

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JANUARY 14, 1992

Present

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

Excused

Walter Jakusz

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Coordinators; Lucy Bean, Business Manager; Mike Carder, Jerry Koepfel, Jim Riggerbach, Cindy Schmitz, Suzanne Oehlke, Supervisors; Sally Murwin, Staff; Clarence Hintz, County Board Chairman; Terri Timmers, Director, Northern Regional Office, Bureau of Public Health; Media.

I. INFORMATIONAL UPDATE

Daryl Kurtenbach presented information on the Student Intern Program and Lauri Rockman presented information on the Emergency Services Program.

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

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of December 10, 1991

A Motion was made by Mr. Murphy and seconded by Mr. Lewandowski to approve the Minutes of December 10. All were in favor of the motion. Motion carried.

2. Correspondence

Ms. Bablitch told the board that copies of the Low Income Affordable Housing Alternatives report were sent to all municipalities and to the Board of Education in the county. The letter asked them to express any questions or concerns by early February. We have not received any responses yet.

3. Directors Report

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

Ms. Bablitch reported a change in the agenda that is sent out. It now lists no times for each particular agenda item. This change was made based on the advice of the Corporation Counsel.

4. Citizen Concerns/Unlimited Topics

Mr. Murphy asked if the Christmas cards that were mailed out were ran through the agency postage meter. Ms. Bablitch said that they were. The Board was the only group that received the cards. Mr. Murphy's concern was that postage should be used for agency business only. He had also received cards from the Library and the Commission on Aging. Mr. Hintz and Ms. Bablitch both thought that this issue be addressed at a department head meeting. Ms. Holmes thought it was a business gesture and took it as an appreciation for being a member of the board.

Mr. McCulley reported that on January 29, at 7:00 p.m., a panel of HIV tested positive individuals will speak and their discussion will be directed toward parents and teens. Ms. Bablitch said that the next informational update will be on HIV virus.

III. PROGRAM ISSUES

1. Review of Proposed Revisions to Public Health Statutes

Terri Timmers, Director of the Northern Regional Office of the Bureau of Public Health shared highlights of the proposed health statute changes. The statutes will be contained in Chapter 140, State Public Health Administration; Chapter 141, Local Public Health Administration; and Chapter 142, Maternal, Child and Adolescent Health, Environmental Health, Chronic Disease and Injury Prevention. The most important expected outcome from the revisions is the development of an integrated system of local public health departments and state public health activities that is consistent across the state and assures every citizen of the state with at least basic public health services. The State Legislative Council is working to put the Revision Committee's work into statutory language at this time. It is planned that the revisions will be introduced to the State Senate and the Assembly at the same time in February. A resolution for County Board action will be presented to the board after the bill is drafted.

2. Action to Adopt Resolution Supporting Changes to Chapter 49 (General Relief) of State Statutes and Forward to County Board

Mr. Riggenbach stated he summarized the proposed changes to the General Relief statutes at the last board meeting. It is expected that the Governor is supportive of the WSSA review and that these recommendations "should be considered before any changes are made to the General Relief Program." The Wisconsin Counties Human Services

Directors Association executive board voted to endorse the changes in their entirety. Sometime in February, the Wisconsin Counties Association Health and Human Services Steering Committee may take action on endorsing these changes. We are asking for the board's support through a resolution which will then be forwarded to the County Board. A motion was made by Mr. Murphy and seconded by Mr. Mansavage to adopt the resolution supporting changes to Chapter 49 (General Relief) of State Statutes and to forward the resolution to the County Board. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Approve Vouchers

The voucher amount for 1991 was \$287,209.12, The voucher amount for 1992 was \$53,155.89 for a grand total of \$340,365.01. A Motion was made by Mr. Eckholm and seconded by Mr. Murphy to approve vouchers in the amount of \$340,365.01. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize Additional Hours in Public Health Section

Ms. Schmitz explained that Pacelli High School would like an addendum to the Stevens Point Area Catholic School contract whereby Karen Clifford, RNC, will provide an additional one hour per week of nurse practitioner time from January 6 through June 12, 1992. The total of twenty-two (22) hours at a cost of \$416.00 will be covered by the Stevens Point Area Catholic Schools. A motion was made by Mr. Murphy and seconded by Ms. Holmes to approve and authorize additional hours in the public health section. All were in favor of the motion. Motion carried.

2. Action to Authorize Additional Limited Term Hours in the WIC Program

Ms. Oehlke reported that this request is for increasing our LTE community nutrition educator position from 12 to 14 hours per week. The State has granted us an additional \$1,958 effective January 1, 1992 which will cover the cost of the additional two hours per week and benefits. A motion was made by Mr. Eckholm and seconded by Mr. Murphy to approve and authorize additional limited term hours in the WIC Program. All were in favor of the motion. Motion carried.

3. Action to Authorize Medical Leave of Absence

Ms. Schmitz explained that Jean Howley is requesting a medical leave of absence for nine months. During her leave, she will be receiving medical and physical therapy to relieve the chronic pain she suffers as a result of a job related auto accident. During the time Jean is on leave, her assignments will be assumed by part time staff within the section. A motion was made by Mr. Zimdars and seconded by Mr. Murphy to authorize the medical leave of absence. All were in favor of the motion. Motion carried.

4. Action to Authorize Reclassification of Human Services Specialist I

Ms. Bablitch distributed an organizational chart of the agency and of the counseling section. Ms. Bablitch and Mr. Koepfel stated that we would like to change one half of a HSS1 - Social Work Position to a HSS2 - Protective Services Position. The HSS1 position was vacated with the resignation of Jim Peterson. Although case loads are high in all areas, it is felt priority must be given to the area of child abuse/neglect. This is necessary in order to attempt to better assure that children are safe and to meet guidelines established by the state and the children's code. The cost of changing one half of this position to the higher grade for 1992 is approximately \$800. In checking with our Business Manager, decreases in longevity and health insurance will more than cover this increase. A motion was made by Mr. Eckholm and seconded by Ms. Lundquist to authorize reclassification of the Human Services Specialist I. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, January 28, 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/pp43-46

MINUTES  
COMMUNITY HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING  
JANUARY 28, 1992

Present

Paul Borham  
David Eckholm  
Jacqueline Hoppen  
Walter Jakusz  
Alfred Lewandowski  
Marjorie Lundquist  
Donald Mansavage  
David Medin  
Jeffrey Murphy  
William Zimdars  
Geni Aman  
Barb Hunt  
Elizabeth Kammer  
Peggy Sullivan  
Sue Wilcox  
Erin Woods

Excused

Carole Holmes  
Sue Beveridge  
Jonathan Doppsmith  
Darlene Kropidlowski  
Reverend Matt Mallek  
Mary Maller  
Deborah Nowack  
Bobbie Ostrowski  
Connie Schweitzer

Absent

Gordon Haferbecker

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Jim Canales, Coordinators; Lucy Bean, Business Manager; Mike Carder, Jim Riggerbach, Suzanne Oehlke, Jennifer Cummings, David Pagel, Patti Hintz, Lauri Rockman, Supervisors; Sue Rutta, Asst. to Director/Volunteer Coordinator; Peg Eble, Staff; Julie Hladky, Coordinator of the Central Wisconsin AIDS Network; Jean Buschke, Life Care Services Coordinator, CWAN; Mike Disher, Stevens Point Softball Association/Zenoff Park Concession Stand; Craig Hansen, Archie's; Mike Derer, Partner's Pub; Gary Brilowski, WSPT/WSPU.

I. INFORMATIONAL UPDATE

The Informational Update featured a panel presentation of current services provided to HIV positive and AIDS patients. Panel members included Julie Hladky, Coordinator of the Central Wisconsin AIDS Network (CWAN), Jean Buschke, provider of Life Care Services to HIV positive and AIDS patients, Peg Eble, local program assistant (and a member of our Community Health Education Nursing staff), and Jackie Hoppen, Community Human Services Board representative to the CWAN Advisory Committee.

The meeting was called to order by Chairman Medin on Tuesday, January 28, at 5:07 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Community Human Services Board Minutes of January 14, 1992

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the Minutes of January 14. All were in favor of the motion. Motion carried.

2. Approval of the Advisory Committee Minutes of November 18, 1991

A motion was made by Ms. Kammer and seconded by Ms. Hunt to approve the Minutes of November 18. All were in favor of the motion. Motion carried.

3. Correspondence

Ms. Bablitch told the board that copies of the following were distributed for their information: the Informational Update Evaluation Form on programs presented at the last board meeting, the 1992 Organizational Chart, the agency Service Directory, and a pie chart on Administration from the 1991 Annual Report.

4. Director's Report

Ms. Bablitch wanted to take this opportunity to thank all Board and Advisory Committee members for their support to this agency. The staff was very appreciative. The Space and Properties Committee approved remodeling of the lower level and that work will begin soon. A presentation on Hmong issues will be televised on Cable Channel 3. Cho Xiong, a staff member from the Financial Services Section, will be involved in the presentations.

5. Citizen Concerns/Unlimited Topics

Mr. Murphy recognized Marilyn Dethlefsen for her rescue of an individual involved in an automobile accident in 1991. He questioned whether or not we had any in-house recognition planned. Ms. Bablitch told the board that we have nothing formal set up yet. Jennifer Cummings reported that Karen Kowieski was also involved in a life saving act using CPR. Mr. Murphy wanted Judy to extend the Board's appreciation to these individuals on their heroic acts.

Mr. Mike Disher, representing the Stevens Point Softball Association, Mr. Craig Hansen, owner of Archie's cocktail lounge, and Mr. Mike Derer, President of the Portage County Tavern League and co-owner of Partner's Pub, addressed the board regarding their concerns on the mandated food service certification. They felt two different levels of training were needed. One for major food handlers like the Holiday Inn or Blue Top, and one for small operators like Zenoff Park who have a more limited menu. In November, the County Board approved a resolution stating that at least one person in each full-service establishment serving food, including restaurants and taverns, must pass a certification test prior to being licensed. A food service training certificate will be issued to an individual who successfully completes a department approved food service course or a department administered exam covering the course content. Certificates are valid for five years

and attendance at a department approved recertification course is required every five years. Mike Carder told the board that our goal is to see fewer serious violations of the restaurant code and higher overall compliance scores. There are common risk factors in food services, such as hand contact and hand washing and proper temperatures of food. Mr. Carder also told the board that Mr. Disher recently met with the state food service manager certification advisory council and addressed his concerns there. The State may considering two levels of training. The board suggested that Mr. Carder meet further with these gentlemen and make his recommendations to the board at a future meeting.

### III. PROGRAM ISSUES

#### 1. Presentation of 1991 Annual Report

Ms. Bablitch, Ms. Bean, Mr. Kurtenbach, Ms. Hall, Mr. McCulley, and Mr. Canales presented a summary of program and fiscal highlights for the agency and major objectives we plan to accomplish in 1992.

Ms. Hoppen reported that Kirsten Hall and Daryl Kurtenbach are also on the Child At-Risk Task Force Committee.

Ms. Woods commented on how amazed she was on the work done by agency staff and commended them on a job very well done.

Mr. Medin commended the staff and Division managers for their excellent service to the community and for presenting a stronger, broader perspective of services than the State.

#### 2. Fourth Quarter Program Statistics (October - December, 1991)

There were no questions on the statistical reports.

#### 3. Report of Advisory Committee's 1991 Accomplishments

Mr. Zimdars reported that there has been more opportunity for discussions about community issues due to a change in their agenda format. The Advisory Committee reviewed the recommendations for Issue #3 of the Teen Sexuality Task Force. A Community Coalition has now been established to deal with teen sexuality. The committee approved the Interim Report of the Affordable Housing Task Force. Erin Woods and Reverend Matthew Mallek joined the committee to serve a three year term. Jeni Aman, Evelyn Zywicke, Mary Maller, and Elizabeth Kammer were elected to another three year term. Evelyn Zywicke has since resigned and Bill Zimdars began a two year term as chairperson. Erin Woods was appointed vice chairperson for a one year term and Sue Wilcox joined the committee as a member or designee from the Board of Directors of the United Way. Marianne Popelka, who was a very committed and long term member of the committee, passed away last year.

Page 8

CHSB & AC Minutes  
January 28, 1992  
Page 4

4. Action to Revise Advisory Committee Bylaws

A motion was made by Ms. Hoppen and seconded by Ms. Lundquist to revise the Advisory Committee Bylaws and include a member or designee from the governing board of the United Way of Portage County. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Action to Authorize Community Supported Living Arrangements (CSLA) Grant Application

A motion was made by Ms. Lundquist and seconded by Mr. Zimdars to approve the submission of a grant proposal to the State of Wisconsin Office on Developmental Disabilities to compete for Community Supported Living Arrangement funds and to forward it to the Finance Committee. All were in favor of the motion. Motion carried.

2. Year-to-Date Financial Reports:

A. High Cost Accounts

In the high cost accounts, a surplus of \$37,957 is noted. In the high cost account area the surplus might be less due to four long term clients in inpatient treatment facilities.

B. General Agency Accounts

In the regular accounts, a surplus of \$54,017 is noted.

3. Action to Approve Vouchers

The voucher amount for 1991 was \$99,796.58, The voucher amount for 1992 was \$193,483.13 for a grand total of \$293,279.71. A Motion was made by Mr. Lewandowski and seconded by Mr. Mansavage to approve vouchers in the amount of \$293,279.71. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:13 p.m.

The next meeting is scheduled for Tuesday, February 11, 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/pp47-50

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
FEBRUARY 11, 1992

AGENDA ITEM #II-1  
February 25, 1992  
Page 5

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, Coordinators; Lucy Bean, Business Manager; Lauri Rockman, Jim Riggenbach, Supervisors; Chris Jones, Intern-Administration; Media.

I. INFORMATIONAL UPDATE

Daryl Kurtenbach presented information on the Student Intern Program and Lauri Rockman presented information on the Emergency Services Program.

The meeting was called to order by Chairman Medin on Tuesday, February 11, at 5:04 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of January 28, 1992

A Motion was made by Mr. Zimdars and seconded by Mr. Lewandowski to approve the Minutes of January 28. All were in favor of the motion. Motion carried.

2. Correspondence

There was no correspondence to be brought before the Board.

3. Directors Report

Ms. Bablitch told the Board agency staff met with some operators of restaurants regarding certification. They are meeting again in the future will bring back to the Board their suggestions and recommendations on the current policy.

Page 6

CHSB Minutes  
February 11, 1992  
Page 2

Ms. Bablitch reported that a meeting scheduled for March 10 will address the Affordable Housing Task Force recommendations with town officials. The Golden Sands Building Association has also asked for a meeting.

Ms. Bablitch told the Board that we have received word from Al Abraham of CESA 7 that Portage County did receive the Learnfare Grant and the letter of confirmation is in the mail.

#### 4. Citizen Concerns/Unlimited Topics

Paul Borham brought to the Board's attention that Assembly Bill 800, which would increase the cigarette tax by 5¢, needs legislative support at this time. He asked the Board to write to our local legislators urging their support of this Bill. There has been strong support in the public health community for using this new revenue, expected to be between \$16-\$18 million, to provide more adequate programming in chronic disease prevention, environmental health, prenatal care coordination, and health education. Mr. Medin asked if a synopsis is available on Assembly Bill 800. Ms. Bablitch said she would get this information out to the Board as soon as possible.

Mr. Borham also reported that Ann Haney, State Division of Health Administrator, addressed in memo that the Attorney General's opinion that the Division of Health is not empowered to offer indemnification to the local physician who signs standing orders for public health department's immunization clinics. Ms. Hall reported that our department's medical advisor, Dr. Peter Sanderson, signs the Standing Order for our immunization program. He is an independent contractor with this department. The Board advised us to get the Corporation Counsel's advice on this issue.

Ms. Hoppen reported that the Child at Risk Task Force will present their recommendations to the Advisory Committee at the March or April meeting.

Ms. Kurtenbach introduced Chris Jones, an intern working with the administrative staff in our agency.

### III. PROGRAM ISSUES

#### 1. Update on Governor's Proposals on General Assistance Program and Action as Appropriate

Mr. Riegenbach stated that the Board unanimously voted to support the WSSA General Relief statute change recommendations. It was felt that these changes were necessary to correct inadequacies in the statutes and to give the counties the authority and flexibility to operate

effective and efficient General Relief programs. The agency believes that it has the responsibility to provide a General Relief program which includes reasonable benefits combined with an effective work program, repayment requirements and fraud prevention and prosecution procedures. The Governor requested the introduction of Senate Bill 483 which includes many of the WSSA recommendations but also included in this legislation are three proposals which the department does not support and which WSSA did not propose. These include a six month limit on recipient eligibility in a 12 month period, a 60 day county residency requirement, and a limitation on the state reimbursement to counties for General Relief. Staff does not believe that these provisions are necessary or appropriate. They raise serious concerns regarding state and county responsibility towards vulnerable people and adequate funding for county programs. They reduce county authority and flexibility which are necessary to operate the best General Relief programs. A motion was made by Mr. Eckholm and seconded by Mr. Murphy to support and write a letter to the Governor stating our concerns over Chapter 49 (General Relief) of State Statutes. This letter will be copied to legislators and other officials. All were in favor of the motion. Motion carried.

#### IV. FISCAL ISSUES

##### 1. Action to Purchase Computer Equipment and Forward to Finance Committee

A motion was made by Mr. Murphy and seconded by Mr. Mansavage to purchase a computer controller for the computer system using 1991 surplus funds. All were in favor of the motion. Motion carried. The controller is needed to allow us to communicate with the mainframe at the County Courthouse. The two controllers we currently have are full. The cost of the controller is \$3,114. The Solid Waste Department will be using two ports and will contribute \$390 toward the purchase.

##### 2. Action to Approve Vouchers

The voucher amount for 1991 was \$35,371.08, The voucher amount for 1992 was \$104,804.08 for a grand total of \$140,175.16. A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve vouchers in the amount of \$140,175.16. All were in favor of the motion. Motion carried.

#### V. PERSONNEL ISSUES

##### 1. Action to Authorize New Position Request for Financial Services Section and forward to Personnel Committee

Ms. Rockman reported that in early 1991 a position was requested and filled on a limited term basis to deal with the large work load changes

Page 8

CHSB Minutes  
February 11, 1992  
Page 4

related to elderly services. The Spousal Impoverishment Act, the Community Options Program and the Community Integration Program caused a 30% case load increase as well as a significantly larger work load resulting from additional paperwork and processing requirements. We expected to have filled this position on a permanent basis at a 30 hour per week level. However, in late 1991 the SSI Cash-out provisions were announced to be effective January 1, 1992. A limited term employee was hired to handle the preliminary work and the resulting additional case load (approximately 300) will be added to the elderly services position effective March 1. This additional work will round out the position at 40 hours per week. The funding for this position is available through the administrative allocation the county currently receives for Income Maintenance programs and no county funds are required. A motion was made by Ms. Holmes and seconded by Mr. Zimdars to approve and authorize a new position request for Financial Services Section and forward to the Personnel Committee. All were in favor of the motion. Motion carried.

#### VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, February 25, 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/pp51-54

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
FEBRUARY 25, 1992

Present

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

Excused

Walter Jakusz  
Jeffrey Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Daryl Kurtenbach, Bill McCulley, Kirsten Hall, Jim Canales, Coordinators; Lucy Bean, Business Manager; Mike Carder, Suzanne Oehlke, Cindy Schmitz, Supervisors; Chris Jones, Intern-Administration; Mike Disher, Stevens Point Softball Association/Zenoff Park Concession Stand, Wayne Cummings, Two Lakes Supper Club; Michael Houlihan, Director, Portage House; Media.

**I. INFORMATIONAL UPDATE**

Jim Canales, Cate Gitter, and Elaine Wrone presented information on Adult Protective Services.

The meeting was called to order by Chairman Medin on Tuesday, February 25, at 5:02 p.m. in Conference Rooms 1-2 of the Gilfry Center.

**II. MINUTES, REPORTS, COMMENTS****1. Approval of the Minutes of February 11, 1992**

A motion was made by Mr. Mansavage and seconded by Mr. Borham to approve the Minutes of February 11. All were in favor of the motion. Motion carried.

**2. Correspondence**

There was no correspondence to be brought before the Board.

**3. Directors Report**

Ms. Bablitch told the Board the new position request for Financial Services Section was approved by the Personnel and Finance Committees. It will be forwarded to the County Board at their March meeting.

Ms. Bablitch reported that the request to purchase a controller for our county computer system has been sent to the Finance Committee. We need this controller to allow us to communicate with the mainframe at the County Courthouse, and the

Page 2

CHSB Minutes  
February 25, 1992  
Page 2

two controllers we currently have are full. We asked to use 1991 surplus funds of \$3,114 to pay for it. The Solid Waste office will contribute \$390 toward the purchase because they will be using two ports. We still have approximately \$50,000 in excess revenues from 1991. She reminded the Finance Committee that they asked we absorb 1% of our salary and fringe increases (approximately \$23,000) in 1992. Changes are we will be requesting these funds later in the year.

Ms. Bablitch reported that a meeting was held with town officials on the Affordable Housing Task Force recommendations. On March 10, we will be reviewing public input and will take action on the issue.

4. Advisory Committee Report

Ms. Zimdars reported that the Advisory Committee toured the Crisis Center during their last meeting. They have had many applicants for the vacancy on the Committee.

5. Citizen Concerns/Unlimited Topics

No citizen concerns or unlimited topics were brought before the Board.

III. PROGRAM ISSUES

1. Action to Accept Staff Review of Mandatory Certification Requirement for Full Service Restaurants

After meeting with operators, staff is recommending no change in the ordinance or its effective date, but recommend administratively extending the phase in period for an additional six months to July 1, 1993. The operators favored a two-tiered training/testing program. We need to wait for direction from the State Council on Food Protection Practices. This Council is formulating administrative rules for Chapter 50.62 Wisconsin Statutes (the mandatory certification portion). If the Council recommends one level of certification for all establishments, we can then continue with our current training program. If the Council develops a two-tiered approach, we would then follow that course of action. It is expected that the Council will make its decision by the end of December 1992. If its decision is delayed, we will adjust the phase-in period accordingly to all for a 6-month certification period after the code is drafted.

Mr. Mike Disher, representing the Stevens Point Softball Association, addressed the Board regarding his concerns on the mandated food service certification. He felt two different levels of training were needed and thought our agency should wait for the State to make a decision before implementing anything. Mr. Carder reported that the County Board approved a resolution stating that at least one person in each full-service establishment serving food, including restaurants and

taverns, must pass a certification test prior to being licensed. A food service training certificate will be issued to an individual who successfully completes a department approved food service course or a department administered exam covering the course content. Certificates are valid for five years and attendance at a department approved recertification course is required every five years. Mike Carder told the Board that our goal is to see fewer serious violations of the restaurant code and higher overall compliance scores. Mr. Wayne Cummings, of Two Lakes Supper Club, told the Board that he cannot understand who should be on which level of the two tier system and that education is needed by all involved. Mr. Mansavage asked the cost of the course and Mr. Carder responded by telling the Board that the cost is \$64 at Mid-State for the 15-hour course. The same course is \$85 through the Wisconsin Restaurant Association and if they study for the exam on their own, the cost is only \$18. A motion was made by Ms. Hoppen and seconded by Mr. Zimdars to approve and accept the staff review of mandatory certification requirement for full service restaurants by extending the phase in period an additional six months to July 1, 1993 and review the issue after the the Council completes its draft of the administrative rules. All were in favor of the motion. Motion carried.

2. Update on Indemnification of Volunteer Physicians

Ms. Hall has researched the indemnification issue that Paul Borham brought to the Community Human Services Board's attention at the meeting of February 11, 1992. In the past, the State Division of Health has stated that volunteer physicians who supervise local health department's immunization clinics were indemnified by the State of Wisconsin. The Attorney General was asked for an opinion and concluded that the Division was not empowered to offer indemnification to the physician supervising the local immunization program. Some concern was raised in counties who have relied on the volunteer services of a local physician. This is not an issue for our Department because our Medical Advisor is not a volunteer physician. Rather, he is an independent contractor paid for providing medical supervision of immunization activities.

IV. FISCAL ISSUES

1. Review of High Cost Accounts

Mr. McCulley reported that commitments and inpatient have decreased in January, however, placements to Winnebago have increased. We seem to be dealing with more long term placements at these facilities. General Assistance increased slightly in January, 1992. Community Based Residential Facilities are right on target.

Ms. Bablitch reported that we have met with Mr. Dale Hagen, Health Care Center Administrator, about any interest in setting up inpatient mental health beds at the Health Care Center. It could save the county money and benefit our clients. We are continuing to explore these possibilities.

2. Action to Approve Vouchers

The voucher amount for 1992 was \$204,699.10 which includes an additional \$350 charge. A motion was made by Mr. Lewandowski and seconded by Mr. Mansavage to approve vouchers in the amount of \$204,699.10. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Endorse Changes in Staffing at Portage House

Mr. Houlihan told the Board he would again like to implement the Program Counselor position. This position would become responsible for providing supervision to two Night Coordinators, relief staff, and students. Currently, there are three Night Coordinators, and Mr. Houlihan has not able to provide adequate supervision to these positions. Funding is available from state grants or project income. A motion was made by Ms. Lundquist and seconded by Ms. Holmes to approve and authorize changes in staff at Portage House and forward to the Personnel Committee. 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 5:29 p.m.

The next meeting is scheduled for Tuesday, March 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/pp57-60

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MARCH 10, 1992

Present

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

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Coordinator; Lucy Bean, Business Manager; Ken Lepak and Dave Granback, Golden Sands Builders Association; Phyllis Devlin, Chamber of Commerce; Trish Mrozek, Plover Area Business Association; Marvin Forten, Village of Plover; Media.

I. INFORMATIONAL UPDATE

Daryl Kurtenbach presented information on the Financial Wellness Counseling Program and Kate Lazars and Bill McCulley presented information on current services provided to youth and the problems they present to our delivery system.

The meeting was called to order by Chairman Medin on Tuesday, March 10, at 5:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of February 25, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the Minutes of February 25. All were in favor of the motion. Motion carried.

2. Correspondence

There was no correspondence to be brought before the Board.

3. Directors Report

Ms. Bablitch told the Board that she would be on vacation next week. Various items will be on the County Board agenda and Coordinators and Supervisors will be present to answer any questions.

Ms. Bablitch told the Board that on March 24, the Board will tour Portage House as part of the Informational Update. The Board meeting will then be held in the Training Room at the Sheriff's Department.

Page 2

CHSE Minutes  
March 10, 1992  
Page 2

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought before the Board.

Concern was voiced by Mr. Mansavage over a newscast by Paul Harvey. He reported on the Food Stamp Program and how much money it's costing nationally. Discussion by the Board followed. Mr. Medin suggested that the national food stamp issue be addressed in the near future at an upcoming informational update session.

Mr. Murphy told the Board that Eau Claire County's licensure is different than ours and the Board was told that it was the same. Information on any differences will be provided.

Ms. Hoppen reported that the Child at Risk Task Force met to continue to summarize their findings. Recommendations will be made at their next meeting.

Mr. Borham reported that Assembly Bill 800, which would increase the cigarette tax by 5¢, passed the Joint Finance Committee by a vote of 12-0. They considered increasing the tax to 7¢ instead of 5¢. The question still remains: Where will the money go?

III. PROGRAM ISSUES

1. Status Report on Task Force on Low-Income Affordable Housing Alternatives

Ms. Bablitch reported that we met with the Town's Association and also with the Golden Sands Home Builders Association. As a result of these meetings, we received very useful information. Discussion by the Board, Ken Lepak and Dave Granback of the Golden Sands Builders Association, Phyllis Devlin of the Chamber of Commerce, and Trish Mrozek of the Plover Area Business Association, followed. We need to continue the dialogue with concerned groups. This dialogue should make the final report even more useful. Therefore, we are not requesting any action at this time. We will be contacting the Builders Association, Village of Plover, Chamber of Commerce, Economic Development Corporation, and Towns Association and ask representatives to participate with a core group of our original Task Force to work on some areas of concern to them. We hope to have a final report for the Board's review in the late spring/early summer.

IV. FISCAL ISSUES

1. Action to Request Additional Funds for Word Processing Equipment

A motion was made by Mr. Murphy and seconded by Mr. Jakusz to request an additional \$6,000 from our 1991 surplus to set aside for use in

upgrading our word processing equipment. Discussion followed. All were in favor of the motion. Motion carried. We are exploring different pc/word processing networking systems and we will need to convert all our existing documents to new software. The Board will be apprised of the situation prior to a purchase.

2. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and seconded by Mr. Zimdars to approve vouchers in the amount of \$215,273.90. All were in favor of the motion. Motion carried. Meal reimbursements of \$57.63 are included in the amount.

3. Action to Accept Community Supported Living Arrangement (CSLA) Grant

We are requesting approval of a grant award from the State Department of Health & Social Services to implement a Community Supported Living Arrangements Program. We have just received notification that our 1992 request for \$70,474 has been recommended for approval. Our 1993 CSLA request for \$77,414 has also been recommended for approval. Twelve individuals have been initially targeted for CSLA participation this year. A motion was made by Ms. Hoppen and seconded by Mr. Mansavage to accept the Community Supported Living Arrangement (CSLA) Grant and forward it to the County Board. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Authorize New Position for Developmental Disabilities Section

A motion was made by Ms. Lundquist and seconded by Mr. Zimdars to approve and authorize the new position for the Developmental Disabilities Section and forward it to the County Board. A voice vote was taken. With the exception of Murphy, all were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, March 24, 1992, in the Training Room at the Sheriff's Department beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/pp61-63

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MARCH 24, 1992

Present

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

Excused

Jeffrey Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Kirsten Hall, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Media.

I. INFORMATIONAL UPDATE

Portage House Director, Mike Houlihan conducted a tour of Portage House.

The meeting was called to order by Chairman Medin on Tuesday, March 24, at 5:07 p.m. in the Training Room of the Law Enforcement Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of March 10, 1992

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the Minutes of March 10. All were in favor of the motion. Motion carried.

2. Correspondence

Ms. Bablitch distributed a memo from Mike Carder regarding the Applied Food Service Sanitation Course and also a memo to Mike Carder from Beth Smith of Mid State Technical College regarding the course.

Ms. Bablitch also reminded the Board that the Wisconsin County Association Public Health Affiliate Combined Regional Meeting will be held on March 31 in Antigo.

3. Directors Report

Ms. Bablitch said that in an attempt to improve the Board information process, we would like them to fill out evaluation forms that were included in their packets and return them before the end of the meeting.

Page 7.

CHSB Minutes  
March 24, 1992  
Page 2

4. Advisory Committee Report

Mr. Zimdars reported that the Advisory Committee met last night and discussed youth gang activities in the county and its implications for the Committee. The Committee took a serious interest in this issue as other task forces are closely associated with youth issues. Mr. Zimdars told the Board the the Advisory Committee will be looking for a new Chairperson because he is running for the County Board, representing District 3.

5. Citizen Concerns/Unlimited Topics

No citizen concerns were brought before the Board.

Ms. Bablitch told the Board that Jerry Koepfel, Bill McCulley, Dave Medin, Dave Eckholm and she met with some school staff and Board members regarding youth with severe behavior problems. The school and this department will be working out the program details and reporting ideas to the Community Human Services Board.

Ms. Holmes attended the County Board meeting and commended staff for always having figures and numbers available at their finger tips when questions are asked. Jim Riggensbach, Lauri Rockman, and Jim Canales did a very good job.

Ms. Bablitch invited the Board to the Vision Workshop on "Marketing You" which will be held on April 11 at St. Vincent DePaul's. Topics of discussion will include: Successful Dressing for Employment Search, Interviewing Tips, A Personnel Director's Perspective, Grooming for Job Search, Styling of Hair and Cosmetic Touches. Board member Don Mansavage will be presenting hair styling for men.

III. PROGRAM ISSUES

1. Action to Authorize Increase in Membership of the Advisory Committee

Mr. Zimdars reported that we have a large number of applicants seeking membership on the Advisory Committee. The consensus of the Advisory Committee was that every effort should be made to capitalize as much as possible on the interest and enthusiasm of the applicants. One way this could be done is to increase the number of seats on the Advisory Committee. Currently, the bylaws state that "the Committee shall not consist of more than seventeen (17) voting members, ..." The Advisory Committee recommended that the bylaws be changed to allow for a maximum of 21 seats. Several advantages to such action include: 1) Enabling flexibility and a positive reaction to the current heightened interest

to serve on the Advisory Committee. The number of seats could be reduced in the future as appropriate. 2) Enable us to take advantage of the talents of people wanting to get involved -- also fewer people would become frustrated from not getting on the Advisory Committee. 3) Hopefully, would result in more people being in attendance at meetings for discussion purposes -- and to share information with the community about the Community Human Services Department. 4) Enable better representation of more areas. Discussion followed. A motion was made by Mr. Lewandowski and seconded by Ms. Holmes to authorize an increase in membership of the Advisory Committee with a review by the Board in one year. All were in favor of the motion. Motion carried.

#### IV. FISCAL ISSUES

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

Mr. McCulley reported that the Inpatient Mental Health Budget is above last year, about 17.4%, because currently three people are at Winnebago on a short term basis. Detentions are down. The General Assistance Budget is 11.0% below last year. An error was noted by Mr. Canales in the Community Based Care Budget figures. The 1992 Expenditures for February were \$48,556 which represents 18% of the budget. The total Projected expense for 1992 is \$291,345.

##### 2. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and seconded by Mr. Zimdars to approve vouchers in the amount of \$228,300.47. All were in favor of the motion. Motion carried.

#### V. PERSONNEL ISSUES

##### 1. Action to Authorize Out-of-State Travel Request

A motion was made by Ms. Holmes and seconded by Ms. Lundquist to authorize the out-of-state travel request for Lauri Rockman. She will be attending the National Conference on the Small City, which will be held on April 1-3, 1992, in Kalamazoo, Michigan. Larry Weiser and Lauri will be presenting information on the process and outcome of the Affordable Housing Task Force. All were in favor of the motion. Motion carried. Ms. Bablitch reported that the Finance Committee has granted approval pending this Board's approval.

Page 9

CHSB Minutes  
March 24, 1992  
Page 4

2. Action to Change Nursing Duties for Learnfare Program

Ms. Hall reported that in the original grant proposal, we proposed using the funds to employ a nurse practitioner to carry out Health Check exams and interperiodic health screens with the identified Learnfare students. However, the State has disallowed use of the funds for these purposes because such activities are Medicaid reimbursable. We have rewritten the health component to meet the State's conditions; the nurse will assess, plan, coordinate, and advocate for health services for the project students. We are seeking approval to staff the health component of the Learnfare Grant with an HSS2 Community Health Nurse rather than the previously approved nurse practitioner. This is a declassification of the position. A motion was made by Ms. Lundquist and seconded by Mr. Borham to change the nursing duties for the Learnfare Program. All were in favor of the motion. Motion carried. Ms. Bablitch will inform the Personnel and Finance Committee of the Board's 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 5:31 p.m.

The next meeting is scheduled for Tuesday, April 14, 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/pp64-67

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
APRIL 14, 1992

Present

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

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Kirsten Hall, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; David Pagel, Lauri Rockman, Supervisors; Media.

I. INFORMATIONAL UPDATE

Lauri Rockman, supervisor, Financial Services Section, David Pagel, Case Management Supervisor, Mr. James Schickert, Manager, County Market, and Sue Stedl, County Market, presented information on the administration of the Food Stamp Program as well as consumer practices in the use of the stamps in purchasing food.

The meeting was called to order by Chairman Medin on Tuesday, April 14, at 5:01 p.m. in the Training Room of the Law Enforcement Center.

II. MINUTES, REPORTS, COMMENTS

1. Approval of the Minutes of March 24, 1992

A correction under Unlimited Topics was noted. Ms. Hoppen saw the County Board meeting and commented on staff's excellent preparation and not Ms. Holmes. A motion was made by Mr. Lewandowski and seconded by Mr. Mansavage to approve the Minutes of March 24 with the noted correction. All were in favor of the motion. Motion carried.

2. Correspondence

None.

3. Directors Report

Ms. Bablitch presented plaques and thanked Mr. Medin, Mr. Eckholm and Mr. Mansavage for their good direction and the support given to the agency while serving on our Board.

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought before the Board.

Page 2

CHSB Minutes  
April 14, 1992  
Page 2

Mr. Medin thanked outgoing members, current members of the Board, and management staff for the cooperation he received while serving on the Board.

Mr. Borham reported that the 8% increase in revenue from the cigarette tax went into the GPA fund and the Governor stated there will be no more segregated funds for specific areas. This was a big disappointment in the health field.

### III. FISCAL ISSUES

#### 1. Review of 1991 Financial Report

Ms. Bean summarized by saying that the largest deficit was in the Business Services area primarily due to authorized expenses at year end. Outlays items needed to make the move to the lower level and the word processing equipment update were included in this section. Overall surpluses of \$27,645 and \$83,049 were noted.

Mr. Jakusz asked why revenues were higher. Ms. Bean stated that client fees can be higher based on the client's ability to pay. We might also have a reduction in expenses.

#### 2. Action to Approve Vouchers

A motion was made by Ms. Lundquist and seconded by Ms. Hoppen to approve vouchers in the amount of \$286,865.05. All were in favor of the motion. Motion carried.

### IV. PERSONNEL ISSUES

#### 1. Action to Authorize Extension of Limited-Term Employee in Financial Services Section

A motion was made by Mr. Eckholm and seconded by Mr. Mansavage to authorize the extension of a limited-term employee in the Financial Services Section. This extension is necessary to provide coverage of the caseload while a permanent full-time person is trained in the LTE duties. No county funds are needed to pay for the additional hours. With the exception of Murphy and Jakusz, all were in favor of the motion. Motion carried. The request will be forwarded to the Personnel Committee.

#### 2. Action to Authorize Limited-Term Employee in Community Health Section

A motion was made by Ms. Lundquist and seconded by Mr. Zimdars to authorize the limited-term employee in the Community Health Section. This position is necessary to provide coverage for preschool screening, clinics, and other section assignments. The position is needed to cover a period of time when the Section will be short-staffed (4/27 - 8/21/92) due to a medical leave for the Health Assistant, the drop in

hours of a permanent staff nurse (whose hours are aligned with the school year), the medical leave of one part-time nurse, and the anticipated extended medical leave of the Supervisor. Funds to cover the personnel costs of this position will come from staff unpaid leave time and will be closely monitored to assure the Section stays within its budget. With the exception of Murphy, 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 5:16 p.m.

The next meeting is scheduled for Tuesday, April 28, 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/pp58-60

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
APRIL 28, 1992

Present

Paul Borham  
Donald Butkowski  
Carole Holmes  
Jacqueline Hoppen  
Walter Jakusz  
Alfred Lewandowski  
Marjorie Lundquist  
Jeffrey Murphy  
Joe Niedbalski  
William Zimdars

Also Present: Judy Bablitch, Director; Connie Schweitzer, CHS Advisory Committee Member; Pam Helgemo, Word Processing Coordinator; Jim Canales, Kirsten Hall, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Steve Tuszka, Patti Hintz, Jennifer Cummings, Jerry Koepfel, David Pagel, Lauri Rockman, Supervisors; Media.

The meeting was called to order by Director Judy Bablitch on Tuesday, April 28, at 4:32 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

I. ELECTION OF OFFICERS

1. Ms. Bablitch called for nominations of Chairperson from the floor. A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to nominate Jeffrey Murphy for Chairperson. Ms. Bablitch again called for nominations. A motion was made by Ms. Holmes and seconded by Mr. Zimdars to nominate Paul Borham for Chairperson. Ms. Bablitch again called for nominations. Nominations were closed. Mr. Butkowski asked if he could question the two individuals before Board members cast their ballots. He asked Mr. Murphy and Mr. Borham what major concerns should be addressed by this Board in the next two years. Mr. Murphy replied: The Asian gangs along with the Budget. The Board should formulate a resolution to the State with County Board approval addressing the gang members on welfare and cut their benefits if they continue to belong to these gangs. We also need to keep our budget in line and remember we are here to address the needs of the people. Mr. Borham replied by saying that we should keep the programs we have going and make them stronger by pushing for more Federal and State monies to meet the needs of the people. We should apply for more grants to implement some new programs and start Task Forces to study the needs and problems of the people of Portage County. Ballots were then distributed. The result of the ballot vote was: Borham, 7 votes; Murphy, 3 votes. Mr. Borham was elected the new Chairman.

Ms. Bablitch called for nominations of Vice-Chairperson from the floor. A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to nominate Jeffrey Murphy for Vice-Chairperson. Ms. Bablitch again

Page 5

CHSB Minutes  
April 28, 1992  
Page 2

called for nominations. A motion was made by Ms. Holmes and seconded by Ms. Lundquist to nominate Bill Zimdars for Vice-Chairperson. Ms. Bablitch again called for nominations. A motion was made by Mr. Mansavage and seconded by Ms. Hoppen to nominate Walter Jakusz for Vice-Chairperson. Nominations were closed and ballots were distributed. The result of the ballot vote was: Zimdars, 4 votes; Murphy, 3 votes; and Jakusz, 3 votes. Mr. Zimdars was elected the new Vice-Chairman.

2. A motion was made by Mr. Jakusz and seconded by Ms. Holmes to continue to meet on the second and fourth Tuesdays of the month at 4:30 p.m. All were in favor of the motion. Motion carried.

## II. MINUTES, REPORTS, COMMENTS

### 1. Approval of the Minutes of April 14, 1992

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the Minutes of April 14. All were in favor of the motion. Motion carried.

### 2. Correspondence

None.

### 3. Directors Report

Ms. Bablitch distributed budget books, agency staff telephone numbers, agency organizational charts, and the goals and objectives to new members on the board. She reported that we received a grant from St. Vincent de Paul for \$2500. Also enclosed in the Board packet was a schedule of the informational updates to be held at each meeting.

Ms. Bablitch told the Board that the first Quarterly Report will be presented next month. Changes in the format of the report are being made.

### 4. Advisory Committee Report

Mr. Zimdars reported Mr. O. Philip Idsvoog, Principal, P.J. Jacobs Junior High School and Detective Robert Barge, Stevens Point Police Department presented information on youth group activity in schools and in the community. The Advisory Committee might set up a Task Force to study the issue of gang activity in Portage County.

### 5. Citizen Concerns/Unlimited Topics

No citizen concerns were brought before the Board.

Ms. Hoppen stated that the Central Wisconsin Aids Network met and addressed the issue of drug use problems among the white collar work force. Support groups will be organized by fall and will meet twice a year.

Ms. Hoppen reported that the Child at Risk Task Force met on April 23 to review the final draft of their report. They did not complete it as one sub-committee wanted to review and rewrite their section as it addresses school issues.

Ms. Hoppen was reappointed to the Community Human Services Board by the Committee on Committees. She addressed the Board regarding areas she has learned from her three years experience. She also distributed a copy of her report to all members of the Board.

III. PROGRAM ISSUES

1. Action to Approve New Members to Advisory Committee

A motion was made by Mr. Zimdars and seconded by Ms. Hoppen to approve the nominees for regular positions on the Advisory Committee. The nominees are: Perry Ackeret, James Bowles, Paula Griebler, Julie Hladky, Susanne Kaczmarek, Reverend Matthew Mallek, Deborah Nowack, Connie Schweitzer, Gene Stommel, and Carolyn Wayerski. All were in favor of the motion. Motion carried.

A motion was made by Mr. Zimdars and seconded by Ms. Holmes to approve the nomination of Amy Marks for the high school student position on the Advisory Committee. All were in favor of the motion. Motion carried.

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

A motion was made by Mr. Zimdars and seconded by Ms. Holmes to approve the nomination of Connie Schweitzer for Chairperson and to approve the nomination of Erin Woods for Vice-Chairperson on the Advisory Committee. All were in favor of the motion. Motion carried.

3. Action to Appoint Board Representative to Bid Evaluation Committee

The Financial Services Section intends to request bids for all sub-contracted services on a three-year cycle beginning with 1992. These services include Low Income Energy Assistance Program and PRIDE funded programming for the Motivational Workshop, Employment Search,

Page 7

CHSB Minutes  
April 28, 1992  
Page 4

Work Supplementation, and Job Development. The process is to establish a review committee to evaluate bids and select a provider to recommend to the Community Human Services Board. Two representatives from our board are to be members of this committee. A motion was made by Ms. Holmes and seconded by Ms. Hoppen to appoint Mr. Borham and Ms. Lundquist to the Bid Evaluation Committee. All were in favor of the motion. Motion carried.

#### IV. FISCAL ISSUES

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

Mr. McCulley reported we use St. Michael's Hospital, Winnebago Mental Health Center, and Norwood Health Care Center facilities for patients under commitment, emergency detentions, and voluntary placements. Winnebago and Mendota are used primarily for long term clients. The year-to-date budget is \$128,837 or 27.9% for the first quarter. The General Assistance Program provides assistance to people who do not qualify for any other program. The program provides assistance in housing, food, medical and non-medical assistance, and job training. The State reimburses the program 40% for medical and 37% for non-medical expenses. The year-to-date budget is \$47,394 or 17.8% for the first quarter. Mr. Tuszka told the Board currently 19 individuals are utilizing six community based residential facilities (CBRF) which are licensed by the State. We have spent 25% of our budget to date.

##### 2. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and seconded by Ms. Lundquist to approve vouchers in the amount of \$187,651.24. 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 5:25 p.m.

The next meeting is scheduled for Tuesday, May 12, 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/pp50-53

**MINUTES**  
**COMMUNITY HUMAN SERVICES BOARD MEETING**  
**MAY 12, 1992**

Present

Paul Borham  
Donald Butkowski  
Jacqueline Hoppen  
Walter Jakusz  
Alfred Lewandowski  
Marjorie Lundquist  
Joe Niedbalski  
Connie Schweitzer  
William Zimdars

Excused

Jeffrey Murphy  
Carole Holmes

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Mike Carder, Supervisor; Sue Rutta, Assistant to Director; Julie Hovden, SSI Program; Joni Smith, Citizen; Cherie Bradley, Audra Tompkins, Inger Maage, Craig Newby, Amanda Dunn, Angie Puddy, SPASH Students; Media.

**I. INFORMATIONAL UPDATE**

Judy Bablitch and Sue Rutta presented information on current and future space use issues and plans. Lucy Bean and Patti Hintz presented information on the use of staff logs for client billing and agency accountability.

The meeting was called to order by Chairman Paul Borham on Tuesday, May 12, at 4:32 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

**II. MINUTES, GENERAL REPORTS, COMMENTS****1. Approval of the Minutes of April 28, 1992**

Two corrections were noted by Mrs. Hoppen: 1. A motion was made by Mrs. Hoppen and Seconded by Mr. Zimdars to nominate Paul Borham for Chairperson. On Page 2, first paragraph: A motion was made by Mr. Butkowski and Seconded by Mrs. Hoppen to nominate Walter Jakusz for Vice-Chairperson. A motion was then made by Mr. Lewandowski and Seconded by Mrs. Hoppen to approve the Minutes of April 28 with the noted corrections. All were in favor of the motion. Motion carried.

**2. Correspondence**

None.

**3. Director's Report**

Ms. Bablitch stated she will be on vacation next week, May 18-22, and the agency contact person will be Sue Rutta.

Ms. Bablitch and Mr. Borham discussed the issue of submitting a long term (possibly 3-5 year) plan of positions to the County Board. This issue was addressed at the last Department Head meeting. Ms. Bablitch distributed a Personnel Needs Planning Summary which would give a brief overview of positions to be considered. Comments from the discussion included: additional space requirements should be addressed; anticipation of problems using past experiences; use of computers to make projections; address mentally ill population; and possible use of grants. The timetable for new position requests is July 31, so Ms. Bablitch will bring these to the Board on July 14 and July 28.

Ms. Bablitch mentioned reclasses are a concern for management staff. A few of our supervisors' salaries are near those of the union employees they supervise. To make a valid salary comparison, Mr. Deger suggested we sample comparable counties with Human Services agencies. We are now in the process of completing that task.

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought before the Board. There were no unlimited topics to be discussed.

III. PROGRAM ISSUES

1. Action to Award Contract to Provide Energy Assistance

Ms. Lundquist reported that the Bid Evaluation Committee met twice to review contracts submitted by agencies to operate the Energy Assistance Program. The Committee's unanimous decision was to award the contract to Energy Services Incorporated (ESI). They have been in the energy business since 1979, and became non-profit in 1982. A few of the counties they have contracted with are: Rock, Waupaca, and Columbia. Mr. Lewandowski stated that they only provide energy services, have less administrative cost (7%) than CAP Services (12%), and utilize full-time personnel. In 1993, CAP Services would only provide 6 hours/week to this program. The third vendor has no experience with energy assistance programs. We serve approximately 2,000 households. ESI's program includes education on being energy efficient. A motion was made by Ms. Hoppen and Seconded by Ms. Lundquist to award the contract to operate the Energy Assistance Program to Energy Services Incorporated. Except for one abstention, Mr. Borham (who is the County's Liaison to the CAP Agency Board), all were in favor of the motion. Motion carried.

CHSB Minutes  
May 12, 1992  
Page 3

IV. FISCAL ISSUES

1. Action to Amend Fee Schedule for Mobile Home Parks

Mr. Carder explained that the October 1991 fee schedule revision eliminated fees for mobile home parks because the Wisconsin Legislature transferred the program from the Division of Health to the Department of Administration-Division of Housing. This transfer effectively cancelled our contract to license and inspect mobile home parks as of July 1, 1992. However in March, the Department of Administration offered us a similar contract which would allow Portage County to continue licensing mobile home parks. A motion was made by Mr. Jakusz and Seconded by Mr. Lewandowski to amend the fee schedule for mobile home parks by reinstating the license fees (at 1991 levels). All were in favor of the motion. Motion carried.

2. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and Seconded by Mr. Niedbalski to approve vouchers in the amount of \$260,165.71. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Medical Leave of Absence

A motion was made by Ms. Lundquist and Seconded by Ms. Hoppen to approve the medical leave of absence for Cindy Schmitz. 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 5:35 p.m.

The next meeting is scheduled for Tuesday, May 26, 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/pp54-56

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
MAY 26, 1992

Present

Paul Borham  
Donald Butkowski  
Carole Holmes  
Jacqueline Hoppen  
Walter Jakusz  
Alfred Lewandowski  
Marjorie Lundquist  
Jeffrey Murphy  
Joe Niedbalski  
Connie Schweitzer  
William Zimdars

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Bill McCulley, Kirsten Hall, Coordinators; Lucy Bean, Business Manager; Mike Carder, Patti Hintz, Supervisors; Sue Rutta, Assistant to Director; Pat Stade, Commission on Aging; Media.

I. INFORMATIONAL UPDATE

An overview of the PRIDE program and highlights of the annual report were presented by David Pagel.

The meeting was called to order by Chairman Paul Borham on Tuesday, May 26, at 5:09 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 12, 1992

A motion was made by Ms. Hoppen and seconded by Mr. Zimdars to approve the Minutes of May 12. All were in favor of the motion. Motion carried.

2. Correspondence

A copy of the WICOPHA Central and Northcentral Regional Meeting notice was included in the Board packet.

3. Director's Report

None.

4. Advisory Committee Report

Ms. Schweitzer reported that the Advisory Committee welcomed new members. They saw a video and also toured the agency. They received brief updates on task forces and discussed the possibility of an Investigative Task Force on group/gang teenage problems.

Page 3

CHSB Minutes  
May 26, 1992  
Page 2

5. Citizen Concerns/Unlimited Topics

No citizen concerns were brought before the Board.

Ms. Hoppen reported that the Child at Risk Task Force report will be completed by the end of summer. The Central Wisconsin AIDS Network now requires that committee members sign a statement of agreement that they will attend all meetings and will provide input in mailings to state representatives. The two-year terms expire in September. Their next meeting will be on July 14.

Mr. Murphy voiced concern on the mandated food service certification and thought that we were going to wait for the State to make a decision before implementing anything. Mr. Carder told the Board there was no change in the ordinance or its effective date, but stated the phase in period was extended for an additional six months to July 1, 1993.

III. PROGRAM ISSUES

1. First Quarter Statistical Report

Coordinators gave an overview of the Statistical Report.

2. Action to Appoint Representative to CWEP Council

The CWEP/JOBS Advisory Committee is required to have an elected official as one of its members. This position has typically been filled by a member of our Community Human Services Board. The committee is advisory in nature and deals with issues as they relate to employment and training programs offered by our agency. The committee meets quarterly. After discussion by the Board, Mr. Borham volunteered to serve on the Committee.

3. Report of Task Force on Mental Health Needs of the Elderly

Ms. Pat Stade reported the Portage County Task Force on Mental Health Needs of the Elderly was formed in late 1991 to identify what was needed in Portage County to improve mental health services for older Portage County residents, and to recommend action(s) needed to be taken in order to meet the identified needs. The task force was developed as a response to a perceived lack of service options available to county elderly residents experiencing mental health problems. She then highlighted specifics on the Task Force's findings and recommendations. A motion was made by Ms. Hoppen and seconded by Mr. Murphy to accept the report from the Task Force on Mental Health Needs of the Elderly. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. High Cost Program Account

Mr. McCulley reported we use Winnebago for long term clients and currently we are 5% over budget. The General Assistance Program medical expenses are down as well as the caseload. Mr. Canales told the Board we have spent 33% of our budget to date.

2. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and seconded by Ms. Lundquist to approve vouchers in the amount of \$186,263.99. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Discussion and Possible Action to Change Job Responsibilities in Business Area

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to approve the change in job duties in the Business area. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:13 p.m.

The next meeting is scheduled for Tuesday, June 9, 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/pp47-49

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JUNE 9, 1992

Present

Donald Butkowski  
Carole Holmes  
Alfred Lewandowski  
Marjorie Lundquist  
Joe Niedbalski  
Connie Schweitzer  
William Zimdars

Excused

Paul Borham  
Jacqueline Hoppen  
Walter Jakusz  
Jeffrey Murphy

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Jim Canales, Bill McCulley, Kirsten Hall, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Mike Carder, Supervisors; Sally Murwin, Staff Member; Media.

I. INFORMATIONAL UPDATE

Judy Bablitch presented information on current and future space use issues and plans. Lucy Bean and Patti Hintz presented information on the use of staff logs for client billing and agency accountability.

The meeting was called to order by Vice Chairman Bill Zimdars on Tuesday, June 9, at 5:03 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of May 26, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Schweitzer to approve the Minutes of May 26. All were in favor of the motion. Motion carried.

2. Correspondence

Ms. Bablitch distributed a letter from Ms. Sharon LaBrie, Board Chairman, CAP Services, Inc., and our response regarding the subcontract agreement between our agencies for operation of the HCRI Rental Assistance Program. Our agency has decided to terminate our subcontract for use of these funds effective July 20, 1992.

3. Director's Report

None.

4. Citizen Concerns/Unlimited Topics

No citizen concerns or unlimited topics brought to the Board's attention.

Page 4

CHSB Minutes  
June 9, 1992  
Page 2

### III. PROGRAM ISSUES

#### 1. Report on Agency's Participation in the Emergency Government Disaster Exercise

Kirsten Hall and Daryl Kurtenbach presented a summary report of the Department's participation in the full-scale exercise that was held on May 19. The scenario for the exercise was a sulfur dioxide leak at the Wisconsin River Division of Consolidated Papers, Inc. The exercise had great value and enabled our department as well as many other departments and agencies in Portage County to "test" our emergency plans. Meetings will be held to discuss communication problems, address concerns, and interagency coordination.

#### 2. Report on Wisconsin Child Care Resource and Referral Initiative

Mr. Kurtenbach gave a brief overview of the program. Information was included in the Board packet. We will keep the Board apprised of any new details.

### IV. FISCAL ISSUES

#### 1. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and seconded by Ms. Holmes to approve vouchers in the amount of \$169,720.53. All were in favor of the motion. Motion carried.

### V. PERSONNEL ISSUES

#### 1. Action to Approve Limited Term Employee for Laboratory

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to approve the limited term employee for the Lab. 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 5:51 p.m.

The next meeting is scheduled for Tuesday, June 23, 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/pp50-51

MINUTES  
COMMUNITY HUMAN SERVICES BOARD 1.-----  
JUNE 24, 1992

Present

Donald Butkowski  
Paul Borham  
Carole Holmes  
Jacqueline Hoppen  
Alfred Lewandowski  
Walter Jakusz  
Marjorie Lundquist  
Jeffrey Murphy  
Connie Schweitzer  
William Zimdars

Excused

Joe Niedbalski

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Steve Tuszka, Jennifer Cummings, Patti Hintz, Lauri Rockman, Supervisors.

I. INFORMATIONAL UPDATE

Bill McCulley presented information on Mental Health Inpatient Services for Involuntary and Voluntary Commitments.

The meeting was called to order by Chairman Paul Borham on Tuesday, June 24, at 5:04 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of June 9, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the Minutes of June 9. All were in favor of the motion. Motion carried.

2. Correspondence

Ms. Bablitch distributed the Gilfry Update which will be shared with all County Board members.

3. Director's Report

Ms. Bablitch stated that the in-town Board packets apparently were mailed out of Chicago so that Board members only received their packets today. The meeting was rescheduled because 24 hour meeting notice was not given to the Press.

There will be a Blood Drive sponsored by the Red Cross on September 2, 1992 in the Gilfry Center. More details will follow.

Ms. Bablitch received a call from County Board Chairman Hintz concerning the comments printed by news media regarding the Disaster

Page 4

CHSE Minutes  
June 24, 1992  
Page 2

exercise which this agency was involved in. Ms. Bablitch clarified that she felt the exercise was an excellent opportunity for agencies in the community to be involved in and find out where weak points are in the plan so that we will be more prepared for a real disaster. She believes it was natural that there were some shortcomings. Upcoming meetings will be held with various agencies to work out the problem areas.

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

Ms. Hoppen reported that she received a notice of the Wisconsin AIDS Conference which will be held in September.

Mr. Borham stated that he attended a Wisconsin Counties Public Health Meeting. Various speakers presented information on Communicable Diseases, the Maternal Child Health Program, Medicare/Medicaid, Environmental Health and Health Education and their delivery systems on a local and state level.

III. PROGRAM ISSUES

1. Action to Adopt Report of Task Force on Low-Income Affordable Housing Alternatives

A motion was made by Ms. Lundquist and seconded by Ms. Hoppen to adopt the report of the Task Force on Low-Income Affordable Housing Alternatives. Except for Murphy, all were in favor of the motion. Motion carried. Ms. Rockman reported that many of the questions and concerns discussed at the open meeting centered around the implementation process. The process was explained and individuals were encouraged to participate at that time. Several other issues were discussed at length. As a result, a few wording changes were agreed to by the Task Force to clarify the intent of the recommendations. These changes were noted in the memo to the Board. Discussion by the Board centered on the large number of low paying jobs in the area and the subsequent impact on taxpayers.

IV. FISCAL ISSUES

1. Review of High-Cost/Fluctuating Accounts

Mr. McCulley reported we use Winnebago for long term clients and currently we are \$30,000 over budget. The General Assistance Program medical expenses are down as well as the caseload. Mr. Tuszka told the Board when clients come out of Winnebago they are usually placed in community based residential facilities which impact on this budget.

2. Review of Year-to-Date Financial Report

Ms. Bean distributed and gave an overview of the financial report.

3. Action to Approve Vouchers

A motion was made by Ms. Lundquist and seconded by Mr. Murphy to approve vouchers in the amount of \$185,015.71. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Preliminary Review of Reclassification Requests

A motion was made by Mr. Murphy and seconded by Ms. Hoppen to forward the reclassification requests of a HSS1 Social Worker to a HSS2 Social Worker and the HSS1 Nurse to a HSS2 Nurse to the Personnel Committee for their review. All were in favor of the motion. Motion carried. Mr. Murphy suggested that more specific information on job duties be available on the Social Worker position as the Personnel Committee will probably question that position.

A motion was made by Ms. Holmes and seconded by Ms. Lundquist to forward the reclassification requests of the Business Manager and Assistant to the Director to the Personnel Committee for their review. All were in favor of the motion. Motion carried.

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to support the review regarding the entire management classification plan and forward all information gathered on non-union management staff by this agency to the Personnel Committee. 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 5:15 p.m.

The next meeting is scheduled for Tuesday, July 14, 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/pp52-54

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
JULY 14, 1992

Present

Donald Butkowski  
Joe Niedbalski  
Paul Borham  
Carole Holmes  
Jacqueline Hoppen  
Alfred Lewandowski  
Walter Jakusz  
Marjorie Lundquist  
Jeffrey Murphy  
Connie Schweitzer  
William Zimdars

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Daryl Kurtenbach, Kirsten Hall, Jim Canales, Coordinators; Lucy Bean, Business Manager; Steve Tuszka, Jennifer Cummings, Patti Hintz, David Pagel, Jerry Koepfel, Suzanne Oehlke, Supervisors, Sue Rutta, Assistant to Director; Mike Houlihan, Portage House Director, Karen Vacha, Jane Wagner, Staff; Media.

The meeting was called to order by Chairman Paul Borham on Tuesday, July 14, at 4:35 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of June 24, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the Minutes of June 24. All were in favor of the motion. Motion carried.

2. Correspondence

None

3. Director's Report

Ms. Bablitch stated the July 28 Board meeting will be a joint meeting with the Advisory Committee.

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

Ms. Hoppen reported that the Child at Risk Task Force met and will be presenting their final report to the Advisory Committee in August, and to the Board in September.

Mr. Murphy suggested that we have a separate meeting to discuss the Three-Year Personnel Needs Summary and the Proposed New Position Requests for 1993. Discussion followed. It was decided to allow three minutes for each Coordinator to summarize the three year plan, we will go into more detail at the July 28 meeting.

Page 8

CHSB Minutes  
July 14, 1992  
Page 2

Mr. Borham stated he will be attending the Wisconsin Public Health Fall Conference which will be held on October 8-9 in Madison. Anyone interested in attending should see Mr. Borham.

## II. PROGRAM ISSUES

### 1. Action to Appoint Member to CWAN Committee

A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to reappoint Jackie Hoppen to the Central Wisconsin AIDS Network Committee. All were in favor of the motion. Motion carried. Ms. Hoppen reported Asia and China have become more concerned about the AIDS virus because of massive outbreaks. It is a major concern because of the drug usage in these countries.

### 2. Action to Approve Committee for PRIDE Subcontracts

A motion was made by Mr. Jakusz and seconded by Ms. Hoppen to approve the following members to serve on the committee for PRIDE Subcontracts: Marge Lundquist, Al Lewandowski, Connie Schweitzer, Jonathon Doppsmith, Susan Zeinert, Lucy Bean, and Paul Rice. We will be substituting Paul Rice for Charles Sparr who is unable to serve. All were in favor of the motion. Motion carried.

### 3. Action to Authorize Use of Space in Gilfry Building

A motion was made by Mr. Lewandowski and seconded by Ms. Holmes to authorize the use of space in the lower level for the Women's, Infants, and Children's (WIC) Program as well as the Community Support Treatment Program. All were in favor of the motion. Motion carried.

### 4. Action to Adopt Resolution on Funding for Human Services Programs

A motion was made by Ms. Lundquist and seconded by Mr. Lewandowski to adopt the resolution on funding for Human Services Programs. All were in favor of the motion. Motion carried.

## III. FISCAL ISSUES

### 1. Action to Approve Purchase of "Breaking Barriers" Program and Training for Portage House

A motion was made by Mr. Murphy and seconded by Mr. Niedbalski to approve the purchase of the "Breaking Barriers" Program and training for Portage House. All were in favor of the motion. Motion carried.

### 2. Action to Approve Vouchers

A motion was made by Mr. Lewandowski and seconded by Mr. Jaksuz to approve vouchers in the amount of \$276,421.41. All were in favor of the motion. Motion carried.

IV. PERSONNEL ISSUES

1. Action to Approve Change in Status for Portage House Relief Staff

A motion was made by Mr. Murphy and seconded by Mr. Jaksuz to approve the change in status for Portage House Relief Staff. They will become casual, or on-call, County employees. All were in favor of the motion. Motion carried. The Personnel Committee approved this change at their July 13 meeting.

2. Review of Three-Year Personnel Needs Summary

Coordinators summarized their need for personnel in the next three years. Mr. Jakusz suggested we use comparable figures from one year to the next.

3. Review of Proposed New Position Requests for 1993 and Action as Appropriate

These position requests will be discussed further at the next Board meeting.

4. Action to Authorize Limited-Term Position for Business Services

A motion was made by Mr. Murphy and seconded by Ms. Holmes to authorize a limited-term position in the Business Services Division. We are in the process of requesting the position to be considered as a full-time Typist II position for 1993, instead of a part-time Typist I due to increase of relief coverage and increased work duties in several areas within the agency support services. The Personnel Committee, at their July 13 meeting, has allowed us to recruit this position as an LTE, Part-Time 15 hour Typist I until the above request is either approved or denied by the proper committees. If the full-time new position request is approved, this LTE position would end 12/31/92 when we would be able to recruit for the full time Typist II. If the full-time new position request is denied, this 15 hour part-time LTE Typist I would revert back and be filled as a permanent, part-time 15 hour Typist I. All were in favor of the motion. Motion carried.

5. Action to Authorize Job Share Request in Community Health

A motion was made by Ms. Hoppen and seconded by Mr. Murphy to authorize a job share request in the Community Health Section. This will result in a split of the present 36 hour supervisor position into two part-time managerial positions, one at 20 hours and the other at 16 hours. Programs would be divided into two broad areas: 1) Maternal and Child Health, and 2) Chronic and Communicable Disease Prevention. All were in favor of the motion. Motion carried.

Page 10

CHSB Minutes  
July 14, 1992  
Page 4

6. Review of Proposed Classification for Financial Services Staff and Action as Appropriate

A motion was made by Mr. Murphy and seconded by Mr. Butkowski to support Ms. Bablitch's recommendation that these positions should not be reclassified. All were in favor of the motion. Motion carried. The Financial Services staff have submitted, with their supervisor's approval, request for reclassification to the level of a Child Support Specialist/Financial Crimes Investigator position. Ms. Bablitch and Mr. McCulley are in agreement that these jobs are probably similar to the Child Support Specialist and Financial Crimes Investigator positions in responsibility and complexity. They believe those positions were incorrectly placed on the AFSOME pay plan. The financial services positions were correctly placed as they relate to other AFSOME positions in this department. If, the financial services positions are reclassified to a higher level, it disrupts the entire relationship of other positions in this department which are of a similar nature in terms of responsibility and complexity, making an entire mockery of any equitable system within this department and within the entire AFSOME pay plan.

V. CONTEMPLATED EXECUTIVE SESSION

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

A motion was made by Mr. Niedbalski and seconded by Mr. Jakusz to go into executive session to evaluate the Director's performance. 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 and seconded to return to open session. All were in favor of the motion. Motion carried. The evaluation will be completed at the next meeting.

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 6:45 p.m.

The next meeting is scheduled for Tuesday, July 28, 1992, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:00 p.m. and will be a Joint Meeting with the Advisory Committee.

Submitted by: Pam Helgemo, Word Processing Coordinator

prh/0599P/pp55-58

## MINUTES

COMMUNITY HUMAN SERVICES BOARD & ADVISORY COMMITTEE MEETING  
JULY 28, 1992Present

Donald Butkowski  
 Joe Niedbalski  
 Paul Borham  
 Carole Holmes  
 William Zimdars  
 Alfred Lewandowski  
 Walter Jakusz  
 Marjorie Lundquist  
 Connie Schweitzer  
 Joe Stommel  
 Perry Ackeret  
 Gordon Haferbecker  
 Mary Cayford  
 Genie Aman  
 Erin Woods  
 Darlene Kropidlowski  
 Elizabeth Kammer  
 Sue Wilcox  
 Rev. Matt Mallek  
 Deborah Nowack  
 Julie Hladky  
 Susanne Kaczmarek

Excused

Jeffrey Murphy  
 Peggy Sullivan  
 Carolyn Wayerski  
 Jacqueline Hoppen  
 Amy Marks

Absent

Paula Griebler  
 Jonathan Doppsmith  
 Mary Maller  
 James Bowles

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Bill McCulley, Kirsten Hall, Jim Canales, Coordinators; Lucy Bean, Business Manager; Mike Carder, Cindy Schmitz, Lauri Rockman, Steve Tuszka, Jennifer Cummings, Patti Hintz, David Pagel, Jerry Koeppel, Suzanne Oehlke, Supervisors, Sue Rutta, Assistant to Director; Evelyn Heikenen, Joanne Higgins, Staff; Robert Barrett, Superintendent, Tomorrow River School District; John Zellmer, Principal, J.F. Kennedy School; Kelly Berg, Stevens Point Journal, Jim Schuh, WIZD.

## I. INFORMATIONAL UPDATE

Cindy Schmitz, Joanne Higgins, Robert Barrett, and John Zellmer presented information on School Health Services for Portage County school districts.

The meeting was called to order by Chairman Paul Borham on Tuesday, July 28, at 4:40 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

## II. MINUTES, GENERAL REPORTS, COMMENTS

1. Introduction of Members

Everyone in attendance introduced themselves.

Page 4

CHSB & AC Minutes  
July 28, 1992  
Page 2

2. Approval of Board Minutes of July 14, 1992 and Advisory Committee Minutes of May 18, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Lundquist to approve the Board Minutes of July 14. All were in favor of the motion. Motion carried.

A motion was made by Mr. Haferbecker and seconded by Ms. Nowack to approve the Advisory Committee Minutes of May 18. All were in favor of the motion. Motion carried.

3. Correspondence

None

4. Director's Report

Ms. Bablitch reminded everyone to fill out the Information Update Evaluation Form on School Health Services.

Ms. Bablitch stated Board members need to sign the resolution that was adopted at the last Board meeting on Funding for Human Services Programs. It will then be forwarded to the County Board.

The tentative Budget meetings will be held on October 13 and 14.

Ms. Bablitch thanked Advisory Committee members for all their contributions.

5. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

Ms. Holmes told Board members a citizen called her and voiced concern about the teen center for pregnant girls which opened in Whiting recently. Discussion followed. The facility is a group home licensed through the State of Wisconsin and will accommodate four-six girls.

III. PROGRAM ISSUES

1. Review of Second Quarter Program Statistics (April-June) and Waiting List

Coordinators gave an overview of the Statistical Report.

2. Action to Adopt Changes in 1991-1993 Objectives

A motion was made by Ms. Lundquist and seconded by Mr. Niedbalski to adopt the changes in 1991-1993 objectives. All were in favor of the

motion. Motion carried. Those additions/changes included: Complete a county-wide feasibility study of optical imaging, (Business); Incorporate standards for laboratory certification set by Clinical Laboratory Improvement Act and study the staffing impact of the Clinical Laboratory Improvement Act on the Lab and make recommendations to the Community Human Services Board by July, 1993, (Laboratory); Establish a county-wide Public Health Hazard Ordinance by December, 1993 (Environmental Health); Obtain needed training in working with gangs, obtain needed training in working with Hmong population, especially related to adolescents (Counseling); Secure and implement Community Supported Living Arrangements (CSLA) Grant by December 31, 1992 (Long Term Care).

#### IV. FISCAL ISSUES

##### 1. Report on High-Cost/Fluctuating Accounts

Mr. McCulley reported inpatient costs and clients have decreased for Winnebago, and we have had fewer mental health detentions at St. Michael's and Norwood. The General Assistance Program medical expenses are still within budget and the caseload is down somewhat. Mr. Canales told the Board we will possibly have a \$10,000 deficit for 1992 in the community based care budget. A motion was made by Mr. Lewandowski and seconded by Mr. Butkowski to accept the report on high costs. All were in favor of the motion. Motion carried.

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

Ms. Bean gave an overview of the financial report.

##### 3. Approval of Vouchers

A motion was made by Mr. Lewandowski and seconded by Mr. Butkowski to approve vouchers in the amount of \$106,017.12. All were in favor of the motion. Motion carried.

#### V. PERSONNEL ISSUES

##### 1. Action to Review and Approve New Position Requests for 1993

Ms. Bablitch distributed and summarized a chart called CHS FTE Summary 1980-1992. As noted on the chart, at the time of consolidation in 1980, CHS had 102.75 FTEs, and in 1992, CHS had 116.03 FTEs. This is an additional 13 FTE positions in a 12-year period. She noted 4.75 FTE positions that are currently in other county departments that were originally at CHS. She believes this review combats the impression there was tremendous growth at the agency. Most of the growth occurred in program areas and were due to state and federal mandates and

financing accompanied them. Limited term employees have decreased over the years and were only usually utilized to find out if programs were going to work or to replace persons on extended leaves of absence. Also distributed was an eight year history of new positions and funding sources, noting very little additional county funding for new staff positions.

Supervisors/Coordinators then summarized the need for positions within their respective sections/divisions.

A motion was made by Ms. Lundquist and seconded by Mr. Jakusz to approve three Financial Services Case Manager positions, at 40 hours/week, with an annual cost of \$44,441/each, pending federal and state revenue funding, and forward them to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Mr. Pagel stated these positions are responsible for providing welfare benefits and employment and training services to clients. Currently there is pending federal legislation which would as much as triple the funding for employment and training programs.

A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to approve a Financial Services Assistant position, at 20 hours/week, with an annual cost of \$14,309, state revenue funded, and forward it to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Ms. Rockman is requesting effective January 1, 1993, we convert the current 20 hour limited term position for the Emergency Services Program to a permanent 20 hour per week position. This position was hired to handle the new Emergency Service Program when responsibilities for those services were transferred from the First Call for Help program operated by the Mental Health Association last January. This program responds to crisis needs of individuals and families who are in need of food, shelter, medical care, emergency transportation, or facing disconnection from their utility.

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to approve two HSS2-Social Worker positions, at 40 hours/week, with an annual cost of \$46,909/each, county funded, and forward them to the Personnel Committee. Discussion followed. With the exception of Butkowski and Lewandowski, all were in favor of the motion. Motion carried. Mr. Koepfel's request is based on the increase in child abuse/neglect referrals as well as the complexity of these cases. There has been a steady increase in child abuse/neglect referrals since 1983. Case loads have increase and range from 40 to 50 cases per worker. The majority of services (child abuse/neglect investigations, delinquency, truancy, and other children in need of protection or services) are mandatory under the children's code and other State of Wisconsin regulations. The State views child abuse/neglect a very serious issue, but has not freed up additional funding to meet the needs of counties. These positions will need to be funded at the county level.

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve a Typist II position, at 40 hours/week, with an annual cost of \$27,771, \$17,283 county funded, \$7,711 savings from position elimination and \$2,777 from State revenues, and forward it to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Ms. Hintz reported the position will provide relief coverage for the switchboard and reception areas, in-coming and out-going mail, financial assessments, receipt writing, client appointment verification, client chart preparation, filing, and photocopying. We are currently using Accounts Receivable staff to cover these areas. This is causing delays in receiving money from third party sources and has prevented us from actively pursuing delinquent accounts.

A motion was made by Mr. Lewandowski and seconded by Mr. Butkowski to approve a WIC Nutritionist position, at 20 hours/week, with an annual cost of \$18,542, State funded, and a WIC Aide position, at 20 hours/week, with an annual cost of \$13,788, State funded, and forward them to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Ms. Oehlke stated the Nutritionist would assist in the assessment, counseling, and educational requirements of the program and the Aide would staff certification clinics and greet WIC clients, identify nature of visits, conduct intakes and anthropometric activities, assess walk-in needs, and perform file maintenance activities specific to direct client service.

A motion was made by Mr. Jakusz and seconded by Ms. Holmes to approve a HSS1-Nurse position, at 20 hours/week, with an annual cost of \$25,546, funded through home health fees, and a Home Health Aide position, at 20 hours/week, with an annual cost of \$19,487, funded through home health fees, and forward them to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Ms. Cummings reported that these positions are needed due to a dramatic increase in the number of visits made each year. Portage County's usage has nearly doubled since 1988. Patient skilled care needs and teaching needs have also increased causing longer visits.

A motion was made by Mr. Jakusz and seconded by Mr. Niedbalski to approve a Lab Aide position, at 8 hours/week, with an annual cost of \$3,168, funded through lab fees and forward it to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Ms. Hall's request will enable the Health Division to maintain its pool sampling schedule, obtain water samples from licensed establishments and beaches, enter water test results in the computer water database, and sampling.

Page 8

CHSB Minutes  
July 28, 1992  
Page 6

A motion was made by Mr. Lewandowski and seconded by Ms. Lundquist to approve a Nurse Practitioner position, at 11 hours/week, with an annual cost of \$11,231, state funded, and a HSS2-Nurse position, at 3 1/4 hours/week, with an annual cost of \$3,389, state funded, and forward them to the Personnel Committee. Discussion followed. With the exception of Butkowski, all were in favor of the motion. Motion carried. Ms. Schmitz stated both positions will provide Health Check screenings to Medical Assistance recipients, ages 0-2.

A motion was made by Mr. Lewandowski to approve a Nurse Practitioner position, at 40 hours/week, with an annual cost of \$52,499, county health trust funded, and forward it to the Personnel Committee. Discussion followed. Motion failed due to lack of a second.

A motion was made by Mr. Niedbalski and seconded by Mr. Lewandowski to approve a HSS1-Nurse position, at 20 hours/week, with an annual cost of \$20,392, state funded, and forward it to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. This position will provide prenatal care coordination services to high risk pregnant women.

A motion was made by Ms. Holmes and seconded by Mr. Jakusz to approve a HSS1-Social Work position, at 40 hours/week, with an annual cost of \$44,787, state funded, and forward it to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. Ms. Tuszka reported that this position would serve individuals who are elderly and physically disabled remain in their own homes and avoid unnecessary institutionalization.

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve a HSS1-Lead Alliance Coordinator position, at 20 hours/week, with an annual cost of \$20,000, pending grant funds, and forward it to the Personnel Committee. Discussion followed. All were in favor of the motion. Motion carried. This position will identify children at risk of lead poisoning, and provide screening and intervention services to children with high lead levels.

#### 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 Mr. Jakusz and seconded by Mr. Butkowski to go into executive session to evaluate the Director's performance. 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 and seconded to return to open session. All were in favor of the motion. Motion carried. It was moved by Lundquist and seconded by Holmes that the performance evaluation of Judy Bablitch, Director, be recorded as exceeds performance standards. In addition, that the County Personnel Director be asked to review the performance evaluation instrument and process as to promote greater flexibility in the employee evaluation. 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 7:05 p.m.

The next meeting is scheduled for Tuesday, August 11, 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/pp59-65

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
AUGUST 11, 1992

Present

Donald Butkowski  
Jeffrey Murphy  
Paul Borham  
Carole Holmes  
William Zimdars  
Alfred Lewandowski  
Walter Jakusz  
Connie Schweitzer

Excused

Joe Niedbalski  
Marjorie Lundquist  
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Word Processing Coordinator; Kirsten Hall, Coordinator; Lucy Bean, Business Manager; Lauri Rockman, Supervisor, Carrie Davies, Financial Crimes Investigator, District Attorney's Office, Tom Eagon, Citizen; Michael Houlihan, Director, Portage House; Kelly Berg, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Lucy Bean presented information on the agency's fiscal agent status, and Judy Bablitch and Sue Rutta presented information on hiring and orientation of new staff to the department.

The meeting was called to order by Chairman Paul Borham on Tuesday, August 11, at 5:06 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of July 28, 1992

Mr. Jakusz noted corrections to the minutes: V.1. Personnel Issues, Action to Review and Approve New Position Requests for 1993 - The new position requests for 1993 stated: an annual cost of ... - and should have read: the annual cost for 1993 will be .... A motion was made by Mr. Lewandowski and seconded by Ms. Schweitzer to approve the Board Minutes of August 11 with the noted corrections. All were in favor of the motion. Motion carried.

3. Correspondence

Mr. Michael Houlihan, Director of Portage House, appeared before the Board. Mr. Houlihan presented a memo for action explaining his need to replace the Program Assistant at Portage House. He is asking permission to hire a replacement for three to four weeks in advance of the current employees departure. The Personnel Committee granted approval of this request pending approval by this Board. This item will appear on the August 25 Board Agenda.

4. Director's Report

Ms. Bablitch told the Board the Portage County Community Human Services Employee's Foundation is holding the 4th Annual Kids Day at Camp on Saturday, August 14, at the Environmental Station. She explained the Foundation and their purpose.

Page 6

CHSB Minutes  
August 11, 1992  
Page 2

5. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

Mr. Borham distributed brochures on the WICPPHA Fall Conference which will be held on October 8-9 in Madison. The conference, "Public Health So Much With So Little," is for all interested county board members and public health administrators, and will cover a variety of topics.

Ms. Bablitch asked the Board to consider attending the Fall Conference of Human Services Boards and Directors to be held on December 9-10 at the Holiday Inn in Stevens Point.

III. PROGRAM ISSUES

1. Home Health Care Annual Report (1991)

Ms. Hall gave an overview of the report. A motion was made by Mr. Murphy and seconded by Mr. Butkowski to accept the Home Health Care Annual Report for 1991. All were in favor of the motion. Motion carried.

2. Report on Notice That River Pines Nursing Home Will Close its ICF-MR Unit

Ms. Bablitch reported Mr. Canales has been informed by River Pines administrative staff that the Intermediate Care Facility for the Mentally Retarded (ICF-MR) license held by River Pines will be allowed to lapse as of June 23, 1993. This means the 19 current residents (diagnosed as being developmentally disabled) being served through this unit will need to be relocated to alternative places by June 23, 1993. Mr. Canales has contacted the State Office on Developmental Disabilities to ascertain county responsibility for placement of these individuals and potential State financial assistance. It is likely Portage County will have ultimate responsibility for some placements, and State assistance will be limited. We will keep the Board informed of any new information regarding this issue.

IV. FISCAL ISSUES

1. Action to Review Welfare Fraud Investigation Program

Ms. Rockman gave a brief history of the program, stating we decided to subcontract this program to the District Attorney's Office. We believed having the employee actually working out of the District Attorney's office would give welfare fraud cases a higher priority within the court system. With the District Attorney's, CHS Board and General Government Committees approval and with the understanding this program was self-funded, the program was transferred in September of 1990. We are currently projecting a \$13,000 shortfall in 1992. This amount does not include \$6,455 in back pay which will also need to come from county money. Our projection for 1993 is a \$7,000 - \$10,000

CHSB Minutes  
August 11, 1992  
Page 3

shortfall and a similar amount each year thereafter. Ms. Carrie Davies from the District Attorney's office presented information in defense of her duties and the operation of the program. Mr. Tom Eagon was there in support of Ms. Davies. It was stressed that the options presented are not a reflection of the performance of the individuals now running the program but a matter of tax dollars to operate the program. The Board was in agreement and a motion was made by Mr. Murphy and seconded by Mr. Jakusz to forward this information to the Finance Committee for their review and decision. All were in favor of the motion. Motion carried.

2. Action to Authorize Application for Elder Abuse Direct Service Grant

A motion was made by Mr. Murphy and seconded by Mr. Jakusz to authorize application for the Elder Abuse Direct Service Grant available by the Northern Area Agency on Aging. All were in favor of the motion. Motion carried. The purpose of this Grant is to provide direct services to Elder Abuse victims and their families. Services such as respite care, supportive home care, and adult day care can be funded through monies available in this Grant. We are seeking \$10,800 in Grant funds. Grant funds are available from October 1, 1992 through December 31, 1993.

3. Approval of Vouchers

A motion was made by Mr. Murphy and seconded by Mr. Lewandowski to approve vouchers in the amount of \$315,296.78. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:12 p.m.

The next meeting is scheduled for Tuesday, August 25, 1992, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Recording Secretary

prh/0599P/pp66-68

**MINUTES**  
**COMMUNITY HUMAN SERVICES BOARD MEETING**  
**AUGUST 25, 1992**

Present

Donald Butkowski  
Jeffrey Murphy  
Marjorie Lundquist  
Paul Borham  
Jacqueline Hoppen  
Carole Holmes  
William Zimdars  
Alfred Lewandowski  
Walter Jakusz

Excused

Joe Niedbalski  
Connie Schweitzer

Also Present: Judy Bablitch, Director; Pam Helgemo, Recording Secretary; Kirsten Hall, Jim Canales, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Christine Nelson Stack, Candice Hogden, Elizabeth Kammer, Members, Child At-Risk Task Force; Jon R. Pike, WSPT/WSPO; Jim Schuh, WIZD.

I. INFORMATIONAL UPDATE

Lucy Bean presented information on the department budgeting process.

The meeting was called to order by Chairman Paul Borham on Tuesday, August 25, at 4:59 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of August 11, 1992

A motion was made by Mr. Murphy and seconded by Ms. Holmes to approve the minutes of August 25. All were in favor of the motion. Motion carried.

3. Correspondence

None

3. Director's Report

Ms. Bablitch reported we are beginning the budgeting process. She told the Board the 4th Annual Kids Day at Camp was a success and the Employee Foundation's Lecture Series, featuring Jay Cleve, will continue on September 14.

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

Page 4

CHSB Minutes  
August 25, 1992  
Page 2

### III. PROGRAM ISSUES

#### 1. Action to Approve Child At-Risk Task Force Final Report

Jackie Hoppen chaired the Child At-Risk Task Force. Ms. Hoppen reported the Final Report of the Child At-Risk Task Force represents over one and one half years of intensive work by a number of dedicated and interested community citizens representing a wide spectrum of professional and lay orientation. Ms. Hoppen commended Task Force members for undertaking the huge and challenging task of examining these issues. She also thanked Liz Kammer, Pastor Christine Stack, and Candice Hogden who served as group facilitators. She then gave a brief summary on the background and purpose of the Child At-Risk Task Force. The Task Force was created to meet the following objectives: to define "child at-risk," to examine existing programs in our community, to identify program gaps and make recommendations as to how these gaps could be filled. Task Force members developed the following definition: A child is at risk if his/her cognitive, social, emotional, or physical development needs are not being met. Children at-risk were identified in the following three categories: Community, School, and Legal/Bureaucratic. Liz Kammer, Pastor Christine Stack, and Candice Hogden then summarized the areas they facilitated. The major premise of the recommendations for the community focuses on the establishment of a Family Resource Center. Questions and discussion followed. A motion was made by Mr. Murphy and seconded by Ms. Holmes to accept the Child At-Risk Task Force Final Report. All were in favor of the motion. Motion carried.

### IV. FISCAL ISSUES

#### 1. Review of High Cost/Fluctuating Accounts

Mr. McCulley reported inpatient costs are right on track. One individual was moved from Winnebago, but another was moved to Winnebago. The General Assistance Program medical expenses are higher and the caseload is also up. Mr. Canales told the Board we will possibly have a \$20-30,000 deficit for 1992 in the community based care budget. We are moving people from inpatient to community based residential facilities.

#### 2. Review of Year-to-Date Financial Reports

Ms. Bean distributed and gave an overview of the financial report.

Ms. Bablitch stated the Counseling/Juvenile Court AODA Grant, Learnfare Sections have the biggest deficit right now due to more young people placed outside their own homes. We will have a separate report on these areas at the next board meeting.

3. Approval of Vouchers

A motion was made by Ms. Hoppen and seconded by Mr. Murphy to approve vouchers in the amount of \$83,404.96. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

1. Action to Approve Replacing Portage House Program Assistant

Ms. Bablitch stated this issue was discussed under correspondence at the last Board Meeting. Mr. Houlihan presented a memo for action explaining his need to replace the Program Assistant at Portage House. He is asking permission to hire a replacement for three to four weeks in advance of the current employees departure. The Personnel Committee granted approval of this request pending approval by this Board. A motion was made by Mr. Murphy and seconded by Ms. Lundquist to approve replacing the Portage House Program Assistant. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, September 8, 1992, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Pam Helgemo, Recording Secretary

prh/0599P/pp61-63

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 8, 1992

Present

Paul Borham  
Marjorie Lundquist  
Jeffrey Murphy  
Connie Schweitzer  
Carole Holmes  
William Zimdars  
Alfred Lewandowski  
Walter Jakusz

Excused

Donald Butkowski  
Joe Niedbalski  
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Pam Helgemo, Recording Secretary; Kirsten Hall, Jim Canales, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Lauri Rockman, Jerry Koepfel, David Pagel, Supervisors; Sue Rutta, Assistant to Director; Carrie Davies, Welfare Fraud Investigator; Susan Lynch, District Attorney, Brian Formella, Corporation Counsel; Kelly Berg, Stevens Point Daily Journal.

I. INFORMATIONAL UPDATE

Lucy Bean presented information on the agency's fiscal agent status, and Judy Bablitch and Sue Rutta presented information on hiring and orientation of new staff to the department.

The meeting was called to order by Chairman Paul Borham on Tuesday, September 8, at 5:03 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

1. Approval of the Minutes of August 25, 1992

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the minutes of August 25. All were in favor of the motion. Motion carried.

3. Correspondence

None

3. Director's Report

Ms. Bablitch reported the presenters of board training will be switching rooms in the future instead of the board members. The next informational update will be a tour of Friendship Manor and the next board meeting will be held at the Plover Municipal Building beginning at 5:00 p.m.

Ms. Bablitch stated the Personnel and Finance Committees reviewed our new positions for 1993. We will meet with the Personnel Committee again tomorrow to review the positions that don't involve county

Page 6

CHSB Minutes  
September 8, 1992  
Page 2

money. All other positions were denied. Ms. Bablitch asked the Board if we should resubmit our request to these committees for further consideration. It was the consensus of the Board that Ms. Bablitch take these back to the committees for further review.

4. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

III. PROGRAM ISSUES

1. Action to Authorize Application for a Transitional Housing Grant to Assist in the Provision of Better Housing Alternatives for Homeless

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to authorize application for a transitional housing grant to assist in the provision of better housing alternatives for the homeless. With the exception of Lewandowski, Murphy, and Jakusz, all were in favor of the motion. Motion carried. The demonstration project would provide \$50,000 for a two year period for comprehensive case management and service coordination services to homeless families who are transitioning to self sufficiency.

2. Update on Welfare Fraud Program

Ms. Bablitch stated probably the best option for cost effectiveness is to continue to house the position in the District Attorney's office. Administration and supervision would return to this department. Ms. Lynch reported she is recommending termination of the contract with this department for a Welfare Fraud Investigator position but the position can continue to be housed in her office. She stated the position is a viable one but her office cannot afford the additional clerical time needed because of an increased caseload. Additional staff time has been requested by her office for the past three years, but has been denied by county committees. Mr. Formella offered to take on the position if the District Attorney doesn't want it. No one can come up with the additional monies needed to fund the additional costs. A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to review all the information received as well as the Corporation Counsel's memo and to add it as an agenda item at the next meeting. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

1. Review of Accounts Funding Out-of-Home Placements of Children and Adolescents

Mr. Koepfel reported the projected total overage in 1992 will be \$228,132. He stated we have experienced a significant increase in the

number of children in need of substitute care. The length of placements for substitute care is also increasing, due to the complexity of their problems. Length of placement in foster care has increased by almost 2,000 days, and group and residential care has doubled since 1991. All group and residential placements are court ordered. Group home costs average \$1,750-\$3,200 per month and residential care costs average \$3,900-\$4,600 per month. The Board referred the matter to the Finance Committee and suggested the account be placed in a nonlapsing fund in 1993 due to the unpredictability of substitute care referrals and costs associated with those referrals.

2. Review of Projected 1992 Year-End Financial Statement

Ms. Bean distributed the year-end financial report. She reported that the the department is projecting a deficit of \$101,328 in 1992. The Counseling/Juvenile Court AODA Grant, Learnfare Sections have the biggest deficit right now due to more young people being placed outside their own homes.

3. Approval of Vouchers

A motion was made by Mr. Lewandowski and seconded by Ms. Lundquist to approve vouchers in the amount of \$259,798.38. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:23 p.m.

The next meeting is scheduled for Tuesday, September 22, 1992, in the Conference Room of the Plover Municipal Building beginning at 5:00 p.m.

Submitted by: Pam Helgemo, Recording Secretary

prh/0599P/pp64-66

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
SEPTEMBER 22, 1992

Present

Paul Borham  
Donald Butkowski  
Joe Niedbalski  
Jeffrey Murphy  
Jacqueline Hoppen  
Connie Schweitzer  
Carole Holmes  
William Zimdars  
Alfred Lewandowski  
Walter Jakusz

Excused

Marjorie Lundquist

Also Present: Judy Bablitch, Director; Pam Helgemo, Recording Secretary; Jim Canales, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Lauri Rockman, Supervisors; Brian Formella, Corporation Counsel; Kelly Berg, Stevens Point Daily Journal; Jim Schuh, WIZD; Jon R. Pike, WSPT/WSPO.

I. INFORMATIONAL UPDATE

The Board toured Friendship Manor in Plover. They operate a number of community based residential treatment facilities in Wisconsin.

The meeting was called to order by Chairman Paul Borham on Tuesday, September 22, at 5:07 p.m. in the conference room of the Plover Municipal Building.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 8, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Schweitzer to approve the minutes of September 8. All were in favor of the motion. Motion carried.

B. Correspondence

None

C. Director's Report

Ms. Bablitch reported we received the Elder Abuse Direct Service Grant for \$9,000 which we will forward to the Finance Committee. The purpose of the grant is to provide direct services to Elder Abuse victims and their families through such services as respite care, supportive home care, and adult day care. Grant funds are available from October 1, 1992 through December 31, 1993.

Ms. Bablitch stated the Personnel Committee reviewed and denied the reclasses of Lucy Bean and Sue Rutta. They approved reclasses of the Crisis Intervention Social Worker and the Home Health Nurse positions. Financial Services staff also submitted reclasses and they were denied.

Page 3

CHSB Minutes  
September 22, 1992  
Page 2

Management staff has been working on the budget which will be presented to the Board on October 13-14.

D. Citizen Concerns/Unlimited Topics

No citizen concerns or other unlimited topics were brought to the Board's attention.

III. PROGRAM ISSUES

A. Update on Issues Related to the Closing of River Pines ICF/MR Unit

Mr. Canales stated out of eighteen individuals residing in this unit, seven individuals will be moved to other ICF/MR Units within the state, three moved out of the county, two have no active treatment, and six will reside within the community. Possibly two-three individuals will be serviced by the agency's community based care section. The State is paying \$47/day per diem for the care of these individuals. Daily costs at Northern Center are \$200/day. Mr. Canales will keep the Board informed with updates on the situation.

B. Action to Finalize Supervision and Location of Welfare Fraud Investigator Position

A motion was made by Mr. Zimdars and seconded by Mr. Murphy to discontinue the contract with the District Attorney's office effective December 31, 1992 and have Community Human Services assume administration and supervision of this program and have the position housed in the District Attorney's office. All were in favor of the motion. Motion carried. Ms. Bablitch stated the General Government Committee voted to terminate the District Attorney's contract with us December 31, 1992. The General Government Committee voted that Community Human Services administer the fraud program for 1993. The Personnel Committee met on September 21 and reviewed the issue. They forwarded the issue back to this Board for action.

IV. FISCAL ISSUES

A. Review of High Cost/Fluctuating Program Accounts

Mr. McCulley reported we only have one individual in Winnebago now so costs are pretty much on target. We have had a decrease in emergency detentions and voluntary placements. Mr. Canales told the Board we are moving people from inpatient to community based residential facilities which will cause a \$29,000 deficit for 1992 in the community based care budget. The General Assistance Program medical and non-medical expenses are up but we are still within our budget for '92.

B. Approval of Vouchers

A motion was made by Mr. Murphy and seconded by Ms. Hoppen to approve vouchers in the amount of \$218,838. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Approve Limited Term Employee for WIC Program

A motion was made by Ms. Holmes and seconded by Mr. Butkowski to approve the limited term employee for the WIC Program. All were in favor of the motion. Motion carried. Ms. Bablitch stated the Personnel Committee suggested this position be an LTE instead of a permanent position. This position will be responsible for clinic intake activities, anthropometric measurements and client record maintenance. WIC funding will cover costs.

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 5:47 p.m.

The next meeting is scheduled for Tuesday, October 13, 1992, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 5:00 p.m.

Submitted by: Pam Helgemo, Recording Secretary

prh/0599P/pp67-69

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 13, 1992

Present

Paul Borham  
Jackie Hoppen  
Al Lewandowski  
Walter Jakusz  
Jeffrey Murphy  
Carole Holmes  
Marge Lundquist  
Bill Zimdars  
Donald Butkowski  
Joe Niedbalski  
Connie Schweitzer

Also Present: Judy Bablitch, Director; Pam Helgemo, Recording Secretary; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Jerry Koeppel, Lauri Rockman, Stephen Tuszka, Supervisors; Lucy Bean, Business Manager; Sue Rutta, Assistant to Director; Sandy Haasl, Staff; Paul Rice, Community Industries Corporation; Sue Wilcox, Mary Mahr, United Way; Ron Alexander, New Concepts; Sue Chapman, Achievement Center; Brian Shoup, Perry Ackeret, Tom MacKaben, Deb Knippel, Kathy Olszewski, CADAC; Mike Houlihan, Portage House; Kelly Berg, Stevens Point Daily Journal, Jim Schuh, WIZD, Jon R. Pike, WSPT/WSPO.

The meeting was called to order by Chairman Borham on Tuesday, October 13, at 4:27 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 22, 1992

A correction was noted by Mr. Murphy. Under Action to Finalize Supervision and Location of Welfare Fraud Investigator Position - The following should be added: The position is not to be altered in any shape or form except for the elimination of the following in the job description. The position does not administer the program or train CHS staff, and does not have any budgeting responsibilities. This agency is also responsible for the support hours needed. A motion was made by Ms. Hoppen and seconded by Mr. Niedbalski to approve the Minutes of September 22 with the noted correction. All were in favor of the motion. Motion carried.

B. Correspondence

None

C. Director's Report

None

D. Citizen Concerns/Unlimited Topics

No citizen concerns were brought to the Board's attention.

Page 2

CHSB Minutes  
October 13, 1992  
Page 2

Mr. Murphy suggested we speak with Mr. Pete Mancel who collects bad debts for the County Treasurer and works for Point Credit. Mr. Murphy stated this might be a beneficial effort in collecting our bad debts. Ms. Bablitch will contact Mr. Mancel and will look into this possibility.

E. Action to Approve Appointment of Board Member to WCA Steering Committee on Health and Human Services

A motion was made by Ms. Holmes and seconded by Ms. Lundquist to approve the appointment of Paul Borham to serve on the WCA's Steering Committee of Health and Human Services. All were in favor of the motion. Motion carried.

II. REVIEW OF PROPOSED 1993 DEPARTMENT BUDGET

A. Budget Overview

Mrs. Bablitch told the board that the proposed 1993 budget included no new programs unless we receive additional specific funding for them, no additional funding for new clients unless they replace existing clients, a decrease in some benefits to clients where feasible and possible and a continuation of waiting lists for various sections. We hope to maintain service delivery at 1992 levels. Positions authorized by Personnel and Finance have been added to the budget. Various state and federal revenues ranged from decreases to 2% increases. Most fees will be increased by 5%. The county Finance Committee has given departments a 4% increase. Currently we need an additional \$51,866 to fall within this 4% increase. The Board should consider asking the Finance Committee for \$34,614, which is the difference of the 1% we did not receive in our salary and fringe line items for 1992, and ultimately affected our base for 1993. The remaining \$17,252 would be cut during 1993 through staff reductions such as delaying hiring, not replacing a vacancy right away, etc.

Ms. Bean presented an overview of the schedules. The first schedule was prepared for the County Business Office and indicates the gross expenditures less the general revenues and the net tax levy for both 1992 and 1993. In the non-lapsing accounts, the reserve surplus of \$59,350 has been applied. The combined accounts indicates a 7.1% increase to the net tax levy for 1993.

The second schedule is a budget category comparison. Total personnel costs are at 5.5%. Contract services are at 4.6% and operating expenses are at 12.1%. Some of the operating expenses that have increased are: postage, repairs and maintenance, and professional liability insurance.

The third schedule is our purchased services analysis.

The fourth schedule is our 1993 Outlay requests.

The fifth schedule is the department's 1993 Fee Schedule. An updated schedule was distributed to the Board. Fees will increase overall by approximately 5%.

The sixth schedule is our contract agency requests. Local agencies have increased their requests by 4.97% or \$83,661.

The seventh schedule, the 1993 Divisional Budget Recap, summarizes the divisions expenses, revenues, net, and a percentage change. The County Share is 8.39% based on the regular accounts and does not include the high cost accounts.

B. Review of Administration Budget

The Division budget reflects a 6.3% total budget level net increase. The largest increase includes salary and fringe line items.

C. Review of Division of Business Services Budget

The Division budget reflects a 3.2% total budget level net increase. Significant increases were realized in postage and our professional liability accounts. The division is expecting increased revenues from the trust account interest and subpoena fees.

D. Review of Division of Shared Services Budget

The Division budget reflects a 24.43% total budget level net increase. Increases were realized in salary and other personnel-related costs. Two HSS II positions were located in the counseling services section but were moved into Shared Services to enable a closer alignment with intake and crisis intervention staff. These two positions provide investigations for cases of alleged child abuse and/or neglect.

E. Review of Division of Long-Term Care Budget

The Long-Term Care Division budget reflects a budget level net increase of 8.51%. Expenses are up by 16.77% and revenues are also up by 20.87%.

The Coordinator's budget reflects a budget level net increase of 5.2%. Increases are in the salary and fringe line items.

The Community Options Program (COP) budget reflects a budget level net decrease of 69.3%. We will receive an 6.5% increase in revenues which increases the money we have available to clients.

The Community Support Program budget reflects a budget level net increase of 11.7%. Revenue decreases of 5.7% include day services fees and case management fees. Expense increases of 4.2% include supportive home care and some salary and fringe line items.

Page 4

CHSB Minutes  
October 13, 1992  
Page 4

The Developmental Disabilities budget reflects a budget level net increase of 8.5%. Revenue increases of 28.2% include the Community Integration Program, a Birth to Three Services Program, and case management fees. Expense increases of 19.9% include salary and fringe line items, adult family care, birth to three services, and Community Integration Program services.

The Elderly Services budget reflects a budget level net increase of 35.6%. The major revenue source is MA Waiver Program dollars. Case management revenues are down by 14.3%. Expenses increased in salary and fringe line items, and also in the MA Waiver Program.

The Adult Protective Services budget reflects a budget level net increase of 2.4%. Expenses increased by 36% and are reflected in the salary and fringe line items.

F. Review of Division of Restorative Care Budget

The Division budget reflects a budget level net decrease of 13.75%.

The Coordinator's budget reflects a budget level net increase of 4.3%. Increases are in salary and fringe line items.

The Counseling Services budget reflects a budget level net decrease of 15.9%. We will receive a 51.1% increase in substitute care funds due to an increase in our families ability to pay for foster care. Decreases in expenses are reflected in salary and fringes. Two social worker positions were moved to Shared Services.

The AODA Juvenile Court Services budget reflects a budget level net of 0%. Revenues offset expenses.

The Psychological Services budget reflects a budget level net increase of 3.4%. Increases in expenses are in salary and fringe line items.

The Chemical Dependency budget reflects a budget level net decrease of 13.1%. Most services in this budget are contracted with CADAC and reflects a 14.9% increase in expenses which include outpatient treatment, halfway house services, medical and non-medical detox programs, and prevention and community educational services.

The Financial Services budget reflects a budget level net decrease of 3.8%. Revenues increased by 5%, and a 5.3% increase in expenses include salary and fringes, and AFDC vendor payments.

The Emergency Services budget reflects a budget level net of 0%.

The Fraud Program budget reflects a budget level net increase of 22.5%. Increases in expenses are in salary and fringe line items.

The PRIDE/Food Stamp Employment and Training Program budget reflects a budget level net decrease of 93.2%. Revenues of \$54,300 will be received in 1993 to provide case management and employment search services to Food Stamp only recipients. Increases in expenses are in salary and fringe line items.

The Commodity Distribution Program budget reflects a budget level net of 0%.

The Portage House budget reflects a budget level net of 0%. Revenues are received from the Department of Corrections and Project Income.

III. ADJOURN MEETING UNTIL WEDNESDAY, OCTOBER 14, 1992

There were no other questions or discussion on the budget. A motion was made and seconded to adjourn the meeting until Wednesday, October 14, to conclude the budget hearings. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:32 p.m.

Submitted by: Pam Helgemo, Recording Secretary

0599P-p70-74

*Page 6*

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 14, 1992

Present

Paul Borham  
Jackie Hoppen  
Al Lewandowski  
Walter Jakusz  
Jeffrey Murphy  
Carole Holmes  
Marge Lundquist  
Bill Zimdars  
Donald Butkowski  
Joe Niedbalski  
Connie Schweitzer

Also Present: Judy Bablitch, Director; Pam Helgemo, Recording Secretary; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Stephen Tuszka, Mike Carder, Jim Riggerbach, Jennifer Cummings, Suzanne Oehlke, Cindy Schmitz, Supervisors; Lucy Bean, Business Manager; Sue Rutta, Assistant to Director; Sandy Haasl, Staff; Paul Rice, Community Industries Corporation; Mary Mahr, United Way; Kelly Berg, Stevens Point Daily Journal, Jim Schuh, WIZD, Jon R. Pike, WSPT/WSPO.

I. ACTION TO RECONVENE MEETING OF OCTOBER 13, 1992

The October 13 budget meeting was reconvened by Chairman Borham at 4:30 p.m. on Wednesday October 14, in Conference Rooms 1-2 of the Gilfry Center.

II. CONTINUATION OF REVIEW OF PROPOSED 1993 DEPARTMENT BUDGET

A. Review of Division of Health Budget

The Division budget reflects a budget level net decrease of .42%.

The Coordinator's budget includes the Healthy Start Grant and reflects a budget level net increase of 7%.

The Lab Services budget reflects a budget level net decrease of 2.2%. Revenues increased in lab fees for water, STD Clinics and other. Expense increases are in salary and fringe line items.

The Community Health budget reflects a budget level net increase of .5%. A portion of the Learnfare Grant is included in this budget. Health Check, the AIDS contract, immunization clinic, and school health contracts have increased revenues. Major increases in expenses are in salary and fringe line items.

The Environmental Health budget reflects a budget level net decrease of 10.7%.

Page 7

CHSB Minutes  
October 14, 1992  
Page 2

The Home Health budget reflects a budget level net decrease of 8%. Revenues of 9.1% are due to an increase of \$35,065 in home health fees. Expenses increased by 9.2% which is reflected in the salary and fringe accounts.

The WIC budget revenues increased by 21.9% which includes an increase in grant dollars. The 22% increase in expenses is reflected in salary and fringes, and supplies.

B. Review of High Cost Budget

The High Cost Budget Recap shows a net County Share increase of 4%.

The Inpatient Mental Health budget reflects a budget level net increase of 15%. Expenses increased 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 increase of 22%. We will be decreasing the number of days at Sacred Heart.

The Seriously Mentally Ill Residential Care Budget reflects a budget level net increase of 3.2%. The IMD Nursing Home revenue increased by 38.8%. Expenses are up in the community based care, and medication accounts.

The General Assistance budget reflects a budget level net decrease of 6.3%.

Mr. Borham asked for questions or comments. There were no other questions or discussion on the budget.

III. ACTION TO ADOPT 1993 FEE SCHEDULE

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to adopt the 1993 fee schedule. Discussion followed. All were in favor of the motion. Motion carried.

IV. ACTION TO ADOPT 1993 COMMUNITY HUMAN SERVICES BUDGET AND FORWARD TO FINANCE COMMITTEE

The budget is currently at a 7.1% increase over 1992. A motion was made by Mr. Murphy and seconded by Ms. Holmes to ask the Finance Committee for \$34,614, which is the difference of the 1% we did not receive in our salary and fringe line items for 1992 and affected our base for 1993, approve the remaining \$17,252 be cut during 1993 through staff reductions, and use \$59,350 of our reserve fund in the High Cost Accounts Budget. Discussion followed. All were in favor of the motion. Motion carried.

V. ACTION TO ACCEPT GRANT FOR DIVISION OF HEALTH

A motion was made by Ms. Lundquist and seconded by Mr. Zimdars to accept Childhood Lead Project Grant and forward it to the Finance Committee. This grant will focus on screening children under the age of six years who live in older housing. All were in favor of the motion. Motion carried.

VI. APPROVAL OF VOUCHERS

A motion was made by Mr. Murphy and seconded by Ms. Hoppen to approve vouchers in the amount of \$176,572.56. All were in favor of the motion. Motion carried.

Cindy Schmitz passed out a flyer on Influenza-Pneumonia Clinics which are being held in October and Novmeber.

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 5:52 p.m.

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

Submitted by: Pam Helgemo, Recording Secretary

prh/0599P-75-77

MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
OCTOBER 27, 1992

Present

Paul Borham  
Marjorie Lundquist  
Donald Butkowski  
Joe Niedbalski  
Jeffrey Murphy  
Jacqueline Hoppen  
Connie Schweitzer  
Carole Holmes  
William Zimdars  
Walter Jakusz

Absent

Alfred Lewandowski

Also Present: Judy Bablitch, Director; Pam Helgemo, Recording Secretary; Jim Canales, Bill McCulley, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; David Pagel, Patti Hintz, Supervisors; Sue Rutta, Assistant to Director; Mike Houlihan, Director-Portage House; Kelly Berg, Stevens Point Daily Journal; Jon R. Pike, WSPT/WSPO.

The meeting was called to order by Chairman Paul Borham on Tuesday, October 27, at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 13, October 14, 1992

A motion was made by Ms. Hoppen and seconded by Mr. Butkowski to approve the minutes of October 13, October 14, 1992. Discussion followed. Mr. Murphy stated that the motion recorded in the minutes to accept the budget as presented was incorrect. He said he proposed that the Finance Committee develop a budget guideline that would limit the budget increase for 1993 to 4%. He recommended the 1992 base be adjusted upward to reflect unfunded union contract settlement costs of \$34,614 and the use of surplus funds be eliminated for the high cost accounts. With the exception of Murphy and Butkowski, all were in favor of approving the minutes as written. Motion carried.

B. Correspondence

Chairman Borham and Mrs. Bablitch sent a letter to DHSS Secretary Gerald Whitburn and Assemblyman Gruszynski and Senator Helbach regarding the 8-10% increases to institutional rates for the seriously mentally ill population when counties Community Aids from the State were increased about 1%.

C. Director's Report

Ms. Bablitch reported the Finance Committee denied the Board's request to use \$59,350 from its reserve fund to offset the high cost accounts, and recommended the Board use \$39,160 from its reserve instead. The Board requested \$34,614 to reflect unfunded union contract settlement costs but the Finance committee granted \$17,679. The Business office

Page 3

CHSB Minutes  
October 27, 1992  
Page 2

than adjusted the budget by \$1,083 to allow for adjustment of the 1992 base due to nonunion increases that came through in July. The Board requested we cut \$17,252 in personnel costs, which brings us to a total of \$53,294 to be cut. That issue will be discussed later in the meeting in closed session.

D. Citizen Concerns/Unlimited Topics

No citizen concerns or other unlimited topics were brought to the Board's attention.

II. PROGRAM ISSUES

A. Review of Third Quarter Program Statistics (July-September 1992)

Coordinators gave an overview of the Statistical Report.

Ms. Bablitch reported she met with Mr. Pete Mancel who collects bad debts for the County Treasurer and works for Point Credit. He may be able to assist us in collecting our bad debts. She will present a full report to the Board at a later date.

Mr. McCulley reported Jay Cleve has resigned and we received approval from the Personnel Committee to rehire.

III. FISCAL ISSUES

A. High Cost Financial Report

Mr. McCulley reported we only have one individual in Winnebago now so costs are pretty much on target. We have had a decrease in emergency detentions and voluntary placements. Mr. Canales told the Board no more individuals have been placed in community based residential facilities. We expect to have a deficit in 1992. The General Assistance Program medical and non-medical expenses are up and our case load is also up.

B. Year to Date Financial Report

Ms. Bean gave an overview of the financial report. Ms. Bean reported we received about \$82,000 in additional funds from the State. This additional revenue will be applied to the 1992 budget, bringing the deficit of \$119,127 in county tax levy to approximately \$29,000. Similar funds expected in 1992 could help the deficit even more, bringing the tax levy to a surplus.

Mrs. Bablitch commented that if additional IDP (Intoxicated Driver Program) funds were forthcoming, she would recommend these be allocated to CADAC for prevention programming.

C. Action to Review Lease Agreement for Portage House

A motion was made by Mr. Murphy and seconded by Mr. Jakusz to recommend the Finance Committee revise the existing lease agreement with Portage House and absolve them of their monthly lease payment and allow for payment of utilities only. All were in favor of the motion. Motion carried. Portage House currently pays \$800 per month rent on the building and reduced state funding means Portage House's reserves will last for only the next two years unless rent is deleted from the budget.

D. Action to Approve Contract with Department of Corrections

A motion was made by Ms. Hoppen and seconded by Ms. Lundquist to approve the contract with the Department of Corrections to provide a Sex Offender Group to residents of Portage House and clients assigned to Probation-Parole. The agreement would run from December-June 1993 and is for approximately \$4,000.

E. Action to Approve Subcontracts for PRIDE Program

A motion was made by Ms. Lundquist and seconded by Ms. Holmes to approve the subcontracts for the PRIDE Program. The subcontracts for calendar year 1993 are: 1. Motivation to be awarded to the University of Wisconsin - Stevens Point Office of Continuing Education and Outreach in the amount of \$16,755, and 2. Employment Search and Job Development combined to be awarded to Forward Service Corporation in the amount of \$42,500. All were in favor of the motion. Motion carried.

F. Approval of Vouchers

A motion was made by Mr. Butkowski and seconded by Ms. Hoppen to approve vouchers in the amount of \$283,951.65. All were in favor of the motion. Motion carried.

IV. CONTEMPLATED EXECUTIVE SESSION

A. Vote to go into Executive Session in Accordance with Wisconsin State Statutes 19.85(1)(c) to Discuss 1993 Budget as it Relates to Reducing Personnel Costs

A motion was made by Mr. Jakusz and seconded by Mr. Murphy to go into Executive Session. A roll call vote was taken. All were in favor of the motion.

B. Action to Return to Open Session with Action as Appropriate

A motion was made by Mr. Jakusz and seconded by Ms. Holmes to return into open session.

Page 5

CHSB Minutes  
October 27, 1992  
Page 4

A motion was made by Mr. Murphy and seconded by Ms. Lundquist to pursue the suggested staff reductions by general attrition and layoff the position of Word Processing Coordinator. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

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

The next meeting is scheduled for Tuesday, November 24, 1992, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 5:00 p.m.

Submitted by: Pam Helgemo, Recording Secretary

prh/0599P/pp46-49

**MINUTES  
COMMUNITY HUMAN SERVICES BOARD MEETING  
NOVEMBER 24, 1992**

Present

Paul Borham  
Donald Butkowski  
Jeffrey Murphy  
Jacqueline Hoppen  
Carole Holmes  
William Zimdars  
Alfred Lewandowski

Excused

Walter Jakusz  
Connie Schweitzer  
Marge Lundquist  
Joe Niedbalski

Also Present: Judy Bablitch, Director; Sandy Uhl, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Coordinator; David Pagel, Supervisor; Suzanne Oehlke, WIC Project Director; Jon R. Pike, WSPT/WSPO.

The meeting was called to order by Chairman Paul Borham on Tuesday, November 24, 1992 at 5:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

**I. MINUTES, GENERAL REPORTS, COMMENTS**

**A. Approval of the Minutes of October 27, 1992**

A motion was made by Mr. Murphy and seconded by Mr. Butkowski to approve the minutes of October 27, 1992 as presented. Motion carried.

**B. Correspondence**

Mrs. Bablitch sent a letter to DHSS Secretary Gerald Whitburn and Assemblyman Gruszynski and Senator Helbach regarding the 8-10% increases to institutional rates for the seriously mentally ill population when counties Community Aids from the State were increased about 1%. Response from these letters were received informing us of why the rates increased but not giving actual reasoning for the increase.

**C. Director's Report**

Ms. Bablitch reported the department will be beginning the process of completing employee evaluations. Ms. Bablitch reported needed services are escalating within various sections. An Elderly Services Social Work position for 1993 with help in the service delivery area.

Ms. Bablitch noted that the Fall Community Human Services Conference will be held December 9-10, 1992. All members were invited to attend the conference.

Ms. Bablitch also reported that the Health Plus Program has been presented with the Wellness Commission Award.

Ms. Bablitch shared that the position of Bachelor Social Worker needs to become certified in regard to funding purposes.

Ms. Bablitch presented information on budget preparation. It was well received.

D. Advisory Committee Report

Ms. Bablitch reported that a member of the Stevens Point Police Department will be speaking to the Advisory Committee regarding gang activity as a citizen came to the Advisory Committee and discussed her concerns.

D. Citizen Concerns/Unlimited Topics

Members shared the various information they have on "gang" activity in the area with many of the problems being with attitudes, language barriers, crime and the culture barriers.

Ms. Holmes questioned the frequent reports of attempted hangings at the jail and the cost of these to the county in general. Ms. Bablitch reported that staff have met and suggested services for the jail including that of better health services, nutrition, library access, and mental health services. The PRISM committee is working on this issue. Mrs. Bablitch plans to meet with the new sheriff to discuss these areas.

Ms. Hoppen shared that the AIDS Sensitivity Awareness day is December 1, 1992. Red ribbons were distributed to wear on that date. Presently, there are 27 individuals within five counties with 300-500 individuals afflicted with the AIDS virus.

II. FINANCIAL ISSUES

A. High Cost/Fluctuating Account Report (October)

Ms. Bablitch overviewed the high cost/fluctuating account report for October. To date the report is looking favorable. A motion was made by Mr. Murphy and seconded by Ms. Holmes to accept the report as presented.

B. Year-To-Date Financial Report

Ms. Bean overviewed the current status of the financial report. At present a \$4,200 deficit exists.

C. Approval of Vouchers

Ms. Bean shared with members the vouchers payable at this time- regular vouchers - \$290,821.59; high cost vouchers - \$97,519.28; and Portage House - \$1,449.24. A motion was made by Mr. Murphy and seconded by Mr. Lewandowski to approve the vouchers as presented. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

A. Action to Review Personnel Policy on Work Schedules for Non-Union Employees and forward recommendation to Personnel Committee

Ms. Bablitch shared with members the request from the Personnel Committee to departments regarding staff members schedules. Ms. Bablitch noted that for certain employees, in certain positions, a non-traditional schedule is an effective way of managing their work. The general reasons were shared with members. Staff members are carefully monitored as to whether or not this flexible schedule is in the best interest of the service delivery system. Staff coverage is always maintained within the department.

Mr. Murphy pointed out that in the Personnel Policies, there is nothing written about "flex time". The policy states non-union staff work 40 hours per week. This issue arose when other individuals within the county system requested working 4, 10-hour days and were denied, not because of any complaints that it was not working well.

Mr. Murphy stated he felt management staff has a responsibility to be on their job, five days a week.

Ms. Bablitch shared that this issue was brought up to the two past Personnel Managers for the county and they were in agreement with this system of scheduling work.

A motion was made by Mr. Murphy to deny the ability to schedule in this fashion for central management staff. No second. Motion died.

Ms. Bablitch pointed out the advantages of working this schedule with many times having more access to individuals earlier in the day or later in the day as needs arise. Ms. Bablitch noted that permission must be given to an individual to work this schedule and this is scrutinized very closely to see that this schedule would be in the best interest of the agency.

A motion was made by Paul Borham that the present program staff be grandfathered in to this program but that no further scheduling will be allowed. When an individual leaves the position/agency, this system will not be granted to a new employee to work. He would like the director to monitor the situation and report back to the committee. The motion was seconded by Ms. Hoppen who then withdrew her motion. Motion died.

Page 4

CHSB Minutes  
November 24, 1992  
Page 4

Discussion continued on the need for coverage within the central management portion of the department.

Mr. Murphy noted that the Personnel Committee will be going over the Personnel issues for the county revising and updating all policies.

A motion was made by Ms. Hoppen and seconded by Mr. Zimdars that this committee has confidence in the Director and management staff and have not seen problems arising through this manner of scheduling and that the policy remain as is to allow various scheduling at the discretion of the department head. All were in favor of the motion with the exception of Mr. Murphy. Motion carried.

B. Action to Approve Limited Time Employee Time for Prevention Block Grant

Ms. Hall shared with the board the need for additional nursing hours in the Community Health Section to work with the Prevention Block Grant. Funding for the position will be provided through the Grant.

A motion was made by Ms. Holmes and seconded by Mr. Lewandowski to approve the Limited Term Employee for the Prevention Block Grant.

IV. ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

The next meeting is scheduled for Tuesday, December 8, 1992, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Sandy Uhl, Recording Secretary

su/0599P/pp50-53

**MINUTES**  
**COMMUNITY HUMAN SERVICES BOARD MEETING**  
**DECEMBER 8, 1992**

Present

Paul Borham  
Donald Butkowski  
Jeffrey Murphy  
Jacqueline Hoppen  
Carole Holmes  
William Zimdars  
Alfred Lewandowski  
Walter Jakusz  
Connie Schweitzer  
Marge Lundquist  
Joe Niedbalski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Coordinator; Mike Carder, Supervisor; Gary Garske, Sanitarian; Bill McCulley, Coordinator; Mike Houlihan, Director.

The meeting was called to order by Chairman Paul Borham on Tuesday, December 8, 1992 at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 24, 1992

A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the minutes of November 24, 1992 as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch introduced the new Recording Secretary for the Board, Dawn Grasamkee.

Ms. Bablitch suggested that the December 22, 1992 Board meeting be cancelled due to the lack of agenda items.

Ms. Bablitch distributed copies of the agenda of the Fall Conference of the Wisconsin County Human Service, Making the System Work. She invited all the Board members to attend on Wednesday and Thursday, December 9 and 10, 1992.

D. Citizen Concerns/Unlimited Topics

There were no Citizen Concerns/Unlimited Topics presented at this meeting.

II. PROGRAM ISSUES

A. Review of Draft Health Hazard Ordinance

Kirsten Hall and Mike Carder presented the draft of the Health Hazard Ordinance. Ms. Hall stated that as of one year ago, 1/3 of the counties have their own ordinances. Local ordinances define what a hazard is and provide a procedure for easier enforcement to get the health hazards abated. In August of 1991 a bat infestation hazard arose. Bob Heidel, Corporation Counsel, at that time said that this could have been handled better with a local ordinance. Ms. Hall showed a videotape of the bat infested home. She stated that there was an estimated 300+ bats in this home. The possibility of rabies was high. A boy had to receive rabies prophylaxis because he was exposed to a rabid bat. A professional exterminator was called in to remove the bats. The absentee landlord didn't believe this was a nuisance. All the abatements were done. Ms. Hoppen commented on the bat problem at Old Main. She stated that the exterminator used a device that would not allow the bats back in. Ms. Hall stated that such a device would not have worked at this place due to the large number of bats. Ms. Schweitzer questioned the response time. Ms. Hall explained that this was a very complicated case and that the absentee landlord did not really cooperate with our department. Mr. Murphy questioned whether this policy was for low income or county-wide. He also questioned if you are an owner and you choose to live in those types of conditions what would be done. Ms. Hall basically stated that as long as there are no children in the household that there would be nothing that could be done. Mr. Carder stated that this would be a blanket ordinance and hazards would be handled strictly on a confidential referral basis.

Mr. Carder then delineated nuisance complaints receive in recent years. They were as follows:

1989 - 33 complaints  
1990 - 21 complaints  
1991 - 17 complaints  
1992 - 25 complaints

For a total of 96 total unsolicited complaints.

Pictures depicting other complaints were also shared with the Board. Mr. Jakusz questioned whether or not Brian Formella has looked over the ordinance and Mr. Carder responded that he has and that this ordinance is adopted after Rock County's ordinance.

Ms. Bablitch stated that this ordinance is still a draft and that the steps will be followed as found on Page 5, Agenda Item #11-A of the December 8, 1992 Board packet. Mr. Murphy stated that he would like to see an interfacing with Zoning so as there is no overlapping. Mr. Murphy does not want to see any territorialization. Mr. Carder said that staff have been working with Planning and Zoning and the Corporation Counsel on this matter.

III. FINANCIAL ISSUES

A. Action to Authorize Use of Financial Services Funds to Purchase Equipment

Ms. Bablitch stated the request to purchase this equipment comes from money received by financial services programs. If it is not used it will be returned to the DHSS. Mr. Murphy moved to purchase the equipment and Ms. Holmes seconded. Motion carried.

B. Approval of Vouchers

Ms. Bean shared the vouchers payable at this time - regular vouchers - \$152,502.93; high cost vouchers - \$161,646.61; and Portage House - \$43.76. The Business Division contains the Learnfare vouchers that are payable to the school. A motion was made by Mr. Lewandowski and seconded by Ms. Lundquist to approve the vouchers as presented. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Review Compensation Arrangement for Division of Corrections Grant

Mr. McCulley requested that we contract with Mike Houlihan to service the Sex Offender Group above his normal job duties, as Mr. Houlihan could not get liability insurance. Mr. Houlihan stated that he will run approximately 30 sessions beginning now and running through the end of June.

The contract amount would be as follows:

- \$2,200 - running of program (30 sessions)
- \$1,000 - training
- \$ 540 - materials and administration
- \$4,040 - total agreement with the Department of Corrections

This would be a limited six month program. The groups will be between 6 and 10 offenders and hopefully that will be retained throughout the program time period.

The referrals for this program will come from Probation and Parole. Mr. Murphy questioned whether there were any other people interested in running the program. Both Mr. McCulley and Mr. Houlihan stated that no one came forth.

Ms. Holmes wanted to be sure that we are absolutely certain that Mr. Houlihan will be insured. Ms. Bean shared that as long as Mr. Houlihan is identified as an employee he will be covered. Mr. Houlihan stated that he will not be claiming to be a therapist and he will not be the primary therapist.

Mr. McCulley stated that this program is scheduled to run through June and that it is highly probable that it will be renewed. Mr. Niedbalski moved to approve the funding. Ms. Holmes second the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 5:29 p.m.

The next meeting, scheduled for Tuesday, December 22, 1992, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m., may be cancelled.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp54-57