1991 budget levy request is actually less than the department's 1990 projected levy expenses. The figures include:

1990 Budget Levy:	\$1,497,678
1990 Projected Deficit:	<u>86,384</u>
1990 Total Levy Needed:	\$1,584,062
1991 Budget Levy Request	\$1,583,944.

When presenting the request to keep the 1991 proposed budget intact, Mr. Medin would assure County Board the department would take every measure to stay within the budget. A Motion was then made by Mr. Borham and Seconded by Mr. Lewandowski to submit the original budget to the County Board. All were in favor of the motion. Motion carried.

Mrs. Bablitch expressed her appreciation to the Board for its willingness to ask County Board for the total proposed 1991 budget request. She indicated the alternatives are of concern to her. In alternative #1, the department can accept the reduction of \$32,000, reduce the inpatient account by like amount, and indicate to the County it may need to come back for additional funding later in 1991. Alternate #2 would have us requesting and receiving the \$32,000 but acknowledging if there is a downswing in the economic indicators and a recession does come about, we may still have a deficit in 1991 due to uncontrollable expenses. If extensive costs are seen in, for instance, General Assistance and we are required to live within our budget, the agency would need to do some serious program/staff cuts. Either alternative can pose problems for the agency.

At the next meeting, staff will prepare budget information which it intends to present at the County Board meeting. Mr. Medin indicated it was necessary for all County Board members to clearly understand the department's budget. With that in mind, a list of all County Board members was circulated among the Board. Each member was asked to select County Board members in their areas to approach regarding clarifying any concerns they might have about the department's 1991 budget proposal.

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2. Approval of Vouchers.

There were no unusual payments. A Motion was made by Mr. Lewandowski and Seconded by Mrs. Hoppen to approve vouchers in the amount of \$242,687.39 and purchase orders in the amount of \$14,262.58. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at about 5:40 p.m. The next meeting is scheduled for Monday, November 5th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Administrative Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
NOVEMBER 5, 1990

Present

Dave Medin  
Dave Eckholm  
Al Lewandowski  
Don Mansavage  
Walter Jakusz  
Jackie Hoppen  
Paul Borham  
Jeff Murphy  
Marge Lundquist

Excused

Fran Eskritt

Absent

Carole Holmes

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; Jennifer Cummings, Home Health Supervisor; representatives from the Journal and WIZD.

The meeting was called to order by Chairman Medin at 4:30 p.m. on Monday, November 5th, in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of October 23, 1990.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Jakusz to accept the Minutes of October 23, 1990 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

Mrs. Bablitch indicated there was nothing unusual to report in the short time since the last Board meeting. The department is conducting business as usual.

4. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or topics to be shared.

II. PROGRAM ISSUES

1. Presentation of 1989 Home Health Annual Report.

Mrs. Bablitch indicated that, while the agency does an annual report of all services provided, the Home Health Section is required by law to provide an individualized one. The Home Health annual report was distributed to the Board prior to the start of the meeting. Jennifer Cummings, Home Health Supervisor, shared some of the biggest issues faced by the Section in 1989 including a change in the staffing patterns. Jennifer noted the services provided did not cost any county dollars. Services have been audited by the state and by WIPRO with a few minor corrections being needed. Jennifer will work towards getting the program accredited in the next few years. Mr. Medin questioned what progress was made toward establishing time needs for client classifications. Mrs. Cummings noted she is still in the literature search process. A Motion was then made by Mr. Lewandowski and Seconded by Mr. Murphy to accept the report as submitted. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

1. Action to Apply for Injury Prevention Grant.

Kirsten Hall requested Board approval to apply for a state Division of Health Injury Prevention grant. This would be a collaborative project with several agencies. The agency would apply for a large grant -- up to \$30,000. The project could be funded up to two years. The focus of the grant would be injury prevention in the farm/rural areas. Plans for the grant include hiring one part-time staff person to coordinate the project, purchasing smoke detectors and providing them to needy households, reinstating the tractor training program for adolescents 14-15 years of age, conducting a media campaign, attending school assembly programs, and creating/using a farm and home safety check list.

Mr. Murphy questioned if farmers would drive their children to the department to participate in the tractor safety course. He felt the agency was just trying to look for more work to do now and wondered why the agency just didn't do the work it currently had. Murphy noted the agency cannot be everything to everybody and someone must exercise a little fiscal restraint. He felt the agency had a moral obligation to help only those who can't help themselves. However, there had to be limits to what we do for people.

Mr. Eckholm and Mr. Mansavage felt the agency would be remiss if it didn't go after this new funding. Mrs. Hoppen agreed and indicated we are responsible for each other and if there is a problem we should try to alleviate it. However, she felt the Board and staff also had an obligation not to use the money a second year if it was proven there was no need for such a project. Mrs. Hoppen felt part of the role of this department was to teach people to be responsible.

A Motion was made by Mr. Murphy to reject the request to submit the grant request. There was no Second to the motion. Motion died for lack of a second.

A Motion was then made by Mrs. Hoppen and Seconded by Mr. Borham to approve submitting a grant application for the Injury Prevention Project with the stipulation we accept the obligation to reject the money if the grant is not appropriate for the second year. Voice vote was taken. With the exception of Mr. Murphy, the Board was in favor of the motion. Motion carried. If the grant is received, Board members requested a monthly report.

2. Action to Review Proposed 1991 Agency Budget.

Mr. Medin stated Judy Bablitch, Clem Hintz, Stuart Clark, Jerry Glad, and he recently met to discuss the agency's proposed 1991 budget. Our current budget reflects an abnormally high cost in the mental health area. It is projected this trend will continue another year and may also include the area of General Assistance. It was because of this trend the Board and staff felt it necessary to ask for the additional \$31,679 the Finance Committee deleted. Mr. Hintz indicated to keep the tax levy at 9.1%, the agency would have to give up the \$31,679. Mr. Medin stated a compromise needed to be made. The compromise took the form of the "draft" understanding the Board received at their places. What the draft wording recognizes is if it has a deficit in 1991 and have done everything possible to contain costs, the department would follow the same procedure as previously noted in the fiscal policies and request the overage come from the contingency or general fund. Mr. Medin suggested the Board approve the wording and forward a copy of the understanding to County Board members. The copy would be placed at each County Board member's desk.

A Motion was made by Mr. Mansavage and Seconded by Mr. Jakusz to accept the draft wording as written.

Mr. Murphy questioned what exactly the wording meant. He asked why the \$31,679 would be taken from the mental health account when the agency had overages in that account for several years and also wondered if these costs could be contained by not allowing any voluntary mental health placements. Mr. McCulley responded voluntary to nonvoluntary placements ran 3:1. Voluntary placements also lasted 7-9 days and help to stabilize potentially critical clients. Mr. Murphy felt the department should be able to find \$32,000 in other areas of the budget--not the mental health area. Mr. Medin stressed the agency would look at all areas of the budget in case of overages, not just the mental health area. Mr. Eckholm indicated the mental health area already was increased at the expense of other services. The increase reflected the amount we currently projected spending as well as rate increases. He stressed the Board would also look at its hiring and rehiring practices as well as the mental health issue. Mr. Mansavage felt the staff did a good job in putting together the budget. Mrs. Hoppen felt it gave flexibility the agency needs. Mr. Medin restated the Board and staff need to feel the 1991 budget is reasonable and be committed to making it work. Mr. Murphy stated taking the money out of the mental health area was a bandaid approach to the problem. Mr. Lewandowski said since Mr. Murphy objected to targeting the mental health area, the Board should target all accounts. Mr. Murphy suggested the management salary account could potentially be reviewed. Mrs. Bablitch reminded Mr. Murphy the agency already decreased the salary line items by \$16,000. This equated to 4 hours less for each staff member and an additional \$10,000 voluntary time off, mostly for management staff. Also, staff had taken voluntary time off of \$12,000 in 1990 and \$20,000 in 1989. Mr. Murphy stated he could not vote for the draft wording.

A voice vote was then taken. With the exception of Mr. Murphy, all were in favor of the motion to accept the draft wording. The Motion carried.

3. Approval of Vouchers.

There were no unusual items for payment. A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve vouchers in the amount of \$107,640.91 and purchase orders in the amount of \$1,197.63. All were in favor of the motion. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 5:15 p.m. The next meeting will be on Tuesday, November 27th, in Conference Rooms 1-2 of the Gilfry Center.

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
NOVEMBER 27, 1990

Present

Al Lewandowski  
Paul Borham  
Jackie Hoppen  
Dave Medin  
Walter Jakusz  
Don Mansavage  
Marge Lundquist  
Dave Eckholm  
Carole Holmes

Excused

Fran Eskritt

Absent

Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Administrative Assistant; Kirsten Hall, Daryl Kurtenbach, and Bill McCulley, Coordinators; Mike Carder, David Pagel, Lauri Rockman, Supervisors; Lucy Kluck, Business Manager; Stevens Point Journal representative.

I. INFORMATIONAL UPDATE

Board members toured the Achievement Center and received an update on services provided to children 0 to 3 years of age.

The Board returned to the Community Human Services Department to continue its meeting.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of November 5, 1990.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Jakusz to approve the Minutes of November 5th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to be considered.

3. Director's Report.

The department is in the process of asking community members to service on the Child At-Risk Task Force. Mrs. Hoppen has agreed to chair the group.

Mrs. Bablitch will be at the Midwest Consortium meeting in Chicago this Friday through Sunday.

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4. Advisory Committee Report.

Mr. Kurtenbach reported the Advisory Committee met on November 19th. At that time, the members began looking at a process by which they would assist in meeting the recommendations of various task forces. When formalized, the process will be presented to the Board for approval.

5. Citizen Concerns/Unlimited Topics.

There was no discussion on either item.

III. PROGRAM ISSUES

1. Inpatient Mental Health Report.

Mr. McCulley reported three persons went into long-term treatment in September. However, recently three individuals have been removed from Mendota, Winnebago and Norwood. Currently, only one person remains in Winnebago for long-term care. As a result, the budget reflects a 95% usage through October.

Mrs. Bablitch questioned whether or not the Board wanted to receive an expanded analysis, such as the inpatient report, for all fluctuating accounts including the current inpatient account, alcohol inpatient, IMD, CBRF and General Assistance. Mrs. Bablitch proposed an every-two-month report. The Board requested monthly reports. The new reporting will begin in 1991. Mr. Eckholm also requested a three-year analysis for the month being reported. Mrs. Bablitch will see what the agency might be able to pull together for a summary.

IV. FISCAL ISSUES

1. Year-to-Date Financial Report.

It was reported the budget status today is better than presented in September. The agency now projects about a \$20,000 surplus for 1990. Mrs. Kluck indicated the \$100,000 shift (the \$80,000 deficit projected in September versus the \$20,000 surplus currently) is due to the fluctuation of high cost items--less CBRF and IMD costs, plus additional unanticipated revenues. If the agency would experience adverse financial concerns through the end of this year, the worst case scenario would probably be a \$20,000 to \$30,000 deficit. Mrs. Bablitch emphasized that department managers make every effort to be as accurate as possible but unanticipated fluctuations in high cost areas contribute to these swings. A Motion was made by Mr. Eckholm and Seconded by Mrs. Hoppen to accept the financial report as submitted. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

There were no unusual vouchers to be brought to the Board's attention. A Motion was made by Mr. Lewandowski and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$331,906.32 and purchase orders in the amount of \$2,776.68. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

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

The agency requested permission to hire an 10-hour per week LTE Home Health Nurse for seven weeks. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Hoppen to approve the request as submitted. All were in favor of the motion. Motion carried.

2. Action to Authorize LTE Hours for Financial Services Section.

A request for a 20-hour LTE Human Services Assistant in Financial Services was requested. No county dollars are involved. The position would be continued from November 9th through the end of the year. A Motion was made by Mrs. Lundquist and Seconded by Mr. Lewandowski to approve the request as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:30 p.m. The next meeting is scheduled for Tuesday, December 11th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
DECEMBER 11, 1990

Present

Dave Medin  
Dave Eckholm  
Paul Borham  
Jackie Hoppen  
Carole Holmes  
Fran Eskritt  
Marge Lundquist  
Walter Jakusz  
Al Lewandowski  
Don Mansavage  
Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Bill McCulley, Daryl Kurtenbach, Jim Canales, and Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Mike Carder, Dave Pagel, Lauri Rockman, and Cindy Schmitz, Supervisors; and news media.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of November 27, 1990.

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

2. Correspondence.

The WCA's Public Health Affiliate will hold a regional meeting on January 14th. Anyone wishing to participate should contact Sue. Mr. Borham and Mrs. Hall also plan to attend, so ride-sharing is possible.

Fran Eskritt has resigned from the Advisory Committee effective January 1st. Bill Zimdars, as Vice-Chair, will assume Chairmanship and act as liaison to the Board. Fran was thanked for her dedication and assistance in both roles.

3. Director's Report.

Mrs. Bablitch reported various programs within the department were awarded over \$5,000 in grants from St. Vincent de Paul.

A revised Health Plus brochure was distributed to the Board. It will be used to better promote the service.

Mrs. Bablitch indicated she did not attend the Midwest Consortium for Leadership Development last weekend due to a death of a friend.

Due to the holiday season, the Board cancelled its December 25th meeting. The next scheduled meeting is Tuesday, January 8th.

4. Citizen Concerns/Unlimited Topics.

Mr. Medin reported on the JOBS/PRIDE Committee activities. He noted contract agencies will be evaluated during winter for program effectiveness.

Mrs. Lundquist indicated the Housing Task Force subcommittees will be getting together at the end of January to combine each of their individual reports. A public hearing will be held on the findings. A hearing date has not been set, but will probably occur in Spring.

Jackie Hoppen reported the next CWAN meeting will be in April. Also, she has been preparing for her role as chair of the At-Risk Task Force by meeting with Daryl Kurtenbach and Kirsten Hall to talk about special issues.

II. FISCAL ISSUES

1. Public Hearing on Proposed 1991 Fee Schedule.

Mrs. Bablitch reiterated all fees are based upon an ability to pay. However, no one is denied services if they cannot pay for them. The fee setting rationale was then shared with the Board.

It was noted fees for Psychological Services, Community Support, and Social Work Services are determined by a state-approved formula which includes direct service time, paperwork and administrative time. Home Health fees are based on the annual Medicare cost report. Community Health and Lab fees are cost-based and reflect a minimal increase for 1991. Environmental Health fees were discussed a little later in the meeting. Mr. Murphy and other Board members expressed concern no one from the community was present at the hearing. In reviewing health fees, Mr. Murphy questioned the low cost of some family health clinic fees such as cholesterol screening and immunizations. Mrs. Hall and Ms. Schmitz indicated the

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cost of immunizations are lower because the cost reflects only staff time. The state give counties the vaccine free of charge to administer. In addition, immunizations are seen as basic protection for the entire community and needs to be kept reasonably priced. Immunization clinics are aimed at low-income individuals. Cholesterol fees are kept low because the screening is less comprehensive than given one given at a doctors office. Mrs. Lundquist noted the cost is similar to that charged at Cops Food Center. Since there were no further questions, the Board then considered the environmental health fees.

Members were asked to correct an environmental health fee. On page 12, code 53, the proposed fee should be \$105 not \$95. It was noted most of these fees were increased by about 7% to cover increases in wages and benefits. The restaurant/food service fees has been adjusted according to a restaurant's annual gross receipts. License fees for swimming pools, water slides, whirlpools, etc. are being increased from \$115 to \$160. Mr. Murphy expressed his concern again that affected establishments were not in attendance at the meeting. Mrs. Hall indicated that, in addition to the newspaper reporting the meeting, letters were sent to the Restaurant Association and to the Tavern League. In explaining the proposed restaurant fee changes, Mr. Carder and Mrs. Hall indicated previously these fees were based upon the number of seats in an establishment. The 1991 fee would be based upon the annual gross food receipts. This type of fee schedule is used in the City of Madison and appears to be more equitable. Mr. Murphy stated he did not feel comfortable with the annual gross receipts method of determining restaurant fees. He felt the Board should delete the 16-hour HSS1-Sanitarian position and leave environmental fees status quo. He felt the department had not proved it needed the additional hours. Mrs. Hoppen spoke in favor of the annual gross receipts method saying she felt it seemed reasonable to base fees on the establishment's ability to pay. There were no further questions or comments. The Board will take final action on the 1991 fees schedule at its next meeting January 8th.

2. Action to Approve Vouchers.

Unusual vouchers included payments to Cops Travel for air transportation costs to bring a juvenile back from Florida and several payments for clozaril. A Motion was made by Mr. Borham and Seconded by Mr. Lewandowski to approve vouchers in the amount of \$134,229.68 and purchase orders in the amount of \$31.21. All were in favor of the motion. Motion carried.

III. PROGRAM ISSUES

1. Year-to-Date Inpatient Mental Health Report.

Mr. McCulley reported commitments in November were higher than anticipated. However, four individuals have been moved out of long-term placements and into transitional living. Two individuals were placed under voluntary placements which can be less costly to the county since the individual may not have to remain the full involuntary commitment stay of 14 days. Mr. McCulley indicated if things continue as presently forecasted, the budgeted will have less of a deficit than originally anticipated. Currently, the budget is 7.7% above its 1990 spending projection.

2. Action to Adopt Resolution to Support Wisconsin's Public Health Agenda for the Year 2000 and Forward to County Board.

Kirsten Hall presented a resolution in support of Wisconsin's Public Health Agends for the Year 2,000. Mrs. Hall noted the reason for the resolution was to enlist the support and participation of others who may aid in carrying out the health agenda's objectives and goals. It is hoped the resolution will encourage continued commitment of resources to address public health problems. A Motion was made by Mr. Borham and Seconded by Mrs. Lundquist to adopt the resolution and forward it to County Board for action. All were in favor of the motion. Motion carried. It was suggested Mrs. Hall be available to speak in favor of the health plan and also send along some information regarding thw health goals.

3. Report on Merger of Wisconsin Health Professional Organizations.

Kirsten Hall reported three major health organizations -- the Wisconsin Council of Public Health Administrators, the Wisconsin Association of Local Environmental Health Administrators, and the Wisconsin Health Officers Association -- recently merged into a new organization called the Wisconsin Conference of Local Public Health Officials. Portage County is included in the 16-county Northern Region. The Northern Region's first meeting will be January 22nd in Phillips. Information regarding the purpose of the organization and its structure is found on page 17.

4. Action to Authorize Changes in Implementing Task Force Recommendations.

The Advisory Committee will be expanding its role in implementing task force recommendations, beginning with the Teen Sexuality Task Force. Daryl Kurtenbach reviewed the process with the Board as well as the "action sheet". A Motion was made by Carole Holmes and Seconded by Fran Eskritt to authorize changes in implementing task force recommendation as submitted. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Positions for Financial Services Section.

Lauri Rockman highlighted the staffing problems in the Financial Services Section. All areas have experienced a sizeable increase in caseload. In addition, turnover has been quite considerable. To decrease workload demands, the department is proposing hiring two FSS2 case managers effective 4/1/91, hiring an LTE FSS1 to work with the Elderly population effective 1/2/91, and implementing food stamp employment and training effective 10/1/91. The proposal would be funded with existing 1991 budget dollars and at no cost to the county. Additional dollars would come from reducing outside contracts. Currently, workers have 120 cases per person; eventually, the caseload would be dropped to 75 cases per worker. Mr. Murphy thought the department agreed not to ask for any more new positions. He felt it looked like the department was trying to pull a fast one. Mrs. Bablitch indicated both Dave Medin and Dave Eckholm had met with Lauri, Dave Pagel, Bill McCulley, and her to review the problems and possible solutions. Mr. Medin felt it would be better if the Board did not take action on the request at this meeting but meet with the Personnel Office and Personnel Committee to discuss the concerns and solutions. Mr. Medin thought the Personnel Committee would be sympathetic to this request for new staff. A Motion was then made by Mr. Borham and Seconded by Mr. Mansavage to table action on the request until the next Board meeting, January 8th and in the meantime to update the Personnel Committee about this issue. All were in favor of the motion. Motion carried.

2. Action to Extend LTE Position at Portage House.

Mr. Houlihan requested Board approval to extend the LTE Night Coordinator an additional 520 hours. The position is fully state/federal funded. A Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to approve the extension as requested. All were in favor of the motion. Motion carried.

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V. ADJOURNMENT

The meeting was adjourned at 5:45 p.m. The next meeting is Tuesday, January 8, 1991, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta, Admin. Assistant