

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JANUARY 8, 1991

Present

Dave Medin  
Dave Eckholm  
Paul Borham  
Jackie Hoppen  
Bill Zimdars  
Al Lewandowski  
Jeff Murphy  
Don Mansavage

Excused

Carole Holmes  
Marge Lundquist  
Walter Jakusz

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Jim Canales, Kirsten Hall, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Mike Carder, Sue Oehlke, Jennifer Cummings, and Cindy Schmitz, Supervisors; Peggy Bornhoeft, staff; Terri Timmers, Division of Health-Rhineland; restaurateurs; and media.

#### I. INFORMATIONAL UPDATES

Board members participated in their designated sessions.

The meeting was called to order by Chairman Medin at 4:30 p.m. on Tuesday, January 8, 1991, in Conference Rooms 1-2 of the Gilfry Center.

Because of the large number of concerned restaurateurs present, the Board decided to consider the issue of setting the 1991 restaurant fees first on the agenda.

#### IV. FISCAL ISSUES

##### 1. Action to Establish 1991 Fee Schedule.

Mrs. Bablitch distributed an analysis of the restaurant fee proposals to the Board and audience. Mrs. Kluck proceed to review the document which focused on three methods of fee setting--the flat fee method, the fee by the number of seats, and the gross food receipts method.

With 115 responses received out of a possible 190 responses, the comparison on the bottom of the document is an estimation of where all the restaurants will fall using any of the three methods. Mr. Medin then opened the discussion to the audience.

Mr. Van Kleef, owner of The Cottage, noted the overall concern of the Restaurant Association was why an additional inspector is necessary. He also questioned the amount of time necessary to do an inspection.

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Mike Carder responded the need for additional time was to give high-risk establishments more time in education and surveillance and thereby lessening the risk of a foodborne outbreak.

Judy Lee of the 10/51 Restaurant responded that Mike's inspection time also incorporates time for re-inspections of noncomplying restaurants.

Terry Freund of the Sky Club indicated the past outbreak at his establishment was found to be as a result of a sick baby. He questioned how another inspector would have been able to curtail this outbreak.

Kirsten Hall indicated there many indicators for potential outbreaks.

Jeff Murphy stated if there are only 200 restaurants, 2,080 hours in a year, and potentially 2,000 hours to inspect (given 80 hours for vacation), then one inspector could take 10 hours to inspect each restaurant. He suggested maybe the department was doing things that were none of their business and then trying to fund them through increased restaurant fees.

Carder indicated in addition to restaurants, his section also inspects hotels, motels, vending machines, other establishments serving prepackaged foods, taverns, mobile homes, recreational camps, swimming pools, etc..

Mr. Medin suggested asking restaurateurs present how valuable restaurant inspections are to them.

Gary Nation of Gary Nations indicated he was not against inspections and tries to comply with them. What bothers him is no amount of inspections can detect a foodborne illness before it happens and every time he opens his mail he's getting another tax bill with an increase. He said restaurants weren't against inspections but didn't want to pay for increased surveillance.

Judy Lee stated she didn't mind the additional increase if it went to education for restaurants and their employees.

Irene Bernard from Bernards stated seminars are an additional cost to the restaurants because staff must be paid to attend them. She didn't think the restaurant fee should cover educational costs until they are mandated by the state.

Lucy Kluck stated an additional \$16,000 was needed for the position. Revenues in 1990 are about \$27,000. It was noted the state gets about \$21.00 of the total fee per establishment.

Irene Bernard noted the department cannot exceed the cost to administer the program when it sets the fee. She said she can't see the need for an additional person. Wood County's fee is \$135 and they have 2 full-time staff; Marathon County's fee is \$160 and they have 5 or 6 sanitarians who do work in addition to restaurant inspections.

Chong Jaggar questioned if the restaurant fee is used to pay for time spent inspecting vending machines.

Carder responded vending machines as well as other businesses are charged fee for various inspection services.

Jackie Hoppen felt the department should use the gross food receipts method because it was the fairest in passing on the costs. As a consumer, Jackie acknowledged she would pay more for service but want establishments in excellent condition.

Mrs. Bablitch noted staff was recommending the gross food receipts method but any of the three options was possible.

Jeff Murphy indicated the Board should ditch the whole thing (increased fees) and should not keep murdering the restaurants. He felt this action was unconscionable.

Dave Eckholm requested input as to what method the restaurants would prefer in assessing the fees.

Scott Rockman of Something Else/Rockman's Catering said several restauranteurs (9) had a meeting and the general concensus was if the gross receipts method was used, the more profitable establishments would be penalized with higher fees. They felt this was less equitable and an across-the-board fee would be better. He felt there was a problem requiring some restaurants to be re-inspected. He said restaurants should be assessed an additional fee for reinspection service.

Bruce Neuwirth from the Red Mill stated he now pays a \$150 fee which would go up to \$395 in 1991. He also has a very small kitchen (8 x 15). He questioned whether the Board was going to punish him because he's a good businessman and can be prosperous using a small kitchen space--no bigger than the average person's kitchen.

Carder said using the fee-by-seating method is also detrimental to those restaurants who have a large seating capacity but do not fill them to capacity most of the time. He felt the gross food receipts method was more equitable.

Don Mansavage stated if the department has to get the additional revenue and if restaurants concur with the flat fee method, the Board should approve it.

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Jeff Murphy indicated the Board didn't have to get any additional money.

Irene Bernard stated increased taxes are hurting everyone--the consumer as well as the restaurants. Most people won't be able to afford to pay the additional increase the restaurants will charge because they won't be eating out due to the recession and their own taxload. Therefore, restaurant revenues will suffer even more.

Gary Nation concurred. He felt taxes are getting to be too much. They must end somewhere.

Jackie Hoppen questioned if establishments were in favor of the flat \$250 fee.

Rockman stated they were in favor of a flat fee but not necessarily the \$250 rate.

Irene Bernard and Chong Jaggar stated they were shocked about the size of the increases.

Carder stated the restauranters statements were true--the increased fees are coming at a bad time, especially with the recession. He was sympathetic to their plight. However, as a sanitarian he wants to provide the establishments with all the help they need to keep from having an illness outbreak and that means additional time. He felt very few businesses, if any, could survive a foodborne outbreak and he just wanted restaurants to have good business.

Dave Eckholm noted there were significant health issues in 1990 to support the need for additional staff and that the job of the Community Human Services Board was to focus on protecting the health of the county's 60,000 citizens.

A Motion was then made by Mr. Ekholm and Seconded by Mr. Borham to accept the \$250 flat fee rate structure and approve the request for an additional 16-hours of Sanitarian time.

Jeff Murphy requested that, before he voted, Bill Zimdars should know the cost of the new position. The cost would be \$18,050 for 16 hours.

Medin noted he voted against the position in September and has not been presented with any additional information to change his mind. He didn't feel the position was so essential that it could be justified.

Don Mansavage indicated he felt that way too and the Board must listen to the concerns voiced by the establishments.

Clem Hintz stated part-time employees do not get benefits and questioned if any benefits had been put into the current request.

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Mrs. Bablitch indicated benefits had been considered because the 16 hours could be incorporated into the current 24-hour position to make it full time. She asked that a calculation be done to see what affect it would have on the flat fee rate if the position did not incorporate any benefits. Sue Rutta pointed out that a 16-hour position would be entitled to 40% of the health insurance costs in addition to retirement and social security.

Once again, Scott Rockman voiced his request for a flat fee schedule.

Tom of Cactus Cantina questioned if mandatory certification could be an alternative for the county.

Carder responded he is on a committee studying this option. Mandatory certification is something desirable and needed and he sees it as a compliment to the additional sanitarian time. He said certification would take place in a classroom; our education to establishments would be at their individual sites and personalized to their unique needs and concerns.

Al Lewandowski said he felt more comfortable with a fee by seating method and proposed category A be charged \$200; Category B be \$250; and Category C be \$300.

Mrs. Kluck completed the calculations for a part-time, 16-hour position and 15-hour position. She said using the flat fee method a 16-hour Sanitarian could be provided for \$234 or a 15-hour position would cost \$220 per establishment.

Jennie from Mobile Chef noted she would be raised an additional \$100 and questioned if the additional person was really necessary. She also indicated she was not aware of the potential increase until she read it in the papers. She requested the action be tabled.

Barb, formerly of Ziggy's, felt there was no justification for another part-time inspector.

In considering the difference in costs using part-time staff, Mr. Eckholm indicated he wished to revised his motion to reflect a flat fee rate of \$220 to fund a 15-hour Sanitarian position. Mr. Borham approved the revision to the motion. A voice vote was taken. Because the closeness of the responses, each Board member was asked to individually respond to the question. In favor of the motion: Eckholm, Borham, Hoppen, and Zimdars. Against the motion: Medin, Lewandowski, Murphy, and Mansavage. Motion failed for lack of a majority.

Mr. Eckholm suggested the department review its staffing needs and talk to the establishments again. The establishments requested to be notified when the fees would be presented again.

A Motion was then made by Mr. Murphy and Seconded by Mr. Lewandowski to adopt all the other fees (excluding the restaurant fees) as proposed. All were in favor of the motion. Motion carried.

The restaurateurs exited the meeting.

Mr. Hintz felt the department had presented its case wrong; it should not have stressed the foodborne outbreak as the reason for additional staff since it had been pointed out that you can't predict a foodborne outbreak in advance.

Mrs. Bablitch read a previous letter from Mr. Van Cleff supporting additional Sanitarian time.

Mrs. Bablitch indicated she would bring back this issue at the Board's February 26th meeting since Mr. Murphy would not be present at the February 12th meeting.

## II. MINUTES, GENERAL REPORTS, COMMENTS

### 1. Approval of the Minutes of December 11, 1990.

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

### 2. Correspondence.

Daryl Kurtenbach distributed a copy of the Listening Forum report. Daryl will be presenting the document to various community organizations including the County Board.

### 3. Director's Report.

Judy reminded the Board its January 22nd meeting was a joint meeting with Board and Advisory Committee. Senator Helbach and Rep. Gruszynski will be present at 4:00 p.m. to hear Board concerns.

Mrs. Bablitch reported she will be meeting with Clem Hintz and Stuart Clark to explain about the need for additional staff in Financial Services. She will present a update and possible action to the Board at the next meeting.

The department will have its year-end projections ready for the Board's first meeting in February.

4. Citizen Concerns/Unlimited Topics.

There were no concerns or unlimited topics discussed.

III. PROGRAM ISSUES

1. Action to Terminate Contract with UW-SP for Psychiatric Consultation.

Bill McCulley recommended termination of the UW-SP contract. His rationale can be found on page 11 of the Board packet. Mrs. Bablitch concurred with this recommendation. A Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to terminate the UW-SP psychiatric consultation contract effective 1991. All were in favor of the motion. Motion carried. Mrs. Bablitch indicated there were no immediate plans to use the \$3,000 (\$3,500 projected expense versus \$500 anticipated revenue) budget savings.

IV. FISCAL ISSUES

2. Approval of Vouchers.

There were no unusual vouchers. A Motion was then made by Mr. Lewandowski and Seconded by Mr. Borham to approve vouchers in the amount of \$411,453.85. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize Medical Leave of Absence.

Mrs. Bablitch requested approval of a medical leave of absence without pay for a staff member. If approved by the Board, the request will be forwarded to the Personnel Committee for further action since it goes beyond a month's duration. A Motion was made by Mr. Eckholm and Seconded by Mr. Murphy to approve for medical leave as requested. All were in favor of the motion. Motion carried.

2. Action to Reclassify a Mental Health Clinician 2 Position to a Mental Health Clinician 1 Position.

For a variety of reasons found on page 20, the department is requesting permission to reclassify a current 12-hour position in the Psychological Services Section. A Motion was made by Mr. Eckholm and Seconded by Mr. Murphy to approve the reclassification of the position as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

The next meeting will be on Tuesday, January 22nd, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta

Joint Community Human Services Board  
and Advisory Committee Minutes  
January 22, 1991

Board Present

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

Board Absent

Jeff Murphy

Advisory Committee Present

Bill Zimdars  
Evelyn Zywicke  
Marianne Popelka  
Liz Kammer  
Barb Hunt  
Greg Krems  
Sue Beveridge  
Cathy Hoffman  
Richard Lorek  
Peggy Sullivan  
Gordon Haferbecker

Committee Member Excused

Elaine Harrison

Committee Members Absent

Marilynn Kranig  
Mary Maller  
Geni Aman  
Nancy Schultz

Others Present: Senator Helbach; Rep. Gruszynski; Judy Bablitch, Director; Sue Rutta, Assistant; Kirsten Hall, Daryl Kurtenbach, Jim Canales, and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz, Jennifer Cummings, Suzanne Oehlke, Mike Carder, Jerry Koeppel, Steve Tuszka, Jim Riggerbach, Lauri Rockman, David Pagel, Supervisors; representatives from the Stevens Point Journal and radio stations.

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

I. DISCUSSION WITH SENATOR HELBACH AND ASSEMBLYMAN GRUSZYNSKI

The Board, staff, and state representatives shared comments and concerns regarding programming and funding for human service programs in the county.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of Board Minutes of January 8, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve the Minutes of January 8th as submitted. All were in favor of the motion. Motion carried.

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2. Correspondence.

In appreciation to Fran Eskritt for her service to the Board and Advisory Committee, the Board and Advisory Committee were asked to sign the recognition sheet. This will be framed and given to Fran.

3. Director's Report.

Board members received an updated organizational chart in the Board packets. Advisory Committee members received theirs at the meeting.

Since the last Board meeting, some restaurateurs have expressed concern over a flat fee schedule for restaurant licenses as well as noting a change in their fee schedule designation. Mrs. Bablitch shared with the Board a memo which was sent to all food establishments.

4. Citizen Concerns/Unlimited Topics.

Mrs. Hoppen reported the Child At-Risk Task Force will hold its first meeting on Thursday, January 31st.

III. PROGRAM ISSUES

1. Year-End (1990) Statistics, Review of 1990 Accomplishments, and Current Waiting List.

Year-end statistics, accomplishments, and waiting lists were highlighted by Director, Volunteer Coordinator, Coordinators, and Business Manager. Information on all programs are found on pages 9 through 51.

2. Review of 1990 Advisory Committee Accomplishments.

Bill Zimdars, Advisory Committee Chairman, reviewed the 1990 Committee accomplishments. Bill specifically noted the change to monthly meetings, the increased involvement by the Committee in accomplishing task force recommendations, and the establishment of the Child At-Risk Task Force.

3. Action to Approve Revised Advisory Committee Bylaws.

The Board was asked to approve bylaw changes to reflect monthly meetings (except for June and December) and membership attendance revisions. A Motion was made by Mr. Borham and Seconded by Mr. Mansavage to approve the revisions as submitted. All were in favor of the motion. Motion carried.

4. Mental Health Inpatient Report.

Mr. McCulley reported December was the worst month for detentions and involuntary placements. As a result, the inpatient budget for 1990 is projected at 23.6% over budget.

At 5:20 p.m., the Advisory Committee adjourned to the Day Services Room to continue its separate meeting.

5. Action to Change Themes in Use of Prevention Grant.

Kirsten Hall requested Board approval to change themes for the Prevention Grant. The proposal includes earmarking 80 hours of Environmental Health Specialist time to develop an educational program for farm families on hazardous products. The rest of the grant would be used to fund the Cardiovascular Risk Assessment Program. The WIC program will indirectly benefit from the grant monies. Six hours of the Dietitian's time will be paid by the grant to provide counseling and education to the Assessment's program participants, five hours of the Nutrition Educator's hours will also be paid by Prevention funds to provide marketing, outreach, and smoking cessation to the program. The hours taken out of the WIC program will allow a third professional LTE Nutrition Educator to be hired for about 13 hours a week. To be discontinued with Prevention dollars is the work directed toward waste disposal methods for household hazardous waste and assistance to businesses which generate small quantities of hazardous waste in organizing a cooperative to address disposal of those wastes. The Regional Health Office is in favor of the modification to the workplan. The Board concurred with the proposed changes. A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the change in themes for the Prevention Grant. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Approve Purchase of Digital Duplicator and Forward to Finance Committee for Approval.

Mrs. Bablitch reported the Purchasing Agent recently discussed his plan to purchase a digital duplicator for the department with the Finance Committee. Approval is needed from this Board to support the request for the digital duplicator. Funding for this purchase will be provided by the Purchasing Department. A Motion was made by Mr. Eckholm and Seconded by Carole Holmes to approve the purchase of the digital duplicator and forward the recommendation to Finance Committee for approval. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Motion was made by Borham and Seconded by Lewandowski to approve vouchers in the amount of \$316,131.64 and vouchers in the amount of \$13,371.54. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Limited-Term Employee in Health Division.

The department is requesting permission to hire a 13-hour per week limited-term Community Educator in the WIC Program. This position will be paid through WIC dollars and at no cost to the county. A Motion was made by Ms. Holmes and Seconded by Mrs. Lundquist to approve the limited-term employee for about 13 hours per week through the end of the year. All were in favor of the motion. Motion carried.

2. Action to Approve Permanent and Limited-Term Employees for Financial Services Section.

Mrs. Bablitch reported meetings have been held with the Personnel Committee and Finance Committee Chair Stewart Clark and County Board Chair Hintz to explain the need for the Financial Services positions. Approval is now requested to take the positions through the formal new position process. A Motion was made by Mr. Borham and Seconded by Mr. Lewandowski to approve the two permanent and one limited-term employee as submitted. All were in favor of the motion. Motion carried. The permanent positions will be forwarded to Personnel, Finance, and County Board for action. The LTE position will require Personnel Committee approval.

VI. ADJOURNMENT

The meeting was adjourned at 5:40 p.m. The next meeting is scheduled for Tuesday, February 12th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta

Minutes  
Community Human Services Board Meeting  
February 12, 1991

Present

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

Excused

Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Kirsten Hall, Coordinator; Lucy Kluck, Business Manager; and news media.

The Board met on Tuesday, February 12th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center. Chairman Medin presided.

I. INFORMATIONAL UPDATE

Individualized group sessions were presented to Board members.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the January 22, 1991 Minutes.

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

2. Correspondence.

Judy Bablitch shared Mr. Klimek's (Area Administrator for DCS) compliments of the agency's service directory, annual report, and Listening Forum report.

3. Director's Report.

Mrs. Bablitch reported the recognition certificate for Fran Eskritt has been framed and was given to her today. Fran is hospitalized at St. Michael's with pressure sores. Board members were encouraged to drop Fran a get well card.

The department will be coordinating Operation Community Postcard. The effort is to show support for the troops. With the approval of Dave Medin and Clem Hintz, large, postcards will be placed in various public buildings throughout the county. The public will be encouraged to sign them. They will eventually be sent to the troops.

The department is still working on a restaurant fee recommendation. Letters were sent to all restaurants encouraging them to be on a subcommittee to look at the fee schedule. Seven establishments representing all of the fee categories have agreed to serve. As a result of the first subcommittee meeting, all restaurants agreed additional staff time is needed and are in favor of increasing inspection time. The group thought the categories were too broad and wanted more options. With this input, a new letter is being sent out requesting specific information on food revenues. When this data is received, the subcommittee will meet to consider various options for the fee increase. The subcommittee strongly agreed not to go by the seating method. Hopefully, a fee recommendation can be brought to the Board at its March 12th meeting.

Mr. Medin indicated he was in favor of the present restaurant input in setting its fees. Jackie Hoppen and Paul Borham felt while open communication was necessary and valuable, the Board still had the responsibility to control wages and hours. They felt the issue was not how staff time is spent but what the fee for services should be. Eckholm stated when a public hearing is held, the Board should be thick-skinned enough to hear what people are saying and take the best of the comments. Don Mansavage agreed with Mr. Eckholm. Both Mrs. Hoppen and Mr. Eckholm concurred limits for discussion should be set before gathering input. Mrs. Bablitch felt many citizens do not understand or are aware of the governmental processes and do not make concerns known at the appropriate times.

4. Advisory Committee Report.

Mr. Zimdars noted the Advisory Committee met briefly after the Joint Board and Advisory Committee meeting.

5. Citizen Concerns/Unlimited Topics.

There were no concerns shared or unlimited topics discussed.

III. FISCAL ISSUES

1. Preliminary Year-End Financial Statement.

A preliminary year-end financial statement was reviewed by the Board. Each Division was highlighted as well as individual section. If current projections hold true, the department will experience a surplus for 1990. A final report will be presented at the second meeting in March. If a surplus is realized, the Board will forward a request to the Finance Committee to establish a nonlapsing account. Mr. Eckholm suggested the department do an Executive Summary for the Finance Committee to better help them understand our budget.

2. Action to Request Purchase of Computer Equipment.

The department needs Board approval to allow the Data Processing Department to replace and upgrade a current computer in the Business Manager's office. The transaction has already been approved by Finance Committee but needs Board approval. Mrs. Kluck noted the system will cost about \$3,000. A Motion was made by Mr. Eckholm and Seconded by Mr. Lewandowski to approve the purchase of computer equipment as submitted. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve vouchers in the amount of \$293,604.88 and purchase orders in the amount of \$7,686.48. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Employee for Health Division.

The department is requesting the extension of the LTE Nurse Practitioner position through the end of the year -- about 721 hours. This position is totally grant funded. If approved, the position will need Personnel and Finance Committee approval. A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the request as submitted. All were in favor of the motion. Motion carried.

V. OTHER

Mrs. Bablitch reported she has been asked by the Wisconsin Counties Association to do a article for its magazine. Mr. Morman will provide the point and Mrs. Bablitch the counter-point to whether or not health departments should consolidate into a human services delivery system.

Mr. Borham noted the state is asking for volunteers to serve on a committee to update health statutes. Anyone intersted in participating should call Mr. McKenzie in Madison. Mr. Medin felt Portage County should have a representative on this committee and asked Mr. Borham if he would be interested in serving. Mr. Borham indicated he would be willing and would submit his name to Mr. McKenzie. Mr. Medin said formal action on this appointment will be done at the next meeting.

VI. ADJOURNMENT

The meeting was adjourned at 5:20 p.m. The next meeting is Tuesday, February 26th, at 4:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
FEBRUARY 26, 1991

Present

Dave Eckholm  
Dave Medin  
Marge Lundquist  
Jackie Hoppen  
Carole Holmes  
Paul Borham  
Don Mansavage  
Jeff Murphy  
Bill Zimdars  
Al Lewandowski

Excused

Walter Jakusz

Also Present: Judy Bablitch, Director; Sue Rutta, Assistant; Jim Canales, Daryl Kurtenbach, and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; Steve Tuszka and Jennifer Cummings, Supervisors; and Kelly Berg of the Stevens Point Journal.

The meeting was called to order by Vice-Chairman Eckholm at 4:30 p.m. on Tuesday, February 26th, in Conference Rooms 1-2 of the Gilfry Center. About 5:05 p.m., Mr. Medin arrived and chaired the remainder of the meeting.

I. INFORMATIONAL UPDATE

Jennifer Cummings, Steve Tuszka, and Jim Canales presented an update on services to the frail elderly residents of Portage County. The presentation focused on identifying the frail elderly and the needs they have and showing how the department and community's resources are coordinated to meet those needs.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of February 12, 1991.

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

2. Correspondence.

Mrs. Bablitch announced the Public Health Affiliate will hold its next meeting in Antigo on March 18th at 5:30 p.m. Mary Young will be the speaker. Anyone wishing to attend should contact Sue. Paul Borham indicated he was planning to attend the meeting and would be willing to coordinate rides.

3. Director's Report.

Mrs. Bablitch reported Operation Community Postcard will be kicked off on Monday, March 11th, at 9:00 a.m. at the City-County Building. Dave Medin has agreed to MC the program and officials including Senator Helbach, Mayor Schultz, and Chairman Hintz will be present to sign the postcard. The design of the card was also shared with the Board.

Mrs. Bablitch will be on vacation from February 27th through March 6th. All managers will be available in the office. Sue Rutta will coordinate any problems or concerns that might arise.

The Board will be reviewing the restaurant fee proposal at its March 26th meeting. As was reported earlier, the restaurant ad hoc group met and recommended the fee categories be expanded. As a result, a new letter went out to all establishments requesting specific gross food receipt information. The ad hoc group will be reconvening shortly to look over the information and making fee recommendations to the department.

The two Financial Services positions have been approved by Personnel and Finance Committees. The new position requests will go before County Board for action at the March meeting.

4. Citizen Concerns/Unlimited Topics.

There were no concerns or unlimited topics discussed.

III. PROGRAM ISSUES

1. Review of High-Cost Program Accounts.

Bill McCulley and Steve Tuszka reviewed their high-cost program accounts with the Board. Bill indicated the inpatient account for January reflects 7.4% usage compared to last January's usage of 11%. February is also showing a decreased service need. In January, the county's share of General Assistance costs was \$1,500 less than the previous January. Steve Tuszka reported on Communitybased Care/CSP/CBRF costs. He noted the projections are meeting his expectations. Currently, twelve persons reside at Crossroads and eight individuals are placed in CBRF's.

Mrs. Bablitch asked if the current format for reporting this information was acceptable to the Board. The Board found no objections with the present format.

2. Review of No Show/Cancellation Policy.

Mr. McCulley reported the current No Show/Cancellation policy is proving to be cost effective. The agency could potentially realize about \$9,000 in additional revenue this year as a direct result of its implementation. He recommended continuing the current policy and re-evaluating it in the Fall. One change in the practice is the agency no longer sends out letters after a No Show appointment. However, after two missed appointments, services are discontinued. Mrs. Hoppen encouraged the use of volunteers to confirm appointments by phone.

3. Appointment of Board Member to State Committee Reviewing Public Health Statutes.

Mr. Medin requested Mr. Borham serve on the state committee reviewing public health statutes. Because of his extensive health background, Mr. Medin felt Mr. Borham could provide the expertise and continuity needed for such an assignment. Mr. Borham recommended Mr. Lewandowski also be appointed as his alternate. A Motion was made by Mr. Murphy and Seconded by Mrs. Hoppen to recommend to the state the appointment of Mr. Borham and Mr. Lewandowski to the committee reviewing the public health statutes. All were in favor of the motion. Motion carried. Mr. Medin also indicated staff should give their opinions only to our representatives if they are selected for the committee and not to make individual contact with state personnel.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Murphy and Seconded by Mr. Mansavage to approve vouchers in the amount of \$213,662.36 and purchase orders in the amount of \$1,860.21. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 5:40 p.m. The next meeting is scheduled for Tuesday, March 12th, in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MARCH 26, 1991

Present

Paul Borham  
Marge Lundquist  
David Eckholm  
Dave Medin  
Jacqueline Hoppen  
Bill Zimdars  
Al Lewandowski  
Carole Holmes  
Don Mansavage  
Walter Jakusz

Absent

Jeffrey Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Jim Canales, Daryl Kurtenbach, Kirsten Hall, Coordinators; Lauri Rockman, Jim Riggerbach, Mike Carder, Supervisors; Lucy Kluck, Business Manager; Sally Murwin, Joyce Bulgrin, Staff; Kelly Berg, Media; Ted Mummery, Leona Kollenbroich, Wayne Cummings, Kathy Nations, Blake Johnston, Ted Dobbertin, Lawrence Karch, Joe Jaminski, Restaurant Operators.

I. COMMUNITY HUMAN SERVICES/ADVISORY COMMITTEE TRAINING

Lauri Rockman and Jim Riggerbach presented information on homelessness and housing needs of residents in Portage County with low incomes. The presentation focused on a historical sketch of public housing development since the 1940's, current specific housing needs for low income Portage residents, and what is currently being done to ease the problems of homelessness and affordable housing for Portage County residents.

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

II. ACTION TO ADOPT REVISED FEE SCHEDULE FOR LICENSED ESTABLISHMENTS

Mike Carder reported that an across the board cost of business increase has been added to all existing fees. In addition, fees for swimming pools have increased from \$115 to \$160. The method for charging license fees for "full service restaurants" has been changed. We are proposing a fee based on an establishments gross receipts rather than seating. This method has been developed with the help and cooperation of a group of restaurant operators representing establishments of various sizes and incomes. A letter was sent to all full-service restaurant owners asking for volunteers to assist in developing a fair structure and the following responded and were a part of this Ad Hoc Committee: Irv Rybacki, Blake Johnston, Wayne Cummings, Scott Rockman, Kevin Worzalla, Ted Mummery, and Barbara Fredericksen. This committee believes the change in fees was equitable and that the additional hours were greatly needed.

Mr. Medin asked for questions and comments.

Ms. Kathy Nations questioned what the percentage of the increase and the bottom line was and why the increases were necessary.

Ms. Kluck reported that the fees are relatively progressive. In terms of previous proposals, the spread between the highest and lowest fees is somewhat lesser now. She noted that some fees were up by 65% but percentages are deceiving. Fees were distributed along a bell curve by using gross receipts from 140 of the restaurants that responded to a letter sent out by the department. An estimation was made for those who did not respond. Overall, we reduced the fees and felt it was not such a detriment to those on the high or the low end, compared to what was previously proposed. The middle of the scale took up more of the costs.

Mike Carder stated that the additional revenue generated will fund 16 additional hours of sanitarian time which will be added to an existing 24 hour position and allow us a full time environmental health sanitarian. The extra time will be used to conduct additional routine inspections for pools and some high risk restaurants and to provide more training and education to all licensed establishments, particularly restaurants. This increased effort in prevention is needed to further protect the health and safety of residents and visitors in Portage County.

Ms. Nations commented that the individuals who will benefit are those on the high and low ends of the fee scale and those in the middle are taking the blow.

Mr. Ted Mummery felt the old method and fees were unfair. He said that is when he decided to be a part of the Ad Hoc Committee that was formed to take another look at how to determine the fees.

Ms. Nations stated that there are a lot of clerical duties handled in any setting, and asked why must we have a full-time person do what a part-timer could do? She knows when inspections are happening, either in January or July. She would like to see more random inspections. She only sees our department sanitarians right around licensing time. She felt the real problem was inflationary rates, and problems are created by increased spending.

Ms. Kluck said that the clerical work is done in the business section, while the hours that are needed are required of a sanitarian.

Mr. Carder reported that they visit restaurants at various time of the year and if restaurants have been visited at the same time each year it's by coincidence.

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Mr. Blake Johnston remarked that inspections are for the purpose of catching owners doing something they normally wouldn't be doing at licensure time. He felt that random inspections were ok. He liked the idea of spending the fee for additional training. He stated if he could get four to five hours of training so his help gets the proper training so someone doesn't get sick, it's well worth the money.

Mr. Joe Jaminski felt that small restaurants would soon be out of business because of the increase in fees. He stated the income he receives and the amount of time he spends in his establishment does not justify the increase.

Mr. Wayne Cummings expressed that agency staff and the Ad Hoc Committee put a lot of thought into the schedule and the Committee gave some very constructive criticism. He said that the schedule is based on gross revenues and not seating capacity. He hoped others would get more out of the increase than he would. Other restaurants in the area need to be shaped up and hoped the additional time in training would do just that.

Mr. Medin said he felt everyone did a good job revising the schedule and said it is clear that the sanitarians would spend additional time in at risk restaurants providing training.

Ms. Nations had one more criticism and stated not enough time is spent on floor bacteria versus the interest in fresh food products. She felt that a committee should be formed to decide what items are important to check on while sanitarians are on inspections.

Mr. Johnston said his establishment prepares food and currently he pays \$125 for a license, but that would be increased to \$140. The increase in hours will give the sanitarians more time to spend on food handling, heating and cooling, and how to clean properly, which he felt was very important.

Mr. Ted Dobbertin owns the food stands in the Plover Mall and also Rainbow Falls. He has contacted Mike several times with various questions and Mike has made several trips out to his establishments to speak with him about various issues. He feels there is more to Mike's job than just inspections. He knows his fees are well spent.

Mr. Medin asked if there were any other comments. Ms. Hoppen thanked the owners for coming. Mr. Medin said the process was well worth the time and effort everyone put into it.

A Motion was made by Ms. Hoppen and Seconded by Mr. Borham to increase the Full-Service Restaurant fees based on gross receipts (page 4 of packet). All were in favor of the motion. Motion carried.

III. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of February 26, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve the Minutes of February 26 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Ms. Bablitch received a letter from Dennis Filippelli, Chairperson of the Wisconsin Counsel on Developmental Disabilities. The letter reviewed services we provided to the developmentally disabled population and commended us for several progressive services.

3. Directors Report.

Ms. Bablitch had a question for the Board regarding the last training the Board attended. Many said the session was helpful, however one member indicated that it was over most Board members heads and boring. The Board said that they did understand the last training and told her to throw out that last comment.

Ms. Bablitch also attended the Midwest Consortium for Leadership Development sponsored by the National Institute of Mental Health in Columbus, Ohio this last weekend. She will give a report on this conference when the final session is ended.

4. Advisory Committee Report.

Mr. Zimdars reported that the Advisory Committee addressed five recommendations under Issue 3 (Community Efforts to Address Sexuality Are Fragmented) of the Teen Sexuality Task Force Report. The Advisory Committee considered each of the five recommendations and suggestions concerning these recommendations will be reviewed by Judy Bablitch, Community Human Services staff, Bill Zimdars and Sue Beveridge at a special meeting. They will report back to the Board in April.

5. Citizen Concerns/Unlimited Topics.

There were no Citizen Concerns brought before the Board.

IV. PROGRAM ISSUES

1. Review of High-Cost Program Accounts.

Bill McCulley and Jim Canales reviewed their high-cost program accounts with the Board. Bill indicated the inpatient account for February reflects a decrease over February 1990 costs. The number of

commitments are also down compared with last year. He reported that the General Assistance caseload is also down. This is due to recipients participating in the Work and the Reimbursement Programs. The number of hours have increased in the work relief program and in job searches by recipients. Jim Canales reported that the 1991 Expenditures for February were \$39,927 and the 1990 Expenditures for February were \$35,319. The 1991 Allocation was \$252,986 and the 1990 Allocation was \$229,384. The Projected 1991 Expenditures is \$257,139. There currently are 20 people receiving services.

Mr. Medin liked the format presented. He stated to add the same information given for Inpatient Budget for Year under the General Assistance Program and add the number of participants served in the Community Based Care - CSP - CBRF section.

2. Report on Earmarking Community Options Program (COP) Funds.

Jim Canales reported that earmarking, or withholding of funds, is required by COP statutes when a county does not meet a specific minimum significant proportion as outlined in the COP Guidelines. As of 1/1/91, all significant proportions were met by Portage County except for the seriously mentally ill. Two and possibly three individuals with a SMI diagnosis need to be added to COP in order to release the earmarked funds. This number of individuals translates into approximately \$9,000 being earmarked. The COP Long Term Planning Committee has been appraised of this issue and efforts are underway to achieve the minimum significant proportions required by COP statutes. These include: contacting the Mental Health State office to find out which services we could offer to this population, and Janet Zanders of Crossroads is now on our COP Committee and will provide us feedback on how to serve this clientele better.

Jim reported that the State is the one who makes policy decisions on this program. Staff will develop recommendations to send to the State with Board approval addressing these issues.

V. FISCAL ISSUES

1. Final 1990 Financial Report.

Ms. Kluck reported that we actually have \$1,200 less in surplus funds due to the DA's office not billing us for the Fraud Program. That brings the surplus to \$45,236 for 1990. Ms. Bablitch and Ms. Kluck met with the Finance Committee to determine where to place the surplus funds. The Finance Committee seems receptive to placing the surplus in a non-lapsing account. We did not ask to spend any of that surplus, unlike some other departments, Mr. Medin reported. Previously, the Board proposed that surplus funds be placed in a separate fund to be carried over and deficits would then reduce the subsequent year's budget in one of more of these accounts (general assistance, mental health and community-based care). The maximum amount in the fund would

not exceed 25 percent of the gross budgets of these three accounts. The excess would then be transferred back to the county. Jerry Glad thought it might be better if we just had a bottom line budget, Ms. Bablitch reported. Jerry had told her that the non-lapsing fund could cover any unforeseeable overexpenditures by the department, rather than in just the three accounts. The Board felt it would be more responsible to limit accessibility to the fund for just these three accounts as these accounts are uncontrollable by the department and emergency detentions, voluntary placements and various other factors determine what will be spent during the year. The Board commended staff for keeping our budget in line for 1990.

A Motion was made by Mr. Jakusz and Seconded by Mr. Lewandowski to accept the Final 1990 Financial Report. All were in favor of the motion. Motion carried.

2. Approval of Vouchers.

A Motion was made by Mr. Borham and Seconded by Ms. Lundquist to approve vouchers in the amount of \$158,416.51. All were in favor of the motion. Motion carried.

VI. PERSONNEL ISSUES

1. Action to Authorize Limited-Term Position for Portage House.

A Motion was made by Mr. Eckholm and Seconded by Ms. Lundquist to approve the Limited-Term Position for Portage House. All were in favor of the motion. Motion carried.

2. Action to Extend Medical Leave and Request Limited-Term Employee for Counseling Section.

A Motion was made by Ms. Lundquist and Seconded by Ms. Holmes to extend a Medical Leave and request a Limited-Term Employee for the Counseling Section. All were in favor of the motion. Motion carried.

VII. ADJOURNMENT

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

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

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
APRIL 23, 1991

Present

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

Absent

Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Jim Canales, Bill McCulley, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Cindy Schmitz and Jennifer Cummings, Supervisors; Joanne Higgins and Karen Clifford, staff; two concerned citizens; and news media.

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

I. INFORMATIONAL UPDATE

Cindy Schmitz, Joanne Higgins, and Karen Clifford presented information on how community health is trying to better health care for adolescents. A document entitled Adolescents-Vital Statistics was distributed to the Board. It included background on adolescent mortality and morbidity as well as national, state, and county statistics.

II. MINUTES, GENERAL REPORTS

1. Approval of the Minutes of March 26, 1991.

A Motion was made by Mr. Borham and Seconded by Mr. Mansavage to approve the Minutes of March 26th as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

Mr. Lewandowski expressed his concerns with cancelling some Board meetings and then having the next meeting so long. He preferred to always hold two meetings and have the first meeting as updates on issues and the second meeting for business issues. Mrs. Bablitch indicated she would consider this request but noted some Board members could not make a 4:00 p.m. meeting so the meetings were moved to 4:30 p.m.

Mrs. Bablitch called to Board' attention to Page 9, a letter from Terri Timmers to Kirsten Hall complimenting the county on health prevention services provided.

3. Director's Report.

Mrs. Bablitch indicated the Board will receive a summary of its comments on the previous month's training. The first summary is found on page 10.

Also included in the Board packet is the Gilfry Update. The Update is provided to the County Board, Advisory Committee, volunteers, and Regional Administrators.

The concept of a fiscal policy addressing nonlapsing account has been endorsed by the Finance Committee. The actual policy will be presented to the County Board in Spring for its action.

Board members were encouraged to participate in the Employee Foundation Silent Auction and Raffle.

4. Advisory Committee Report.

Mr. Zimdars reported Mary Maller and Sue Beveridge have agreed to represent the Advisory Committee on the Coalition which will be formed as a recommendation of the Teen Sexuality Task Force.

5. Citizen Concerns.

A couple indicated they had concerns regarding the department's handling of a reported possible child molestation incident. They did not feel the agency followed up on the incident very well. Mrs. Bablitch and Mr. Medin indicated they would be willing to meet with the couple immediately following the Board meeting.

Mrs. Hoppen reported the Child At-Risk Task Force is meeting monthly. The task force is currently reviewing available community resources.

Mrs. Hoppen also reported she attended a CWAN meeting. The program coordinator has resigned and the group will be hiring a replacement.

Mr. Borham reported the Housing Task Force is completing its work and holding a public hearing in the near future. After the public hearing, the report will be presented to the Advisory Committee and the Board.

III. PROGRAM ISSUES

1. Quarterly Statistical Reports and Waiting List.

Coordinators, Business Manager, and Volunteer Services Coordinator highlighted first quarter activity in their areas. The Waiting List was also reviewed.

2. Review of High-Cost Program Accounts.

Mr. McCulley reported the inpatient budget reflects an 18.9% actual usage instead of 25% as anticipated. Jim Canales indicated the communitybased care programs continue within budget guidelines.

3. Action to Approve Resolution for Review of Community Options Program (COP) Policy and Forward to County Board.

The Board was asked to support a resolution calling for the state to review the COP criteria. Mr. Canales indicated Bill 157, cosponsored by Rep. Gruszynski, seeks to eliminate penalizing counties if they are putting forth a good faith effort to meet guidelines. In January, the county was notified \$9,000 in COP funds would be earmarked until at least three people were added to the clientele. Within the last week, two persons fitting the guidelines have been identified and this will, therefore, drop the earmarking to about \$3,500. With this new information, the Board requested the resolution to be revised to incorporate the most recent statistics as well as include a paragraph supporting Bill 157. A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to endorse the resolution with the changes (as noted above). All were in favor of the motion. Motion carried.

4. Review of Governor's Proposed 1991-93 Budget and Impact on Agency Services.

This item will be taken up at the next Board meeting.

5. Action to Approve New Advisory Committee Members.

Erin Woods will take a three-year Advisory Committee position and Rev. Mallick will assume a one-year position. A Motion was made by Mr. Zimdars and Seconded by Mr. Lewandowski to approve the new Advisory Committee members as submitted. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Apply for Grant to Improve Guardianship Program.

The department requested permission to apply for a grant to enhance the current guardianship program. The grant would allow the hiring of a 10 hour per week LTE for one year. Some of the key duties for the position would develop additional guardian resources, develop a marketing plan, and provide formalized guardianship training. A Motion was made by Mr. Borham and Seconded by Mr. Lewandowski to approve applying for the grant. All were in favor of the motion. Motion carried.

2. Action to Authorize Purchase of Postage Machine.

The department requested permission to purchase a new postage scale for approximately \$1,722. The item would be paid from savings realized through a five-week Typist 2 vacancy. A Motion was made by Mr. Borham and Seconded by Mrs. Lundquist to approve the purchase of the equipment as requested. All were in favor of the motion. Motion carried. The request will be forwarded to Finance Committee for its approval.

3. Approval of Vouchers.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Mansavage to approve vouchers in the amount of \$186,218.92 and purchase orders in the amount of \$14,351.01. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:05 p.m. The next meeting is Tuesday, May 14, 1991, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MAY 14, 1991

Present

Dave Medin  
Dave Eckholm  
Bill Zimdars  
Jeff Murphy  
Don Mansavage  
Carole Holmes  
Al Lewandowski  
Paul Borham  
Walter Jakusz  
Marge Lundquist

Excused

Jackie Hoppen

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Kirsten Hall and Bill McCulley, Coordinators; Lucy Kluck, Business Manager; Sue Oehlke, Jennifer Cummings, Lauri Rockman, and David Pagel, Supervisors; Paul Rice, Community Industries; Amy Victory, student; Shelly Gundar, volunteer; and Kelly Berg of the Stevens Point Journal.

I. INFORMATIONAL UPDATES

The Board divided into two groups. One group heard a presentation by the Health Division and the second group heard a presentation by Long-Term Care.

The meeting was called to order at 5:00 p.m. by Chairman Medin on Tuesday, May 14th, in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of April 23, 1991.

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 be considered.

3. Director's Report.

Amy Victory, winner of the J. C. Penny Volunteer Award and Job Shadow to Judy Bablitch, was introduced to the Board. Mrs. Bablitch also called the Board's attention to Mr. Borham's memo and documentation on affordable housing and homelessness.

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4. Citizen Concerns/Unlimited Topics

There were no citizen concerns. Mrs. Hoppen could not be present at the Board meeting but asked Mr. Medin to report on the CWAN Committee. Mr. Medin indicated CWAN has received an additional \$9,500. This money will be used to hire a 32-hour per week person to work directly with HIV clients.

III. PROGRAM ISSUES

1. Review of 1990 Annual Report for PRIDE.

David Pagel presented the report. He reviewed the program's objectives with the Board as well as the results seen in the program so far. The report can be found on page 10 through page 24. He expressed concern for future JOBS models in the state and of which Portage County has been designated a pilot. The proposed model would require agencies to more fully use Job Search.

2. Review of Proposed State Biennial Budget.

The Board learned of possible effects if the Governor's proposed biennial budget is passed. Mrs. Bablitch indicated the Legislature has not yet considered the Community Aids component so there would still be time for the Board to let their concerns be know in Madison. The department relies heavily on Community Aids. The Governor is recommended a "no increase" to this area. In essence, this would mean a decrease to the county, since program and employment costs are not frozen. Since 1985, Community Aids has only increased 14% and 12% of that total came in 1990. Many other programs will see no increase -- PRIDE, Income Maintenance, and Youth Aids. Mrs. Cummings, Home Health Supervisor, also spoke of her concerns with co-payments for health care costs and that Medical Assistance does not pay full costs for home care visits. Mrs. Hall noted primary care grants could be drastically cut. The agency recently established an adolescent health promotion program which could be eliminated if these grant monies are unavailable. Mrs. Bablitch responded if the Governor's budget is passed without increases to major program areas, the agency will be faced with serious service and staffing decisions.

IV. FISCAL ISSUES

1. Action to Approve Vouchers.

A Motion was made by Mr. Jakusz and Seconded by Mrs. Lundquist to approve vouchers in the amount of \$280,116.14 and purchase orders in the amount of \$6,722.23. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Proposed Reclassification Requests and Forward to Personnel Committee.

The Board considered three reclass requests -- Business Manager, PRIDE Supervisor, and WIC Clerk. Each reclass was individually considered.

Business Manager - Currently Gr. 24 - Recommend Gr. 27. Mr. Murphy spoke against the reclass. While he felt Mrs. Kluck was doing a good job in her position, he felt a 10% increase in addition to the 4% she received at the beginning of the year was an awfully big step. He felt the request could not be sold on that basis and that it wouldn't get passed him. Mr. Medin suggested the position might be comparable to the Business Manager at the Highway Department which is Grade 26 but would go along with the Board's decision. Mr. Eckholm, Ms. Holmes, and Mr. Borham supported the Gr. 27. A Motion was made by Mr. Borham and Seconded by Mr. Zimdars to recommend a Gr. 27 and request an audit of the position be done by the Personnel Office. Mr. Medin reiterated his position that perhaps a Gr. 26 would be appropriate but he would go along with the Board's recommendation at this time. With the exception of Mr. Murphy, all were in favor of the motion. Motion carried.

Case Management Supervisor - Currently Gr. 19 - Recommend Gr. 20. Mr. Medin spoke in support of this reclass. Rationale for the reclass was reviewed with the Board (found on page 31). A Motion was made by Mr. Borham and Seconded by Mr. Lewandowski to recommend the reclass at Gr. 20 and request an audit by the Personnel Office. All were in favor of the motion. Motion carried.

WIC Clerk (Typist 1) - AFSCME Union. Currently Typist 1 - Recommend Typist 2. While there are no staff doing exactly the duties of this position, the responsibilities mirror those found in the Typist 2 class. A Motion was made by Mrs. Lundquist and Seconded by Mr. Lewandowski to recommend a Typist 2 level and request the Personnel Office to conduct a job audit. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:50 p.m. The next meeting is scheduled for Tuesday, May 28th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Sue Rutta

MINUTES  
COMMUNITY HUMAN SERVICES BOARD  
MAY 28, 1991

Present

Dave Medin  
Dave Eckholm  
Paul Borham  
Carole Holmes  
Marge Lundquist  
Bill Zimdars  
Al Lewandowski  
Jeff Murphy  
Walter Jakusz  
Don Mansavage

Excused

Jackie Hoppen

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Bill McCulley, Kirsten Hall, Jim Canales, and Daryl Kurtenbach, Coordinators; Lucy Kluck, Business Manager; Kathy King, Division of Corrections; representatives from WSPT and the Stevens Point Journal.

I. INFORMATIONAL UPDATE

Board members toured CADAC's Administrative and Treatment facilities.

The meeting was called to order by Chairman Medin at 5:00 p.m. in the lower level conference room of CADAC's administrative building.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 14, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Jakusz to approve the Minutes of May 14th as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

The Public Health Affiliate of WCA will hold its meeting on June 17th. Anyone wishing to attend should contact Sue.

Mrs. Bablitch will be on vacation the week of June 10th which also happens to be the week of the first Board meeting. It was decided the meeting will be cancelled if there are no major action items.

4. Advisory Committee Report.

For the next few months, Mr. Zimdars reported Fran Eskritt is residing in Room 325 at River Pines. Fran sustained two broken legs and will gladly welcome any visitors.

5. Citizen Concerns/Unlimited Topics.

There were no citizen concerns or unlimited topics.

III. PROGRAM ISSUES

1. Action to Change Advisory Committee Bylaws.

In order to comply with current Advisory Committee practices, two sections of the bylaws have been revised. The Board reviewed the proposed wording. A Motion was made Mr. Zimdars and Seconded by Mr. Borham to approve the changes in the Advisory Committee Bylaws as proposed. All were in favor of the motion. Motion carried.

2. Review of High-Cost Program Accounts.

Mr. McCulley reported inpatient services and General Assistance Program budgets are under projected spending. Mr. Canales indicated the communitybased accounts are also on target through April.

IV. FISCAL ISSUES

1. Action to Authorize Acceptance of Grant for Volunteer Program, Authorize Out-of-County Travel, and Forward to Finance Committee.

A Rural Transit Assistance Program Scholarship grant to allow the Volunteer Coordinator to attend a week-long University of Colorado management program was applied for and received. The scholarship will pay for 90% of the costs; the remainder will be paid through the coordinator's staff development allocation. A Motion was made by Mr. Eckholm and Seconded by Carole Holmes to accept the grant, authorize out-of-county travel, and forward to the Finance Committee for approval. All were in favor of the motion. Motion carried.

2. Year-to-Date Financial Report and Voucher Approval.

Each Division's budget was reviewed by the Board. Currently, a department surplus of about \$23,200 is projected.. If the agency doesn't require employees to take one-half day off without pay, the surplus will be reduced to \$18,000.

Vouchers in the amount of \$156,921.44 and purchase orders totaling \$1,605 were presented to the Board for approval. A Motion was made by Mr. Zimdars and Seconded by Mr. Murphy to approve vouchers and purchase orders as submitted. All were in favor of the motion. Motion carried.

3. Action to Authorize Additional AODA Services at Portage House.

Mr. McCulley and Ms. King presented a proposal for increased AODA services for Portage House residents. The purpose of the proposal is to provide treatment and educational opportunities to Portage County probation and parole clients. The service focus will be threefold: (1) treatment of criminal thinking errors; (2) nontraditionbal AODA treatment; and (3) individual change and personal responsibility. The contract would total \$9,750 of which \$250 will fund administration costs and \$9,500 will fund 40 weeks of group and individual counseling with the agreement effective from July 1, 1991 through June 30, 1991. A Motion was made by Mr. Murphy and Seconded by Mrs. Lundquist to authorize the additional AODA services at Portage House. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

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

The department requested permission to hire a 160-hour LTE for Financial Services. No county money will be used. A Motion was made by Mr. Borham and Seconded by Mrs. Lundquist to authorize the 160-hour LTE for Financial Services. All were in favor of the motion. Motion carried.

2. Review of Issues Related to Nonunion Salary and Fringe Benefit Plan.

As an informational item only, Mrs. Bablitch reviewed the conclusions of the Salary Committee, a group of nonrepresented employees appointed by the Department Heads to review nonunion

pay and benefits. Recommendations proposed for inclusion in 1992 budget deliberations include (1) nonrepresented employees receiving no less an annual pay percentage adjustment than the weighted average of union settlements; and (2) the non-represented vacation plan being not less than the maximum professional union vacation plan. Also recommended for implementation in the 1993 budget process was (3) study and revision of the pay plan for all nonrepresented employees excluding elected officials; and (4) ongoing benefit study and analysis by the Personnel Department. Information shared with the Board included examples of nonunion/union wage compression and benefit (vacation and longevity) comparisons. Board members were supportive of reviewing this information with Personnel Committee. Mr. Murphy indicated he saw a serious disparity between nonunion and unionized salaries and benefits in the past years.

VI. ADJOURNMENT

The meeting was adjourned at 5:55 p.m. Unless notified of its cancellation, the next meeting will be Tuesday, June 11th.

Submitted: Susan Rutta, Assistant

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JUNE 25, 1991

Present

Jackie Hoppen  
Carole Holmes  
Marge Lundquist  
Bill Zimdars  
Paul Borham  
Dave Medin  
Dave Eckholm  
Al Lewandowski  
Don Mansavage

Excused

Walter Jakusz

Absent

Jeff Murphy

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant; Bill McCulley, Jim Canales, and Daryl Kurtenbach, Coordinators; Cindy Schmitz, Jerry Koepfel, and Mike Carder, Supervisors; Lucy Kluck, Business Manager; Cathy Rhutasel, staff; representatives from WSPT (Garrison) and the Stevens Point Journal (Berg).

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

I. INFORMATIONAL UPDATE

Cathy Rhutasel, Alternate Care Coordinator, and Daryl Kurtenbach presented information on the Children's Foster Care Program. Information on the program and reimbursement rates were distributed.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 28, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve the Minutes of May 28th as written. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to consider.

3. Director's Report.

The agency obtained a walk-in refrigerator from the Sheriff's Department and will use it to store food for the Commodities Program.

4. Citizen Concerns/Unlimited Topics.

Mrs. Hoppen reported she wrote a letter to Senator Helbach and Representative Gruszynski supporting CWAN's Life Support Program. She has also reviewed the PRIDE annual report and addendum and feels it is a good program. Finally, the Child At-Risk Task Force is meeting and identifying gaps between needs of children and the available resources/ programs. The first panel presentation will be next week.

Mr. Borham reported the Housing Task Force held its public hearing. He felt it was successful. From the comments received, some of the proposals will be rewritten and the recommendations finalized. On October 8th, the report will be presented to the Board for action.

Mr. Medin reported he is also involved on PRIDE Advisory Committee. He noted audits are being conducted on some contract agencies to assure the goals and objectives are being met. Some contract modifications may be forthcoming as a result of the audit.

III. PROGRAM ISSUES

1. Review of High-Cost Program Accounts.

Bill McCulley reported the Inpatient budget is on track and holding steady so far. However in June, one individual was placed in a facility and may be required to stay several months. Bill also reported while it had significant medical bills, the General Assistance Program is still below projected budget for this time of year. Jim Canales shared that the communitybased care program is also currently under projected budget.

2. Action to Approve the Creation of a Waiting List for Developmental Disabilities Case Management Services.

Jim Canales requested approval to create a waiting list for developmental disabilities case management services. This action is necessary due to the increased caseload for current staff due to a maternity leave as well as the consistently higher caseloads in general. If approved, the Regional Office will be notified of the Board's action. A Motion was made by Mr. Borham and Seconded by Ms. Holmes to approve the creation of the waiting list as requested. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Approve Grant Application and Agency Participation in a Three-Year Grant to Assist At-Risk Teenagers.

The director asked Board approval to allow the agency to apply for a three-year Learnfare grant in conjunction with CESA 5 and the Stevens Point School District as well as approving the additional staff necessary for the project. The agency's portion of the grant would be about \$293,100 and involves the Counseling and Community Health Sections. The grant would come to CESA and it would contract for services with us. Jerry Koepfel, Supervisor of the Counseling Section, noted there is supposedly between \$8 and \$10 million in federal money at the state level. This information was just recently made known (early June) with grant applications due by June 28th. The grant requires a dollar-for-dollar match which can be anything except federal money. Jerry outlined some of the social workers' duties in the program. Because the grant would begin at the start of the new school year, it was necessary to take the position requests out of sequence and begin the process immediately. Cindy Schmitz, Community Health Nursing Supervisor, commented on the nurse practitioner's role in the grant. She also shared information about the proposed upgraded health room at SPASH. Mr. Medin requested the Board receive a synopsis of the total grant when available. The Board supported this coordinated effort. A Motion was made by Mr. Eckholm and Seconded by Mr. Borham to approve the grant application and staff requests as submitted. All were in favor of the motion. Motion carried. The requests will now proceed to Personnel and Finance Committees and to County Board.

2. Action to Approve Environmental Toxic Surveillance Grant Application.

Mike Carder requested Board approval to apply for an Environmental Toxic Surveillance Grant in the amount of \$1,710. The grant would allow lead testing of private water supplies in select areas of county known to have corrosive water. About 100 samples could be taken from two areas designated in risk of lead contamination due to geographic conditions. When questioned where this service would be offered, Mr. Carder responded probably to the Town of Grant and the Town of Plover. A Motion was then made by Mr. Lewandowski and Seconded by Mr. Zimdars to approve applying for the Environmental Toxic Surveillance Grant as requested. All were in favor of the motion. Motion carried.

3. Year-to-Date Financial Report.

The department is still operating underbudget by approximately \$24,578. Adjustments have been made in three areas, the Community Health Section (less than anticipated revenue) the Home Health Section (greater than expected revenues) and CSP of the Long-Term Division (revenues less than projected). The increases and decreases in revenues balance each other so the budget remained relatively stable.

4. Action to Approve Vouchers.

The Board was advised that within the purchase order listing two unusual items were included --payment for equipment needed to upgrade the telephone paging system and payment for the new postage equipment. All other bills and purchase orders were standard. A Motion was made by Mr. Borham and Seconded by Mr. Lewandowski to approve vouchers in the amount of \$190,590.36 and purchase orders in the amount of \$9,924.03. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize New Positions in the Counseling and Community Health Sections.

This item was considered in conjunction with Agenda Item #IV-1. See comments on page 3 of the Minutes.

VI. CONTEMPLATED EXECUTIVE SESSION

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

A Motion was made by Mrs. Hoppen and Seconded by Mr. Borham to go into Executive Session to evaluate the Director's performance. A roll call vote was taken. All were in favor of the motion. Motion carried.

2. Vote to Return to Open Session with Action on the Director's Evaluation.

A Motion was made by Mr. Borham and Seconded by Mrs. Lundquist to return to Open Session. A roll call vote was taken. All were in favor of the motion. Motion carried. A Motion was then made by Mrs. Hoppen and Seconded by Mr. Mansavage to evaluate the Director as "exceeds performance standards". All were in favor of the motion. Motion carried.

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VII. ADJOURNMENT

The meeting was adjourned at approximately 6:20 p.m. The next Board meeting will be Tuesday, July 9th, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

Submitted: Susan Rutta

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JULY 9, 1991

Present

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

Absent

Jeffrey Murphy

Excused

Jacqueline Hoppen  
Bill Zimdars

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Jim Canales, Coordinators; Lauri Rockman, David Pagel, Steve Tuszka, Supervisors; Lucy Kluck, Business Manager; Tammy Garrison, Mike Popke, Media.

I. INFORMATIONAL UPDATE

Bill McCulley and Daryl Kurtenbach presented information regarding the Restorative Care and Shared Services Divisions of the agency.

The meeting was called to order by Chairman Medin on Tuesday, July 9, at 5:01 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of June 25, 1991.

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

2. Correspondence.

There was no correspondence to consider.

3. Directors Report.

Ms. Bablitch reported that a tentative review date of the agency budget will be presented to the Board on October 8 and 9. She stated that there will be a 1.75% increase to our Community Aids. The article she submitted to Wisconsin Counties Association some time ago finally appeared in the magazine.

Mr. Medin reported that the Personnel and Finance Committees approved the Learnfare grant we submitted.

Ms. Bonnie ~~Goswa~~ is our newest member of the Advisory Committee.

Bobbie Ostrowski

4. Citizen Concerns/Unlimited Topics.

Lauralie Berndt of Stevens Point addressed the Board saying she feels that the Community Human Services Department has neglected her concerns about the welfare of her children. She said she has made numerous reports to the department in the past year that were ignored. Ms. Bablitch said the subject would be better discussed in private, because she could not discuss this matter in a public meeting. Mr. Medin assured Ms. Berndt that he will follow up on her concerns.

III. PROGRAM ISSUES

1. Action to Approve Additional Representative to CWEP/JOBS Advisory Board.

A Motion was made by Mr. Borham and Seconded by Mr. Mansavage to approve the appointment of Sue Poutinen to the Community Work Experience Program/JOBS Advisory Board. All were in favor of the motion. Motion carried.

2. Action to Authorize Further Study Regarding Providing Income Maintenance Regional Training.

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to authorize further study regarding providing income maintenance regional training. All were in favor of the motion. Motion carried. Our responsibilities would include: hiring and supervising this trainer. Funding would be provided by the State and would cover 100% of the cost.

3. Action to Submit Proposal to City Housing Authority for Supported Housing Program for Seriously Mentally Ill Population.

A Motion was made by Mr. Lewandowski and Seconded by Ms. Lundquist to submit a proposal to the City Housing Authority for the Supported Housing Program for the seriously mentally ill population. All were in favor of the motion. Motion carried. In the proposal, the Housing Authority would purchase a building and provide maintenance to the building. Our department would be in charge of programming and providing services to the facility which would house a number of our seriously mentally ill clients. The Program would offer long term treatment to each individual, along with education and the skill training necessary for independent living. The Christian Brothers home on Briggs Street has been considered as a possible site. The advantages of this building are location, the ability to have all apartments in one building and transportation. The building would also house administrative offices and a conference center.

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IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Jakusz and Seconded by Mr. Lewandowski to approve vouchers in the amount of \$131,441.21. 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 5:35 p.m.

The next meeting is scheduled for Tuesday, July 23, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m. This will be a joint meeting the the Advisory Committee.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/51-53

MINUTES  
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING  
JULY 23, 1991

Board Present

Dave Eckholm, Chairperson  
Carole Holmes  
Paul Borham  
Jackie Hoppen  
Walter Jakusz  
Al Lewandowski  
Bill Zimdars  
Marge Lundquist  
Don Mansavage

Board Excused

Dave Medin  
Jeff Murphy

Advisory Present

Bill Zimdars  
Geni Aman  
Jonathan Doppsmith  
Liz Kammer  
Rev. Mallek  
Mary Maller  
Bobbi Ostrowski  
Deborah Nowack  
Connie Schweitzer  
Erin Woods  
Evelyn Zywicke

Advisory Excused

Barbara Hunt  
Sue Beveridge  
Gordon Haferbecker  
Peggy Sullivan

Advisory Absent

Nancy Schultz  
Darlene Kropidowski

Others Present: Judy Bablitch, Director; Sue Rutta, Assistant/Volunteer Coordinator; Daryl Kurtenbach, Kirsten Hall, Bill McCulley, and Jim Canales, Coordinators; Lucy Kluck, Business Manager; Jerry Koepfel, Supervisor; Bobbie Bohlen and RaeAnn Thomas, Social Workers; Sue Wilcox representing United Way; Kelly Berg of the Stevens Point Journal; and John Pike of WSPT/WSPO.

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

I. INFORMATIONAL UPDATE

The Informational Update featured child protective services. Jerry Koepfel, Bobbie Bohlen, and RaeAnn Thomas presented highlights of the process used in assessing and investigating child abuse and neglect referrals. Additional information was distributed and included child abuse/neglect investigations statistics since 1983 and a graphic representation on how this referral/investigation system works.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Introductions.

Board, Advisory Committee, and staff introduced themselves. Mr. Eckholm welcomed Committee members on behalf of the Board and thanked them for their valuable contributions to the agency, Board, and community.

2. Approval of Board Minutes of July 9, 1991.

A correction was made on page 1, last sentence. "Ms. Bonnie Osowski" was changed to "Ms. Bobbi Ostrowski". A Motion was made by Mr. Lewandowski and Seconded by Mrs. Lundquist to approve the Minutes as revised. All were in favor of the motion Motion carried.

3. Approval of the Advisory Committee Minutes of May 20, 1991.

A Motion was made by Erin Woods and Seconded to approve the Minutes of May 20th as submitted. All were in favor of the motion. Motion carried.

4. Correspondence.

Mrs. Bablitch read a letter from Rep. Stan Gruszynski dated July 17th. In the letter, Rep. Gruszynski congratulated Mrs. Bablitch on a well-written article about human service consolidation as well as making her aware of the modest increase projected for Community Aids.

5. Director's Report.

Mrs. Bablitch indicated the Board's two meetings in August will be held in the Community Support Room (lower level). This change is necessary because a mass immunization clinic will be offered and adequate space is essential.

Efforts are being made to finalize the department's 1990 annual report. It will be ready for presentation in September.

The Board was thanked for its successful efforts in gaining equity pay and vacation for nonunion staff.

The department is beginning to work on developing its 1992 budget requests.

6. Citizen Concerns/Unlimited Topics.

Jackie Hoppen requested a brief report on the five-day management workshop attended by the Volunteer Coordinator. Sue Rutta thanked the Board for its support in allowing her to attend the Volunteer Management workshop. She noted 125 persons from 32 states, Germany, Panama, and Canada attended. The workshop was very intense with regular class participation and discussion/work groups meeting during meals and in the evening. With previous supervisory experience and a Masters in Management, many of the theories were not new; however, the networking and discussion groups offered invaluable opportunities for exchanges of ideas, concerns, and dreams. Sue noted one county in Utah currently has a countywide Volunteer Department with each

department required to use at least one volunteer. This was done in an effort to reduce personnel costs. Information should be coming on this system and it might be beneficial for the county to look into this structure sometime in the future. She has begun sharing information with her counterparts in the county system as well as her professional association.

III. PROGRAM ISSUES

1. Quarterly Program Statistics (April-June) and Waiting List Report.

Coordinators, Business Manager, and Volunteer Coordinator shared their activities with the Board and Advisory members. The quarterly report begins on Page 27 and ends on page 52. The waiting list is found on page 53.

2. Review of High-Cost Program Accounts.

Bill McCulley noted both the Inpatient and General Assistance accounts are below budget as of June 30th. The budget was projected to be at 50% compared to the 42% actually used. Jim Canales also indicated the Communitybased Care-CSP-CBRF account is within budget projects. Actual usage reflects 47% as of the end of June. Jim anticipates a \$30,000 year-end surplus.

3. Action to Approve Changes in 1991 Objectives.

In the absence of Jennifer Cummings, Home Health Supervisor, Kirsten Hall presented a request to modify one of the Home Health Section's objectives. The original objective was re-defined to more realistically assess staff productivity. A Motion was made by Mrs. Lundquist and Seconded by Mrs. Hoppen to approve the change as requested. All were in favor of the motion. Motion carried.

4. Review of 1990 Home Health Annual Report.

Kirsten Hall also presented the 1990 Home Health Annual Report. She noted 1990 home visits were the most ever made. Also on page 37, paragraph 3, line 2, the number of FTE Home Health Aides should be "1.125" instead of 1.5. Mrs. Hall commended the good relationship between the Home Health Section and Health Care at Home as well as Jennifer's legislative involvement. The Annual Report was found on pages 57-59.

IV. FISCAL ISSUES

1. Action to Approve Capital Improvement Project Requests.

The department requested permission to submit two capital improvement requests. The first one centered on upgrades and improvements in hardware and software for the word processing area. The cost for this request is \$17,760. The second request focused on computer needs of several managers. In reviewing this item, Mr. Eckholm suggested a personal computer with emulation (\$2,070) be purchased for Mr. Kurtenbach instead of the proposed terminal (\$1,350). He felt in the long run, this proposal would be more reasonable and economical. The Board concurred with this suggestion. The second request originally totaled \$31,210 but with the additional personal computer cost, the total was revised to \$31,930. A Motion was made by Mrs. Hoppen and Seconded by Mr. Zimdars to approve the Capital Improvement Project Requests as revised. All were in favor of the motion. Motion carried. The requests will be forwarded to the Capital Improvement Committee for consideration.

2. Review of Year-to-Date Financial Report.

Currently, the agency is anticipating a surplus of \$46,450. The Board's attention was also drawn to page 66. Since a nonlapsing account has been established for high-cost budget items, it was important to better track these accounts. They will, therefore, be listed separately when presenting year-to-date financial reports and in the budget preparation process. An additional line will also be included in the future to reflect that \$30,000 has been set aside as a contingency. The high-cost items are also on target.

3. Approval of Vouchers.

A Motion was made by Mr. Mansavage and Seconded by Mr. Borham to approve vouchers in the amount of \$185,361.97 and purchase orders in the amount of \$239.11. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve New Position Requests.

The department is requesting additional hours for two current positions -- 14 hours for a Nurse Practitioner and 6 hours for a Community Health Assistant. The Nurse Practitioner's hours would be contingent upon grant funding while the Assistants time would be funded through county money. Each position was considered on its own merits. A Motion was then made by Mrs. Lundquist and Seconded by Ms. Holmes to approve the request for 14 Nurse Practitioner hours as requested. All were in favor of the motion. Motion carried. The Assistant request was considered. A Motion was made by Mrs. Lundquist and Seconded by Mr. Borham to approve the request for 6 hours of Assistant time. All were in favor of the motion. Motion carried.

2. Approval of Limited-Term Employee in Health Division.

The Health Division had been using a CWEP volunteer to collect water samples. However, that placement has been terminated. During a nine-week interim, it will be necessary to hire a limited-term employee to do this work. Funds for this request are available in the Division budget. The request is for a 12 hour/week LTE Health Lab Aide at \$4.70 per hour. A Motion was made by Mr. Zimdars and Seconded by Mr. Borham 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 of the Board is scheduled for Tuesday, August 13th, at 4:30 p.m. The Advisory Committee will be on Monday, August 19th.

Submitted: Sue Rutta, Assistant

**MINUTES**  
**COMMUNITY HUMAN SERVICES BOARD MEETING**  
**AUGUST 13, 1991**

Present

Paul Borham  
Marge Lundquist  
David Eckholm  
Dave Medin  
Al Lewandowski  
Carole Holmes  
Bill Zimdars  
Don Mansavage  
Walter Jakusz  
Jeffrey Murphy

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Jonathan Doppsmith, Darlene Kropidlowski, Advisory Committee Members; Tammy Garrison, Kelly Berg, Media.

**I. INFORMATIONAL UPDATE**

Bill McCulley presented information on the Operating While Intoxicated Program and Daryl Kurtenbach presented information on Intake and Crisis Intervention Services.

The meeting was called to order by Chairman Medin on Tuesday, August 13, at 5:03 p.m. in the Day Services Room of the Gilfry Center.

**II. MINUTES, REPORTS, COMMENTS****1. Approval of the Minutes of July 23, 1991.**

A Motion was made by Mr. Borham and Seconded by Mr. Zimdars to approve the Minutes of July 23 as submitted. All were in favor of the motion. Motion carried.

**2. Correspondence.**

Ms. Bablitch read a memo sent to all County Board Supervisors and Citizen Committee Members regarding Special Meetings. The following policy dealing with special meetings was adopted by the Committee on Committees:

1. All special meetings have to be pre-authorized by a majority of that respective Committee, prior to that Committee member(s) or Chair participating at such special meeting. Pre-authorization to be verified on special meeting voucher.
2. When a Department Head appears before another Committee, i.e., Finance, Personnel, etc. on department business, only the Chair or designee from that Department's governing Committee shall be entitled to per diem for such attendance.

The Committee also understands that on a few occasions an "emergency" might occur where it would be impossible to obtain pre-authorization. These few, rare, occasions would be dealt with on an individual basis.

3. Directors Report.

Ms. Bablitch reported that we are continually looking at the Business Services Division to provide the most efficient support services to the agency. Some changes have taken place, i.e., Pam Helgemo will now be taking minutes for the Board and also for the Advisory Committee, and will also be in charge of Purchasing when a terminal is available for her in the lower level. Sue Rutta will be assigned other duties that might include a possible reclass.

The Third Annual Kids Day at Camp was held at the Environmental Station this year and was a huge success. Thanks goes out to all who volunteered and to the Employee Foundation for sponsoring this event again this year.

4. Citizen Concerns/Unlimited Topics.

Mr. Medin reported that the new position requests went to Personnel and Finance Committees. He stated that only positions that are grant funded or funded totally by other than county dollars will probably be approved.

Mr. Medin also encouraged board members that are interested in certain sections of the agency become involved in their respective budget process just as they did with the goals and objectives of the agency.

III. PROGRAM ISSUES

1. Action to Endorse Resolution to Limit County Liability for Services.

A Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to approve a resolution limiting the county's liability in providing services to the developmentally disabled and to forward this resolution to the County Board. Discussion pointed out that while the staff and Board wanted clients to live as normally as possible in the community, there might be some instances where the high cost would be prohibitive for counties to absorb. All were in favor of the motion. Motion carried. The resolution states the County Board of Supervisors has primary responsibility for the well-being and treatment of developmentally disabled persons placed in community services only to the limits of available state and federal funds and 10 percent county matching funds.

IV. FISCAL ISSUES

1. Action to Endorse Resolution to Accept Grant for Learnfare Program.

A Motion was made by Mr. Eckholm and Seconded by Mr. Murphy to approve a resolution to accept a Learnfare grant and corresponding responsibility as the fiscal agent in the program and to forward this resolution to the County Board. All were in favor of the motion. Motion carried. The grant works with at-risk adolescents receiving Aid to Families with Dependent Children benefits. The three-year grant totals \$1.6 million and will be used to contract with SPASH, CESA 5 and Job Service. The Department had agreed to participate with CESA 5 as the lead agent, but the State Department of Health and Social Services requested that the County be the responsible fiscal agency.

2. Approval of Vouchers.

A Motion was made by Mr. Lewandowski and Seconded by Ms. Lundquist to approve vouchers in the amount of \$276,855.83. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve a Limited-Term Employee for Shared Services Division.

A Motion was made by Mr. Eckholm and Seconded by Ms. Lundquist to approve a limited-term employee for the Shared Services Division. A voice vote was taken. With the exception of Mansavage and Murphy, all were in favor of the motion. Motion carried. Mr. Kurtenbach explained that the request is for a full time (40 hours per week) limited term employee access worker position who will do intake duties during the absence of Jean Karner, who is our regular intake worker. Mrs. Karner began a 10 week medical leave on July 29. She will be absent from work until October 7. The large volume of intake duties demands this request. Existing staff do not have extra time available to devote to the highly specialized intake functions. The request for the limited term employee position will begin on August 19 and end on October 31. The October 31 date was chosen just in case Mrs. Karner is not able to return to work full time as of October 7. Mr. Murphy questioned the retirement fund amount. It was explained that this now has to be included for some limited term employees.

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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 5:38 p.m.

The next meeting is scheduled for Tuesday, August 27, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/50-53

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
AUGUST 27, 1991

Present

Paul Borham  
Marge Lundquist  
David Eckholm  
Dave Medin  
Al Lewandowski  
Carole Holmes  
Bill Zimdars  
Don Mansavage  
Walter Jakusz  
Jeffrey Murphy  
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Sue Oehlke, Lauri Rockman, David Pagel, Mike Carter, Supervisors; Sue Wilcox, United Way; Jan Kamla, Cho Xiong, Staff; Tammy Garrison, Kelly Berg, Media.

I. INFORMATIONAL UPDATE

Sue Oehlke, Jan Kamla, and Cho Xiong presented information on the Hmong population in Portage County.

The meeting was called to order by Chairman Medin on Tuesday, August 27, at 5:00 p.m. in the Day Services Room of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of August 13, 1991.

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

2. Correspondence.

There was no correspondence.

3. Directors Report.

Ms. Bablitch reminded the board that the budget meetings will be held on October 8 and 9.

Mr. Medin encouraged board members that are interested in certain sections of the agency become involved in the budget process just as they did with the agency objectives.

4. Advisory Committee Report.

Mr. Zimdars reported that one membership slot on the Advisory Committee for a Representative or Designee from the United Way Board was approved by the Advisory Committee at their August 19 meeting. The Bylaws were also revised to accommodate this change. Also, Ms. Darlene Kropidlowski was appointed to fill the unexpired term of Marianne Popelka on the Membership Committee and Ms. Peggy Sullivan was appointed to fill the unexpired term of Nancy Schultz on the Child at Risk Task Force Committee. Mr. Zimdars stated that the Committee has received more information on task force activities that members felt was very beneficial.

5. Citizen Concerns/Unlimited Topics.

Mr. Medin reported that members of this Board were not abusing the policy dealing with special meetings which was adopted by the Committee on Committees. Any member that has been assigned to a Task Force is automatically pre-authorized to attend such meetings.

Mr. Borham stated that the Wisconsin Counties, Public Health Affiliate Fall Conference and Annual Meeting will be held at the Mead Inn in Wisconsin Rapids on Thursday and Friday, October 10 and 11, 1991. Interested Board members will receive a copy of the brochure in the mail.

III. PROGRAM ISSUES

1. Action to Change Advisory Committee Bylaws.

A Motion was made by Ms. Lundquist and Seconded by Mr. Jakusz to revise the Advisory Committee Bylaws Article III, Membership, Section 1, Composition (1): (The) Committee shall consist of not more than seventeen (17) voting members, one of whom shall be a representative or designee from the governing board of the Community Action Agency serving the County per requirement of Section 46.031 (3) (a) of the Wisconsin Statutes, one of whom shall be a member or designee from the governing board of the United Way of Portage County, and one of whom shall be a high school student of at least Sophomore status and attending high school in Portage County. All were in favor of the motion. Motion carried.

2. Action to Approve Citation Ordinance Amendment and Forward to County Board.

Mr. Carder stated that this citation ordinance revision is necessary to fully implement the Environmental Health Enforcement Policies adopted last year which provide for citation issuance. Neither the Corporation Counsel nor the County Clerk has any objection to this revision.

Section 4.1.1, grants citation issuance authority to the Health Officer. This authority may also be delegated to other employees, with Community Human Services Board approval.

If approval is granted, we will not hesitate to use the citation authority as delineated by our enforcement policies. This can be an effective enforcement tool, if used properly, and many other county departments and local public health agencies in Wisconsin are using them.

Mr. Medin said that this was a good idea and it was about time violators were dealt with. He believes that we need a clear and concise method to determine penalties, and the City sanitation department has always penalized violators with a fee.

A Motion was made by Ms. Lundquist and Seconded by Mr. Borham to approve the citation ordinance amendment and forward it to Bob Heidel for language revisions if necessary and then to the County Board for their action. A voice vote was taken. With the exception of Mr. Murphy, all were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Review of High Cost Program Accounts.

Mr. McCulley reported that there has been no unusual costs for the Inpatient Mental Health or General Assistance program areas. However, in approximately two months we may have two or three individuals who might need care at Winnebago, so costs may increase then.

Mr. Canales reported that there has been no unusual costs for the Community Based Care program area and that one individual has been utilizing COP funds.

2. Year-to-Date Financial Report.

Ms. Kluck reported that the surplus is \$5,000 less than our last report. Money will be used to cover the cost of the LTE in the Shared Services Section. In the high cost areas, no surplus or deficit is noted. We are unsure of these areas because they fluctuate so much. We have carried over approximately \$35,000 from 1990 which has been applied to the reserve in the high cost areas.

3. Approval of Vouchers.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Mansavage to approve vouchers in the amount of \$149,491.88. No unusual costs were noted. All were in favor of the motion. Motion carried.

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V. PERSONNEL ISSUES

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

Ms. Rockman reported that we have received word that two provisions of the new state budget bill will be implemented January 1, 1992 and are expected to have a significant impact on the work load of staff. One change provides that SSI recipients, formerly ineligible for Food Stamps, may now apply and be eligible for Food Stamps. The state has notified us that 740 such cases exist in Portage County and will be notified of their right to apply beginning January 1, 1992. The second provision involves implementation of a federal waiver requested by the state to pilot the elimination of the AFDC 100 hour rule for two parent families. Households not currently eligible will be able to apply and current cases will be eligible for a longer length of time thus increasing case load size and reducing case turnover.

Administrative funds are being provided to counties to hire the staff needed to handle the additional cases involved with these changes. Initial funding is for a 15 month period beginning October 1, 1991 and ending December 31, 1992. The funds available in 1991 are to allow for training time prior to implementation but may be carried over into 1992. Total funds available for Portage County are \$25,996.

It is impossible to know how many of the potential SSI cases will, in fact, apply and be found eligible for Food Stamps. However, the potential not only for an increased AFDC case load but especially the 740 SSI/Food Stamp cases is of great concern. Lauri recommended hiring a limited term employee now to be able to train part time for at least two months before families begin to apply for food stamps. The individual would then go to full time limited term employment.

Discussion followed. Mr. Medin said it may be premature to hire an employee now. Mr. Murphy questioned the need for an employee at all. The Board decided to table the issue until the next Board meeting when Lauri Rockman might have a chance to receive more information from the State.

VI. ADJOURNMENT

Paul Borham reminded the Board that he was appointed to the Revisions Sub-committee of the Public Health Statutes for the County Boards Association Public Health Affiliate. However, he has been unable to attend any meetings because the meetings have been scheduled on the very same day that the Community Human Services Board meets. Therefore, he felt it was necessary to resign from this committee. The Board expressed their disappointment over this.

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A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:42 p.m.

The next meeting is scheduled for Tuesday, September 10, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/15-19

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 10, 1991

Present

Paul Borham  
Jackie Hoppen  
David Eckholm  
Dave Medin  
Al Lewandowski  
Carole Holmes  
Don Mansavage  
Walter Jakusz  
Bill Zimdars

Excused

Jeffrey Murphy  
Marge Lundquist

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Kirsten Hall, Coordinators; Lauri Rockman, Sue Oehlke, Cindy Schmitz, Supervisors; Lucy Kluck, Business Manager; Sue Rutta, Administrative Assistant/Community Relations Program Manager; Rosemary Dobbe, Staff; Deb Zimmerman, Volunteer; Kelly Berg, Media.

I. INFORMATIONAL UPDATE

Bill McCulley presented information on Detentions and Inpatient Care and Sue Rutta presented information on the Volunteer Services Program.

The meeting was called to order by Chairman Medin on Tuesday, September 10, at 5:02 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of August 27, 1991.

A Motion was made by Ms. Holmes and Seconded by Mr. Mansavage to approve the Minutes of August 27 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to consider.

3. Directors Report.

Ms. Bablitch asked the Board to contact either Pam Helgemo (345-5960) or herself (345-5700) if they are unable to attend meetings.

She reported that central management staff has been meeting this week on the agency budget and she has asked Dave Medin and Dave Eckholm to meet with her next week to give us further advice on budget issues and cuts.

Funding for the word processing upgrade and computer software was turned down by the Capital Improvements Committee because they said the items could be included in our department budget or in outlay. Ms. Hoppen questioned the Capital Improvement process. Discussion was held as to various ways we could appeal this decision or fund the projects in other ways.

4. Action to Approve Board Appointment to the Wisconsin Counties Association Public Health Affiliate.

A Motion was made by Mr. Jakusz and Seconded by Mr. Eckholm to reappoint Paul Borham to the Board of the Wisconsin Counties Association Public Health Affiliate and authorize any interested member of the Board to attend the WICOPHA Conference in October, 1991. All were in favor of the motion. Motion carried.

5. Citizen Concerns/Unlimited Topics.

Ms. Hoppen reported that they have had the third panel discussion on the Child at Risk Task Force. The committee is receiving a better insight by having these community presenters speak on behalf of children they serve in Portage County. The Task Force will have a summary report out in October or November.

Mr. Borham asked Ms. Rockman to report on the Affordable Housing Task Force. She stated that this task force initially was to bring their final report to this Board at the October meeting. However, an interim report will be given in November with the final report coming out later in 1992. She said that we are having problems getting census data because it will not be released anytime soon, but will provide us with good data basis. Perhaps there are things that can be done now and action taken later when the census figures are available.

III. PROGRAM ISSUES

1. Review of Possible Changes in Women's, Infants, and Children (WIC) Program.

Kirsten Hall explained that insufficient funds from the State budget is unable to cover the required level of staffing and service delivery for our project. The State has set established recommendations on model WIC Projects which include: nutrition services, staffing patterns, and efficient use of administrative WIC funds for county WIC projects. Larger projects are more cost efficient than smaller projects. The State conducted an informational meeting for Portage and Wood County Health representatives regarding the merger of these two WIC projects. Ground work was presented for merging the two projects and advantages and disadvantages were discussed. Portage County would serve as fiscal

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agent and administer the project and that services to county residents would not be decreased or compromised. Each county would maintain client operations with a shift of administration responsibilities to Portage County with a possible sharing of staff. The study of a possible merger involves much investigation, planning and consideration. The State and Regional offices can provide technical assistance throughout the process and have been successful in combining other single projects into multi-county projects.

A Motion was made by Mr. Borham and Seconded by Ms. Hoppen to approve a study of a merger of our WIC Project with Wood County Health Department's Project. All were in favor of the motion. Motion carried.

A presentation to the Board within two-three months will detail our preliminary investigation, a report of our findings and the advantages and disadvantages of combining Portage and Wood single county projects into one multi-county project.

2. Review of Survey Assessing Client Satisfaction with Agency Services.

Ms. Bablitch reported that most people who use our services are satisfied with us and the services they receive. She was thrilled with the amount of satisfied responses. Ms. Bablitch stated that Sue Rutta was instrumental in organizing and implementing the survey.

Ms. Rutta stated that the department conducted the survey to meet its affirmative action and civil rights responsibilities. These results will help develop a civil rights plan. A random sample of people receiving services were called or sent questionnaires. We are the only known agency in the State to have undertaken such an effort. Sue reported that the survey was unique in that questions had to be compiled based on many different agency services and standards and it was hard to determine which questions to use to cover all aspects of the services provided. Sue said Deb Zimmerman, volunteer, was responsible for tallying and compiling the results.

IV. FISCAL ISSUES

1. Approval of Vouchers.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve vouchers in the amount of \$190,091.44. One unusual item was for the purchase of air monitors for the Environmental Health Section for \$1,495. This was funded through a grant from St. Vincent de Paul's. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize LTE for Financial Services Section.

Ms. Rockman learned at a preliminary training session that other states who initially served SSI recipients eligible for Food Stamps saw 80% of that population apply, with 60% of them continuing on after six months into the program. In October, the State will send a letter and a short application form to potential applicants to determine if their eligible for Food Stamps. Benefits will not be received until January 1, 1992, however. Additional training for staff will take place later this fall. We have reduced the request in hours to 520 to assess the use of staff.

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to authorize a limited term employee for the Financial Services Section beginning 11/4/91 through 3/3/92 for 520 hours. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, September 24, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/17-20

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 24, 1991

Present

Paul Borham  
Jackie Hoppen  
David Eckholm  
Dave Medin  
Jeffrey Murphy  
Carole Holmes  
Don Mansavage  
Marge Lundquist  
Bill Zimdars

Excused

Al Lewandowski  
Walter Jakusz

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Jim Canales, Coordinators; Patti Hintz, Lauri Rockman, Dave Pagel, Supervisors; Lucy Bean, Business Manager; Paul Rice, Community Industries Corporation; Media; Ray Haas.

I. INFORMATIONAL UPDATE

Patti Hintz and Lucy Bean presented information on Billing and Collecting for Department Services.

The meeting was called to order by Chairman Medin on Tuesday, September 24, at 4:59 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of September 10, 1991.

Ms. Hoppen noted that there is one correction to the minutes. The Child at Risk Task Force will have a summary report out early next year. A Motion was made by Mr. Borham and Seconded by Mr. Eckholm to approve the Minutes of September 10 with the noted correction. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence to consider.

3. Directors Report.

Ms. Bablitch reported that we are proposing to increase fees in the department for 1992. Portage County has been very aggressive in pursuing fees. Surveys have gone to other counties to see what they are charging for services. We will report back to the Board on our findings within two months.

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She stated that the 1990 Annual Report is now done and will be presented to the County Board at their October meeting.

Lucy, Dave and Judy met with the Finance Committee and presented a preliminary 6.5% increase in the general and high cost accounts. These are not final figures, however, and 4-4 1/2% might be a more realistic increase to expect by discussions held at that meeting. Judy will again be meeting with Dave Medin and Dave Eckholm to give us further advice on budget issues.

4. Advisory Committee Report.

Mr. Borham attended the Legislative Committee, Executive Board and Board of Directors Meeting of the WCA/PHA on September 12 and 13. A challenge was given to counties and their staff to come up with ideas on how to save money in the Medical Assistance Program. A memorial scholarship fund has been established in the name of Rosemary Gritzmacher to students within the public health field. Paul reminded the Board that the WICOPHA Conference will be held in October in Wisconsin Rapids. He also stated that more and more counties are providing medical services to jails. Kirsten and Judy have approached our Sheriff on this issue. He responded by saying that if any services are needed they are provided by the Rice Clinic. The Board suggested that a letter be written to the General Government Committee pursuing this issue further.

Paul also attended the Regional Meeting of WCA/PHA. The Governor vetoed a 10% cigarette tax, but said that 5% would be put in the Budget Adjustment Act and would cover health areas. A letter was sent to the Governor stating that the WCA/PHA supported the following: Environmental Health, Injury Prevention, Communicable Disease Control, Chronic Diseases, and the Maternal and Child Health areas. They also heard a presentation on landfills and the dangers of diesel fueled vehicles.

Mr. Medin attended the Community Work Experience/Job Advisory Board meeting on September 11. They are working with a budget of about \$400,000. Vehicle repairs are now covered 100% and they are not always used for work purposes. They are looking at lowering this percentage and using work as an incentive to increase the base percentage used.

5. Citizen Concerns/Unlimited Topics.

Mr. Ray Haas, a member of the community, voiced concerns over recommendations made by the Teen Sexuality Task Force which were adopted in November, 1989. He would like a chance to review the recommendations and give his views on why some are harmful to the

community. Ms. Lundquist suggested that his views be put in writing and submitted to the Teen Sexuality Coalition. If at some point the Coalition needs direction on these recommendations, they would be directed back to the Community Human Services Advisory Committee.

III. PROGRAM ISSUES

1. Action to Approve Application for Grant to Provide Programs for Children with Special Health Care Needs.

A Motion was made by Mr. Eckholm and Seconded by Ms. Holmes to approve the submission of a Letter of Intent to submit a grant proposal to the State Department of Health and Social Services, Division of Health to provide programs for children with special health care needs. All were in favor of the motion. Motion carried. The Public Health and Developmental Disabilities program areas will be responsible for developing the grant proposal. Local health care professionals and organizations, educational systems, human service agencies and parents will provide input into the development of this proposal. The primary goal will be to develop a coordinated system that will enhance and ensure access to health and social resources available to children and their families. A review of the existing system will take place, followed by planning for a formalized system based on review results. The estimated funding sought by Portage County for each of the next two years will be approximately \$60,000 per year. The need is for development and implementation of a formalized system of care coordination, which is currently provided by a number of individuals representing various agencies and organizations.

2. Action to Approve Application for Grant to Serve Individuals with Severe and/or Multiple Handicaps.

A Motion was made by Ms. Holmes and Seconded by Ms. Lundquist to approve application for a grant to serve individuals with severe and/or multiple handicaps and forward the grant application to the Finance Committee. All were in favor of the motion. Motion carried. The purpose of this grant is to identify and select seven counties as Supported Employment Demonstration Projects. Mr. Paul Rice, Community Industries Corporation, reported that we would be using the funds to implement a Computer Skills Training Program for individuals with severe and/or multiple disabilities. CIC would hire an additional staff person to implement the grant. If funding is not obtained, CIC will implement the program anyway because they strongly believe in the project. Four computers have already been obtained through a number of community agencies.

3. Action to Approve Acceptance of Grant to Provide Employment and Training Services to Food Stamp Recipients.

A Motion was made by Mr. Eckholm and Seconded by Mr. Murphy to accept funding of \$54,300 for the operation of the 100% Food Stamp Employment and Training Program which has been approved by the state, and to forward the grant proposal of the budget to the Finance Committee and County Board for acceptance. All were in favor of the motion. Motion carried. The grant period runs from October 1, 1991 through September 30, 1992. This program allows us to provide employment and training services similar to PRIDE, for clients who are receiving Food Stamps only. The program is fully state funded and will not have any impact on county tax levy monies.

4. Report on Exploration of ways the Community Can Provide Services to Uncontrollable Youth.

Bill McCulley reported that a group of Portage County concerned people met regarding uncontrollable youth in our delivery systems. The meeting involved school personnel, law enforcement, the District Attorney, Human Services staff and other community representatives.

The focus of the meeting was to identify needs that exist in the Portage County community. Extensive discussion resulted in establishing that there are uncontrollable youth that we deal with and we identified some characteristics that we have noticed during our contacts with these individuals.

The result of the meeting was a common decision to explore other programs that exist in the State of Wisconsin that address the issue of uncontrollability in other communities and then reconvene in January of 1992 to decide/discuss where we need to direct our energies.

5. Report on Status of Task Force Reviewing Provision of Information and Referral Services.

Judy Bablitch reported that the position of this agency has always been that the Mental Health Association has operated a high quality program but realized that the actual cost of providing that service was draining their other programs thereby making other mental health responsibilities less effective. It became clear that the vast majority of clients contacting them had immediate crisis problems involving physical needs such as housing, food, utilities, etc. These clients had been or would be our clients and this service could be operated much more effectively within our Financial Services Section.

Lauri Rockman then told the Board that our Emergency Services Section currently addresses these issues and could deal with the additional calls from the Mental Health Association. Our agency would be able to determine benefits based on information provided by clients through our desktop terminals. Many are already in our system and have received our services before.

Judy also stated that a site visit would be made to Horgan's Answering Service and the study committee hopes to have final recommendations within two weeks.

#### IV. FISCAL ISSUES

##### 1. Review of High-Cost Program Accounts.

Bill McCulley reported that Inpatient Mental Health is currently under budget, but two individuals are moving to Winnebago in September. These are long term individuals so costs will increase. The General Assistance Budget is in very good shape. We have implemented the cash rebate and work programs to bring this budget under control and save dollars. The Community Based Care budget currently has a \$14,000 surplus but an individual was moved from Norwood to community based care so we probably will have a deficit by the end of the year.

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

Lucy Bean reported that currently we have a \$86,000 surplus in our regular accounts, and a \$44,000 surplus in our high cost accounts, but based on the review of the high cost program accounts some projections will change. In the CSP budget, we are predicting a deficit of \$13,253, and a surplus in the Inpatient budget of \$6,736 with a bottom line County Share of \$22,536. A Motion was made by Mr. Eckholm and Seconded by Mr. Mansavage to approve the year-to-date financial report. All were in favor of the motion. Motion carried.

##### 3. Action to Approve Vouchers.

A Motion was made by Mr. Borham and Seconded by Mr. Mansavage to approve vouchers in the amount of \$176,510.19. There were no unusual costs. All were in favor of the motion. Motion carried.

#### V. PERSONNEL ISSUES

##### 1. Action to Extend LTE in Financial Services Section.

A Motion was made by Ms. Lundquist and Seconded by Mr. Murphy to extend a limited term employee for the Financial Services Section beginning

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10/7/91 through 4/3/92 for 1,040 hours. All were in favor of the motion. Motion carried. The position is fully funded by state and federal revenues. Due to time constraints, Personnel and Finance Committees' have given preliminary approval based on Board action.

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 6:08 p.m.

The next meetings are scheduled for Tuesday, October 8 and Wednesday, October 9, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m. to review and approve the 1992 Budget.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/21-26

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 8, 1991

Present

Paul Borham  
Al Lewandowski  
Walter Jakusz  
David Eckholm  
Dave Medin  
Jeffrey Murphy  
Carole Holmes  
Don Mansavage  
Marge Lundquist  
Bill Zimdars

Excused

Jackie Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Mike Carder, Jerry Koepfel, Suzanne Oehlke, Dave Pagel, Jim Riggerbach, Lauri Rockman, Cindy Schmitz, Stephen Tuszka, Supervisors; Lucy Bean, Business Manager; Sue Rutta, Administrative Assistant/Community Relations Program Manager; Paul Rice, Community Industries Corporation; John Jacobsen, Ron Alexander, New Concepts; Sue Chapman, Achievement Center; Brian Shoup, CADAC; Alice Davies, Family Crisis Center; Brenda Regeth, Stevens Point Daily Journal

The meeting was called to order by Chairman Medin on Tuesday, October 8, 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 24, 1991.

A Motion was made by Mr. Borham and Seconded by Mr. Zimdars to approve the Minutes of September 24 with the noted correction. All were in favor of the motion. Motion carried.

II. REVIEW OF PROPOSED 1992 DEPARTMENT BUDGET

1. Budget Overview.

Mrs. Bablitch told the board that the proposed 1992 budget included no increase in clientele receiving services or no new programs or services except those that are grant funded. There will continue to be some waiting lists and some unavoidable demands for services. No new positions have been added. This will be done later, if approved by the County Board. We received a 1% increase in Community Aids revenues and the county Finance Committee has given departments no firm guidelines to follow except a 3% increase in salary and fringes. We are proposing an 8% increase in our fees for 1992. We have separated our budget in two sections, our regular accounts and our non-lapsing accounts which include our high cost expenditures and revenues that affect our mental health population, general assistance population and those with

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chemically dependent concerns. Our budget seems to be more clear and understandable based on this separation. Our budget will be presented to the Finance Committee on October 16.

Ms. Bean presented an overview of the schedules. The first schedule, the 1992 Divisional Budget Recap, summarizes the divisions expenses, revenues, net, and a percentage change. The County Share is 6.2% based on the regular accounts and do not include the high cost accounts.

The second schedule was prepared for the County Business Office and indicates the gross expenditures less the general revenues and the net tax levy for both 1991 and 1992. In the non-lapsing accounts, the reserve surplus of \$35,215 has been applied. The combined accounts indicates a 6.3% increase to the net tax levy for 1992.

The third schedule is a budget category comparison. Although we increased salaries by 3%, the unions received a mid-year lift which brought the salary line item to 5.4%. In the 1991 budget, \$12,000 was voluntary time off by staff members. In the 1992 budget, no voluntary time off has been calculated. There was a 12% increase in health insurance. In the 1992 budget there is only a 4.8% increase because of staff turnover and a switch of some staff members from family to single plan premiums. This is a \$3,500 savings. Total personnel costs are at 5.5%. Contract services are at 9.0% and operating expenses are at 13.5%. Mr. Murphy questioned the increases in contract services and operating expenses. Ms. Bean explained that locally contracted agencies are only increasing 3.47% as seen on the next schedule. Other out-of-county inpatient facilities set their own daily rates and we have no control over these based on client needs. We have no idea how many clients will have to be placed in these facilities. These inpatient facilities are reviewed annually by the Department of Health and Social Services in Madison. Some of the operating expenses that have increased are: postage, repairs and maintenance, and professional liability insurance. Our word processing upgrade and computer equipment is also included in this line item.

The fourth schedule is our contract agency requests. Local agencies have increased there requests by 3.47% or \$41,809.

The fifth schedule is the department's 1992 Fee Schedule. An updated scheduled was distributed to the Board. Fees will increase overall by approximately 8% which is the approximate "cost of doing business" for the next year.

The following chart notes changes based on new information received within the last two days. An addition of \$1,462 has been added to the salary and fringe line items due to two non-union staff members salary calculated incorrectly by the Business office, and an additional \$74 has been added to Data Processing costs due to an increase in personnel in that office for 1992. This change reflects an overall 6.4% increase to the tax levy.

	<u>Regular Accounts</u>	<u>High Cost Accounts</u>	<u>Combined Accounts</u>
County Share per Budget Book	\$1,204,042 - 6.2%	\$466,348 - 6.7%	\$1,670,390 - 6.3%
Addl Sal & Fringe	1,300	162	1,462
Addl DP Costs	74		74
Totals	\$1,205,416 - 6.3%	\$466,510 - 6.7%	\$1,671,926 - 6.4%

2. Review of Administration Budget.

The Division budget reflects a 6.7% total budget level net increase. The largest increase includes salary and fringe line items. Also an additional \$570 was added to the Staff Development/Dues account to allow for more professional journals and dues to be ordered in 1992.

3. Review of Business Division Budget.

The Division budget reflects a 5.5% total budget level net increase. Significant increases were realized in repairs and maintenance, postage, travel, professional liability, and includes an upgrade of our word processing equipment of \$15,000. The division is expecting increased revenues from the trust account interest and subpoena fees. Mr. Murphy questioned the postage account. The 11.1% increase is due a 1-cent increase in postage rates for 1992. Mr. Medin questioned where the Learnfare Grant money is located. Revenues are included in the Business Services budget. We contract with the Stevens Point Area Senior High School, CESA 5, and Job Services. Mr. Jakusz questioned the travel account (mail delivery) item. Ms. Bean explained that we pay maintenance for delivering our mail to and from the Courthouse. Mr. Murphy suggested we look into getting a mailbox outside the building instead of spending money for delivery.

4. Review of Shared Services Division Budget.

The Division budget reflects a 6.8% total budget level net increase. Increases were realized in health insurance premiums and program recruitment. The division is expecting a decrease in revenues from home and financial management fees, Learnfare transportation and child day care costs, and transportation costs from clients utilizing the alternate care program at Lincoln Center. Mr. Jakusz questioned the FICA Hospital Tax line item. Ms. Bean explained that social security has changed their reporting and that two separate line items are now needed for that purpose. A 6.2% covers social security, and 1.45% covers medicare costs.

5. Review of Health Division Budget.

The Division budget reflects a budget level net increase of 2.89%. Changes are due to personnel and the Learnfare Grant: Learnfare will add 16 hours to a nurse practitioner, health promotion will add a LTE

nurse practitioner, WIC will reduce the LTE community nutritionist from 15 to 12 hours, Healthy Start will reduce a nurse from 14 to 4 hours, an additional 6 hours to a Health Aide in Community Health, and in 1991 a full time sanitarian was hired and funded with an increase in environmental health fees. Fees were increased approximately 8%.

The Coordinator's budget includes the Healthy Start Grant and reflects a budget level net increase of 4.9%.

The Lab Services budget reflects a budget level net decrease of 1.2%. An added service of collection of water samples at the time of real estate transactions was to begin in October for a \$20 fee. 208 hours of an LTE would be added if a work study student cannot be added. Revenues are also up for '92 by \$5,526.

The Community Health budget reflects a budget level net increase of 2.1%. A portion of the Learnfare Grant is included in this budget. Family Health Clinic, immunization clinic, nursing assessments, home visits, cholesterol screening, and school health contracts have increased revenues. Major increases in expenses are in salary and fringes and the travel account. Mr. Eckholm questioned school health contracts. Ms. Hall explained that these contracts were increased based on the cost of doing business and there were no increase in FTE's.

The Environmental Health budget reflects a budget level net increase of 20.1%. Revenues will decrease because the State is now licensing mobile home parks. Expenses increased by 1.9%.

The Home Health budget reflects a budget level net increase of 6%. Revenues of 5.3% are due to an increase of \$20,000 in home health fees. Expenses increased by 5.2% which is reflected in the salary and fringe accounts.

The WIC budget revenues increased by 6.1% which includes an increase of 3.8% in grant dollars. We will also be billing nutritional counseling to Health Check. The 6.1% increase in expenses is reflected in salary and fringes, repairs and maintenance, photocopying, travel, and operating materials and supplies.

6. Review of Restorative Care Division Budget.

The Division budget reflects a budget level net increase of .96%. General Assistance, Seriously Mentally Ill Residential Care, Inpatient-Alcohol, and Inpatient-Mentally Ill were moved to the high cost budget and are no longer included in the Restorative Care Division Budget.

The Coordinator's budget reflects a budget level net decrease of 2.9%. A decrease in the health insurance is due to a switch from a family plan to a single plan.

The Counseling Services budget reflects a budget level net increase of 0%. This budget includes Learnfare Grant money. This budget will have to be revised if the grant is not received. We will receive a 14.7% increase in Youth Aids money, and we have seen an increase in our families ability to pay for foster care. Increases in expenses are reflected in salary and fringes, in foster care requests, residential and treatment foster care, and in our intensive in-home AODA program areas.

The AODA Juvenile Court Services budget has seen a loss of \$8,500 in revenues which will be offset by Youth Aid dollars to reflect a 0% increase in the budget.

The Psychological Services budget reflects a budget level net decrease of 1.2%. In 1991, this budget included Mental Health Inpatient which is now part of the high cost budget. We have replaced psychologists with clinical social work staff. Insurance premiums have been reduced due to switching family plans to single plans. We want to contract with Ed Buda to assist in the child psychology area. Medications and physicals have increased and do include clients going to Norwood.

The Chemical Dependency budget reflects a budget level net decrease of .8%. A lot of our services in this budget are contracted with CADAC and reflects a 2.2% increase in expenses which include outpatient treatment, halfway house services, medical and non-medical detox programs, and prevention and community educational services.

The Income Maintenance budget reflects a budget level net increase of 5%. Revenues increased by 19.2% and include money for the SSI Cash out and SSI Waiver Programs. An 80% increase in the LIEAP Operations program is additional state money used to replace furnaces which are contracted out by CAP Services and also covers emergency fuel services. A 26.3% increase in expenses include salary and fringes, energy services and travel expenses.

The Emergency Services budget is a new budget for 1992 and services provided are in response to all emergency calls previously handled by First Call for Help and ensure that basic needs for shelter, food, etc. are met until other forms of assistance are available. The decision to accept this portion of First Call work has not been determined yet.

This budget also includes payments made directly to the client for emergencies such as fires, floods, etc., assists homeless families for the cost of the first month's rent, and provides rental subsidies actually paid to households participating in this project. These services were previously included in the Income Maintenance budget.

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The Fraud Program budget reflects a budget level net increase of 67.3%. Administrative dollars are received by the State. This budget includes our contract for professional services with the District Attorney's Office. We have also seen an increase of 12.2% in revenues.

The PRIDE/Food Stamp Employment and Training Program budget reflects a budget level net increase of 3.4%. Revenues of \$34,900 will be received in 1992 to provide case management and employment search services to Food Stamp only recipients. Increases in expenses are in salary and fringes and direct services to clients.

The Commodity Distribution Program budget reflects a budget level net increase of 0%. The State has cut back the Food Bank Grant, therefore, staff has been reduced to reflect this cut back in funds.

The Portage House budget reflects a budget level net increase of 0%. Revenues are received from the Department of Corrections and Project Income. There has been a change in staffing patterns so this is reflected in the salary and fringe reductions. We have seen a 34.3% increase in contractual services which funds work study and training stipend funds for persons who provide weekend and relief coverage to residents. This budget also reflects a 26.4% increase in professional liability fees.

III. ADJOURN MEETING UNTIL WEDNESDAY, OCTOBER 9, 1991

There were no other questions or discussion on the budget. A Motion was made and Seconded to adjourn the meeting until Wednesday, October 9, to conclude the budget hearings. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:09 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/27-32

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 9, 1991

Present  
Paul Borham  
Al Lewandowski  
Walter Jakusz  
David Eckholm  
Dave Medin  
Jeffrey Murphy  
Carole Holmes  
Don Mansavage  
Marge Lundquist  
Bill Zimdars

Excused  
Jackie Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Jim Canales, Coordinators; Jerry Koepfel, Stephen Tuszka, Jim Riggerbach, Cindy Schmitz, Suzanne Oehlke, Lauri Rockman, Dave Pagel, Supervisors; Sue Rutta, Administrative Assistant/Community Relations Program Manager; Lucy Bean, Business Manager; Paul Rice, Community Industries Corporation; John Jacobsen, Ron Alexander, New Concepts; Sue Chapman, Achievement Center; Brian Shoup, CADAC; Kelly Berg, Stevens Point Daily Journal.

I. ACTION TO RECONVENE MEETING OF OCTOBER 8, 1991

The October 8 budget meeting was reconvened by Chairman Medin at 4:30 p.m. on Wednesday October 9, in Conference Rooms 1-2 of the Gilfry Center.

II. CONTINUATION OF REVIEW OF PROPOSED 1992 DEPARTMENT BUDGET

In response to a question raised at yesterdays meeting, Ms. Bean distributed a Contract Services Analysis schedule. All contracted services above 9% have been explained by section.

7. Review of Long-Term Care Division Budget.

The Long-Term Care Division budget reflects a budget level net increase of 1.10%. Expenses are up by 8.69% and revenues are also up by 12.92%.

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

The Community Options Program (COP) budget reflects a budget level net increase of 1%. We will receive an 11.2% increase in revenues which increases the money we have available to clients.

The Community Support Program budget reflects a budget level net increase of 6.4%. Revenue increases of 9.1% include OBRA pre-screenings and case management fees. Expense increases of 7.6% include salary and fringe line items and adult family care.

The Developmentally Disabled budget reflects a budget level net increase of .3%. Revenue increases of 22.9% include the Community Integration Program, a Birth to Three Services Program, respite care, and community based care dollars. Expense increases of 12.2% include salary and fringe line items, community employment services, adult services, and Community Integration Program services, a 5% increase in Community Industries contract, a 1.7% increase in the Achievement Center contract, and a 6% increase to New Concepts which also includes some CIP state dollars.

The Elderly Services budget reflects a budget level net decrease of 6.5%. The major revenue source is MA Waiver Program dollars. Case management revenues are down by 13.4%. Expenses increased in salary and fringe line items.

The Adult Protective Services budget reflects a budget level net increase of 5.1%. Expenses increased by 4.7% and are reflected in the salary and fringe line items.

8. Review of High-Cost Budget.

The High Cost Budget Recap shows a net County Share increase of 6.69%.

The Seriously Mentally Ill Residential Care Budget reflects a budget level net increase of 22.1%. The IMD Nursing Home revenue decreased by 62.2%. This decrease is due to termination of two placements in Lakeview Manor and a reimbursement rate change. The reimbursement rate used for the 1991 budget was \$64.07 per day. However, we were informed the rate was fixed at the 1988 rate of \$45.03 resulting in the loss of revenue. Expenses are up in the community based care, IMD Nursing Homes, and medication accounts.

Mr. Medin expressed a concern of reimbursable rates and suggested we contact the County Home before their remodeling plans go through to see if a specialized IMD care unit can be set up there. This would reduce costs to the county.

The General Assistance budget reflects a budget level net increase of .1%. One major increase is in travel expenses which covers travel to various areas in the state to discuss and possibly change statute language which Jim Riggenbach is involved in.

The Inpatient Mental Health budget reflects a budget level net increase of 5.1%. Revenues are up by 7.4%. Expenses are up by 5.8% which is largely due to rate increases by North Central Health Care Center, Norwood and St. Michael's Hospital.

The Inpatient/Alcohol budget reflects a budget level net decrease of 2.8%. We will be increasing the number of days we contract with Sacred Heart and decreasing our St. Michael's Detox contract by \$1,746.

Jim Canales presented a COP award to the Board in honor of CHS being a pioneer pilot county for the COP Program. It was presented to Mr. Canales on behalf of the Department at the Ten Year Annual COP Conference last week.

Mr. Medin asked for questions or comments from the audience. There were no other questions or discussion on the budget.

III. ACTION TO ADOPT 1992 FEE SCHEDULE

A Motion was made by Mr. Medin and Seconded by Mr. Murphy to adopt the 1992 fee schedule with the deletion of the water collection fee of \$20. Discussion followed. With the exception of Murphy, Medin, and Jakusz, all voted against the motion. Motion did not carry.

A Motion was made by Mr. Borham and Seconded by Ms. Lundquist to adopt the 1992 fee schedule as originally presented to the Board. With the exception of Murphy, Medin, and Jakusz all were in favor of the motion. Motion carried.

IV. ACTION TO ADOPT 1992 COMMUNITY HUMAN SERVICES BUDGET AND FORWARD TO FINANCE COMMITTEE

The budget is currently at a 6.32% increase over 1991. This figure will be reviewed by the Finance Committee on October 16. The budget includes an added charge of \$20 in the health services division budget. A Motion was made by Mr. Borham and Seconded by Ms. Lundquist to accept the 1992 budget as presented and forward it to the Finance Committee for their review. All except Medin, Murphy, and Jakusz were in favor of the motion. Motion carried.

V. ACTION TO ACCEPT GRANTS AND FORWARD TO FINANCE COMMITTEE

1. Toxic Surveillance Grant.

A Motion was made by Mr. Borham and Seconded by Mr. Mansavage to accept the toxic surveillance grant and forward it to the Finance Committee. All were in favor of the motion. Motion carried.

2. Supported Employment Demonstration Project.

A Motion was made by Ms. Holmes and Seconded by Ms. Lundquist to accept the supported employment demonstration project grant and forward it to the Finance Committee. All were in favor of the motion. Motion carried.

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VI. APPROVAL OF VOUCHERS

A Motion was made by Mr. Murphy and Seconded by Mr. Zimdars to approve vouchers in the amount of \$170,749.95. There were no unusual costs. A summary of voucher costs will be distributed to all members in the future. All were in favor of the motion. Motion carried.

VII. ADJOURNMENT

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 5:24 p.m.

The next meeting is scheduled for Tuesday, October 22, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/33-36

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 22, 1991

Present

Paul Borham  
Marge Lundquist  
David Eckholm  
Dave Medin  
Al Lewandowski  
Carole Holmes  
Bill Zimdars  
Don Mansavage  
Walter Jakusz  
Jacqueline Hoppen

Absent

Jeffrey Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Coordinators; Lucy Kluck, Business Manager; Lauri Rockman, Mike Carter, Supervisors; Gary Garske, Staff; Paul Rice, Community Industries Corp.; Joe Kutella, Citizen; Sylvia Pukrop, Marie Ellis, Joan Lodzinski, Alex Reichl, Mark Heimlich, Mary Ann Dreayley, Jim Feigleson, Restaurant Owners/Operators; Jeff Phillips, Wood Co. Environmental Health; Tom Wittkopf, Marathon Co. Health Department; Gary Brilowski, Kelly Berg, Media.

The meeting was called to order by Chairman Medin on Tuesday, October 22, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of October 8 and 9, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Borham to approve the Minutes of October 8 and 9 as submitted. All were in favor of the motion. Motion carried.

2. Correspondence.

There was no correspondence.

3. Directors Report.

Ms. Bablitch reported that the Board approved the submission of a Letter of Intent on a grant proposal to the State Department of Health and Social Services, Division of Health to provide programs for children with special health care needs. Staff did further review of this grant and we decided not to continue to pursue it.

Ms. Bablitch noted that November 11-12 are the County Board Meetings to review the County Budget and asked to the Board to reschedule the next meeting to November 5. There was a conflict on this date and the Board decided to meet on Wednesday, November 13 instead.

4. Advisory Committee Report.

Mr. Zimdars reported that the Vice Chairperson slot on the Advisory Committee might be filled. David Pagel spoke to the Committee on the Teen Sexuality Task Force Coalition effort which created much discussion. A very good discussion was also held on the Single Parent Task Force Report. Many points came up about single fathers being parents now and a three member committee was set up to look into these issues further.

5. Citizen Concerns/Unlimited Topics.

Mr. Joe Kutella appeared before the Board questioning why a daily blood pressure check is not available to the public. Judy stated that every service we offer is not available all day every day of the week. A nurse is available to the public daily from 3:30-4:30 p.m. and we offer the Family Health Clinics twice weekly. Mr. Kutella will come to the agency at the regular time tomorrow and the staff will discuss a mutually agreeable schedule. The staff will further review the need to revise the schedule for the entire program.

Mr. Borham stated that the Wisconsin Counties, Public Health Affiliate Fall Conference and Annual Meeting was held at the Mead Inn in Wisconsin Rapids on October 10-11. He also spoke of the reorganization of the State Department of Health. Recommendations were proposed on where the money from the tax increase on cigarettes should be spent are as follows: Environmental Health, Injury Prevention, Family Health Clinic Disease Prevention, and Communicable Disease Prevention Control. He mentioned that he attended a workshop on lead and smokelessness in public buildings. The issue is when all public buildings will become smokeless. Ms. Bablitch commented and told the Board that Mike Carder took air quality samples throughout the building, and that there is only one designated smoke area in the building. The County has no set county-wide policy as yet. Mr. Medin thought that the County had intentions of going smoke-free by the middle of 1993. Mr. Borham is also on the subcommittee on Statute revision of Chapters 140 and 141.

II. PUBLIC HEARING

To Consider County Ordinance 3.1.5, License and Permit to Require Mandatory Food Service Training Certification.

Mr. Carder told the Board that the amendment establishes mandatory certification for managers or operators of most restaurants in Portage County. Temporary restaurants and businesses selling only pre-packaged food are exempt. State mandates are effective January 1, 1995. A copy of the ordinance revision and a meeting was held in July to discuss the new

requirements with restaurant operators. They were also sent a notice of the public hearing being held today. Mike then introduced Tom Wittkopf, Marathon County Health Department and Jeff Phillips of Wood County Environmental Health Department. At the present time, Marathon County has mandatory certification and Wood County's Committee has approved their program to begin on July 1, 1992. Both shared comments on how the program is or will be working in their counties. They have received full cooperation from restaurant owners/operators in their counties. Mid-State Technical College will be conducting the training course which will be paid for by the restaurant. The Environmental Health Section will administer the exam for those who do not wish to take the course.

The Hearing was now opened to the Public. Mr. Jim Feigleson of JJ's Restaurant in Park Ridge stated that he was in favor of the ordinance and that three of his employees and himself would attend the training.

Ms. Joan Lodzinski of Mickey's questioned why the licensing fees were increased. She understood that the increase was to pay for more training. Mr. Carter stated that our staff will give on-site training for those with high risk and continuous problems and will complement our enforcement activities.

Mr. Mark Heimlich of the University Food Center questioned whether or not they must have one individual trained or if each center needs an individual certified. Mr. Carter responded by saying that an individual needs to be certified in each individual food center.

There were no other questions or opposition raised, so the Public Hearing was closed.

### III. PROGRAM ISSUES

#### 1. Action to Approve Proposed County Ordinance 3.1.5 and Forward to County Board.

A Motion was made by Mr. Jakusz and Seconded by Mr. Lewandowski to approve the proposed County Ordinance 3.1.5 and forward it to the County Board. All were in favor of the motion. Motion carried.

#### 2. Program Statistical Report (July - September 1991).

Ms. Hall reported that the Health Section has seen an increase in communicable diseases reported. In the Environmental Health Section, this is the time of year that everyone is renewing licenses for their establishments. We also have had to deal with a bat nuisance complaint this past quarter. It has become apparent that a nuisance ordinance is imperative. This will be brought to the Board's attention in 1992.

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In the Long Term Division, Mr. Canales reported that we have seen a high number of people for non-medical under the Supported Home Care Program. We have also surveyed resources state-wide about programs and costs related to housing needs of multi-disabled individuals and received only one response back.

In the Restorative Care Division, Mr. McCulley reported that we have seen an increase of AODA problems in the clients served by the financial services section. The last vacated position in the Psychological Services Section will be filled next week. We are looking for a new home for the Commodities Distribution Program. We have seen an increase in the number of children to be placed in foster homes.

In the Shared Services Division, Mr. Kurtenbach reported an increase of 21% in Psychological Services intake, and a 38% increase in the number of children placed in foster care. During the third quarter six new foster homes were recruited. Waiting lists exist for home and financial management services and for child day care. We also received a \$500 donation from Trinity Lutheran Church to be used for the recruitment of more foster homes for Portage County.

In Volunteer Services Ms. Rutta reported that we continue to recruit volunteer drivers. Present drivers are driving less miles and putting in less hours. The first issue of the Volunteer Newsletter was distributed to the Board.

Ms. Bean reported that in the Business Services Division, the amount billed in September and word processing statistics has increased due to school starting again.

3. Action to Approve Providing Information and Referral Services for Physical Needs and Authorize Limited-Term Employee in Financial Services Section.

A Motion was made by Ms. Hoppen and Seconded by Ms. Holmes to approve providing information and referral services for physical needs situations and authorize a limited-term employee in the financial services section to provide this service for 1992. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Approval to Contract for Psychological Consultations.

A Motion was made by Ms. Lundquist and Seconded by Mr. Zimdars to approve contracting for psychological consultations. All were in favor of the motion. Motion carried.

2. Review of High Cost Program Accounts.

Mr. McCulley reported that there has been no unusual costs for the General Assistance program area. However, the Inpatient Mental Health program cost area has increased due to four long term clients entering facilities. One person has been moved into community based care which affects Mr. Canales' budget area.

2. Year-to-Date Financial Report.

In the regular accounts, a surplus of \$74,630 is noted. In the high cost accounts, a surplus of \$15,536 is noted. There has been an increase in the number of children placed in foster care and residential care. In the high cost account area the surplus might be less due to four long term clients entering inpatient treatment facilities. A Motion was made by Ms. Hoppen and Seconded by Ms. Lundquist to accept the year-to-date financial report. All were in favor of the motion. Motion carried.

3. Approval of Vouchers.

A Motion was made by Mr. Zimdars and Seconded by Mr. Borham to approve vouchers in the amount of \$268,522.87. An unusual cost of \$1,438 for our paging system speakers and amplifiers was noted. Lucy is working on a report to distribute to the Board next time it meets. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Extend Limited-Term Employees in Counseling Section and Forward to Personnel Committee.

A Motion was made by Ms. Lundquist and Seconded by Mr. Mansavage to approve the extension of two 20-hour limited term employees in the Counseling Section and forward them to the Personnel Committee. All were in favor of the motion. Motion carried.

ACTION, IF ANY, TO CHANGE APPROVED 1992 BUDGET

Ms. Bean distributed a revised Guideline Analysis, Amendments to the original budget which was approved by the Board on October 9, 1991, and revised Divisional Budget Recap sheets.

Ms. Bablitch reported that the Finance Committee recommended we use approximately \$15,000 of our 1991 predicted surplus to purchase our word processing equipment in order to reduce our 1992 budget. To

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further reduce the budget, several staff members have agreed to take leave without pay in 1992. A slight reduction in salaries due to turnover in staff was also included in the amended amounts. However, a new position which was approved by the County Board for 1992 was not included in the figures. The total reduction in the budget is \$26,312 or a 4.8 percent increase over 1991.

A Motion was made by Mr. Borham and Seconded by Mr. Mansavage to change the approved 1992 budget to reflect a reduction of \$26,312 or a 4.8 percent increase above the 1991 budget. All were in favor of the motion. Motion carried.

Ms. Hoppen reported that the Child at Risk Task Force will be meeting on Wednesday, October 30 at 4:00 PM in rooms 1 and 2 of the Gilfry Building. She indicated that they had some great panel presentations and information gained through those presentations will assist them in assembling their final report.

#### 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 6:10 p.m.

The next meeting is scheduled for Wednesday, November 13, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/40-45

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
NOVEMBER 13, 1991

Present

Paul Borham  
Jeffrey Murphy  
Marge Lundquist  
David Eckholm  
Dave Medin  
Al Lewandowski  
Carole Holmes  
Bill Zimdars  
Don Mansavage  
Walter Jakusz  
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Coordinator; Lucy Bean, Business Manager; Jennifer Cummings, Suzanne Oehlke, Supervisors; Jack Friess, Mental Health Association; Media.

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

I. INFORMATIONAL UPDATE

Bill McCulley presented information on Detentions and Inpatient Care and Sue Rutta presented information on the Volunteer Services Program.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of October 22, 1991.

A Motion was made by Mr. Zimdars and Seconded by Ms. Hoppen to approve the Minutes of October 22. One correction was noted: Mr. Murphy was excused not absent. All were in favor of the motion. Motion carried.

2. Correspondence.

Ms. Bablitch received a letter from Sandra Russ, Postmaster. Ms. Russ regrets that they are unable to establish a collection box at the Gilfry Center because they do not believe the volume warrants another box in the area at this time. She does want us to let them know our total daily outgoing mail volume. We will be relaying that information to them.

3. Directors Report.

Ms. Bablitch reported that the County Board did approve our budget. Mr. Medin stated that he told the County Board that the Department would try to absorb a possible 1% salary/fringe increase but it may not be able to do so.

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4. Citizen Concerns/Unlimited Topics.

Mr. Borham stated that the Bill introduced regarding the cigarette tax usage left a small amount of money for Public Health. A Public Hearing will be held in January. Of the \$18 million in cigarette tax, \$15 million will be used for other programs, and only \$3 million will be used in the health area.

The Child At Risk Task Force will present their report to the Board in February.

Mr. Medin stated that the County will definitely have a no smoking policy soon.

III. PROGRAM ISSUES

1. Update on Proposed Merger of Women, Infants, and Children (WIC) Nutrition Program.

Ms. Oehlke reported that we have completed our investigation of the feasibility of merging the Portage and Wood County WIC projects as directed by the Board. We believe a merger could be mutually beneficial to the two counties. A letter sent to Bob Newman, Wood County Health Department Director, listed advantages and disadvantages of such a merger. A staffing proposal and budget were also included. We believe that there will be no reduction in services to the participants in either of the counties. In fact, we believe services will be enhanced by this merger proposal. Further action will depend on how the Wood County Health Department and its governing Health Committee respond to our proposal.

2. Update on Proposed Change in Legislation Related to Mental Health Commitments.

Mr. McCulley distributed the Procedures for Emergency Detention. He reported that Bill AB203 would include a fifth standard in the Involuntary Commitment (51.20) procedure. In his opinion, this standard makes it easier for someone to be committed. An individual can be forced into treatment against their will and treatment isn't beneficial. It also is an unfunded mandate and will have fiscal consequences on counties. Discussion followed. It was suggested that we have a resolution regarding Bill AB203 presented at the December 10 Board Meeting.

3. Review of Efforts to Reduce Unkept Appointments in the Mental Health Clinic.

Mr. McCulley reported that we are calling clients and reminding them of their appointments. This is definitely helping us decrease the "no

shows." This procedure continues to be helpful and we will continue to do this on an ongoing basis. The number of cancellations continues to be about the same as they were.

IV. FISCAL ISSUES

1. Approval of Vouchers.

Ms. Bean distributed the CHS Voucher Summary Report. An explanation of each item was given. The Board felt the Summary Report was useful. A Motion was made by Mr. Eckholm and Seconded by Mr. Murphy to approve vouchers in the amount of \$243,691.75. All were in favor of the motion. Motion carried.

2. Action to Approve Grant for Shelter Assistance to Homeless.

Ms. Bablitch stated that this item can be removed from the agenda as the Salvation Army has applied for the State Homeless Shelter Subsidy Grant for 1992. We decided to withdraw our application and support the Salvation Army in their efforts.

3. Action to Approve Limited-Term Employees and Forward as Appropriate.

Ms. Cummings stated that this position is needed to provide coverage when one of the permanent aides is on vacation or sick leave. It is unrealistic and unfair to expect one aide to provide total coverage for the entire home health service when the other is absent. Additionally, demand for aide time in the program is at an all-time high. A related requirement is that the State Division of Health specifies home health patients must be offered a choice of worker. We are unable to provide that choice when one of the aides is absent. A Motion was made by Mr. Murphy and Seconded by Ms. Hoppen to approve a 220 hour limited term employee in the Home Health Section. All were in favor of the motion. Motion carried.

Ms. Bablitch stated that the following positions were approved during our normal budget process and now require final approval from the Board and other committees: HSS1 - Nurse/Healthy Start at 4 hours/week beginning 1/1/92 - 12/31/92, grant funded; HSS1 - Nurse/Home Health at 20 hours/week beginning 1/1/92 - 12/31/92, program revenues; HSS1 - WIC Educator at 12 hours/week beginning 1/1/92 - 12/31/92, State funded; Lab Aide at 4 hours/week beginning 1/1/92 - 12/31/92, water test revenues; and an Intern/Environmental Health at 40 hours/week beginning 6/1/92 - 9/1/92, partial county funded, fees. A Motion was made by Mr. Lewandowski and Seconded by Mr. Jakusz to approve the Nurse/Healthy Start, Nurse/Home Health and WIC Educator positions and forward to the appropriate committees. All were in favor of the motion. Motion carried. A Motion was made by Mr. Borham and Seconded

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by Mr. Zimdars to approve the Lab Aide and Intern/Environmental Health positions and forward to the appropriate committees. A roll call vote was taken. Ayes - Borham, Zimdars, Lewandowski, Eckholm, and Holmes. Nays - Mansavage, Medin, Hoppen, Murphy, and Jakusz. Lundquist, excused. Motion failed 5-5.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, November 26, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/38-41

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
NOVEMBER 26, 1991

Present

Paul Borham  
David Eckholm  
Carole Holmes  
Jacqueline Hoppen  
Walter Jakusz  
Alfred Lewandowski  
Marjorie Lundquist  
Donald Mansavage  
David Medin  
William Zimdars

Absent

Jeffrey Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Coordinator; Lucy Bean, Business Manager; Jim Riggensbach, Lauri Rockman, Mike Carder, Supervisors; Sue Wilcox, Community Human Services Advisory Committee; Media.

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

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of November 13, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Zimdars to approve the Minutes of November 13. All were in favor of the motion. Motion carried.

2. Correspondence.

None.

3. Directors Report.

Ms. Bablitch reminded the Board that there would not be a December 24 meeting due to the Christmas holiday.

4. Advisory Committee Report.

Mr. Zimdars reported that Erin Wood is the new Vice Chairperson for the Advisory Committee. The Committee also heard a very interesting report from the Task Force on Low Income Affordable Housing Alternatives.

5. Citizen Concerns/Unlimited Topics.

None.

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## II. PROGRAM ISSUES

### 1. Review of Task Force on Low Income Affordable Housing Alternatives.

Lauri Rockman, coordinator of the Low Income Affordable Housing Task Force, introduced members of the task force who were present at the meeting. She then presented an overview of the committees findings. The committee has 37 recommendations. The committee recommends waiting to implement some of the suggestions until 1990 census data is available in mid-1992. It expects census information to show the housing crisis will continue and increase in severity. Three suggestions affected by the census involve development of a county-wide housing plan, purchase of substandard housing by organizations serving low income households and encouraging multi-family rental housing developers to take advantage of the low income housing tax credit program. The Task Force also realizes that the report contains serious cost implications, but are hopeful that they will be actively pursued. Details on all of the recommendations are included in the report. Board members raised several questions about issues mentioned in the task force report. Questions addressed topics such as the county wide housing code, the presence of substandard housing in Portage County, housing for university students, the impact of low paying jobs on affordable housing, the possibility of the county or city initiating new housing developments for low income people, and the merits of a county wide housing plan.

Mr. Medin suggested that copies of the report be provided to all municipalities and to the Board of Education in the county. It was also suggested that we request a response from them, and set a time frame to take action on the responses.

A Motion was made by Mr. Medin and Seconded by Ms. Holmes to approve the task force report, commended the task force for their excellent job in preparing the report, authorized the task force to incorporate additional data from the census into their final report which would be presented to the Board by fall, 1992. In addition, copies of the report should be sent to municipalities and the Board of Education for their review and responses. This information will be given to the Board in February, 1992. All were in favor of the motion. Motion carried.

## III. FISCAL ISSUES

### 1. Report of High Cost Programs.

No one had any questions on this report.

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

Ms. Hoppen questioned the difference between the variance favorable/unfavorable amounts. These were explained by Ms. Bean. The

bottom line of \$81,844 includes the projected expense for the word processing equipment upgrade.

3. Action to Authorize Changes in Staff Location in Gilfry Building and Forward to Space and Properties Committee.

The Board took a tour of the building and Ms. Bablitch explained the staff moves that we are proposing to make. A Motion was made by Mr. Lewandowski and Seconded by Ms. Holmes to authorize the proposed changes in staff location in the Gilfry Building as well as the funding necessary to make the changes and to forward this request to the Space and Properties and Finance Committees for their approval. All were in favor of the motion. Motion carried.

4. Approval of Vouchers.

The CHS Voucher Summary Report was distributed. A Motion was made by Mr. Jakusz and Seconded by Mr. Lewandowski to approve vouchers in the amount of \$203,415.59. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Review Administrative Assistant's Reclassification and Forward to Personnel Committee.

Ms. Bablitch explained that the clerical duties in Sue's job description were reassigned to our word processing staff. This has freed Sue's position to be used in a more professional fashion. Two major changes involve our computer liaison work and enhancing our ability to obtain grants. These changes have been in effect since early August of this year. A Motion was made by Mr. Mansavage and Seconded by Ms. Holmes to approve and forward this reclassification request to Personnel with a recommendation of a Grade 17 or 18. The Personnel Committee can take whatever action they deem appropriate at their December 2 meeting. 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 5:50 p.m.

The next meeting is scheduled for Tuesday, December 10, 1992, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/pp42-44

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
DECEMBER 10, 1991

Present

Paul Borham  
David Eckholm  
Carole Holmes  
Jacqueline Hoppen  
Walter Jakusz  
Alfred Lewandowski  
Donald Mansavage  
David Medin  
Jeffrey Murphy  
William Zimdars

Excused

Marjorie Lundquist

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Coordinator; Lucy Bean, Business Manager; Jim Riggensbach, Cindy Schmitz, Supervisors; Betty Doyle, Sally Murwin, Staff; Phil Deger, Personnel Director; Media.

The meeting was called to order by Chairman Medin on Tuesday, December 10, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of November 26, 1991.

A Motion was made by Mr. Lewandowski and Seconded by Mr. Jakusz to approve the Minutes of November 26. All were in favor of the motion. Motion carried.

2. Correspondence.

Ms. Bablitch distributed a copy of the Gilfry Update which will be sent to all County Board members.

3. Directors Report.

Ms. Bablitch reminded the Board that the next meeting will be held on January 14, 1992 and the January 28 meeting will be a joint meeting the the Advisory Committee.

Ms. Bablitch reported that the Finance Committee did authorize the moves in the building if the Space and Properties Committee authorizes it.

Ms. Bablitch reported that the Personnel Committee approved the following reclasses: Lucy Bean, Grade 26; David Pagel, Grade 20; and Sue Rutta, Grade 17.

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4. Citizen Concerns/Unlimited Topics.

Ms. Hoppen reported that the Central Wisconsin Aids Network Advisory Committee had a three hour meeting. Many issues were discussed. The National Committee on Aids had issued a report on Aids with the main objective being to change the tone of how we feel about aids. It is a grave problems and definitely needs our attention.

Ms. Hall reported that an article on HIV appears in the Gilfry Update. She has also located an excellent book on Keeping the Work Place Safe. Also on January 8, a panel of HIV tested positive individuals will speak and their discussion will be directed toward parents.

Mr. Medin reported that the Quarterly Meeting of the PRIDE Jobs Program for AFDC Recipients met. There is a 10% cutback expected for 1992. Locally, staff are increasing efficiencies in the program and have an established a video on the program.

II. PROGRAM ISSUES

1. Review of Proposed Revisions in the General Relief Statutes.

Mr. Riggenbach reported that the Wisconsin Social Services Association General Relief Committee initiated the statute revision process in May, 1991. Sylvia Jackson of DHSS Division of Economic Support was apprised of the project at that time. General Relief supervisors and case workers from 10 counties were involved in the actual discussions and rewrite, which took place from May, 1991 to September, 1991. In September, 1991 a Wisconsin computer system message was sent to all county social service directors and General Relief managers with a list of the proposed changes and a request for comments and additional suggestions. On September 27, at the annual General Relief conference, representatives from 50 counties and agencies discussed the proposed changes and made additional suggestions and revisions. Governor Thompson referred to the WSSA review in his budget veto message in July, 1991 stating that these recommendations "should be considered before any changes are made to the General Relief Program." In October, 1991 the WSSA Executive Committee voted in favor of endorsing the changes and Paul Spencer, WSSA president, formally sent the revision documents to the governor. On November 7, the Wisconsin Counties Human Services Directors Association executive board voted to endorse the changes in their entirety. On November 1, the Wisconsin Counties Association Health and Human Services Steering Committee was apprised of the changes and presented with the revision documents. They will meet again in February, 1992 to further discuss the recommendations and may take action on endorsing the changes at that time. Mr. Riggenbach then summarized the proposed changes to the General Relief statutes.

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2. Action to Adopt Resolution Changing the Smoking Policy in County Building.

Mr. Phil Deger of the County Personnel Office distributed the resolution for discussion and reported that in 1984 a resolution was passed by the County Board to limit smoking in county buildings. They have conducted audits of the smoking areas in county buildings, have a written survey of the other 71 counties in the State and their policies, interviewed staff within county buildings, and had discussions with the WERC and local union officials regarding changing this policy. With the collected data, the Personnel Committee has approved the resolution as presented in the Board packet. If the Community Human Services Board adopts the resolution it will be forwarded to the Space and Properties Committee and then to the County Board for their approval. Many concerns regarding the policy and how it would affect the County Health Care Center were voiced. A Motion was made by Mr. Murphy and Seconded by Mr. Borham to adopt the resolution to change the smoking policy in county buildings. All were in favor of the motion. Motion carried.

3. Action to Authorize Use of Surplus Community Aids/Child Day Care Funds.

Mr. Kurtenbach reported that it is possible that there will be a \$10,000 surplus of Community Aids Child Day Care monies as of December 31. The Division of Community Services policy does allow for the surplus monies to be awarded in the form of grants. Allowable uses of grant monies include the purchase of child day care or child development-related activities which indirectly serve children receiving child day care services, including equipment loan services, library services, training services, program consultation and information and referral and payment for services to enhance or improve the quality of child day care services, including education and training for child day care providers. He recommended that should there be a surplus of Community Aids monies in 1991, that these grant monies be allocated to those certified and licensed sources that provided child day care services in Portage County in 1991 as well as those sources that provided information and referral services. A Motion was made by Mr. Murphy and Seconded by Ms. Holmes to authorize the use of surplus community Aids/Child Day Care funds to 1991 providers. All were in favor of the motion. Motion carried.

4. Action to Initiate a Dental Health Prevention Program.

Ms. Hall reported the dietary fluoride supplements will be targeted at children from low-income families living in communities which fail to add fluoride to fluoride deficit systems (Amherst and Junction City) and those in rural areas consuming water from private wells. We will concentrate our efforts at first on those children in the WIC program,

Health Check, immunization clinics, and other maternal and child health programs. Along with the offering of the dietary supplements, dental education will be provided. We will be encouraging private well water testing for fluoride on those individuals requesting the fluoride supplement. This will ensure that children receive the proper dosage. Testing will be done in our health lab at a charge of \$5. Because of the great difficulty in obtaining access to dental care for our medical assistance children, it is imperative that we begin the fluoride supplementation program as soon as possible. Excess 1991 revenues of \$4,500 from the Community Health Section budget will provide a year's supply of the supplement for 4,000 children. A Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to initiate a Dental Health Prevention Program in Portage County. Discussion followed. All were in favor of the motion. Motion carried. Mr. Medin suggested that we look into offsetting the fee for water testing.

### III. FISCAL ISSUES

#### 1. Action to Purchase Computer Terminal.

A Motion was made by Mr. Mansavage and Seconded by Ms. Hoppen to purchase a computer terminal for the Physical Needs Emergency Program. Discussion followed. All were in favor of the motion. Motion carried.

#### 2. Action to Approve Vouchers.

A Motion was made by Ms. Holmes and Seconded by Mr. Zimdars to approve vouchers in the amount of \$177,561.03. 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 5:45 p.m.

The next meeting is scheduled for Tuesday, January 14, 1992, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

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