

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JANUARY 12, 1993**

Present

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

Excused

Joe Niedbalski

Absent

Donald Butkowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Coordinator; Sally Murwin, Laboratory Technician; Jim Canales, Coordinator; Jon Pike, WSPT/WSPO; Pat Langoehr, WYTE.

The meeting was called to order by Chairman Paul Borham on Tuesday, January 12, 1993 at 5:01 p.m. in Conference Rooms 1-2 of the Gilfry Center.

I. INFORMATIONAL UPDATE

At 4:30 p.m. the Board split into two groups. Group A heard a presentation by the Long Term Care Division and Group B heard a presentation by the Health Department.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 24, 1992

A motion was made by Mr. Lewandowski and seconded by Mr. Murphy to approve the minutes of December 8, 1992 as presented. Motion carried.

B. Correspondence

Ms. Bablitch called the Board's attention to a letter the agency received by Senator Helbach.

C. Director's Report

Ms. Bablitch stated that the next meeting will be a joint Advisory and Board meeting. There will be an informational update regarding gangs presented at that beginning of that meeting. There will be a panel of representatives from the Sheriff's Department, Police Department, schools, and a worker from the Juvenile area. The topic will relate to gangs and whether there is a problem in our area and what can be done if there is. Ms. Bablitch stated that the Advisory Committee is very interested in this issue. She stated that the update may last about 45 minutes.

Ms. Bablitch also updated the Board regarding the Personnel Committee's discussion about the flexible hours of the management staff in our Department. She stated that this issue was not resolved. Ms. Bablitch stated that she felt it would be beneficial to arrange a time to meet with the Personnel Committee to further discuss this issue. Mr. Murphy suggested that she contact Gerry Lang regarding this.

Ms. Bablitch also informed the Board of Jay Cleve's resignation from the staff. She stated that there was one person for the Department being interviewed for Mr. Cleve's position.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated that there was a Central Wisconsin AIDS meeting this morning. The meeting discussed the publicity and media concerns of AIDS.

Mr. Borham stated that on Friday, January 15, 1993 at 10:00 a.m. at the Holiday Inn there will be a Health Committee meeting regarding the Wisconsin health concerns for the Year 1993. He felt that the biggest issue will be regarding tax exemption for affiliated agencies.

III. FINANCIAL ISSUES

A. High Cost Financial Report - November 1992

Jim Canales stated that about 75% of the expenses for inpatient have been used. He felt at this time that they will end the year about \$25,000 over in the CBRF area. He felt that they will save about \$90,000 in 1993 with the removal of a patient.

B. Action to Authorize Purchase of a Still for Laboratory

Kirsten Hall and Sally Murwin informed the Board that the current still used in the lab is obsolete. The machine is made in England. The current system would cost about \$7,000 to replace. Ms. Hall stated that the cost for the ion exchange system would be approximately \$3,600 for the machine and filters. It can be covered from 1992 funds. Mr. Lewandowski made a motion to approve the purchase. The motion was seconded by Mr. Murphy. Motion carried.

C. Approval of Vouchers

Lucy Bean stated that there are two voucher summary reports, one for 1992 and one for 1993. Ms. Bean stated that the \$34,641.53 in the Business Division was for the Learnfare program. She stated that the Learnfare vouchers will continue to come from the Business Division. Ms. Bean explained that the contracted services for 1993 represent a 1/12th payment at the beginning of the month. Mr. Murphy motioned to approve the vouchers. Mr. Lewandowski seconded the motion and the motion carried.

IV. CONTEMPLATED EXECUTIVE SESSION

A. Vote to Go into Executive Session in Accordance with Wisconsin Statutes 19.85 (1) (c) to Discuss 1993 Personnel Reduction.

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

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

A motion was made by Ms. Hoppen to go into open session and seconded by Mr. Lewandowski. All were in favor. No action was taken.

V. ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

The next meeting is scheduled for Tuesday, January 26, 1993 in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.. This will be a joint meeting of the Advisory Committee and the Community Human Services Board.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp58-60

**MINUTES
COMMUNITY HUMAN SERVICES BOARD & ADVISORY COMMITTEE MEETING
JANUARY 26, 1993**

Present

Donald Butkowski
 Jeffrey Murphy
 Joe Niedbalski
 Peggy Sullivan
 Paul Borham
 Carole Holmes
 William Zimdars
 Jacqueline Hoppen
 Amy Marks
 Alfred Lewandowski
 Walter Jakusz
 Paula Griebler
 Connie Schweitzer
 Mary Maller
 Perry Ackeret
 James Bowles
 Gordon Haferbecker
 Elizabeth Kammer
 Sue Wilcox
 Rev. Matt Mallek
 Julie Hladky
 Carol Przybylski
 Marge Lundquist
 Mary Cayford
 Geni Aman
 Deborah Mallek

Excused

Sue Kaczmarek
 Erin Woods
 Darlene Kropidlowski

Absent

Carolyn Wayerski
 Joe Stommel

Also Present: Judy Bablitch, Director; Dawn Grasmee, Recording Secretary; Bill McCulley, Kirsten Hall, Jim Canales, Daryl Kurtenbach, Coordinators; Lucy Bean, Business Manager; Mike Carder, Cindy Schmitz, Steve Tuszka, Jennifer Cummings, Patti Hintz, Jerry Koepfel, Suzanne Oehlke, Jim Riggensbach, Supervisors, Sue Rutta, Assistant to Director; Jon Pike, WSPT/WSPO.

I. INFORMATIONAL UPDATE

Bob Barge, Police Department; Ken T. Schuda, Sheriff's Department; Kate Lazars, PCCHSD; and Ed Von Feldt, SPASH, presented information on possible gang activity in Portage County.

The meeting was called to order by Chairman Paul Borham on Tuesday, January 26, 1993 at 5:22 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS**A. Introduction of Members**

Everyone in attendance introduced themselves.

B. Approval of Board Minutes of January 12, 1993 and Advisory Committee Minutes of November 18, 1992

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

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

C. Correspondence

None

D. Director's Report

Ms. Bablitch welcomed the new Advisory Committee members to the meeting. Ms. Bablitch informed the Board and the Advisory Committee that the staff reduction of one person is proceeding.

E. Citizen Concerns/Unlimited Topics

Mr. Borham updated the members on the WCA Public Health Affiliate held on January 15. It was decided to discontinue the affiliate due to the tax exemption status.

Mr. Murphy informed the members that the Health Care Center Board voted to terminate the contract with the day care center housed there. Mr. Murphy questioned about having the day care located in the Ruth Gilfry Building. Mr. Kurtenbach responded to this by stating that when the day care was first forming the possibility of housing it in the Gilfry Building was researched and was found impossible due to grade requirements which needed to be met and could not be. Mr. Kurtenbach then questioned whether this was a temporary action or if there were specific plans for the space currently housing the day care. Mr. Murphy responded that it was too premature to answer at this point.

III. PROGRAM ISSUES

A. Review of 1992 Annual Report

Ms. Bablitch apologized to the Board for not having the Annual Report included in their Board packets. She explained the problem with the break down of the Word Processing system and the need to have the Report rekeyed into the new system. Ms. Bablitch also stated that many of the objectives have been met and that the preliminary financial review is that the Department will end 1992 with a surplus.

An overview of the Annual Report was given by Central Management staff.

B. Review of the 1992 Activities and Accomplishments of the Advisory Committee

Ms. Schweitzer reviewed the activities and accomplishments of the Advisory Committee. She stated that the Advisory Committee has grown from 17 to 21 members. She informed the Board that the Ad Hoc Committee implemented from the Child At-Risk Task Force is trying to decide which recommendations need to be implemented. Ms. Schweitzer also highlighted the various presentations made during the past year to the Committee. These included presentations from the Family Crisis Center, Child Day Care Resource and Referral Program, Central Wisconsin AIDS Network, the Department budgeting process, as well as a discussion of gang-related activity in Portage County. Ms. Schweitzer also stated that seven new members have joined the Advisory Committee. Ms. Schweitzer stated that she has been elected

for a two year term as chairperson and Erin Woods was elected to a one year term as vice chairperson. Ms. Schweitzer closed by stating how proud she was of the Committee and all of its accomplishments and how she expects 1993 to be the same.

Ms. Hoppen requested information on the status of the recommendations and Mr. Kurtenbach responded that an Ad Hoc Committee has been formed and are in the final stages of their work in completing suggestions as to how the recommendations would be implemented.

C. Action to Participate in 1994-1996 Objective Setting Process

Ms. Bablitch requested the Board and Advisory Committee members fill out the attached memo stating which services they wished to review for objectives for 1994-1996. Ms. Bablitch requested that they turn them in as soon as possible.

IV. FISCAL ISSUES

A. Review of High-Cost/Fluctuating Accounts of December 1992

Mr. McCulley reported that December was an unusually high month but still within the guidelines. Mr. McCulley stated that the General Assistance Program had no extraordinary costs. Mr. Tuszka stated that the CBRF Program is as expected. In 1993 the costs have been lower than anticipated.

B. Action to Approve Vouchers

Ms. Bean gave an overview of the vouchers. Mr. Zimdars made a motion to approve the vouchers and it was seconded by Mr. Niedbalski. Motion carried.

V. ADJOURNMENT

A motion was made by Mr. Jakusz and seconded by Mr. Niedbalski 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, February 9, 1993, in Conference Rooms 1-2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

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**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 9, 1993**

Present

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

EXCUSED

Marge Lundquist

ABSENT

Jeffrey Murphy

Also Present: Judy Bablitch, Director; Dawn Grasamke, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Coordinator; Bill McCulley, Coordinator; Susan Rutta, Volunteer Coordinator; Daryl Kurtenbach, Shared Services Coordinator; James Canales, Long Term Care Coordinator; Jim Schuh, WIZD; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An Informational Update was held at 4:30 p.m. for the Board members attending.

The meeting was called to order by Chairman Paul Borham on Tuesday, February 9, 1993 at 5:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of January 26, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Niedbalski to approve the minutes of January 26, 1993 as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed a copy to each Board member of the Service Directory.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen questioned when there will be an update on the Learnfare Project. Ms. Bablitch responded by stating that an Informational Update is scheduled in March on the Learnfare Project.

III. PROGRAM ISSUES

A. Review of Fourth Quarter 1992 Statistics

Kirsten Hall presented the statistics for the Community Health Section. Ms. Hall stated that there were 800 more immunizations given in the fourth quarter, 1992, than in the fourth quarter 1991. Ms. Hall stated that the WIC waiting list has grown. Mr. Jakusz questioned the increase in chicken pox. Ms. Hall stated that this is not unusual. Mr. Butkowski questioned the screenings. Ms. Hall stated that the screenings include dental, scoliosis, hearing, and vision and that the increase is due to school being in session. Ms. Hall stated that they are assisted in the hearing and vision screenings by volunteers and greatly appreciate the help they receive. Ms. Hoppen questioned who sets the contracted case load for WIC. Ms. Hall stated that the State determines the case load size based on population and need; she hopes that it will be increased and noted that Suzanne Oehlke is now in the state WIC Advisory Council. Perhaps she can have a positive impact on helping the State see the need for additional funds for special needs in projects. Ms. Schweitzer questioned the amount of time spent on the waiting list. Ms. Hall stated that it is indefinite. Mr. Butkowski questioned the Hepatitis B vaccination program. Mr. Butkowski questioned whether or not you are still susceptible after the first shot. Ms. Hall indicated that the three shot series ensures the best protection. Ms. Hall stated that all Departments must have plans in place that determine who should get the vaccine by July 1. Ms. Hall stated that the vaccine costs \$130 plus blood drawing and administrative costs for the three dose program through the Community Human Services Department. Ms. Hall stated that they are using the synthetic vaccine. Ms. Hall stated that the Department became a certified provider for a State MA Program, prenatal care coordinator, in January. Staff will work with prenatal high risk clients and be reimbursed by Medical Assistance.

William McCulley presented the quarterly statistics for the Restorative Care Division. Ms. McCulley stated that the Family Counseling number reflects family, truancy, and uncontrollable referrals. Mr. McCulley stated that the Cases/Homeless figure will now be used to show the amount of referrals received. Mr. Butkowski questioned where the homeless people are sent. Mr. McCulley responded that they are referred to the Salvation Army, hotels, and that sometime short term loans are given for apartments. The determination for homeless is based on the assets and that Portage County uses 100% over poverty to determine the homeless. Ms. Hoppen questioned the length of time that assistance is provided. Mr. McCulley stated that it does vary depending on whether it is an emergency or immediate need. Mr. McCulley informed the Board that Carole Della Pia's position has been filled by Rodger Ricketts, that a grant has been received to train agency staff and the District Attorney's Office staff regarding Termination of Parental Rights, funds have been received from St. Vincent De Paul for emergency shelter funds, and that a team has been established to address the homeless in Portage County which consists of representatives from the Salvation Army, Corporation Counsel, law enforcement, and this Department. The team helps set up care plans for these individuals. Mr. McCulley reviewed the problems of the Division and highlighted the resignation of Jay Cleve, supervisor of the Mental Health Clinic; the rise of abuse and neglect cases, Financial Services staff doing their own computer inputting, and three individuals placed at Winnebago. Ms. Hoppen questioned why Financial Services is doing their own inputting. Mr. McCulley stated that it was a State required change.

James Canales reviewed the Long Term Care Division statistics. Mr. Canales stated that the numbers have been constant. Mr. Canales stated that the COP Waiver Program has room available in the program but that the other programs have waiting lists. Mr. Canales stated that the River Pines ICF/MR Unit closed earlier than anticipated and that he will be checking with the state on monies for relocation purposes. None of the clients in ICF/MR Unit remained in the community, they will all transferred to other units and since they are Portage County residents we are still responsible for them.

Daryl Kurtenbach presented an overview of the Shared Services Division statistics. Mr. Kurtenbach stated that the day care program ended within the limitations set for them. Mr. Kurtenbach stated that the monies not spent will be returned to the State. Mr. Kurtenbach stated that the four foster care placements unable to be met consisted of two 16 year old girls, one 17 year old girl, and one 15 year old boy. Mr. Kurtenbach stated that grants have been received from St. Vincent De Paul to assist in the orientation of foster providers and to finance training of Home and Financial managers in parenting training.

Lucy Bean reviewed the Business Services Section statistics. Ms. Bean stated that the rise in the November amounts billed is due to the billing of the school contracts. Ms. Bean stated that the increase in October's write off amount is due to primarily one account of \$25,200. The client passed away with no estate. The client had been receiving MA and should not have. Ms. Bean stated the state requires accounts to be written off after three years. Ms. Bean stated that 14 accounts for the STD Clinic were written off due to not being able to located the people and two accounts to small to pursue were written off. Mr. Jakusz questioned the use of a collection agency. Ms. Bablitch and Ms. Bean both responded that the issue is still being studied. Ms. Hoppen questioned why MA was given to the client. Ms. Bean stated she was unsure, that it may have been due to unreported assets. Ms. Bablitch offered to have this particular incident researched further.

Susan Rutta presented the statistics of the Unpaid Staff Services. Ms. Rutta stated that 3,300 clients were driven 75,000 miles with approximately 3,300 hours used. Ms. Rutta stated that 1,000 hours were contributed through the Support Services Section. Ms. Rutta stated that the agency saved a minimum of \$70,000 which results in about 3 full time staff.

B. Review of Community Option Program Client Satisfaction Survey

Mr. Canales stated that both programs have their own governing Committee which consist of both consumers and professionals. The survey is given to 25% of the COP participants every two years. The Committee members do the surveys. The last survey conducted found 100% of the participants found the explanation of the program to be good and 100% felt the agency had a clear understanding of their needs. As to their care needs being met, 80% of the respondents felt they were. About 96% of the participants are satisfied with the services they receive.

C. Review of Family Support Satisfaction Survey

Mr. Canales then reviewed the Family Support Program. Mr. Canales stated that this program enables a child to stay in his own home rather than being institutionalized. These surveys are mailed out. Mr. Canales stated that only about 50% of the surveys were returned. Mr. Canales believes this is due to the survey being done every year and that most of the participants have already answered it once before and just don't complete it again since their responses would be the same as before. A suggestion was made that maybe the survey should be sent to new participants only. Mr. Canales stated that this suggestion would be passed on to the Committee.

IV. ACTION TO APPROVE VOUCHERS

Ms. Bean stated that there were no unusual occurrences in both 1992 and 1993. Ms. Bean stated that there are still able to bill 1992 funds. Mr. Butkowski made a motion to approve the vouchers and it was seconded by Mr. Lewandowski. Motion carried.

V. PERSONNEL ISSUES

A. Vote to go Into Executive Session

Mr. Niedbalski made a motion to go into Executive Section. Mr. Jakusz seconded the motion. A roll call was held and all approved.

B. Action to Return to Open Session With Action As Appropriate

Mr. Jakusz moved the Board return to open session. Ms. Schweitzer seconded the motion. All approved.

C. Action to Authorize Hiring Clerk Typist II

Ms. Bablitch reminded the Board that the necessity to do this work was discussed at the time of new position requests in 1993. While the Board approved hiring it was ultimately turned down by Finance and Personnel Committees due to lack of funds. Currently funds are available and the work is crucial.

Motion by Mr. Lewandowski and seconded by Mr. Niedbalski to approve adding 22 hours to Business staff's existing 13 hours (35 hour Typist II position) and forwarded to Personnel Committee for their approval. All in favor of the motion.

VI. ADJOURNMENT

A motion to adjourn by Ms. Hoppen, seconded by Ms. Holmes was passed unanimously.

The next meeting is scheduled for Tuesday, February 23, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp61-64

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 23, 1993**

Present

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

EXCUSED

Joe Niedbalski
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Coordinator; Bill McCulley, Coordinator; Susan Rutta, Volunteer Coordinator; Daryl Kurtenbach, Shared Services Coordinator; James Canales, Long Term Care Coordinator; Suzanne Oehlke, WIC Project Director; Jon Pike, WSPO/WSPT.

I. INFORMATIONAL UPDATE

An Informational Update was held at 4:30 p.m. for the Board members attending on the use of computers in the program.

The meeting was called to order by Chairman Paul Borham on Tuesday, February 23, 1993 at 5:00 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of February 9, 1993

A motion was made by Mr. Lewandowski and seconded by Ms. Schweitzer to approve the minutes of February 9, 1993 as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed a copy of the Objective Setting for 1994-1996 Assignment Summary. Ms. Bablitch stated that the objectives will be set in the joint meeting of the Board and Advisory Committee in July.

Ms. Bablitch updated the Board on the Personnel Committee's authorization of 22 hours of Typist II time to be added to the 13 hour vacant position.

Ms. Bablitch stated that the layoff of the Word Processing Coordinator position is still affecting the agency with employees bumping into other positions. Mr. Murphy questioned why it is taking so much time. Ms. Bablitch stated that originally the Personnel Manager had interpreted the contract that there would be one bump but the Union stated that the contract did not read that way. The Personnel Manager corrected his interpretation, therefore there are multiple personnel changes.

D. Advisory Committee Report

Ms. Schweitzer updated the Board on the actions of the Advisory Committee. The last meeting was held on 2/15/93. The coordinators presented their statistics. Discussion was held concerning the amount of child abuse and neglect cases. It was discussed that there are not enough staff to handle the high amount of cases. The major concerns presented were for the children in these situations and for the amount of unreported abuse from the public.

Ms. Schweitzer stated that the gang issue in Portage County will remain on the agenda for the Advisory Committee. Ms. Schweitzer stated that the Advisory Committee found the informational update on gang issues very informative. She stated that this is a topic that the Advisory Committee will remain on top of.

E. Citizen Concerns/Unlimited Topics

There were no citizen concerns.

III. PROGRAM ISSUES

A. Report on National WIC Conference

Ms. Oehlke reported on the National WIC Conference she attended in Washington D.C. Ms. Oehlke stated that there is a change in the population being served. Ms. Oehlke stated that the information in the newspaper regarding the increase of Hmong people in the community is not the true reason. Ms. Oehlke stated that nationwide the amount of people being served by WIC are: 3% Asian, 43% White, 42% Black, and 13% Hispanic. Ms. Oehlke stated that the Asian community will not be the population requiring the most services but rather the Hispanic population.

Ms. Oehlke went on to state that the State Census determines the amount of people each county is allotted for WIC services. She stated that about 53% of the eligible people in Portage County are being served. Ms. Oehlke explained that the state turned back 2.2 million dollars of WIC allotted funds due to the problem of fiscal reporting. The WIC program year end is in May or June whereas the federal year end is in August.

Ms. Lundquist stated that she had read that Wisconsin leads in the poverty of children. Mr. Murphy questioned where the statistics are from. Ms. Oehlke stated that she could not answer that since she did not bring the statistical information with her but informed the Board that the WIC guidelines for services are 185% of poverty level. Therefore a family of four earning under \$26,000 a year would be eligible.

IV. FISCAL ISSUES

A. Monthly Review of High Cost/Fluctuating Accounts

Mr. McCulley reported that two people are going to Winnebago. Mr. McCulley stated that the emergency detentions are up this year. Last year there were 8 in January and this year there are 10. The long term detentions are also up. There were three this year compared to two last year.

Mr. Canales presented the CBRF portion of the High Cost Report. He stated that one person has been removed from a CBRF and that the figures are below what was anticipated.

Mr. McCulley then presented the General Assistance portion. He stated that the General Assistance Program is down from last year.

B. Year to Date Financial Report

Ms. Bean presented the Year to Date Financial Report. Ms. Bean pointed out the new format to the Board and found that it was easier to read than before.

Ms. Bean informed the Board of the \$25,300 in revenue to the Counseling Section for Substitute Care costs. Two children in foster care are receiving Social Security benefits that we were not aware of.

The next section of concern was the SMI Residential Services section. Ms. Bean stated that one person has been removed from Brotoloc CBRF and one from the Institute for Mental Disease. The Inpatient account shows revenue of \$62,500 that was received from Medicare reimbursements dating back to 1986. Ms. Bean stated that there is \$103,000 in reserve coming into 1992. Last week was the last time to bill for 1992. Mr. Butkowski questioned if the high cost budget was over in 1992. Ms. Bean replied no, that it should come in on track.

C. Action to Approve Vouchers

Ms. Bean stated that \$11,184 was received from Winnebago for the fourth quarter of 1992. Mr. Lewandowski made a motion to approve the vouchers and it was seconded by Mr. Butkowski. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Position for Child Welfare Services

Mr. Kurtenbach requested that a 20 hour limited term employee be hired to assist in the Child Welfare Services section. He stated that as of January 1993 there have been 28 referrals received. In addition, five were received today. February has had 21 referrals so far. A chart was handed out which shows the increase in investigations from 1983 to 1992. Mr. Kurtenbach stated that the incidents of sexual abuse are about the same as the physical abuse. Mr. Kurtenbach stated that the children are getting younger. Mr. Murphy questioned how many of the referrals are substantiated. Mr. Kurtenbach said roughly 30% are substantiated but that all the referrals have to be investigated. Mr. Kurtenbach stated that even if the abuse is unsubstantiated or not able to substantiate that the families are offered services. Approximately 10 to 15% accept the services. Mr. Murphy made a motion to approve the position. Ms. Holmes seconded the motion. Motion carried.

B. Action to Authorize Salary Level for Mental Health Clinic Director

Ms. Bablitch stated that at the Personnel Committee meeting last night she was asked to verify from the employer the salary and years of experience by Mr. Hangiandrou. Ms. Bablitch stated that she found that his current salary was \$50,877 and not approximately \$51,500 as she stated in her memo. Ms. Bablitch stated that it was verified he has had over six years of identical experience.

Mr. Murphy stated that 36 C2 or C3 would be a more appropriate salary wage for the position. Mr. McCulley stated that the person in Marathon County doing the same work is receiving \$65,000. Mr. McCulley further stated that Mr. Hangiandrou's current position is a staff psychologist. When he moves here he will take on additional duties including supervising, his own case load, and Director of the Mental Health Clinic. Mr. Butkowski questioned if he will be receiving the full salary at the start of his position. Ms. Bablitch stated that management starts at 100% of their wage while the union is at 90%. Mr. Murphy questioned why the Board has not seen him. Ms. Bablitch stated that Board chairpersons have suggested one board member represent them. Ms. Schweitzer questioned who was involved in the interview process. Mr. McCulley stated that Bill Zimdars, Greg Bauer, Dennis Elsenrath, Mr. Canales, Ms. Bablitch, and himself were involved. A motion was made by Mr. Zimdars to approve the salary of \$52,905 and was seconded by Ms. Holmes. More discussion followed. Ms. Bablitch stated that she will take it back to the Personnel Committee. The vote was 6 ayes, 3 nays. The nays were Mr. Lewandowski, Mr. Jakusz, and Mr. Murphy. Motion carried.

VI. ADJOURNMENT

A motion to adjourn by Mr. Jakusz, seconded by Ms. Hoppen. Motion carried.

The next meeting is scheduled for Tuesday, March 9, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary
dmg/0599P/pp65-69

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 23, 1993**

PRESENT

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

EXCUSED

William Zimdars
Jeffrey Murphy

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Kirsten Hall, Coordinator; Bill McCulley, Coordinator; James Canales, Long Term Care Coordinator; Suzanne Oehlke, WIC Project Director; Mike Carder, Environmental Health Supervisor; Gus Hangiandrou, Mental Health Clinic Director; Jon Pike, WSPO/WSPT.

I. INFORMATIONAL UPDATE

An Informational Update was held at 4:30 p.m. for the Board members on Long Term Care and the Health Division.

The meeting was called to order by Chairman Paul Borham on Tuesday, March 23, 1993 at 5:02 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of February 23, 1993

A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the minutes of February 23, 1993 as presented. Motion carried.

B. Correspondence

Ms. Bablitch brought the Board's attention to page 9 of the packet summarizing the Governor's proposed budget.

C. Director's Report

Ms. Bablitch stated that they are busy closing the books for 1992. A preliminary report is being done for the Finance Committee. A full report should be ready by the next Board meeting.

Ms. Bablitch also stated that the managers are busy conducting employee evaluations. The evaluations have been changed from December to April as this is an easier time for them to complete them. She is impressed with our fine staff as well as managers who are helping staff work on areas that can be improved.

D. Advisory Committee Report

Ms. Schweitzer updated the Board on the actions of the Advisory Committee. The last meeting was held on 3/15/93. Ms. Schweitzer noted the election of new members to the Advisory Committee which will be voted on by the Board later in the meeting. Ms. Schweitzer also stated that since the Teen Sexuality Coalition has not met since last fall they have had no update. Ms. Bablitch stated that renewed activity is beginning. There is a core group meeting with plans to survey students 7-12. This survey, a part of Teen Assessment Project (TAP), is a UW-Extension program. She and Kirsten Hall are on the committee. Results will show accurate statistics for Portage County and then more appropriate education and programming can be implemented. Ms. Schweitzer stated that the Advisory Committee is looking to become more active on the Child at Risk Task Force and that more information will be presented to the Board in the future. She also informed the Board that gang related activities still remains a constant agenda item. Both Wausau and Wisconsin Rapids are calling and questioning why Portage County seems to have little problems in their community. Ms. Schweitzer states that the good rapport with the police liaison officer seems to be helping a great deal.

Mr. Jakusz made a motion to accept the report. Ms. Holmes seconded. Motion carried.

E. Citizen Concerns/Unlimited Topics

There were no citizen concerns.

III. PROGRAM ISSUES

A. Action to Appoint Members to Advisory Committee

Ms. Schweitzer reported that Mary Maller's slot has been filled by Carol Wroblewski until 1994. The nominees for re-election were Rev. Matthew Mallek, Deborah Mallek, and Peggy Sullivan. The two members being replaced were Darlene Kropidowski and Gordon Haferbacker. They are to be replaced with Elizabeth Williams and Keith Iris, Jr. Ms. Lunquist questioned why there was a husband/wife on the Committee. Ms. Schweitzer stated at the time of their initial election they were not married. Mr. Borham questioned if these people represent groups or if they are varied. Ms. Schweitzer stated they are varied. Ms. Bablitch stated that only two sets are held by groups: the United Way and CAP Services. Ms. Holmes motioned approval on the new members. Ms. Lundquist seconded the motion. Motion carried.

B. Action to Approve Vice Chairman of Advisory Committee

There were four nominees for Vice Chairman. Peggy Sullivan was elected by the Advisory Committee. Ms. Hoppen motioned to approved the nomination. Mr. Niedbalski seconded the motion. Motion carried.

C. Action to Revise Restaurant Ordinance

Kirsten Hall and Mike Carder presented the changes to the Restaurant Ordinance. Mr. Carder pointed out that the old text has been delineated as strike out wording and that the new wording is in italics. The change is needed in order to keep in line with the State Division of Health. Ms. Hall stated that the county should not be in the testing business. Ms. Hall stated that there are enough private organizations to do this. Mr. Niedbalski motioned to approve the changes. Ms. Lundquist seconded the motion. Mr. Carder stated that in July course books will be available in Wisconsin from the National Assessment Institute. Mr. Jakusz questioned whether one test will cover all the various types. Mr. Carder stated that there will be one test from NAI and that it will not be real indepth and thus be more appropriate to the owner/operators. Ms. Hoppen questioned the concession stands at parks and whether or not they will have to test. Mr. Carder stated that it will depend on the kind of license they need. Motion approved. A resolution was then passed around to be signed.

D. Action to Revise Lodging Ordinance

Mr. Carder stated that these revisions will bring the Lodging Ordinance in line with the state. In 1990 the statutes changed from four to eight rooms for rent in bed and breakfast establishments. Ms. Hoppen questioned the problem with parking. Mr. Carder stated that bed and breakfast activities present a low public health risk and that parking issues would have to be handled by Planning and Zoning. Ms. Hoppen questioned on whether we are sure they are just serving breakfast and not other meals. Mr. Carder stated that we have to take their word on it and also by checking the refrigerator it can be determined whether they are complying. Mr. Butkowski questioned whether there will be a Stevens Point ordinance conflict. Mr. Carder stated that it is possible. Mr. Niedbalski stated that if we anticipate a conflict that we should recommend that the Planning and Zoning Ordinance as well as City ordinances come in line with the state. Ms. Hoppen suggested talking to other committees. Mr. Carder questioned if we should be looking for information or changes. Mr. Borham stated that we should try to get both. Mr. Niedbalski made a motion to revise the lodging ordinance and request

Planning and Zoning and other committees to endorse and change their ordinances to be consistent. Also that we should stress that the changes are made by recommendation of the department and the department should also approach the City for any possible changes. Mr. Butkowski seconded the motion. Motion carried. A resolution was then passed around to be signed.

IV. PERSONAL ISSUES

A. Introduction of Mental Health Clinic Director

Dr. Gus Hangiandrou was introduced to the Board. Dr. Hangiandrou briefly highlighted his past experience. He stated that he has arrived just in time for the State survey which was completed successfully. The Board welcomed him to the agency and county.

B. Action to Approve Four-Day Work Week for WIC Clinic Director and Refer to Personnel Committee

Ms. Bablitch stated that a four day work week is permissible with approval from the governing committee and Personnel. The only one she is requesting at this time is the WIC Clinic Director. Ms. Bablitch stated that all the staff in the WIC Clinic are part time. Due to the survey of clients it was found that they would prefer longer clinic hours on Monday through Thursday and very few preferred Friday hours. Also one day a month (Tuesday) clinics are held in outlying areas such as Amherst, Almond, etc. Mr. Jakusz questioned whether there are appointments on Friday. Ms. Bablitch responded that there is one part time employee here on Friday mornings; she is generally doing intake and no appointments are scheduled on Fridays. Mr. Jakusz questioned if there would ever be a need for more hours. Ms. Oehlke stated that there is a strong need for interpreter services and if more help is needed they will request more hours. Mr. Lewandowski motioned to approve the request. Ms. Lundquist seconded the motion. Motion carried.

V. FISCAL ISSUES

A. Monthly Review of High Cost/Fluctuating Accounts

Mr. McCulley reported that February saw an increase in commitments. Mr. Canales stated that the CBRF account is doing better than expected. In General Assistance, Mr. McCulley stated that the case load is up and that emergency medical is up.

B. Action to Approve Vouchers

Ms. Lundquist made a motion to approve the vouchers. Mr. Niedbalski seconded the motion. Motion carried.

VI. CONTEMPLATED EXECUTIVE SESSION

A. Vote to go into Executive Session in Accordance with Wisconsin State Statutes 19.85(1)(c) to Discuss 1993 Personnel Reduction

A motion was made by Mr. Jakusz and seconded by Mr. Niedbalski 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

The motion was made to discuss adding an additional five hours Typist II time to the vacant 35 hour position at a special meeting Tuesday, March 30, at 4:30 p.m. The Personnel Manager should be there as well. Motion seconded and passed unanimously.

VI. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, April 13, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp70-74

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 30, 1993

Present

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

Excused

Joe Niedbalski

Also Present: Judy Bablitch, Director; Gerry Lang, Personnel Director; and Lucy Bean, Business Manager.

The meeting was called to order by Chairperson Borham on Tuesday, March 30, 1993 at 4:30 p.m. in Conference Rooms 1-2 of the Gilfry Center.

A Motion was made by Mr. Jakusz and Seconded by Mr. Lewandowski to go into Executive Session in accordance with Wisconsin Statutes 19.85 (1) (c). A roll call vote was taken. All were in favor of the motion. Motion carried.

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

Motion was made by Mr. Murphy and Seconded by Mr. Lewandowski to add five (5) hours to the current 35-hour Typist 2 file clerk position, offer the 40-hour position to the bumped staff person, and deny bumping of two part-time positions. All were in favor of the motion. Motion carried.

A Motion was made and Seconded to adjourn the meeting. All were in favor of the motion. Motion carried. The meeting was adjourned at 4:50 p.m.

Submitted: Lucy Bean, Business Manager

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 13, 1993**

PRESENT

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

Also Present: Dawn Grasamkee, Recording Secretary; Kirsten Hall, Coordinator; Bill McCulley, Coordinator; James Canales, Long Term Care Coordinator; Suzanne Oehlke, WIC Project Director; Lucy Bean, Business Manager; Sue Rutta, Assistant to the Director; Patti Hintz, Accounts Receivable Supervisor.

I. INFORMATIONAL UPDATE

An Informational Update was held at 4:30 p.m. for the Board members on Long Term Care and the Health Division.

The meeting was called to order by Chairman Paul Borham on Tuesday, April 13, 1993 at 5:04 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 23 and March 31, 1993

A motion was made by Mr. Murphy and seconded by Mr. Lewandowski to approve the minutes of March 23 and March 31, 1993 as presented. Motion carried.

B. Correspondence

Mr. Borham shared information about a Wisconsin Counties Board and Directors conference in Green Bay on May 6-8, 1993. A brochure was handed around.

C. Recognition of Marge Lundquist's Retirement from the Community Human Services Board

On behalf of the Board Mr. Borham thanked Ms. Lundquist for her services from 1981 to 1993. Mr. Borham read a memo completed by the management staff thanking Ms. Lundquist for all she has contributed on the Board. A plaque was presented to Ms. Lundquist.

III. PROGRAM ISSUES

A. Acceptance of 1992 Year End Financial Report

Ms. Bean presented the Year End Financial Report. Ms. Bean stated that a surplus was found in the regular accounts totalling \$39,973. The high cost accounts had a surplus of \$69,510. Ms. Bean stated that none of the \$35,215 reserve monies had to be used. The balance in the reserve as of 1992 is now \$187,774. Mr. Borham congratulated the staff on the results of the report. Ms. Hoppen commented on the ease of reading the report due to the new format. Mr. Murphy made a motion to accept the report and Mr. Lewandowski seconded it. Motion carried.

B. Action to Request Authorization to Allocate Surplus Funds

Mr. Murphy questioned whether Finance was aware of the surplus. Ms. Bean stated that Mr. Glad knew of the surplus. Mr. Jakusz questioned what happens to the surplus funds. Ms. Bean responded that surplus funds go back to the general fund. Only nonlapsing accounts are kept. Mr. Murphy stated that the building should be constantly gone through to find where repairs or replacements need to be done, i.e., carpet in poor or dirty condition. Mr. Borham questioned whether the carpet is in our budget. Ms. Bean responded that the building and carpeting are in the Space and Properties budget. Mr. Murphy stated that the staff should keep the Board apprised of any replacements or cleaning that needs to be done to the building. Mr. Jakusz stated that a list should be made up and taken to Space and Properties. Mr. Borham suggested that a Board member should go on tour with a group from the Department and compile a list. Mr. Niedbalski reminded the Board that it is spring and that it is normal to look "dirty" when the snow has just melted. Mr. Niedbalski also stated

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that you have to go through the proper channels - Space and Properties Committee rather than Chet and that Space and Properties has to go to Finance and get the ball rolling. Mr. Murphy stated that there seems to be no housekeeping staff for surface cleaning and maybe more need to be hired. Mr. Jakusz suggested that community service hours could be performed in areas of cleaning up the exterior. Ms. Hoppen moved to approve the request and Ms. Holmes seconded the motion. Motion carried.

C. Approval of Vouchers

Ms. Bean presented the vouchers. Ms. Bean stated that the refunds listed on the report are money that was collected by contract agencies. Mr. Murphy made a motion to approve and seconded by Mr. Niedbalski. Motion carried.

IV. ADJOURNMENT

A motion was made by Mr. Murphy to adjourn and seconded by Ms. Hoppen. Motion carried. The next regular meeting is scheduled for Tuesday, April 27, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Refreshments were served following the meeting in recognition of Marge Lundquist's retirement from the Board.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp75-77

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 27, 1993**

PRESENT

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

Also Present: Dawn Grasamke, Recording Secretary; Kirsten Hall, Health Division Coordinator; Bill McCulley, Restorative Care Coordinator; James Canales, Long Term Care Coordinator; Lucy Bean, Business Manager; Sue Rutta, Assistant to the Director; Daryl Kurtenbach, Shared Services Coordinator; Cindy Schmitz, Community Health Supervisor.

I. INFORMATIONAL UPDATE

An Informational Update was held at 4:30 p.m. for the Board members on the Learnfare Program.

The meeting was called to order by Chairman Paul Borham on Tuesday, April 27, 1993 at 5:03 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 13, 1993

A motion was made by Mr. Niedbalski and seconded by Mr. Jakusz to approve the minutes of April 13, 1993 as presented. Motion carried.

B. Correspondence

Ms. Bablitch pointed out in the enclosed correspondence, The Bulletin, that Jane Shaurette, a public health nurse at our Department, is receiving the Nightingale Award for outstanding nursing services. Also, Ms. Bablitch included a Board Membership Roster. The only change will be in Mr. Murphy's telephone number.

C. Director's Report

Ms. Bablitch stated that the maintenance of the building is a good topic for the Board to be involved with. Ms. Bablitch stated that Mr. Borham suggested a committee, and Mr. Murphy, our building supervisor, and she will be on the committee to "look over" the building and grounds and present changes, repairs, replacements, etc. to the Space and Properties prior to budget time.

Ms. Bablitch also stated that the bumping process from the layoff is almost complete. Karen Stanislawski has taken the 40 hour Typist II position. Only one grievance has been filed and that was by Jan Musch in reference to the General Assistance position she applied for. Personnel upheld management's decision on Ms. Musch not being qualified for the position. The grievance will be heard in mid May.

Ms. Bablitch stated that Finance Committee has authorized most of our request to use surplus 1993 funds. The remodeling of the CSP/WIC area in the old Mailbox Library area was approved as was the purchase of an electronic mail opener. They have denied the request to spend \$1,100 on a computer terminal and the \$8,000 request for CADAC's prevention programming. Also Ms. Bablitch stated that Finance is going to look over the entire process to allow any department to use unexpended funds.

Ms. Bablitch also reminded the Board that it is time for the Employee Foundation's silent auction. Ms. Bablitch also welcomed Dave Medin to the Board.

D. Advisory Committee Report

Ms. Schweitzer updated the Board on the actions of the Advisory Committee. The last meeting was held on 4/19/93. Both new members, Keith Iris and Elizabeth Williams, were present even though their term is not due to begin until May. Ms. Schweitzer stated that they were informed that George and Bonnie DeGroot, CBRF operators, will be moving their home from the Almond area to the Stevens Point area. The Teen Sexuality Coalition will be conducting a survey of teens. Paula Griebler, an Advisory Committee member, reported that there is gang/group activity in the Homework Center area that she runs. Finally, the Advisory Committee took action to change the bylaws.

E. Citizen Concerns/Unlimited Topics

None.

III. PROGRAM ISSUES

A. Review of First Quarter 1993 Program Statistics

Mr. Canales presented the Long Term Care Division's statistics for the first quarter. Mr. Canales stated that referrals have increased and so then have the waiting lists. Mr. Canales also reported on the changes with clients with a diagnosis of Autism. A communications board that involves a facilitator taking the client's hand and placing it on the board so that the client can point out letters and words to communicate has been having good success. They are finding that these clients have a great deal higher intelligence level than previously thought. This has vast complications for service delivery.

Ms. Hall presented the Division of Health's statistics. Ms. Hall stated that increase in prenatal referrals is due to the start up of the Prenatal Care Program. Ms. Hall stated that a new section, Lead Project, has been started. This is an eight month project. Ms. Hall also distributed a copy of the flyer that has been made and distributed. Ms. Hall stated that some area people have also been to Milwaukee and subsequently have gotten ill from the water problem that Milwaukee is having. Mr. Murphy questioned if Chlamydia is a venereal disease. Ms. Hall stated that yes it is. Mr. Murphy questioned whether it is prevalent in young people or in various age groups. Ms. Schmitz responded that most are in the age of 15 to 20 years of age but all ages are seen. Ms. Hall stated that the age group most seen with STD's are between ages 19 and 24. Mr. Borham questioned the increase in Hepatitis B. Ms. Schmitz said that it is slowly increasing. Ms. Hall stated that the WIC program has a waiting list again this quarter. Ms. Hall stated that the lab has been processing about 95 water tests a day. Ms. Hall stated that one pool that has been repeatedly opened and closed has finally been diagnosed and the problem is being corrected. Ms. Hall stated that the Home Health Section is now fully staffed. Mike Carder is working with the vendors that will be participating in the Cultural Awareness Day being held on May 8 at Pfiffner Park. Ms. Bablitch stated that they are still looking for an applicant to share Ms. Schmitz's supervisory job. There are currently three applicants to be interviewed for the 16 hour position.

Mr. McCulley presented the Restorative Care Division statistics. The decrease in counseling services is due to the transfer of the abuse and neglect investigations to the Shared Services Division. Ms. Hoppen questioned how the Fire Starters Prevention Program evolved. Mr. McCulley stated that this is a national program. There have been fires at SPASH and two fires have been started by juveniles under 12 years of age which have caused considerable damage.

Mr. Kurtenbach presented the statistics for the Division of Shared Services. Mr. Kurtenbach stated that there is an all time high for contacts. As of 4/13 he has assigned 118 cases of child abuse/neglect. Mr. Kurtenbach stated that a change in the Community Aids for child day care consists of allocating funds to all requests and having an affidavit signed stating that the applicant understands that it is possible that the Department will not be able to fund them the entire year. Mr. Kurtenbach also stated that the LTE position for abuse and neglect investigations has been filled.

Ms. Rutta presented the Unpaid Staff statistics. Ms. Rutta stated that last week was National Volunteers Week. Ms. Rutta stated that a package of plant seeds was sent along with the thank you letter to all volunteers. Ms. Rutta also stated that other county departments have noticed the use of volunteers and have been calling and asking for volunteers in various areas. Ms. Rutta stated that it is possible that now is the time to start looking at a county-wide program for volunteers.

Ms. Bean presented the Business Services Division statistics. The number of write offs for bad debts include four bankruptcy filings and eight accounts moving out of the county and not being able to locate them.

B. Action to Change Advisory Committee Bylaws

Ms. Schweitzer stated that the Advisory Committee feels that it puts a lot of work into the recommendations on task forces. Ms. Schweitzer reported that it is hard to put all the work into making recommendations and then not seeing them implemented. The change in the bylaws will allow the Advisory Committee to advocate for the task force recommendations. Mr. Medin made a motion that the bylaws be amended to include approval by the Community Human Services Board. The motion was seconded by Mr. Zimdars. Motion carried. A motion was then made by Mr. Medin to allow the revision to the bylaws. The motion was seconded by Ms. Holmes. Motion carried.

IV. FISCAL ISSUES

A. Review of March High Cost/Fluctuating Accounts

Mr. McCulley stated that there are five people in Winnebago. Mr. McCulley stated that they are about 3% over the projected budgeted amount.

Mr. Canales stated that we are underspent in the CBRF area.

Mr. McCulley stated that there has been an increase in the non-medical costs of about \$4,000. Mr. McCulley stated that General Assistance is about 4% under budget.

B. Financial Report First Quarter 1993

Ms. Bean stated that the Long Term Care Services has a deficit due to the Adult Family Care placements needed and the amount of CIP money received which was less than anticipated. Restorative Care also has a deficit due to the high number of children in substitute care. Ms. Bablitch stated that better procedures and practices need to be explored. Ms. Bablitch stated that she will be attending a conference on Monday sponsored by the Milwaukee Sentinel and hopefully will be able to bring back some suggestions. Ms. Bean stated that 1992 will close out with \$184,000 in the reserve account.

C. Approval of Vouchers

Ms. Bean presented the vouchers. Ms. Bean stated that the \$11,377 in operating costs consists of \$10,000 spent to replenish the postage meter. Mr. Niedbalski moved to accept the vouchers. Seconded by Mr. Zimdars. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:13 p.m. The next regular meeting is scheduled for Tuesday, May 11, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 11, 1993**

PRESENT

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

EXCUSED

Jeffrey Murphy

Also Present: Judy Bablitch, Director, Dawn Grasmee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Sue Rutta, Assistant to the Director; Daryl Kurtenbach, Shared Services Coordinator; David Pagel, Financial Services Supervisor, Stephen Tuszka, Long Term Care Supervisor; Jon Pike, WSPO/WSPT.

I. INFORMATIONAL UPDATE

An Informational Update was held at 4:30 p.m. for the Board members on the Health Division and Long Term Care Division.

The meeting was called to order by Chairman Paul Borham on Tuesday, May 11, 1993 at 5:07 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 27, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the minutes of April 27, 1993 as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated that there have been no requests for reclassifications for this year.

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The new position requests need to be to Personnel by the end of July and Ms. Bablitch will present any requests by the July 13 and July 27 meetings. Chairman Hintz has commented there may be a new position freeze but Mrs. Bablitch has received on further directives.

Ms. Bablitch stated that the a resolution has been drafted by the Corporation Counsel regarding the smoking policy. This would prohibit smoking in County buildings. After review it will be sent to the Space and Properties Committee.

Ms. Bablitch also informed the Board that the next Visions workshop will be an Award dinner on June 9 at the High Court Restaurant. The State will be issuing Achievement Awards to those participates in the JOBS Program who have shown great initiatives toward self sufficiency. Ms. Bablitch does not know how many awards will be issued by the state, but for those not receiving the State's award the Visions Program will be issuing its award.

D. Citizen's Concerns/Unlimited Topics

Ms. Hoppen stated that the AIDS quilt will be in Oshkosh on October 12.

Mr. Borham stated that on April 30 the WCA Public Health Affiliate took action to achieve tax exempt status. The committee is also reviewing vision testing for children under the age of six. The fall conference will be held on October 14 and 15 at the Mead Inn in Wisconsin Rapids.

III. PROGRAM ISSUES

A. Report on Results of Adding Additional Members to the Advisory Committee

Ms. Schweitzer reported that last year the Advisory Committee consisted of 17 members. Due to some unusual circumstances the Advisory Committee had 11 vacancies and 19 applications were received. The Advisory Committee Chair, Vice Chair, and Mr. Kurtenbach brought the request to increase the membership from 17 to 21. Three seats are held by representatives from CAP Services, United Way, and the high school. Ms. Schweitzer reported that about 80% of the members are very active. There has been some good discussion and

some lengthy meetings due to the amount of interest. Ms. Schweitzer believes that the Advisory Committee does not need to be any larger than 21 members and felt that this amount of members is feasible and brings out many good points for discussion.

B. Report on CARES (Client Assistance for Re-employment and Economic Support) System

Mr. Pagel reported that the CARES system has been nearly a decade in planning. The system will handle AFDC, FS, Medical Assistance, employment, and the Learnfare programs. The CARES system will replace three systems currently being used. The system will contain over 400 screens. Mr. Pagel stated that the average worker will use about 55 of the screens. The management staff and training people will need to know most of the system. The training will consist of about eight full days of training. Mr. Pagel is working on allocating more funds to pay for training and conversion expenses. Portage County's training will take place in April and May of 1994. Full conversion is scheduled to be completed by July 31, 1994. Mr. Butkowski questioned whether the Department has appropriate software and hardware to handle the new system. Mr. Pagel stated that most of the current equipment is feasible. There is potentially five terminals and one printer that may be needed and has been requested from the State. Ms. Hoppen questioned whether or not a code system will be used to protect client confidentiality. Mr. Pagel stated that as far as he knew you would need a code to log on to the system but that there is nothing that would prevent a worker from another county looking at clients in our county. The confidentiality issue will be investigated and reported to the Board at a subsequent meeting. Mr. Borham questioned the amount of staff needing training. Mr. Pagel stated that approximately 20 people in the Financial Services Section and also that some staff from Counseling Services and the Business Services Sections will also need training. The training will be done in shifts. Mr. Niedbalski questioned whether additional staff will be needed. At this point Mr. Pagel could not answer that question. He doesn't anticipate adding staff but that job responsibilities may change for a few people. Mr. Pagel further stated that the true impact of the CARES system would not be felt until one year after implementation which would be around July 1995. Mr. Pagel informed the Board that the conversion process could not start until after the staff has been trained. As a rough estimate about 38 hours of overtime per case manager will be accrued.

B. Review of Affirmative Action/Civil Rights Plan

Ms. Rutta stated that all the procedures in the plan are not yet in action. Some of the forms have been set up in large print, Spanish, Hmong, and on tape. Also some of the procedures have been done in Braille. Approximately every two years a building analysis is made to find any changes that need to be made. Ms. Rutta stated that in Portage County very few people need braille and that the Department on Aging will put the service directory on tape. Ms. Bablitch stated that there have been no complaints made to date. Ms. Rutta stated that most of the changes to the building need a little time and not a lot of money. For example, the towel rack needs to be lowered in the rest rooms.

IV. FISCAL ISSUES

A. Action to Recommend Use of Additional Mental Health Services Block Grant Funds

Ms. Bablitch stated that approximately \$25,000 additional funds are expected for 1994. The biggest need is staff to provide better mental health services to residents and staff of the Portage County Jail. She has changed her request from hiring staff to contracting with the PRISM organization to provide the services. The second request would be supported employment for the seriously mentally ill.

Mr. McCulley stated that PRISM began in 1984 and is incorporated as a private non-profit organization. They are volunteers who go in to spend time with the prisoners in the jail. Visits are made twice a week; one day with the Huber people and one day with the nonsentenced people. Religious service are brought in on Saturday and Sunday. Mr. Butkowski asked who would be responsible for the hiring and supervision of the person. Mr. McCulley stated that if the position is contracted through PRISM then a small committee would be responsible as well as PRISM and our Department. Mr. Borham questioned how long the grant is good for. Ms. Bablitch stated that it would be ongoing. Mr. Borham questioned whether the position at the jail would help alleviate the problems we have there. Ms. Bablitch stated it still may not alleviate all of them but it would be a start. Mr. Jakusz stated that he would support these expenditures as long as they were contracted. Ms. Holmes made a motion to accept the expenditures on a contracted basis. Ms. Hoppen seconded the motion. Motion carried.

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B. Approval of Vouchers

Ms. Bean presented the vouchers for approval. Ms. Bean stated there were no unusual expenses. Mr. Lewandowski made a motion to approve, seconded by Mr. Niedbalski. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m. The next regular meeting is scheduled for Tuesday, May 25, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 61-65

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MAY 25, 1993**

PRESENT

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

EXCUSED

Connie Schweitzer

Also Present: Judy Bablitch, Director, Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Division Coordinator; Jim Canales, Long Term Care Coordinator; Barb Hunt, St. Vincent De Paul; Mike Houlihan, Portage House; Jon Pike, WSPO/WSPT.

The meeting was called to order by Chairman Paul Borham on Tuesday, May 25, 1993 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 May 11, 1993

A motion was made by Mr. Butkowski and seconded by Ms. Hoppen to approve the minutes of May 11, 1993 as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated that the County Board has changed their meeting to June 22 so therefore our Board meeting will also need to be changed. The date was changed to Thursday, June 24. Both Mr. Jakusz and Ms. Hoppen indicated that they would be unable to attend on that date and have been excused.

Ms. Bablitch stated that on June 8 the Board will be doing her evaluation.

Ms. Bablitch also mentioned that as far as she knew members should not serve both on our Board and on a Board of an agency that we purchase services from. Mr. Borham requested that Ms. Bablitch check this out with Corporation Counsel.

Ms. Bablitch also informed the Board that a grant for \$5,000 has been issued to our Department from St. Vincent De Paul. Ms. Bablitch will report at the next meeting how this money will be used.

Ms. Bablitch also informed the Board of the Sheriff's Department's concerns regarding costs for secure detention for juveniles and transportation costs for transporting clients to mental health inpatient facilities. More information will be forthcoming on this issue.

D. Advisory Committee Report

Mr. Kurtenbach stated that the Advisory Committee held a meeting on May 17. This meeting was more of business and social meeting to welcome the new members of the Committee. Mr. Kurtenbach reported that the Advisory Committee was informed of the decision by the Board to have the bylaw wording changed regarding advocacy on task force issues needing to be brought before the Board before action is taken. An informal discussion was held which provided the new members an opportunity to get acquainted with every one. Mr. Kurtenbach stated that the next meeting will be a joint meeting with the Community Human Services Board in July.

Mr. Murphy motioned that the report be accepted and it was seconded by Ms. Hoppen. Motion carried.

E. Citizen's Concerns/Unlimited Topics

Mr. Borham informed the Board of the lead poisoning flyers in the Buyer's Guide. Ms. Hall stated that these were included in the Buyer's Guides for a targeted area and not all of the community will receive them.

II. PROGRAM ISSUES

A. Consideration of Co-Sponsoring "Christmas Basket" Project

Ms. Bablitch informed the Board that CAP Services is considering not handling the Holiday Basket Project this year. St. Vincent De Paul has agreed to take on this project if we co-sponsor it with them. Ms. Bablitch stated that this would be a one year trial to see how it goes. We would contribute an estimated 20 to 25 hours a year. Ms. Hunt, St. Vincent's Director, stated that she has all the volunteers necessary to do the majority of the work but that St. Vincent's has no clerical staff. Mr. Borham questioned the possibility of duplication occurring. Ms. Bean stated that she will be developing a computer program which will help prevent duplication. Ms. Hoppen questioned why CAP Services was giving up the project and whether the United Way will continue to fund this project. Ms. Bablitch stated that the issue of funding from United Way is being considered.

Mr. Niedbalski made a motion to approve the project with the provision of only providing clerical time and that this would be for one year trial only. Ms. Holmes seconded the motion. Motion carried.

III. FISCAL ISSUES

A. Review of Options to Improve Agency's Filing System

Ms. Bean reported that this issue needs to be tabled at this time due to new information received by Craig Flagel. The reason for this is that the cost of the optical imaging will come down and also that the Court system will be going to a statewide Court computer and that due to a refund from the State for computer equipment the Court system will be purchasing optical imaging. Basically Mr. Flagel has requested that we wait and join up once the Court has received this equipment. Mr. Jakusz made a motion to table the request. The motion was seconded by Mr. Murphy. Motion carried.

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B. Review of Long Term Funding Issues for Portage House

Mr. Houlihan reported on the issues of Portage House. The fiscal year ends for the Department of Corrections in June. Mr. Houlihan reported that there will be approximately a \$9,000 deficit for this year. Currently there is about a \$47,000 balance in the Project Income account which will be able to cover the deficit and should be able to be utilized through years 93-94. Mr. Houlihan stated that staff has been looked at and that the program is running with the bare minimal of staff currently. The Work Study Program has saved thousands of dollars. Ms. Hoppen questioned how the Sex Offenders Program was coming. Mr. Houlihan replied that it is going well. Mr. Murphy questioned the rent. Mr. Houlihan stated that it is about \$800 per month including utilities. New arrangements have been made with Space and Properties to pay for the utilities thereby reducing the rent. Mr. Niedbalski pointed out that other arrangements could be considered as funds decrease.

C. Review of High Cost/Fluctuating Accounts

Mr. McCulley reported a deficit in the mental health high cost account for March, the account is about 6% over normal. Mr. McCulley reported that Norwood is about \$27,000 over last year due to the high amount of detentions.

Mr. Canales reported that the CBRF account is currently under budget.

Mr. McCulley reported that the General Assistance Program is 4.5 to 5% under the quarterly expense.

D. Year to Date Budget Report

Ms. Bean presented the budget report. Ms. Bean stated that home health is currently showing a deficit due to the amount of referrals being down. Mr. Medin questioned the flexibility to not employ as many nurses when the referrals are down. Ms. Bean stated that the nurses work rotating on call weekends and that Ms. Cummings requires them to take the time off the following week.

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E. Approval of Vouchers

Ms. Bean presented the vouchers for approval. Ms. Bean stated there were no unusual expenses. Mr. Murphy made a motion to approve the vouchers and Mr. Lewandowski seconded the motion. Motion carried.

V. ADJOURNMENT

Mr. Murphy made a motion to adjourn the meeting. Mr. Jakusz seconded the motion. The meeting adjourned at 5:30 p.m. The next regular meeting is scheduled for Tuesday, June 8, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 66-70

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 8, 1993

PRESENT

Paul Borham
William Zimdars
Joe Niedbalski
Donald Butkowski
Jacqueline Hoppen
David Medin
Carole Holmes
Alfred Lewandowski
Walter Jakusz

EXCUSED

Jacqueline Hoppen

ABSENT

Connie Schweitzer
Jeff Murphy

Also Present: Judy Bablitch, Director, Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Health Division Coordinator; Steve Tuszka, Supervisor, Long Term Care Division; Jon Pike, WSPO/WSPT.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentations were given by the Health Division and Long Term Care Division.

The meeting was called to order by Chairman Paul Borham on Tuesday, June 8, 1993 at 5:02 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 25, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the minutes of May 25, 1993 as presented. Motion carried.

B. Correspondence

Ms. Bablitch brought the Board's attention to the two items of correspondence contained in the packet. Ms. Bablitch stated that as of this date she has heard no response from Secretary Whitburn concerning the letter sent to him on May 17, 1993.

C. Director's Report

Ms. Bablitch stated that there was a tornado warning today which lasted for about one hour. Ms. Bablitch stated that the staff took very little time in proceeding to the lower level and directing clients to the lower level as well.

Ms. Bablitch stated that there was a meeting with staff and Board representatives concerning the issue of the budgeting for transportation to mental hospitals and secure detention for juveniles outside the county. The consensus was that this item is to remain in the Sheriff's Department's budget. The possibility of a nonlapsing account being set up for secure detention of juveniles will be investigated.

D. Citizen's Concerns/Unlimited Topics

There were no Citizen's Concerns/Unlimited Topics.

III. PROGRAM ISSUES

A. Action to Explore Housing Options for Developmentally Disabled Adults

Ms. Bablitch informed the Board that due to the closing of the River Pines ICF-MR unit, clients needed to be moved elsewhere. All of these residents were placed throughout the state. Ms. Bablitch stated that Mr. Canales believes that two of the individuals could be returned to the area if housing options could be developed. Ms. Bablitch informed the Board of the possibility of having CAP Services purchase a house, renovate it and accessibility purposes, and then rent it directly to the individuals or to our Department. Ms. Bablitch stated that the home could be used for other clients when one of the individuals would move out. A motion was made by Ms. Holmes and second by Mr. Zimdars to grant the exploration of this possibility. Motion carried.

B. Update on Training to Develop a Mental Health Outreach and Treatment Program for Older Adults

Ms. Bablitch informed the Board of funds which were secured to provide training to agency staff.

IV. FISCAL ISSUES

A. Action to Approve Application for Additional Funds for the Childhood Lead Poisoning Prevention Activities

Ms. Hall stated that the grant application would be for \$10,000. This would provide four hours of LTE time for a nurse coordinator as well as an LTE health aide to conduct the screenings. Ms. Hall stated that they have discovered that families need to be here for other programs in order to be reached concerning lead poisoning. Ms. Hall stated that an update to the report submitted to the Board needs to be made. Recently twins have been found to have lead poisoning. Mr. Zimdars inquired as to what immediate action was taken. Ms. Hall stated that Mike Carder and Becky Dougherty went out and found paint chips in the home. Ms. Hall further stated that it is possible that alternate housing may have to be found for these children until the problem is cleared up. Ms. Hall stated that they have found that reports in the newspaper regarding lead poisoning tends to motivate people to have their children tested. Mr. Niedbalski motioned to approve the request to submit the grant application. Ms. Holmes seconded the motion. Motion carried.

B. Approval of Vouchers

Ms. Bean presented the vouchers for approval. Ms. Bean stated that the high amount of staff development is due to state monies for Termination of Parental Rights training. Ms. Bean stated that the \$24,380 refund in the High Cost Accounts is due to revenue collected by the State. Mr. Niedbalski questioned whether it is possible to have a comparison from year to year. Ms. Bean stated that it would be better to have a year to year budget comparison rather than vouchers since they are unpredictable. Mr. Lewandowski made a motion to approve the vouchers. Mr. Niedbalski seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Vote to Go into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Director's Annual Performance Evaluation

A roll call vote was taken to go into Executive Session. All in favor of the motion.

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

Motion by Mr. Medin and seconded by Ms. Holmes for the Board to return to open session.

The Board decided to solicit written information from all members. This should be given to Mr. Borham. He and Mr. Zimdars will meet and tabulate the information and present it at the next Board meeting.

VI. ADJOURNMENT

A motion was made and seconded to adjourn.

The next regular meeting is scheduled for Thursday, June 24, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasmee, Recording Secretary
dmg/0599P/pp 60-63

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JUNE 24, 1993

PRESENT

Paul Borham
William Zimdars
Jeffrey Murphy
Connie Schweitzer
David Medin
Carole Holmes
Alfred Lewandowski

EXCUSED

Jacqueline Hoppen
Joe Niedbalski
Donald Butkowski
Walter Jakusz

Also Present: Judy Bablitch, Director, Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Cindy Schmitz, Community Health Supervisor, Jim Canales, Long Term Care Coordinator; Sally Murwin, Laboratory Technician; Jon Pike, WSPO/WSPT.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentation given concerned foster parenting. Cheryl Krause and Doug Moskonas were the presenters.

The meeting was called to order by Chairman Paul Borham on Tuesday, June 24, 1993 at 5:05 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 8, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Medin to approve the minutes of June 8, 1993 as presented. Motion carried.

B. Correspondence

Ms. Bablitch brought the Board's attention to the letter she received from Gerald Whitburn, State of Wisconsin, Department of Health and Social Services, concerning the letter sent to him on May 17, 1993. Ms. Bablitch stated that Secretary Whitburn made no mention of any additional monies being available.

C. Director's Report

Ms. Bablitch reported that July 11 - 21, 1993 will be State Governor's Day. On July 19, 1993 Governor Thompson will be in Stevens Point. Some suggested topics of interest for Governor Thompson to visit were the Learnfare, PRIDE Program, and Supported Employment Program.

Ms. Bablitch reported that the Visions banquet was very successful. A total of 32 awards were given to AFDC recipients who have made significant steps toward self-sufficiency. A copy of the program was given to the Board members to look over.

D. Citizen's Concerns/Unlimited Topics

Mr. Murphy complimented the cleaning of the front of the building. Ms. Bablitch stated that staff member, Nancy Canales and her daughters volunteered their time and planted the flowers to help brighten the building.

Mr. Murphy also informed the Board that he told Chet in Maintenance that cement waste containers were needed for the building. Hopefully these will be received before the winter.

III. FISCAL ISSUES

A. Review of High Cost/Fluctuating Accounts (May)

Mr. Canales stated that the inpatient and mental health costs have remained the same as last month. Mr. Canales reported that the CBRF costs are doing well. The General Assistance costs are looking good and doing about normal.

B. Year to Date Budget Report Adults

Ms. Bean stated that there will be an increase in the projected deficit. It is now at about \$172,000. The deficit is coming primarily from the Restorative Care Services due to foster care and group home placements. Home Health referrals were down in the first quarter. Financials are done on the parents and their ability to pay for care is determined. Mr. Medin stated that due to the low referrals in home health and the deficit in the intake section that possible lay offs should be looked at. Ms. Bablitch stated that the \$12,000 deficit in intake is covered by the surplus in other areas. The possibility of terminating the limited term employee will be considered.

C. Review of Budget Comparison Report Options

Ms. Bean stated that she compiled three different formats. Pages 19 to 22 compare the YTD actual figures. Pages 23 - 26 compare the Projected Variance. Finally, the budget found at their places compares the Projected and Actual Variances. Mr. Medin stated that he found the format of pages 23 - 26 most helpful. Ms. Bablitch suggested that this be tabled until the next meeting so that Mr. Niedbalski, who requested the comparisons, could be in attendance. All were in favor.

D. Action to Authorize Purchase of Water Testing Equipment

Mr. Murphy made a motion to approve the purchase. Ms. Holmes seconded the motion. Motion carried.

E. Action to Approve Vouchers

Mr. Murphy moved to approve the vouchers. Mr. Lewandowski seconded. Motion carried.

F. Action to Authorize Grant Application for Long Term Support Programming

Mr. Canales informed the Board that the grant is similar to the DVR grant which was very successful. The grant will be used to expand the computer skills program through a contract with Community Industries. Mr. Murphy motioned to approve the application. Ms. Holmes seconded the motion. Motion carried. Ms. Bablitch stated she will inform the Finance Committee of the Grant application.

IV. PERSONNEL ISSUES

A. Action to Authorize Additional Limited Term Hours for Public Health Nursing Supervisor

Ms. Bablitch informed the Board of the negotiated contract with the Stevens Point Area School District and the contract being negotiated with the Tomorrow River School District for the OSHA Bloodborne Pathogen Standard. An additional 22 hours total is needed. Ms. Holmes made a motion to approve the hours. Mr. Murphy seconded. Motion carried.

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B. Vote to Go into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Director's Yearly Performance Evaluation

A roll call vote was taken to go into Executive Session. All in favor of the motion.

C. Return to Open Session With Action As Appropriate

Motion by Mr. Borham and seconded by Mr. Medin for the Board to return to open session.

Mr. Borham informed Ms. Bablitch that the Board had a few questions. Mr. Murphy questioned that enhancement of grants with county dollars. Ms. Bablitch stated that for Social Services and 51 Services we have a Basic County Allocation (or grant-in-aid). The county has to match the grant dollars. If necessary additional monies from the county are also added to the budget. This is called overmatch. Ms. Bablitch stated that most counties do over match the BCA (grant) they receive. Ms. Bablitch stated that every September the Informational Update scheduled discusses this process. Mr. Medin also requested information on what could be done to reduce the Accounts Receivable deficit. Ms. Bablitch stated that they are in the process of collecting information to present to the Board at the next meeting regarding collection agencies and other issues involved in this area.

Ms. Bablitch thanked the Board for their advise and support. Mr. Borham made a motion that the Performance Evaluation be determined as exceeds standards. Ms. Holmes seconded the motion. Motion carried.

VI. ADJOURNMENT

A motion was made and seconded to adjourn.

The next regular meeting is scheduled for Tuesday, July 13, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary
dmg/0599P/pp 64-67

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JULY 13, 1993**

PRESENT

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

EXCUSED

Jacqueline Hoppen
Joe Niedbalski

Also Present: Judy Bablitch, Director, Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Jim Canales, Long Term Care Coordinator; Patti Hintz, Accounts Receivable Supervisor; Bill McCulley, Restorative Care Coordinator; Kirsten Hall, Health Division Coordinator; Mike Carder, Environmental Health Supervisor; Gus Hangiandreou, Mental Health Supervisor; Jerry Koepfel, Counseling Services Supervisor; Suzanne Oehlke, WIC Coordinator; Stephen Tuszka, Elderly Care Supervisor; Julie Hladky, Community Health Supervisor; Jon Pike, WSPO/WSPT; Heather Isherwood, WIZD; Robert Koskela, Dept. of Health and Social Services; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentations were regarding Health and Long Term Care.

The meeting was called to order by Chairman Paul Borham on Tuesday, July 13, 1993 at 5:05 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 24, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Medin to approve the minutes of June 24, 1993 as presented. Motion carried.

Per a phone call by Ms. Hoppen, the minutes of June 24 will reflect her as being present rather than excused.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated that it is once again budget time. The October 12 and 13 meeting are tentatively scheduled to review the 1994 budget.

Ms. Bablitch informed the Board that she will not be present at the August 10 meeting as she will be on vacation.

D. Citizen's Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

E. Update on Disaster Activities

Ms. Bablitch handed out a copy of the notification of a Disaster by President Clinton at the request of Governor Thompson.

Ms. Bablitch stated that the Disaster Application Center (DAC) will be held on Wednesday, July 14, at the Courthouse from 10:00 a.m. to 7:00 p.m. FEMA is coordinating the Center. There will be agency representatives from Mental Health, Economic Support, and Health at the DAC Center. Ms. Bablitch stated that the Mental Health Clinic has been doing intervention at no fee to people suffering from the flooding which has been very successful.

Ms. Hall stated that there will be health representatives from the State Division of Health at the DAC center.

Mr. Carder informed the Board that there have been about 305 water tests conducted since June 28. Approximately 138 samples were done for no charge since July 1. Another 50 samples were hand delivered. There were 25 unsafe samples with four being confirmed with fecal coliform. These four were in Park Ridge, Town of Hull, and Town of Buena Vista. Monitoring wells are being checked to follow the water levels.

Ms. Hall stated that six families reported gastrointestinal symptoms but that it has not yet been confirmed if these are related to the flooding as the test results have not yet been received. Ms. Hall stated that we may be seeing waterborne related illnesses for a long time -- over a year.

Ms. Bablitch further stated that we have waived fees for water testing and mental health counseling but that we may be able to recoup all but 12 1/2% from the federal and state governments.

Ms. Holmes questioned how we are scheduling in the counseling services. Ms. Bablitch stated that the staff are squeezing them in when they can. Dr. Hangiandreou further stated the staff have ranked their clients with priority rankings and passed this information to Intake so as the ease the "squeezing in" of new clients due to the flooding.

Mr. Butkowski informed the Board that Planning and Zoning will be meeting on July 28 at 4:30 to continue discussing in further detail the flooding problems. Mr. Butkowski suggested that someone from Environmental Health also be present at that meeting.

Mr. Borham requested a follow up report on the flooding and disaster issue.

III. FISCAL ISSUES

A. Report on Accounts Receivable Program

Mr. Koskela stated that Statutes Chapter 46, Section 46.03(18) and 46.10 provide guidelines for charging clients. He further stated that a person is liable for services when they receive it. The collection of liability is based on the ability to pay. For example if the fee is \$500 and the ability to pay is \$100 that is what the person should pay. Liability is enforced through court action, i.e., small claims or Corporation Counsel. Mr. Koskela informed the Board that there is a proposal that the small claims amount be increased to \$4,000 that is being looked at by the legislature. Mr. Koskela further stated that the statute of limitations on liability lasts for 10 years. Mr. Koskela also stated that contained in the budget bill, in the legislature, that collections for foster care be based on the standard. Also that soon the same tools available to child support for collections may become available for foster care.

Ms. Bean directed the Board's attention to Attachment A which indicates which services fees can be charged, which are required to be charged, and which no fees can be charged. Ms. Bean informed the Board that as a rule we charge for all services that we can. Ms. Bean also indicated that a \$25 monthly maximum fee is charged regardless of the ability to pay. This fee can always be waived. Ms. Bean stated that approximately 42.7% of the accounts receivable balance is recoupments. Ms. Bean further stated that we keep 15% of the amount recouped for fraud and client errors but nothing for agency errors. The unpaid accounts are kept open and the balances are current. For legal purposes we retain all attempts to contact the person for payment. Ms. Bean further stated that using a collection agency for recoupments would not be feasible. We retain none or 15% of what we collect and it would cost us 33 1/3% or 50% to use a collection agency. Ms. Bean stated that small claims is still being used. There are liens on property and garnishing wages will also be done.

Ms. Bablitch stated that a suggestion was made by Mr. Medin and Mr. Murphy to flex the collections people by having one work from 5:00 p.m. to 7:00 p.m. Mr. Koskela reported that this has worked well in Madison.

Ms. Hintz stated that a letter from the Bureau of Collections in Madison was being used but hasn't been due to lack of staff time to handle this. Ms. Schweitzer stated that when she worked as a volunteer helping in the collections area that letters indicating the threat of turning over to a collection agency many times resulted in payments.

B. Review on Budget Comparison Reports

Mr. Murphy motioned that this topic be tabled until the next meeting, tentatively on August 10. Motion carried.

C. Action to Approve Vouchers

Ms. Bean stated that the only unusual expense was the \$1,200 contained in the Operating Costs for Dr. Kamstra's liability insurance. The \$1,249.24 in Donations is expenditures of grant monies received. Mr. Butkowski moved for approval. Mr. Murphy seconded. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Review New Position Requests for 1994 and
Action if Appropriate

Ms. Bablitch informed the Board that two meetings are scheduled for this item. Mr. Borham stated that discussion of the requests will take place at this meeting and action at the next meeting. Ms. Bablitch further stated that she has received no instructions from County Finance or Personnel Committees regarding new personnel requests. Mr. Murphy stated that he believed there will be a total \$191,000 for the entire county. Mr. Murphy suggested that if there is any way of modifying positions internally to find money then to do so. Mr. Borham stated that we have to let the Committees know every year of what our needs are. Ms. Bablitch stated that shifting staff and reducing the over match on grants would mean needing to lay off staff. Mr. Borham stated that he would hate to see Human Services having to lay off people. Mr. Jakusz questioned the need of a new office set up for every position rather than sharing office space. Ms. Bablitch stated that these are new positions and not replacements. Ms. Bablitch further stated that office sharing is done when possible.

At this point each of the supervisors briefly overviewed the position they were requesting.

Ms. Oehlke stated that this position would be covered by WIC grant monies. The cost to the county would be for office set up.

Ms. Hall stated that this position would be covered by Health Check revenues. The office set up is needed due to two or three people already sharing office space.

Ms. Bean stated that the additional hours would reduce the time that higher paid staff are performing the duties of a lower paid staff person. This addition of hours would need to be covered by the county tax levy.

Ms. Bean stated that the Community Employment Clerk would be filled by an individual working for Community Industries. County tax levy would need to be used due to lack of funding. Ms. Holmes stated that the Department should have had someone from this program working here long before now.

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Ms. Bablitch stated that the Child Abuse and Neglect Investigation section currently has a part time LTE working there.

Mr. McCulley stated that position would need to come from the county tax levy. Although approximately 50% of the position would be expected to be recovered through outpatient billing.

Mr. Koeppel distributed a copy of a letter from Judge Fleishauer supporting the position request. The position would need to come from the county tax levy. Mr. Medin questioned the history of staff increase or decrease in this section. Mr. Koeppel responded that a new staff member hasn't been hired in at least five years and in the last 12 years there has been a 1/2 FTE added in this area.

B. Action to Authorize LTE in Community Health Section

Ms. Hall stated that the need for a LTE for the Health Check program is needed immediately. The cost of this position would be covered as clients are seen. Mr. Medin moved to approve, Mr. Murphy seconded. Motion carried.

VI. ADJOURNMENT

A motion was made by Mr. Murphy and seconded by Mr. Jakusz to adjourn.

The next regular meeting is scheduled for Tuesday, July 27, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary
dmg/0599P/pp 68-73

MINUTES

**COMMUNITY HUMAN SERVICES BOARD & ADVISORY COMMITTEE MEETING
JULY 27, 1993**

Present

Donald Butkowski
Jeffrey Murphy
Paul Borham
Carole Holmes
Jacqueline Hoppen
William Zimdars
Alfred Lewandowski
Walter Jakusz
Connie Schweitzer
Dave Medin
Sue Wilcox
Paula Griebler
Carol Przybelski
Liz Kammer
Elizabeth Williams
Mary Cayford

Excused

Sara Norton
Jim Bowles
Perry Ackeret
Erin Woods
Deb Mallek
Rev. Matt Mallek
Carol Wroblewski

Absent

Joseph Niedbalski
Joe Stommel
Keith Iris
Peggy Sullivan
Susanne Kaczmarek
Carolyn Wayerski
Genie Aman

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Susan Rutta, Assistant to the Director; Kirsten Hall, Health Coordinator; Lauri Rockman, Financial Services Supervisor; Mike Carder, Environmental Health Supervisor; Lucy Bean, Business Manager; James Canales, Long Term Care Coordinator; Suzanne Oehlke, WIC Director; Daryl Kurtenbach, Shared Services Coordinator; Patti Hintz, Accounts Receivable Supervisor; Stephen Tuszka, Elderly Services Supervisor; Jim Riggerbach, General Assistance Supervisor; Dave Pagel, PRIDE Supervisor; Jerry Koepfel, Counseling Services Supervisor; William McCulley, Restorative Care Coordinator; Cindy Schmitz, Community Health Supervisor; Jennifer Cummings, Home Health Supervisor; Gus Hangiandreou, Mental Health Supervisor; Stevens Point Journal, Jon Pike, WSPT/WSPO.

The meeting was called to order by Vice-Chairman William Zimdars on Tuesday, July 27, at 4:35 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Introduction of Board and Advisory Committee Members

Everyone in attendance introduced themselves.

B. Approval of the Minutes of July 13, 1993

Mr. Jakusz motioned to approve the minutes; Mr. Butkowski seconded. Motion carried.

C. Correspondence

None

D. Director's Report

Ms. Bablitch reported the Governor recently visited Central Wisconsin. In conjunction with this visit, a meeting was held at the Gilfry Building with the Department of Health and Social Services staff along with agency staff. Secretary Gerald Whitburn expressed his appreciation for the information he learned on various topics such as the YES Program, Learnfare, and PRIDE.

Ms. Bablitch informed the Board and Advisory Committee that Kids Day at Camp V will be held on August 14. There is about 80 participants signed up.

Ms. Bablitch informed the Board she will be on vacation from July 28 through August 23 and will miss the next meeting on August 10. The August 24 meeting will have a Board training at Crossroads and may hold the meeting at the YMCA.

Dr. Holmes commented she would be interested in possibly visiting the new elder house in Stevens Point. Mr. Canales stated that he would check into that possibility.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen is the county's representative to CWAN. She noted there will be an AIDS Walk on September 26, 1993 in Milwaukee. Ms. Hoppen reported that about 1% of the proceeds will be given to CWAN. Dr. Holmes wondered if this agency was going to have a team. Since the walk takes place in Milwaukee, it is unlikely the agency will be represented. Mr. Borham stated that it may be better for the community to have a walk so that the proceeds could all go to the CWAN.

Dr. Holmes commented she has had the opportunity to observe a supported employment participant working for the Buyer's Guide. She said it gave her a good feeling to see this in the community and stated the Board should continue to support this concept.

II. PROGRAM ISSUES

A. Action to Adopt 1994-1996 Agency Objectives

Ms. Bablitch thanked the members of the Board and Advisory Committee for helping to develop the objectives for each section for 1994-1996.

Each coordinator reviewed their section objectives.

During the overview of the Shared Services Section, Access Division, Mr. Medin questioned the use of the word "Access" and whether this is obsolete.

Mr. Kurtenbach responded that it is still appropriate and other agencies that have the investigative staff housed in the same agency still utilize the "Access" staff for contact.

During the Health Division report, Mr. Jakusz questioned whether this agency provides CPR training.

Ms. Hall stated CPR training is given to keep health staff up-to-date and that CPR training is also offered to other key staff. Mrs. Cummings went on to explain that only CPR training is given to our staff. First aid training is very extensive so it is not possible to provide this type of training to County-City Building personnel.

Mr. Murphy asked if there are any food pantries like in Waupaca which distributes day old bakery.

Mr. Riegenbach stated that Portage County has SHARE, Commodity Distribution, Operation Bootstrap, and various churches and organizations have food pantries.

Mr. Murphy further questioned if commodities are cost efficient. Mr. Riegenbach stated the food is excess food which comes from the federal and state governments. These are all paid by a grant. Volunteers handle the distribution of commodities.

A motion was made by Ms. Hoppen and seconded by Dr. Holmes to approve the 1994-1996 Department Objectives as submitted. All were in favor of the motion. Motion carried.

B. Second Quarter Statistical Report

Coordinators gave an overview of the Statistical Report.

C. Waiting List

The waiting list was presented to the Board.

D. Child at Risk Subcommittee Report

Mrs. Schweitzer stated that, per its request in April, the recommendations are being presented to the Board for action.

Mr. Butkowski questioned the current procedure for developing shelter homes for nonsecure juvenile detention.

Ms. Bablitch stated that the juveniles go to other counties. LaCrosse and Green Bay have secure homes. There is a nonsecure home in Wausau or else they stay with natural families, relatives, foster homes, or the Crisis Center.

Mr. Murphy questioned the juvenile section of the jail. Ms. Bablitch stated that Mr. Borski needs to have separate manpower to monitor this unit. He will also be seeking approval to open a section of the Huber area to utilize for juveniles which could house between 8 to 12 county or noncounty juveniles.

Mrs. Przybelski questioned whether or not the recommendations had to be handled in their numbered sequences. Ms. Bablitch stated that after reviewing all the recommendations, some were prioritized for ease in achieving results.

Ms. Wilcox questioned whether the ad hoc committee should even have attempted to prioritize the recommendations since they were re-prioritized. Ms. Bablitch stated it does help to recommend priorities but that she must look globally at the agency needs and perhaps recommend different priorities to the Board.

Ms. Hoppen motioned to approve the report. Ms. Holmes seconded. All were in favor of the motion. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize New Position Requests and Forward to Personnel/Finance Committee

Mr. Butkowski questioned whether any direction on new position requests has come from the Finance and Personnel Committees. Mr. Jakusz stated that there will be a meeting August 9. Mr. Murphy stated that he felt that they will again be looking at the same guidelines as last year. Mr. Murphy also stated that money will be available for capital improvements to the buildings. Mr. Butkowski felt each position should be voted on separately rather than making a blanket yes or no vote for all the positions.

WIC Interpreter/Aide/WIC Program (20 hours a week)

A motion was made by Mr. Medin and seconded by Mr. Butkowski to approve the position. All were in favor of the motion. Motion carried.

Human Service Specialist I/Health Check Nurse (20 hours a week)

A motion was made by Mr. Butkowski and seconded by Dr. Holmes to approve the position. Mr. Medin questioned whether this position could be assumed by one of the home health nurses. Mrs. Hall stated she didn't think a home health nurse was immediately qualified for the position. The position involves extensive cross training and will begin at about two to four hours a week and then increase to 20 hours.

A motion was made by Mr. Butkowski and seconded by Dr. Holmes to approve the 20 hour/week HSS1 nurse. Voting against the position: Mr. Medin, Mr. Murphy, and Mr. Jakusz. Motion carried by a vote of 6 to 3.

Typist I/Business Division (5 hours a week)

A motion was made by Mr. Butkowski to allow the additional hours if an equal amount of dollars could be deleted from the new equipment needed from the other positions. Mr. Murphy stated that for the first year you could budget the difference but that there would be no way to budget it for following years. Mr. Butkowski then withdrew his motion. A motion was then made by Mr. Murphy to deny the position and seconded by Mr. Jakusz. Motion carried with Ms. Hoppen abstaining from the vote.

Community Employment Clerk/Business Division, Supported Employment (25 hours a week)

A motion was made by Mr. Medin and seconded by Mr. Butkowski to approve the position with the exception of Mr. Jakusz and Mr. Murphy, the Board approved the motion. Motion carried.

Human Service Specialist II/Shared Services (40 hours a week)

Mr. Murphy stated the Department needs to do some creative reorganization to meet the staffing needs in the agency. Mr. Murphy motioned that the position be approved with the stipulation that some creative reorganization be done. He felt some fund dollars could be freed up through reorganization and used toward this position. Mr. Jakusz seconded the motion. A vote was taken. 3 ayes (Mr. Murphy, Mr. Medin, and Mr. Jakusz) and 6 nays. Motion failed. More discussion followed. A motion was then made by Mr. Zimdars to approve the position as submitted. It was seconded by Mr. Butkowski. A voice vote was taken - 6 ayes and 3 nays (Mr. Murphy, Mr. Medin, and Mr. Jakusz). Motion carried.

Mental Health Clinician I/Mental Health Clinic (40 hours a week)

A motion was made by Mr. Butkowski and seconded by Mr. Murphy to deny the position. All were in favor of the motion. Motion carried.

Human Service Specialist I/Counseling Section (40 hours a week)

A motion was made by Ms. Hoppen and seconded by Mr. Butkowski to approve the position. Voting against the motion: Mr. Murphy, Mr. Medin, and Mr. Jakusz. Motion carried 5 to 3.

IV. FISCAL ISSUES

A. Action to Purchase Computer for Environmental Health Section

Ms. Hoppen made a motion to approve the purchase. Second by Dr. Holmes. Motion carried.

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B. High Cost/Fluctuating Accounts Report (June)

Mr. McCulley stated two people will come out of Winnebago but two others will be going in. There are presently five people in that facility. The Department continues to look at other placement for these individuals.

Mr. Canales stated that the CBRF portion of the report remains within expenditure parameters.

Mr. McCulley stated that the General Assistance portion is still below expected expenditure.

C. Action to Approve Vouchers

Ms. Bean stated that there were no unusual expenses. Dr. Holmes made a motion to approve. Mr. Butkowski seconded the motion. All were in favor of the motion. Motion carried.

The meeting adjourned at 6:25 p.m.

The next regular meeting is scheduled for Tuesday, August 10, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary
dmg/0599P/pp 74-80

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 10, 1993**

PRESENT

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

Also Present: Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Health Division Coordinator; Sue Rutta, Assistant to the Director; Gus Hangiandreou, Mental Health Supervisor; Julie Hladky, Community Health Supervisor; Lauri Rockman, Financial Services Manager; Jim Riggerbach, General Assistance Program Manager; Jennifer Cummings, Home Health Supervisor; Richard Williams, Mental Health Clinician; Tim Bruer, Energy Services Incorporated; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentations were regarding Health and Long Term Care.

The meeting was called to order by Chairman Paul Borham on Tuesday, August 10, 1993 at 5:04 p.m. in Conference Rooms 1-2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 27, 1993

A motion was made by Mr. Murphy and seconded by Mr. Jakusz to approve the minutes of July 27, 1993 as presented. Motion carried.

Mr. Niedbalski requested the July 27th minutes reflect he was excused and not absent.

B. Correspondence

There was no correspondence.

C. Report on Confidentiality as it Relates to the CARES Program

Ms. Rockman stated the CARES program is a statewide computer network and every County's Income Maintenance staff have access to the data. The system does allow local agencies to develop confidential records and, while they would be entered into the statewide system, they would only be accessible by the local worker and supervisor. Client confidential cases, at this point, include cases involving employees or close relatives of employees and those which involve an abused parent receiving Child Support. Other types of cases can be added to list when necessary.

Ms. Rockman also indicated that approximately 2,100 hours of overtime will be needed to convert to the CARES Program. An eight page form containing information that will have to be manually inputted into the system for each client was showed to the Board.

D. Update on Wisconsin AIDS Walk

Ms. Hladky informed the Board that Peggy Kirth has been named the new coordinator for the Central Wisconsin Aids Network (CWAN). Ms. Hladky stated that CWAN will receive 1% of the profits, approximately \$5,000, from the AIDS walk. CWAN will participate in acquiring pledges for the Walk. Corporation pledges will not be taken. Fundraising will be done in Central Wisconsin so that all the funds raised will remain 100% in Central Wisconsin. People wishing to participate in the walk will be provided transportation for free. Ms. Hladky and Ms. Eble will be participating in the walk. News releases are scheduled to be out soon - one next week and another a couple of days prior to the walk.

IV. FISCAL ISSUES

A. Action to Request Reimbursement for Out-of-State Training Funds and Forward to Finance Committee

Mr. Williams requested reimbursement for an out-of-state training he attended in Minneapolis. Mr. Butkowski questioned if there is a policy in place for out-of-state reimbursement. Mr. Murphy responded that the policy is for reimbursement anywhere in the state including Chicago and Minneapolis. Mr. Murphy questioned whether Mr. Williams should receive full

reimbursement for his expenses since he is employed as a private practitioner in addition to his county employment. Mr. Borham suggested this item be delayed until Ms. Bablitch's return for clarification. Mr. Murphy made a motion that the item be tabled. Mr. Medin seconded the motion. All were in favor of tabling the item. Motion carried.

B. Action to Review Budget Comparison Report Format

Ms. Bean reviewed with the Board three different financial formats available. The Board considered the options. Ms. Holmes suggested a vote be taken for the format to be used. Mr. Murphy agreed. The second format - pages 41-44 - Budget/Projected Variance Comparison was selected by the Board. This report will be presented monthly.

C. Year To Date Budget Report

Ms. Bean stated that the deficit is approximately \$210,000. The majority of the deficit is located in the Restorative Care Section and is due to substitute care for children. Mr. Murphy questioned if this program could be included in a nonlapsing account due to the unpredictability. Mr. Murphy questioned if money from the current non-lapsing account could be used to fund the 1993 deficit in this area. Ms. Bean stated that this is possible but cautioned against using the entire non-lapsing reserve balance to budget this item. Mr. Murphy made a motion to accept the report. Mr. Lewandowski seconded the motion. All were in favor of the motion. Motion carried.

D. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses for this month. Mr. Jakusz motioned to approve the vouchers. Ms. Holmes seconded the motion. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

The next regular meeting is scheduled for Tuesday, August 24, 1993. The Informational Update will be held at Crossroads beginning at 4:30 p.m. and the meeting will be held in Room 108 of the College of Professional Studies.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
AUGUST 24, 1993

PRESENT

Paul Borham
William Zimdars
Joe Niedbalski
Donald Butkowski
Walter Jakusz
David Medin
Carole Holmes
Alfred Lewandowski

EXCUSED

Jacqueline Hoppen
Jeffrey Murphy
Connie Schweitzer

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Health Division Coordinator; Gus Hangiandreou, Mental Health Supervisor; Jim Canales, Long Term Care Coordinator; Richard Williams, Mental Health Clinician; William McCulley, Restorative Care Coordinator; Jon Pike, WSPO/WSPT; Greta Deininger, WIZD; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentation was a tour of Crossroads Group Home.

The meeting was called to order by Chairman Paul Borham on Tuesday, August 24, 1993 at 5:10 p.m. in Room 108, College of Professional Studies, University of Wisconsin - Stevens Point Campus.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 10, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the minutes of August 10, 1993 as presented. Motion carried.

B. Correspondence

Ms. Bablitch noted she handed out information regarding new positions added to the Department and the disposition of these positions along with a chart indicating the full time employment history of the Department from 1980 to 1993. Also distributed was a copy of a memo from Mr. Brian Formella to Ms. Bablitch concerning potential conflict of interest concerning Board membership.

C. Director's Report

Ms. Bablitch informed the Board that the County Board has scheduled its meeting for September 14. As a result the meeting of the Community Human Services Board will need to be changed. The new date for the meeting will be September 7.

Ms. Bablitch stated the Department is continuing to work on the budget. Ms. Bean informed the Board that we were instructed to figure a 3.5% increase on salary.

D. Advisory Committee Report

This agenda item was skipped due to the absence of Ms. Schweitzer.

E. Citizen's Concerns/Unlimited Topics

There were no citizen concerns.

III. FISCAL ISSUES

A. Action on Request for Reimbursement of Out-of-State Training Costs and Forward to Finance Committee

Mr. Borham informed the Board that a request was made by Mr. Murphy to table this issue.

There was much discussion regarding this topic. Mr. Jakusz questioned why the request was not submitted for reimbursement at the time of the training. Mr. Williams replied that he was not aware of the policy for out-of-state training. Ms. Holmes stated that the request fits the guidelines and stated that requests are very seldom made for reimbursement from this budget. Mr. Jakusz questioned whether the expenses should be prorated since Mr. Williams is also employed elsewhere. Mr. Borham questioned how it would be possible to separate the information learned. Dr. Hangiandreou stated that he believes there will be more requests of this nature in the future due to new and modified tests being developed in the psychology field. Dr. Hangiandreou also informed the Board that most of the training is not offered closer than Minneapolis. Mr. Medin made a motion to forward the request to the Finance Committee for approval. Ms. Holmes seconded. Motion carried.

B. Report of High-Cost Fluctuating Accounts

Mr. McCulley stated that the inpatient mental health section is still satisfactory. As of August there was only one patient in Winnebago. Mr. McCulley stated that the inpatient account is about 6% over budget.

Mr. Jakusz questioned how it is determined which institute the client goes to. Mr. McCulley reported that a long term stay is at Winnebago and costs about \$275 per day. Short term stays are at Norwood and St. Michael's Hospital and cost about \$280 and \$340 a day respectively. Emergency placement (first 72 hours) is at Norwood and costs about \$315 per day. The North Central Health Care facility costs about \$367 per day.

Mr. Canales reported that the CBRF section is about 15% under budget. Mr. Canales further informed the Board that one individual will be placed shortly.

Mr. McCulley reported that General Assistance is still about 6% under budget.

C. Action to Accept Childhood Lead Poisoning Prevention Grant and Forward to Finance Committee

Ms. Hall stated originally a \$10,000 grant was requested but that only \$6,000 has been approved. Mr. Jakusz questioned the need for staffing of this position. Ms. Hall responded when the grant ended the job position also terminated. Ms. Holmes moved to approve the acceptance of the grant and forward to Finance. Mr. Zimdars seconded the motion. Motion carried.

D. Report on County Funding of Social Services and 51 Programs

Ms. Bean stated that county must match grants in order to receive 100% of the allocation. For every dollar of match not spent, the state will reduce the funding by one dollar. Mr. Medin questioned how the figures on the attached chart add up. Ms. Bean stated the Social Services Mental Hygiene Net Cost figure equals the sum of the Community Aids, Match, and Overmatch figures. Ms. Bablitch reported that very few counties do not match the allocation. These counties in 1991 were Buffalo, Crawford, Florence, Iron, Sawyer, Shawano, and Menominee. Ms. Bablitch further stated that a comparison in 1991 showed that Wood County spent about two million in overmatch and that Waupaca County spent \$182,000.

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E. Approval of Vouchers

Ms. Bean stated that there were no unusual expenses.
Mr. Medin motioned to approve, Ms. Holmes seconded.
Motion carried.

IV. ADJOURNMENT

Mr. Jakusz moved to adjourn the meeting. Mr. Lewandowski seconded the motion.

The meeting adjourned at 5:45 p.m.

The next regular meeting is scheduled for Tuesday, September 7, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary
dmg/0599P/pp 53-56

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 7, 1993**

PRESENT

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

EXCUSED

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Health Division Coordinator; Jim Canales, Long Term Care Coordinator; William McCulley, Restorative Care Coordinator; Julie Hladky, Community Health Supervisor; Sally Murwin, Lab; Cindy Schmitz, Community Health Supervisor; Greta Deininger, WIZD.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentation was given by Restorative Care and Shared Services.

The meeting was called to order by Chairman Paul Borham on Tuesday, September 7 at 5:05 p.m. in Conference Room 1 and 2 of the Ruth Gilfry Building.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 24, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Niedbalski to approve the minutes of August 24, 1993 as presented. Motion carried.

B. Correspondence

Ms. Bablitch informed the Board that a registration form for the WiCoPHA Fall Conference was included in the packet. Ms. Bablitch also distributed a copy of the agenda for this meeting.

C. Director's Report

Ms. Bablitch informed the Board the Employee Foundation hosted the 5th Annual Kids Day at Camp. A T-shirt that was given to every participant was also shown to the Board.

Ms. Bablitch stated that the Department is the first agency to be individually audited by Clifton Gunderson.

Ms. Bablitch stated that the federal Fraud Program monies have decreased. The state has chosen not to pick up the difference. Discussions will be held with Chairman Hintz regarding this problem.

D. Citizen's Concerns/Unlimited Topics

Mr. Borham stated that he has received two copies of the new state statutes for health. The statutes passed both houses. The statutes now call for a Board of Health for each county. Mr. Borham informed the Board that the Board can act as the Board of Health for Portage County.

III. PROGRAM ISSUES

A. Action to Review Request to Discontinue STD Clinic

Ms. Hall introduced the two supervisors for the Community Health Section, Julie Hladky and Cindy Schmitz. Ms. Hall stated that an evaluation of the program was conducted. The evaluation indicated this program was not as necessary as it was when it began and therefore staff is requesting it be discontinued. Mr. Murphy questioned the cost through doctor's offices. Ms. Hall responded that physicians are not as willing to offer this service at no charge but there are sliding fee scales through the Health Plus Program, Planned Parenthood, and Family Planning. Ms. Hall further stated that with the discontinuation of the Clinic there will now be additional time available for HIV counseling and testing. This will allow more staff time for STD follow-up. Ms. Hall informed the Board that more time can be spent on prevention of sexually transmitted diseases and AIDS. Mr. Murphy motioned to approve the request to discontinue the STD Clinic. Mr. Jakusz seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. Action to Accept Grant for Supported Employment High Needs Project

Mr. Canales stated that the Division of Vocational Rehabilitation has again chose our Department for a grant to provide Supported Employment services to individuals with severe disabilities. The grant will be an extended contract with Community Industries. Mr. Medin questioned why Community Industries did not apply for the grant on their own. Mr. Canales stated the application is looked at more favorably when done as a joint effort. Mr. Jakusz questioned if any additional monies will need to be added to the grant. Mr. Canales stated that all staff costs have been included. Ms. Holmes motioned approval of the grant. Mr. Murphy seconded the motion. Motion carried. Ms. Bablitch stated that the request will be forwarded to the Finance Committee and County Board for their approval.

B. Action to Authorize Disaster Application for Federal Public Assistance

Ms. Bean informed the Board that formal approval is needed to submit the application for reimbursement of monies to cover the costs incurred due to the flooding this year. The application date is open till June of 1994. Mr. Zimdars questioned whether any additional costs incurred will have to be brought before the Board for approval. Ms. Bean stated that the application stays open until it is closed and any additional costs are just submitted. Mr. Butkowski inquired as to what services were offered. Ms. Bean stated that water testing and sampling as well as counseling services were given. Ms. Bean also mentioned that due to the saturated ground and high water levels that predictions are being made that next spring will be worse than this year. Mr. Murphy motioned to approve the application for submittance. Mr. Zimdars seconded. Motion carried.

C. Approval of Vouchers

Ms. Bean stated the only unusual expenses was in staff development. The reason for the high amount is due to a grant received to provide family based services training. This training is contracted through the University of Iowa. Ms. Bablitch stated that it will be three days for one group and three days for another

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group. Ms. Holmes questioned whether this training is limited on the number of staff attending it. Ms. Bablitch stated that it is open. Ms. Holmes suggested that heads of contract agencies may be interested in attending. Ms. Bablitch will try to squeeze them in where she can. Mr. Medin moved to approve the vouchers. Mr. Murphy seconded. Motion carried.

An updated was given regarding the out-of-state travel issue. Unfortunately the request cannot be reviewed by the Finance Committee as the policy specifically states that Chicago and Minneapolis are not considered out-of-state.

IV. ADJOURNMENT

Mr. Murphy moved to adjourn the meeting. Mr. Jakusz seconded the motion.

The meeting adjourned at 5:30 p.m.

The next regular meeting is scheduled for Tuesday, September 28, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 57-60

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
SEPTEMBER 28, 1993

PRESENT

William Zimdars
Jacqueline Hoppen
Jeffrey Murphy
Connie Schweitzer
Walter Jakusz
David Medin
Carole Holmes

EXCUSED

Paul Borham
Joe Niedbalski
Donald Butkowski
Alfred Lewandowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Kirsten Hall, Health Division Coordinator; Jim Canales, Long Term Care Coordinator; William McCulley, Restorative Care Coordinator; Julie Hladky, Community Health Supervisor; Daryl Kurtenbach, Shared Services Coordinator; Lauri Rockman, Financial Services; Carrie Davies, Fraud Investigator; Patti Hintz, Accounts Receivable Supervisor; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held at 4:30 p.m. The presentation was given by Billing and Collections by Ms. Bean and Ms. Hintz.

The meeting was called to order by Vice-Chairman William Zimdars on Tuesday, September 28 at 5:05 p.m. in Conference Room 1 and 2 of the Ruth Gilfry Building.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 7, 1993

A motion was made by Mr. Jakusz and seconded by Ms. Schweitzer to approve the minutes of September 7, 1993 as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed a copy of the agency telephone extension list to all the Board members. Those that were excused will receive a copy in the mail.

Ms. Bablitch informed the Board that she, Shorty Wallock, and Jeff Murphy reviewed the building's upkeep needs and reported the findings to head of the Maintenance Department. Painting in the upper level is scheduled to begin next week. She found out that furniture for the waiting room must come out of the Department's budget and not Space and Properties. The other items such as a bench seat for the public outside the building, urns, and carpeting is still being looked considered.

Ms. Bablitch stated that the Finance Committee was very understanding regarding the problem with group and residential care costs. The Committee agreed to allow these accounts to be transferred to the High Cost Account section of the budget. This will be put to the Board for official action at the next meeting.

Ms. Bablitch also informed the Board that she has frozen replacing staff until the 1993 and 1994 budget is more clear. The only positions that will be filled are the ones that have no effect on the County tax levys.

D. Advisory Committee Report

Ms. Schweitzer reported Tom Dombrowski has been selected to replace Julie Hladky's position on the Committee, Julie resigned as she accepted a job with the Department. The Advisory Committee has shown great interest in the budget. Ms. Schweitzer also reported that the Committee is very interested in the Child Abuse and Neglect Investigator position that was not filled. The Committee is discussing the possibility of writing open letters to inform the public regarding the need for this position.

Ms. Schweitzer also reported that there was considerable discussion regarding the relationship of the Advisory Committee and the Board. Some members felt the Committee does not get enough recognition from the Board. Mr. Murphy suggested organizing a social so that the members get to know one another. Ms. Schweitzer stated that only 7 out of 21 Advisory Committee members attended the last combined meeting and hopes that a social between the members would increase the attendance at the combined meetings.

Ms. Schweitzer stated that a lot of discussion occurred regarding the prioritizing of task force recommendations. Some members felt that it wasn't necessary to prioritize them while others felt that the priorities shouldn't be changed once they are recommended. Ms. Bablitch attended the last meeting to help resolve this problem.

Ms. Schweitzer also reported that two members have requested a one year leave of absence. Mr. Ackeret's request has been approved and Ms. Woods' request has been tabled at this time.

E. Citizen Concerns/Unlimited Topics

Ms. Holmes stated if you are representing a citizen committee you should talk in terms of what you can do and not press for money.

Ms. Hoppen requested if there was any information regarding the Community Run in Milwaukee. Ms. Hladky reported there were 8,000 walkers who raised about \$50,000. There were 50 walkers from our area and they raised about \$4,000. Ms. Hladky projects that we will receive about \$5,000 as was expected from this project.

III. FISCAL ISSUES

A. Action to Review High Cost Accounts

Mr. McCulley reported the Mental Health costs are about 4% over budget. There have been three discharges from Winnebago and one placement is still continuing. Mr. Medin requested an explanation of emergency detention. Ms. McCulley gave a brief summarization.

Mr. Canales reported Community Based Care costs have less expenditures due to relocating people out of the higher priced IMD services.

Ms. McCulley reported that General Assistance is at 59% of budget.

A motion to approve was made by Mr. Murphy and seconded by Mr. Jakusz. Motion carried.

B. Action to Review Funding of Fraud Program

Ms. Bean reported to the Board a change in the Federal government regarding Welfare Fraud funding. The government will reduce their share of funding to 50% instead of the past 75% funding. In 1994, the first three months of the year (January, February, and March) were funded at 75% with the rest of the year being funded at only 50%. In 1995, the funding will only be 50%. A considerable amount of discussion followed. Ms. Rockman reported that adding or cutting in this position doesn't improve the situation. Mrs. Bablitch stated that this issue can be brought back in October after looking at any other ways to help fund it.

C. Action to Approve Vouchers

Ms. Bean stated the high Inpatient figure is due to the second quarter reporting for Winnebago. Mr. Murphy moved to approve the vouchers. Mr. Jakusz seconded. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Approve Limited Term Employees for Health Division

Ms. Holmes questioned whether all these positions were funded. Ms. Hall reported they are. Ms. Holmes moved to approve the positions. Ms. Hoppen seconded the motion. Motion carried.

V. ADJOURNMENT

Ms. Holmes moved to adjourn the meeting. Ms. Schweitzer seconded the motion.

The meeting adjourned at 5:55 p.m.

The next regular meeting is scheduled for Tuesday, October 12, 1993 and Wednesday, October 13, 1993, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 12, 1993**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Mike Carder, Jennifer Cummings, Patti Hintz, Julie Hladky, Jerry Koepfel, Suzanne Oehlke, David Pagel, Jim Riggerbach, Lauri Rockman, Cindy Schmitz, Stephen Tuszka, Supervisors; Lucy Bean, Business Manager; Sue Rutta, Assistant to Director; Sandy Haasl, Staff; Paul Rice, Community Industries Corporation; Sue Wilcox, United Way; Ron Alexander, New Concepts; Mike Houlihan, Portage House; Stevens Point Daily Journal.

The meeting was called to order by Chairman Borham on Tuesday, October 12, 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 September 25, 1993

Mr. Jakusz moved to approve the minutes as written. Ms. Holmes seconded the motion. All were in favor of the motion. Motion carried.

B. Correspondence

None

C. Director's Report

None

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated that there is bill being submitted to Congress to raise the birth certificate fee by \$3. These additional monies will then be used to help establish Family Resource Centers throughout the state.

Ms. Hall stated that the Department has received a Certificate of Appreciation by the Environmental Health Association in appreciation of the service Mike Carder has performed for the Association.

II. REVIEW OF PROPOSED 1994 DEPARTMENT BUDGET

A. Budget Overview

Ms. Bablitch informed the Board that the guideline of a 3.5% increase has been met. Ms. Bablitch stated that no new programs or services have been added. Travel accounts have been frozen. There was a 4¢ per mile increase per County Board action. Staff have agreed to take leave without pay which accounts for about \$10,000. There are unidentified staff cuts which need to be made of about \$27,000. Ms. Bablitch will be meeting with both unions to discuss this situation. There is also a new fee schedule in the budget. The new positions which were approved by Finance and Personnel have been added to the budget. Also, the child group and institutional care account has been moved to the high cost accounts.

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 1993 and 1994. In the non-lapsing accounts, application of the reserve surplus of \$34,951 is being requested. The combined accounts indicates a 3.5% increase to the net tax levy for 1994. Changes to this are an additional \$1,000 of fraud revenue and \$390 for small claims filing fees. This makes an exemption of \$6,345 for the fraud program. If a vote of yes is made this will change the unidentified staff cuts to \$20,980; if no, then the cost is \$27,345.

The second schedule is a budget category comparison. Total personnel costs are at 3.5%.

The third schedule is our purchased services analysis.

The fourth schedule is our 1994 Outlay requests.

The fifth schedule is the LTE's which are noted in the narratives of the budget.

The sixth schedule is the department's 1994 Fee Schedule. Fees will increase approximately 3.5%.

The seventh schedule is our contract agency requests. Local agencies have increased their requests by 6.13% but we have budgeted only for a 3.13% increase.

The eighth schedule, the 1994 Divisional Budget Recap, summarizes the divisions expenses, revenues, net, and a percentage change. The County Share is 6.49% based on the regular accounts and does not include the high cost accounts.

B. Review of Administration Budget

The Division budget reflects a 4.8% total budget level net increase. The LTE position will be reviewing establishing a county-wide volunteer program which will be funded through a grant.

C. Review of Division of Business Services Budget

The Division budget reflects a 1.7% total budget level net increase. An approximate \$5,000 increase in supplies was noted. This will be curtailed. Postage still continues to be high. Faxing letters and such will be looked at to curtail these costs. The Learnfare grant will be expiring September 1. If the grant is not received then a staff layoff will occur.

D. Review of Division of Shared Services Budget

The Division budget reflects a 3.04% total budget level net increase. A change in the Child Day Grants has been realized. Low Income Child Care Program is the new line item. It replaces Community Aids, At Risk, and Child Care Development Block Grant accounts. The fee schedule initial certification and recertification is proposed to remain the same since it was just initiated in 1993. An increase will be requested for 1995.

E. Review of Division of Long-Term Care Budget

The Long-Term Care Division budget reflects a budget level net increase of 4.99%.

The Coordinator's budget reflects a budget level net increase of 4.8%. The Elder Abuse Grant is for 1993 alone. We will reapply in 1994 for this grant.

The Community Options Program (COP) budget remains the same as in 1993. We haven't received the state allocation as of this time, but are expecting an increase. There are currently 35 people on the waiting for these funds.

The Community Support Program budget reflects a budget level net increase of 10.7%. The state will assume the responsibility for OBRA screening in 1994, thereby losing this revenue base. Revenue decreases of 32.2% for day services fees and 6.7% for case management fees are due to a review of the actual ability to pay for those clients receiving these services.

The Developmental Disabilities budget reflects a budget level net increase of 3.8%. Revenue increases of 34.6% for the Community Integration Program, 19.4% for CSLA, and 44.1% for Family Support are present.

The Elderly Services budget reflects a budget level net increase of 3.5%. The allocation for MA Waiver has not yet been received but it is likely to go up.

The Adult Protective Services budget reflects a budget level net decrease of .7%.

F. Review of Division of Restorative Care Budget

The Division budget reflects a budget level net decrease of 21.97%. This is primarily due to moving of the children's substitute care accounts to the High Cost budget.

The Counseling Services budget reflects a budget level net decrease of 94.5%. Again, this is primarily due to moving the children's substitute care accounts to the High Cost budget. The increase in travel is due to the new position request. This includes travel and the mandatory training required for this new position.

The AODA Juvenile Court Services budget reflects a budget level net of 0%. This grant is in the state budget through 1995. The grant money covers the basic costs of the juvenile screening project programs.

The Psychological Services budget reflects a budget level net increase of 2.7%.

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The Chemical Dependency budget reflects a budget level net decrease of 9.0%. A change in the OWI reimbursement from the state to county responsibility reflects a 22.1% decrease for this line item.

The Financial Services budget reflects a budget where the net balance is used to fund other support services in our agency. The 102.9% increase in the travel account is directly related to the mandatory training related to CARES implementation.

The Fraud Program budget reflects a budget level net increase of 89.7%. This resulted in the Federal Government decrease in funding of 25%.

The PRIDE/Food Stamp Employment and Training Program budget reflects a budget level net of 0%.

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

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

III. ADJOURN MEETING UNTIL WEDNESDAY, OCTOBER 13, 1993

There were no other questions or discussion on the budget. A motion was made and seconded to adjourn the meeting until Wednesday, October 13, to conclude the budget hearings. All were in favor of the motion. Motion carried. The meeting was adjourned at 6:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P-p65-69

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 13, 1993**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasankee, Recording Secretary; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Jennifer Cummings, Jim Riggerbach, Lauri Rockman, Cindy Schmitz, Stephen Tuszka, Supervisors; Lucy Bean, Business Manager; Sue Rutta, Assistant to Director; Sandy Haasl, Staff; Paul Rice, Community Industries Corporation; Meg Erler, County Board, Brian Shoup, CADAC, Kathy Olszewski, CADAC; Stevens Point Daily Journal.

I. ACTION TO RECONVENE MEETING OF OCTOBER 12, 1993

The October 12 budget meeting was reconvened by Chairman Borham at 4:30 p.m. on Wednesday October 13, in Conference Rooms 1-2 of the Gilfry Center.

II. CONTINUATION OF REVIEW OF PROPOSED 1994 DEPARTMENT BUDGET

Ms. Bean reported an update to the budget. A revised fee schedule was handed out. The fee schedule reflects the addition of stepparent adoptions charges.

Additional revenues were projected for Home Health. The unidentified staff reductions is now at \$18,808.

A. Review of Division of Health Budget

The Division budget reflects a budget level net decrease of 14.75%.

The Coordinator's budget reflects a budget level net decrease of 2.2%.

The Lab Services budget reflects a budget level net increase of 1.2%. The lab is now out of providing clinical services, but will do phlebotomy for HIV/AIDS and Hepatitis B titers.

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The Community Health budget reflects a budget level net increase of 1.9%. A new service added is the jail health services. A nurse will be provided five hours a week. State legislation is being proposed which will require all children under six to have a lead screening. If that were enacted, it could have a big impact on Section demand for screening.

The Environmental Health budget reflects a budget level net increase of 2.9%. A new license area is temporary campgrounds.

The Home Health budget reflects a budget level net increase of 81.5%. There are six other community resources available to provide home health. The difference in our program is due to having other services available such as social workers. We also have the capability of getting a nurse to see a client within the same day. Ms. Bean informed the Board that the home health budget has required county tax dollars only four years out of the past 12 years.

The WIC budget reflects a budget level net of 0%. WIC is expected to serve 1,100 participants by the end of 1993.

B. Review of High Cost Budget

The High Cost Budget Recap shows a net County Share increase of 13.37%.

The Seriously Mentally Ill Residential Care Budget reflects a budget level net decrease of 11.1%. OBRA relocations is new for 1994. This resulted from moving two clients from Trempeleau to Crossroads. The 5.1% increase in Community Based Care expenses is due to 3.5% rate increase at Crossroads and the placement of one individual at Brotolac. The 21.2% decrease in IMD Nursing Home expenses is due to one placement termination.

The Children's Substitute Care budget is new for 1994. These accounts were transferred from the Counseling budget due to the instability of the accounts.

The General Assistance budget reflects a budget level net decrease of .8%.

The Inpatient/Alcohol budget reflects a budget level net decrease of 9.9%. A rate change for Inpatient at Sacred Heart for 1994 is \$113 for inpatient and \$140 for detox. This will reflect a change in the days of 358 for inpatient and 28 days for detox.

The Inpatient Mental Health budget reflects a budget level net decrease of 2.3%. The Non-Resident account is a new line item. This account is for people needing emergency services who are not residents of the State of Wisconsin. Emergency Room Screens and Inpatient Medical pages should be expense sheets. Rate increases were received. Winnebago went from \$275 to \$300, Norwood from \$280 to \$288 and \$315 to \$330 for the first three days, St. Michael's from \$330 to \$350.

III. ACTION TO ADOPT 1994 FEE SCHEDULE

A motion was made by Mr. Murphy and seconded by Mr. Lewandowski to adopt the 1994 fee schedule. Brian Shoup of CADAC questioned the fees for home health services. Ms. Bean responded that DHSS sets the guides and that the department was informed that they had to stay within Medicare guidelines. This will be checked into. All were in favor of the motion. Motion carried.

IV. ACTION TO REQUEST FINANCE COMMITTEE MOVE CHILDREN'S GROUP AND RESIDENTIAL CARE TO HIGH COSTS ACCOUNTS

A motion was made by Mr. Murphy and seconded by Mr. Medin to adopt the budget as presented. All were in favor of the motion. Motion carried.

V. ACTION TO REQUEST EXEMPTION FOR FRAUD PROGRAM COST TO COUNTY

A motion was made by Mr. Murphy and seconded by Mr. Lewandowski to request a \$6,345 exemption. All were in favor of the motion. Motion carried.

VI. ACTION TO ADOPT 1994 COMMUNITY HUMAN SERVICES BUDGET AND FORWARD TO FINANCE COMMITTEE

A motion was made by Ms. Hoppen and seconded by Ms. Holmes to adopt the budget and forward to Finance Committee. Mr. Medin questioned the overtime allotment for the CARES program. Ms. Rockman stated that \$27,000 was all that was allotted. Additional protected time for the staff will be looked at if the overtime will exceed the allotted amount. All were in favor of the motion. Motion carried.

VII. FISCAL ISSUES

A. Approval of Vouchers

Ms. Bean reported no unusual expenses. Mr. Lewandowski motioned to approve the vouchers. Mr. Jakusz seconded the motion. All were in favor of the motion. Motion carried.

VIII. PERSONNEL ISSUES

A. Action to Approve Limited Employees for Health Division

Ms. Hall briefly overviewed the position request for an LTE part-time Health Aide to work in the Lead Project. This position will be covered by the lead grant. Mr. Murphy moved to approve the request. Ms. Holmes seconded the motion. All were in favor, motion carried.

Ms. Hall stated that the second position request was for an LTE nurse for the Prevention Block Grant. The employee will work five hours a week on this project. The cost of the position is covered by Prevention Block Grant funds. Ms. Holmes moved to approve the request. Mr. Zimdars seconded the motion. All were in favor, motion carried.

B. Vote to go into Executive Session in accordance with Wisconsin Statutes 19.85(1)(c) to discuss personnel issues.

A motion was made by Mr. Jakusz and seconded by Mr. Murphy to go into Executive Session. A roll call vote was taken.

C. Action to return to Open Session with action as appropriate.

A motion was made and seconded to go into open session.

Mr. Murphy moved further study be undertaken with various options and costs. This was seconded by Ms. Holmes and passed unanimously.

IX. ADJOURNMENT

The meeting was adjourned at 6:05 p.m.

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

Submitted by: Dawn Grasamkee, Recording Secretary

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
OCTOBER 26, 1993**

Present

William Zimdars
Jacqueline Hoppen
Joe Niedbalski
Jeffrey Murphy
Donald Butkowski
Connie Schweitzer
Alfred Lewandowski
David Medin
Carole Holmes

Excused

Paul Borham
Walter Jakusz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Lucy Bean, Business Manager; Sue Rutta, Assistant to Director; Stevens Point Daily Journal.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 12 and 13, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Niedbalski to approve the minutes. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported that the Clifton Gunderson preliminary audit report shows our Department to have an excellent system. A more complete report will be forthcoming.

Ms. Bablitch also reported to the Board that the Finance Committee did not approve the \$6,000 exemption for the Fraud Program. The Committee did approve moving group and residential care to the high cost accounts.

D. Advisory Committee Report

Ms. Schweitzer stated the Advisory Committee met on October 18. Chairperson, Staff Liaison, and Committee reports were presented. Also a report of the Board was also given. The Committee responded well to this report. Action was taken to establish subcommittees for action on the Child At Risk recommendations. Three subcommittees were formed. A member's survey was completed which questioned such things as the agenda,

length of meetings, view of the joint meeting of the Advisory Committee and Board, etc. Ms. Schweitzer stated she will share the correlated information with Mr. Borham and Ms. Bablitch. The leave of absence requested by Erin Woods was denied due to her term being up in April and her lack of attendance at the meetings. Two resignations were received, one from Joe Stommel and the other from Carolyn Wayerski. Ms. Schweitzer also reported that her term as Chairperson is coming to an end and reported that there was no response from the Committee members as to who would succeed her. Ms. Schweitzer reported she will be considering continuing to be the Chairperson after reviewing her personal activities.

Mr. Zimdars questioned how well the larger group works. Ms. Schweitzer responded the larger group is good and that more ideas are brought up. Ms. Holmes questioned the number of terms you can serve on the Advisory Committee. Mr. Kurtenbach stated you can serve two consecutive terms.

E. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

II. PROGRAM ISSUES

A. Review of Third Quarter Statistics and Waiting List

The Coordinators gave an overview of their statistics.

Ms. Hall expanded her report to include an update on the blastomycosis outbreak in the area. There have been 21 cases reported this year. Fourteen of these cases have been in the Hmong community. June and July have produced the most cases. A notice has been sent to school superintendents and physicians to alert them to the problem. Jordan Park and Dubay dam have been the most common sites reported. Ms. Hall reported the symptoms that are associated with this disease.

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Mr. McCulley cleared up a misprint in the paper concerning Mental Health Counseling appointments. If an emergency arises a client and/or family can be seen immediately (or within the day). If there is no emergency then there is a four to six week wait for an appointment. Mr. Medin questioned the freeze on the psych social worker position. Ms. Bablitch clarified the Department will try to freeze filling vacated positions until we decide how to achieve the necessary 1994 reductions.

Mr. Kurtenbach clarified that the Consolidated Aids projected costs for the year show spending more than the allocation. Another \$20,000 will become available at the end of the year for this section. Ms. Hoppen questioned where the community presentations were made. Mr. Kurtenbach stated presentations were made at a child day care center, a civic organization, and a church and that they were well attended.

III. FISCAL ISSUES

A. Report on Fee Charging

Ms. Bean reported we must indeed bill the same rate to all pay sources although we can then adjust the bill downward before submitting it to the payor. The bill still reflects the initial charge and then it is adjusted according to the client's ability to pay. Ms. Bean further stated that she checked with Brian Shoup and that is also the way they are doing their billing at CADAC.

B. Review of High Cost/Fluctuating Accounts

Mr. McCulley reported one person entered Winnebago in September and that St. Michael's Hospital is down.

Mr. Canales reported the CBRF costs are still under budget even though there is one placement at Brotolac.

Mr. McCulley reported every account in the General Assistance Program is down. Also there is a contract with Salvation Army to provide transportation for clients to go to work. The County has given a new car to the Department for transportation. The old car is being looked at by Salvation Army to purchase and use as a back up. This could result in considerable savings to the budget.

C. Action to Approve Vouchers

Ms. Bean reported that \$6,788 of the \$7,015 in Operating Costs is for maintenance of the telephone system. Also, \$6,639 of the \$13,517 in Due to the State is for the Health licenses, i.e., campgrounds, restaurants, etc. The rest is for payroll taxes for the fiscal agent.

A motion was made by Mr. Lewandowski and seconded by Mr. Murphy to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Vote to go into Executive Session in accordance with Wisconsin Statutes 19.85(1)(c) to discuss personnel issues.

A motion was made by Mr. Murphy and seconded by Mr. Lewandowski to go into Executive Session. A roll call vote was taken.

B. Action to return to Open Session with action as appropriate.

The motion was made by Mr. Murphy, seconded by Ms. Hoppen to return to open session. All in favor.

Ms. Bablitch was instructed to continue studying the issue of reducing personnel costs and report back to the Board.

V. ADJOURNMENT

The meeting was adjourned at 6:35 p.m. in a motion by Mr. Lewandowski, seconded by Ms. Schweitzer.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P-48-51

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 9, 1993**

Present

Paul Borham
William Zimdars
Joe Niedbalski
Jeffrey Murphy
Donald Butkowski
Connie Schweitzer
David Medin
Carole Holmes
Walter Jakusz

Excused

Alfred Lewandowski
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Kirsten Hall, Daryl Kurtenbach, Bill McCulley, Coordinators; Lucy Bean, Business Manager; Stevens Point Daily Journal.

I. INFORMATIONAL UPDATE

Presentations were made by Shared Services and Restorative Care Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 26, 1993

A motion was made by Mr. Niedbalski and seconded by Mr. Butkowski to approve the minutes. Motion carried.

B. Correspondence

Ms. Bablitch informed the Board that the agenda for the Wisconsin County Human Services Fall Conference was contained in the packet. The conference is open to Board members and Directors. It will be held at the Holiday Inn in Stevens Point. If anyone is interested in attending the conference they should contact either Judy Bablitch or Sue Rutta.

C. Director's Report

Ms. Bablitch reminded the Board that generally the last meeting in December is cancelled. At this time Ms. Bablitch stated she has no items for an agenda. A suggestion was made to consider cancelling this meeting.

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Ms. Bablitch passed out a few pages of the audit report from Clifton Gunderson. The report was presented to the Finance Committee at their last meeting. The entire report is available to any one interested in seeing it. Ms. Bablitch informed the Board that the auditor was very pleased with our procedures. Ms. Bablitch highlighted the recommendation for a central cashier position. The plan is to remodel the waiting area and reception desk to allow a cashier to be placed with the receptionists. The cost will be about \$5,000 to \$6,000. This will be further discussed at the next Finance meeting. Another recommendation was to transfer the Juvenile Restitution Account back to the Department. Our computer system will allow the receipts to be prenumbered.

D. Citizen Concerns/Unlimited Topics

Mr. Borham informed the Board that he has received a letter from CWAN regarding the wearing of red ribbons on December 1 in support of AIDS. Ms. Hoppen has ordered extra ribbons and if you would like one to contact her.

III. PROGRAM ISSUES

A. Review of Program Changes

Ms. Bablitch placed a memo at each Board member's chair highlighting the various changes the Department has made. Mr. Borham suggested tabling this review until the next meeting.

IV. FISCAL ISSUES

A. Action to Authorize Application for Grant to Provide Direct Services to Victims of Elder Abuse

Mr. Canales requested approval of the submission of an Elder Abuse Direct Services Grant to the Northern Area Agency on Aging. The funds would be used to institute preventative components such as respite care. Mr. Murphy motioned to approve the submission, Mr. Jakusz seconded. Motion carried.

B. Action to Authorize Application for Wisconsin Project Assist Grant Aimed at Reducing Smoking in Young People

Ms. Hall requested approval on the application of grant on behalf of the Tobacco-Free Portage County Coalition. The grant is aimed at children in junior and senior high schools to reduce smoking. The grant is expected to start January 1. Ms. Hall stated that the Department has a one in three chance of receiving the grant. Mr. Niedbalski motioned to approve the grant, seconded by Mr. Murphy. Motion carried.

C. Action to Authorize Out-of-State Travel Request and Forward to Finance Committee

Ms. Bablitch informed the Board that each professional is allotted \$50 of training monies. Mr. Kurtenbach stated the expense of this training would be about \$956. Discussion followed concerning the costs of clothing foster children. Ms. Bablitch stated the Adopt-A-Foster Child program was started. Letters were sent to area churches requesting any help they can give in clothing a foster child whether it be in the entirety or just a winter coat or shoes, etc. As of this date two churches have responded in the affirmative. Mr. Zimdars questioned whether foster children are eligible for WIC. Mr. Kurtenbach stated it was possible and will check into this.

D. Action to Approve Vouchers

Ms. Bean reported the only unusual expense was for \$1,356.23 operating costs for food for Portage House. Mr. Murphy moved for approval of the vouchers. Mr. Butkowski seconded. Motion carried.

V. PERSONNEL ISSUES

A. Vote to go into Executive Session in accordance with Wisconsin Statutes 19.85(1)(c) to discuss personnel issues.

A motion was made by Mr. Jakusz and seconded by Mr. Murphy to go into Executive Session. A roll call vote was taken.

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B. Action to return to Open Session with action as appropriate.

On a motion by Ms. Holmes, seconded by Mr. Zimdars, the Board returned to open session.

Mrs. Bablitch was instructed to continue to review possible retirements to absorb the projected need to reduce 1994 personnel costs. Additionally, to develop options to fund the newly authorized HSS1 position in Counseling Services.

VI. ADJOURNMENT

The meeting was adjourned at 5:55 p.m. on a motion by Mr. Niedbalski, second by Mr. Murphy.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P-52-55

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
NOVEMBER 23, 1993

Present

Paul Borham
Alfred Lewandowski
William Zimdars
Jacqueline Hoppen
Connie Schweitzer
David Medin
Carole Holmes
Walter Jakusz

Excused

Joe Niedbalski
Donald Butkowski
Jeffrey Murphy

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Coordinator; Lucy Bean, Business Manager; Stevens Point Daily Journal, Loretta Wyhuski, League of Women Voters.

I. INFORMATIONAL UPDATE

Presentation was made by Daryl Kurtenbach, Coordinator of Shared Services, and Lois Sadigerski, Coordinator of Portage County Financial Wellness Program.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 9, 1993

A motion was made by Mr. Jakusz and seconded by Ms. Holmes to approve the minutes. Motion carried.

B. Correspondence

None.

C. Director's Report

Ms. Bablitch answered Mr. Zimdars question regarding whether foster parents are using the WIC Program for any foster children that are eligible for that program. Ms. Bablitch reported she checked with Suzanne Oehlke, WIC Coordinator, and was told that any foster child eligible for the program are receiving those services.

Ms. Bablitch informed the Board the Finance Committee approved \$5,000 from the contingency fund to remodel the waiting room area to follow the recommendations made by the Auditor. Also approved was the out-of-state travel request for Cathy Rhutasel. The move of the Juvenile Restitution Account to this Department was also approved.

Ms. Bablitch brought the Board's attention to a recent article in the Stevens Point Daily Journal regarding the formation of the Children's Action Counsel. They will meet on Tuesday, December 7. This counsel was formed through a study by Frame Memorial Presbyterian Church. They are aware of the Child At-Risk Task Force Report and are using it.

The Affordable Housing Task Force Report is used by Jim Hamilton to help in the strategic planning of his agency.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen reported on the CWAN meeting. The AIDS walk had 8,000 participants who raised \$550,000. CWAN will be eligible for 1% of the amount or approximately \$4,000. World AIDS Day will be December 1. Ms. Hoppen distributed the red ribbons for every one to wear. The ribbons symbolize those who have died of AIDS, those who have AIDS/HIV, and for research. The request for ribbons this year has increased to 13,000 from 1,600 last year. Ms. Hoppen reported that 70 out of 72 counties have reported AIDS or HIV carriers. Ms. Hoppen gave Ms. Bablitch a copy of the report done by Eric Carlson.

III. PROGRAM ISSUES

A. Action to Review Program Changes Report

Ms. Hoppen stated that she has found approximately 19 positive changes the Department has made. Ms. Hoppen also suggested that this report be made available to the County Board. Ms. Bablitch informed the Board that not a lot of time was spent developing this report and if more time were spent it is very likely that more changes could be reported. Ms. Hoppen motioned that the report should be sent to the County Board. Mr. Lewandowski seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. Action to Move Child Group Care and Institutional Costs into High Cost Account

Ms. Bablitch stated that the Business Department would like official approval to move the Children's Group Care and Residential Care accounts for 1993 into the high cost accounts. Mr. Jakusz commented that the Finance Committee thought this was a very good idea. Ms. Holmes motioned to approve the move for 1993 and 1994. Ms. Hoppen seconded the motion. Motion carried.

B. Action to Review High Cost/Fluctuating Account

Ms. Bablitch reported that Winnebago had three people in October and two at the end of the month. St. Michael's had two clients and Norwood had six clients. Ms. Bablitch reported that revenues are also up for the inpatient account. Mr. Canales reported the CBRF account will see about \$25,000 savings over the allocation. Ms. Bablitch stated that the General Assistance account is doing very well.

C. Action to Review 1993 Year-to-Date Budget

Ms. Bean reported Administration, Business Services, Health Services, and Long Term Care Services are coming in with small surpluses. Restorative Care Services has a deficit of about \$119,000. After moving the child group and residential care out of the Counseling Account a deficit of about \$37,000 is being realized. This is primarily due to juveniles being placed at Lincoln Hills. Psychological Services also has a deficit of about \$73,000. This is due to shortfall of revenues. There is a higher percentage of no fee clients this year. Last year about 23-25% of the fees had to be written off. This year about 43% of the clients are no fee. The overall deficit for the regular accounts is about \$91,000. The high cost accounts will have about \$134,000 in the reserve balance.

Ms. Bablitch reported that many counties are having the same problem with their children's group/residential care accounts. Statewide there has been an increase of 71% in costs. Mr. Jakusz questioned whether legislators are aware of this problem. Ms. Bablitch reported that the Division of Community Services has reported the problem to the Secretary of the Department of Health and Social Services who in turn has apparently informed Governor Thompson.

Ms. Bean also reported that a good example of the problem with the high cost accounts is realized when comparing the SMI Residential Account from this year to last. Last year a deficit of \$74,279 was realized. This year a surplus of \$93,458 is being realized.

Mr. Jakusz moved to accept the report. Mr. Lewandowski seconded the motion. Motion carried.

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D. Action to Approve Vouchers

Ms. Bean reported there were no unusual expenses. Ms. Hoppen moved to approve the vouchers. Mr. Lewandowski seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Vote to go into Executive Session in accordance with Wisconsin Statutes 19.85(1)(c) to discuss personnel issues.

A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to go into Executive Session. A roll call vote was taken.

B. Action to return to Open Session with action as appropriate.

VI. ADJOURNMENT

On a motion by Ms. Hoppen, seconded by Mr. Medin the meeting was adjourned at 6:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P-56-59

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
DECEMBER 14, 1993**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Coordinator; Lucy Bean, Business Manager; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Officer; Stevens Point Daily Journal.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 23, 1993

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the minutes. Motion carried.

B. Correspondence

None.

C. Director's Report

Ms. Bablitch reminded the Board the meeting of December 28 is cancelled due to lack of agenda items.

D. Citizen Concerns/Unlimited Topics

None.

II. PROGRAM ISSUES

A. Review of Progress of Health Hazard Ordinance and Action if Appropriate

Ms. Hall informed the Board the proposed Health Hazard Ordinance was sent to all towns, municipalities, and the Planning and Zoning Department. Very little input was received. The Village of Plover was very supportive of this ordinance. Ms. Hall stated there was no comment received from the Planning and Zoning Department but

they had met with this Department a couple of times when this ordinance was being developed. Mr. Medin commented that many licensed establishments are being licensed who clearly have health problems with their facilities. Mr. Carder stated that the licensed establishment ordinance and the health hazard ordinance are two separate issues. Mr. Carder further stated that the health hazard ordinance is directed to pest control, garbage control, etc. and it was originated from the Corporation Counsel for ease in enforcement. Mr. Carder further stated that the health hazard ordinance is primarily for private residences and other things which are not licensed. Mr. Murphy motioned that a public hearing be held at the first meeting in January on this ordinance. Mr. Jakusz seconded the motion. All were in favor with the exception of Mr. Medin who voted nay.

B. Report on Implementation of OSHA's Bloodborne Pathogen Standard and Action if Necessary

Ms. Hall handed out a copy of the letter from Brian Formella addressed to Mr. Hintz regarding the OSHA Bloodborne Pathogen Standard. Ms. Hall further stated the Health Division has the most at risk staff of our Department. Ms. Hall informed the Board that both Maintenance and the Home and Financial Managers also need the Hepatitis B vaccination series. The cost is \$90 for the series of three shots. The shots can be given by the Health Division of the Department. Mr. Murphy motioned that a letter should be drafted with a recommendation to the Committee on Committees that all employees at risk be inoculated. Mr. Jakusz seconded the motion. Ms. Hall further stated that training is also involved and should be given prior to receiving the vaccination. An amendment to the motion was made regarding that the cost of the vaccination and training come out of the health insurance fund. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

A. Action to Approve Accepting Grant for Elder Abuse Services

Ms. Bablitch informed the Board that it was not necessary to have the Board's approval to accept a grant once the approval was already obtained to apply for a grant. Ms. Holmes motioned to approve the grant, Ms. Hoppen seconded it. All in favor.

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B. Action to Approve Vouchers

Ms. Bean presented the vouchers to the Board. The unusual expenses in the regular accounts were for purchase of a computer emulation board for the Health Division, two electric beds and a lift chair through the M.A. Waiver Program, a computer and printers for the waiting area, and \$10,000 for replenishing the postage meter. Mr. Murphy moved approval of the vouchers. Mr. Niedbalski seconded the motion. Motion carried.

IV. ADJOURNMENT

On a motion by Ms. Hoppen, seconded by Mr. Medin the meeting was adjourned at 6:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

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