

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
JANUARY 11, 1994**

Present

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

Excused

Joe Niedbalski
Donald Butkowski
Connie Schweitzer

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Officer; Loretta Wyhuske, League of Women Voters; Mary Ann Krueger and E. Ann Buck, citizens; Stevens Point Daily Journal.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of December 14, 1993

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

B. Correspondence

None.

C. Director's Report

Ms. Bablitch updated the Board on the Adopt-A-Foster Child Program. Ms. Bablitch stated approximately \$1,500 was donated to purchase clothes for foster children from about 20 to 22 individuals and organizations. Additionally food and some gifts were given as well.

Ms. Bablitch stated an article was in the Milwaukee Journal relating to a budget bill which proposes more funding for Community Aids programs. Ms. Bablitch informed the Board this will be watched.

Ms. Bablitch informed the Board the Committee on Committees met and discussed the bloodborne pathogens standard. Doug Warner and Julie Hladky were appointed to develop a policy. Funding is proposed to be taken from the worker's compensation fund. The matter will be brought to the March County Board meeting.

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Ms. Bablitch distributed a memo to the Board members which informed them of the plans to meet the 1994 budget deficit (\$26,249). The salary reductions were noted as (1) the retirement of the Dental Hygienist in May and no refilling of the position which would save \$19,560 and (2) the unfilled vacancies in the Mental Health Clinic resulted in a \$12,270 savings. The total savings is \$31,830.

Mr. Borham questioned Ms. Hall regarding the status of jail health services. Ms. Hall stated that Rita Tomczak, RN has started work at the jail. A health room has been established. A local physician is interested in being the medical advisor. Staff is pleased with the progress of the program.

D. Citizen Concerns/Unlimited Topics

None.

II. PROGRAM ISSUES

A. Public Hearing on Proposed Health Hazard Ordinance

Mr. Borham opened the meeting to the public. A transcription of the public hearing is on record.

B. Action to Forward Ordinance to County Board

Mr. Murphy moved to close the public hearing and forward to the County Board. Ms. Holmes seconded the motion. Discussion followed regarding some of the concerns issued by the public. Mr. Carder stated if a complaint is received regarding a compost pile attracting pests that is when action will be taken. Mr. Medin stated he was concerned the ordinance may dilute the activities on licensed establishments and felt inspecting these establishments should have a high priority. Mr. Carder responded the activities are prioritized as follows: 1 - foodborne and waterborne outbreaks, 2 - inspection for new licenses, 3 - complaints, 4 - routine inspections, and 5 - follow up inspections. This means that if a complaint is received and a routine inspection is due at the same time, the complaint will be dealt with first. Mr. Murphy restated his motion to forward the ordinance to the County Board. Mr. Lewandowski seconded this motion. Motion carried.

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III. FISCAL ISSUES

A. Action to Adopt Voucher Signing Policy

Mr. Murphy motioned to approve the policy. Mr. Lewandowski seconded the motion. Ms. Bean stated there was one change in the wording of the policy. On Page 2 of the policy, the third sentence should read: "If one of the meetings is cancelled or there are three weeks between the meetings the Committee Chair..." Ms. Bablitch stated this policy needs to be re-adopted again when the new Board convenes in April. Motioned carried.

B. Action to Approve Vouchers

Ms. Bean presented the vouchers to the Board. The 1993 Voucher Summary presented no unusual expenses. The 1994 Voucher Summary had one unusual expense in the regular accounts. A wheelchair was purchased for about \$2,300. Mr. Murphy moved to approve the vouchers. Ms. Holmes seconded the motion. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 5:32 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P-63-65

MINUTES

COMMUNITY HUMAN SERVICES BOARD & ADVISORY COMMITTEE MEETING
JANUARY 25, 1994

Present

William Zimdars
Alfred Lewandowski
Carole Holmes
Walter Jakusz
David Medin
Liz Kammer
Rev. Matt Mallek
Connie Schweitzer
Keith Iris
Carol Przybylski
Liz Williams
Carol Wroblewski
Sue Wilcox
Paula Griebler
Jim Bowles

Excused

Donald Butkowski
Jeffrey Murphy
Paul Borham
Jacqueline Hoppen
Joseph Niedbalski
Mary Cayford
Peggy Sullivan
Sara Norton
Deb Mallek

Absent

Geni Aman
Tom Dombrowski
Sue Kaczmarek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; 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 Riggensbach, General Assistance 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; Julie Hladky, Community Health Supervisor; Fred Bailey, Wisconsin DNR; Stevens Point Journal.

The meeting was called to order by Vice-Chairman William Zimdars on Tuesday, January 25, at 4:35 p.m. in Conference Rooms 1 & 2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

Everyone in attendance introduced themselves.

A. Approval of the Board Minutes of January 11, 1994

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

B. Approval of Advisory Minutes of October 18, 1993

A motion was made by Ms. Przybylski to approve the minutes; Mr. Iris seconded. Motion carried.

C. Correspondence

None.

D. Director's Report

Ms. Bablitch passed out the Service Directory for 1994.

Ms. Bablitch reported the Children's Action Network has requested a children's committee as a Standing Committee of the County. She will present ideas at the next Board meeting as to how children's issues might have more attention.

E. Citizen Concerns/Unlimited Topics

None.

II. PROGRAM ISSUES

A. Review of 1993 Annual Report

Ms. Bablitch informed the Board and Advisory Committee that the Annual Report was placed on the table. Managers will highlight their sections.

During the overview of the Shared Services Section Mr. Medin commented that an up-to-date printout of child day care providers in the county is a good idea and it should be made available to businesses and such for their use to give to new employees to the area.

B. Report of Advisory Committee 1993 Accomplishments and Activities

Ms. Schweitzer reported that 1993 brought forth changes to the Advisory Committee bylaws to enable them to become more involved with the task force recommendations they make. Two new members were added - Keith Iris and Liz Williams. Five incumbents were elected back to the Committee - Sue Wilcox, Mary Cayford, Rev. and Deb Mallek, and Peggy Sullivan.

Ms. Schweitzer then took the opportunity to announce that she will be resigning from the Advisory Committee and Board effective immediately due to needing to work full time with a family day care center in her home. Ms. Schweitzer stated that Peg Sullivan, the current Vice Chairperson, will be taking over her duties as Committee Chairperson.

C. 1993 Fourth Quarter Statistical Report

There were no questions on this report.

D. Waiting List Report

The waiting list was presented to the Board. No questions arose.

III. FISCAL ISSUES

A. Action to Approve Contract with DNR to Implement the Safe Drinking Water Act

Mr. Carder reported the Department is still negotiating with the DNR on this contract. Mr. Bailey, DNR, was introduced to explain the reason behind this contract and answer any questions. Mr. Carder stated the Department is already looking at about 3/4 of the community water systems in the County. The contract would require the Department to look at about 45 more water systems. Mr. Bailey stated the DNR sees no reason to have to go in twice to the same business, once by our Department and again by the DNR, if the same testing requirements could be handled by one person. Mr. Jakusz questioned whether this contract was looked at by Corporation Counsel. Mr. Carder responded they have looked at it but no comment has been made yet. Mr. Medin questioned whether \$10,000 would be enough to cover the costs and personnel expense. Mr. Carder stated that approximately 10 hours will be needed and this amount is sufficient to cover the costs and personnel. Mr. Jakusz moved this be tabled so that the Corporation Counsel would have time to respond to the contract. Mr. Lewandowski seconded the motion. A quick poll of the Board members found they were all in agreement with this proposal as long as Corporation Counsel has okayed the contract. Motion carried.

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B. Review of November/December High Cost/Fluctuating Accounts

Mr. McCulley stated two admissions and two discharges were made in November and one admission and one discharge in December at Winnebago. In November the emergency detentions increased dramatically with 14 at Norwood and two at St. Michael's. During December there were three admissions to Norwood and one to St. Michael's. The inpatient costs went about \$8,000 - \$9,000 over budget for 1993.

Mr. Canales reported no major changes in the Community Based Care section. This section will come in under budget for 1993.

Mr. McCulley reported that the Medical Expenses for General Assistance were high in November and December but the section will still come in under budget for 1993.

Ms. Schweitzer commented she is very impressed with the way Jim Riggerbach has handled the General Assistance section.

C. Review of Tentative Year End Budget Report (1993)

Ms. Bablitch informed the Board that the Finance Committee was informed of the deficit. Ms. Bean reiterated that the books are still not closed so this is still just a tentative budget report. The deficit is about \$240,000. Ms. Bean reported the sections most affecting the budget were Home Health, the Counseling Section, Financial Services, and Psychological Services. Ms. Bean further stated that the Financial Services Third Party reporting is about two quarters behind so additional monies may be received from there. Ms. Bean stated the Psychological Services section found a higher percentage of clients with no ability to pay. Primarily this was after insurance, Medical Assistance, and/or Medicare paid their portion. In 1992 about 44% of the bills were written off. In 1993 about 62% needed to be written off.

Mr. Medin questioned whether a budget increase will be made in Restorative Care for 1994. Ms. Bean responded that there were an unanticipated number of children that were ordered to Lincoln Hills. Mr. Koepfel is trying to remove the children and place them in foster homes. Ms. Bean stated it is possible that they may not have anticipated as many for 1994.

Mr. Medin questioned if the problem of billing is now finished in Home Health. Ms. Bean responded that now that Medicare has a flat rate pay. When the bill is generated the difference is being written off immediately. Medical Assistance, although, is still on a percentage basis.

Ms. Bean handed out a 13 year budget status report which showed the Department has had a deficit three times.

D. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses for the 1993 vouchers. Ms. Bean stated a wheelchair was purchased for \$2,663 in 1994. Mr. Lewandowski made a motion to approve the vouchers. Mr. Medin seconded. Motion carried.

A motion was made by Ms. Holmes and seconded by Mr. Lewandowski to adjourn the meeting. The meeting adjourned at 6:15 p.m.

The next regular meeting is scheduled for Tuesday, February 8, 1994, in Conference Rooms 1 and 2 of the Gilfry Center beginning at 4:30 p.m.

Submitted by: Dawn Grasamke, Recording Secretary
dmg/0599P/pp 66-70

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 8, 1994**

Present

William Zimdars
Joe Niedbalski
Alfred Lewandowski
Jacqueline Hoppen
David Medin
Carole Holmes
Walter Jakusz

Excused

Paul Borham
Donald Butkowski
Jeffrey Murphy
Peg Sullivan

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Julie Hladky, Community Health Supervisor; Patti Hintz, Accounts Receivable/Client Support Manager; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; WSPO Radio; Stevens Point Journal; Chuck Ryckman, Ink Spot Tattoo Studio.

I. INFORMATIONAL UPDATE

Presentations were made by Shared Services and Restorative Care.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of January 25, 1994

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

B. Correspondence

None.

C. Director's Report

Ms. Bablitch stated the Children's Committee proposed by the Children's Action Network is still under discussion. More information will be presented as it is learned.

Ms. Bablitch shared a resource manual for mandatory reporters of child abuse and neglect that has been developed and distributed by the Child Abuse and Neglect Council.

Ms. Bablitch questioned the Board on the presentation of the Annual Report. Suggestions were to have the report to Board members prior to the meeting and have managers only highlight a few things. The possibility of overheads for the presentation was also suggested. Another suggestion made was to have the joint meeting in February rather than January to allow time for the report to be completed and distributed to Board members. Mr. Jakusz suggested to start the meeting a half an hour earlier to allow more time for the report. Ms. Hoppen suggested discussing the report two weeks after receiving the report in the packet.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen reported attending the Health Conference on October 14. Ms. Hoppen questioned the responsibility of the Board to see if goals are being met by the Department. A variety of goals were brought up by Ms. Hoppen to be reviewed. Ms. Bablitch stated that Terry Timmers will be holding a meeting with local agencies regarding the revised health statutes. As soon as this meeting is held Ms. Bablitch will present the Board with the findings.

Mr. Medin questioned if there is any new developments on the 1993 budget. Ms. Bean stated there has been no change. Mr. Jakusz questioned whether the books will be closed in March. Ms. Bean responded that they will be.

III. PROGRAM ISSUES

A. Action to Pass Resolution Commending Resigning of Board Member

Ms. Holmes motioned to approve the resolution. Ms. Jakusz seconded the motion. Motion carried.

B. Review of Proposed Ordinance on Tattoo Establishments

Ms. Hladky gave the Board a quick overview on the Tattoo Ordinance. The ordinance was developed due to a local artist questioning the Department on whether or not such an ordinance existed. Ms. Hladky stated the ordinance was developed by taking copies of other counties' ordinances and combining them to come up with a workable ordinance. Mr. Zimdars questioned how many operators are in the County, the telephone directory shows only two. Mr. Ryckman responded that only two professionals are in the Stevens Point area but that approximately 15 others work out of their homes. Mr. Medin suggested Corporation Counsel look over this draft of the ordinance. His concern being any liability which might be incurred if the Health Officer is not present at the inspections. Mr. Zimdars informed the Board that a public hearing will be held at the next meeting.

IV. FISCAL ISSUES

A. Action to Approve Grant Application for Wisconsin Women Cancer Control Program

Ms. Hladky stated the Cancer Control Program was developed to screen low income women for breast and/or cervical cancer. The six month grant will be used to determine how the system will work and to meet with various professionals in the county. Ms. Hladky stated the grant targets women below 200% on the poverty level which is similar to WIC's standards. Ms. Hladky further stated that uninsured and underinsured women will also hopefully be assisted. A motion was made by Ms. Hoppen and seconded by Ms. Holmes to approve the grant application. Motion carried.

B. Action to Authorize RFP for Collection Agency

Ms. Bean reported that after reviewing outstanding accounts a collection agency would be a feasible resource for collection as a collection agency has more resources available to locate people. A bid process will be necessary to select the appropriate agency. Mr. Jakusz commented receiving 50% of an outstanding account is better than receiving nothing at all. Mr. Niedbalski expressed concern regarding "hassling" clients who may have a fragile mental state. Ms. Hintz commented the agency will check its records to be sure no one in the family is receiving services at this time and that a

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current financial status will be done to see if these clients still have the ability to pay. Ms. Bablitch stated two members of the Board will need to be on the selection committee. Mr. Murphy will be contacted to see if he is interested in being on the committee. Ms. Hoppen stated she will also be on the committee. Mr. Jakusz motioned to approve the authorization for an RFP. Mr. Lewandowski seconded the motion. Motion carried.

C. Action to Approve Vouchers

Mr. Lewandowski motioned to approve the vouchers. A second was made by Ms. Holmes. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize LTE Community Health Educator

Ms. Hladky handed out a revised budget for this position. The position is grant funded. This grant will be target the Cardiovascular Risk Reduction area first. Ms. Holmes motioned to approve the LTE position. Mr. Niedbalski seconded the motion. Motion carried.

B. Action to Authorize LTE Account Clerk II

Ms. Bean stated the position will handle the MA Waiver program. The reporting must now be done monthly rather than at the end of the year. The reporting is very complicated due to clients having various program monies available to them and some be backdated for these services. Approximately \$2 million needs to be accounted for. Ms. Bean stated the position will be used to evaluate the time needed to process the MA Waiver reporting. Ms. Bablitch stated a permanent position will be reviewed for 1995. Ms. Bean further stated the MA Waiver work will be filled by a current employee and the LTE will do some ongoing work. This will make for greater quality. Ms. Hoppen motioned to approve the position. Ms. Holmes seconded the motion. Motion carried.

VI. ADJOURNMENT

A motion was made by Mr. Niedbalski to adjourn the meeting. All in favor. Meeting adjourned at 5:52 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 71-74

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
FEBRUARY 22 1994**

Present

William Zimdars
Joe Niedbalski
Donald Butkowski
Alfred Lewandowski
Jacqueline Hoppen
Carole Holmes

Excused

Paul Borham
Walter Jakusz
Jeffrey Murphy
David Medin

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Julie Hladky, Community Health Supervisor; Daryl Kurtenbach, Shared Services Coordinator; James Canales, Long Term Care Coordinator; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Officer; Rev. Matt Mallek, Advisory Committee; Greta Deininger, WIZD Radio; Stevens Point Journal; Chuck Ryckman, Ink Spot Tattoo Studio, Rocky Neuman, Kustom Body Art.

I. INFORMATIONAL UPDATE

Presentation was made on the Health Division's Childhood Lead Poisoning Prevention Project.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of February 8, 1994

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

B. Correspondence

None.

C. Director's Report

Ms. Bablitch reported Jim Canales and Pat Stade were instrumental in setting up a panel of consumers of long term care services to meet with First Lady Hillary Clinton at the Lincoln Center. A videotape was made and will be shown to the Board at a later date.

D. Advisory Committee Report

Mr. Kurtenbach presented the report on the Advisory Committee. The Child At-Risk Task Force will be holding up their work due to three grassroots committees which sprung up also dealing with children at-risk. The subcommittees of the Task Force will be meeting with

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these groups to double check the services will not overlap. Mr. Kurtenbach stressed the need for more applicants for the Advisory Committee's vacant positions. An ad will also be placed in the newspaper. An election was held for the position of Chairperson. The two people who ran for the position were Paula Griebler and Rev. Matt Mallek. Rev. Mallek is the new chairperson.

E. Citizen Concerns/Unlimited Topics

Ms. Hall invited everyone to attend the Wellness in the Mall on Saturday, February 26. There will be three booths. The times are from 9:30 a.m. to 4:00 p.m.

III. PROGRAM ISSUES

A. Public Hearing on Proposed Tattoo Establishment Ordinance

A transcription of the public hearing is on record. A motion was made by Mr. Niedbalski to approve the ordinance with corrections made in the fee schedule to better clarify the fees for establishments, operators, and owner/operators. Ms. Hoppen seconded the motion. Motion carried.

B. Action to Adopt Ordinance and Forward to County Board

Mr. Lewandowski moved to adopt the ordinance and forward to County Board. Ms. Holmes seconded the motion. Motion carried.

C. Action to Appoint Advisory Committee Chairperson

Rev. Matt Mallek was elected by the Advisory Committee to be the Chairperson. Ms. Holmes approved the appointment. Ms. Hoppen seconded the motion. Motion carried.

D. Elder Abuse Program Statistical Report

Mr. Canales stated the state requires a reporting system for the elder abuse program. 1993 has shown the most referrals ever received by this Department. Statistics show that only one of every six cases of elder abuse are reported. Mr. Canales stated material abuse is the highest reason for referral. Material abuse is primarily abusing finances. The reporters are primarily hospitals, neighbors, or relatives. A majority of cases are not reported.

IV. FISCAL ISSUES

A. Action to Approve Contract with the Department of Natural Resources

Mr. Carder reported that Jan Roberts, Assistant Corporation Counsel, has reviewed the contract and sees no problems. Ms. Bablitch informed the Board that an LTE position will be needed and will be brought before the Board at the next meeting. Mr. Butkowski motioned to approve the contract. Ms. Hoppen seconded the motion. Motion carried.

B. Action to Authorize Out of State Conference Request and Forward to Finance Committee

Ms. Hoppen motioned to approve the request. Ms. Holmes seconded the motion. Motion carried.

C. High Cost/Fluctuating Service Report (January)

Ms. Bablitch informed the Board there are two new sections on the High Cost Report. The Medical Detox/Inpatient Costs and the Out of Home Placements Costs.

Mr. Canales reported the CBRF account is at 7% which is a little lower than normal which is a good start.

D. Action to Approve Vouchers

Ms. Bean reported two unusual expenses in the regular accounts. In Repairs and Maintenance, \$3,859 was the annual maintenance fee for the dictation equipment. In the Donations category \$411 of the \$582 represents a check to Global Travel for the cost of transporting a child to California to be reunited with the mother. The total cost was \$611 but \$200 was received from Operation Bootstrap to help offset the cost. The High Cost Accounts and Portage House had no unusual expenses. Mr. Lewandowski motioned to approve the vouchers. Ms. Holmes seconded. Motion carried.

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V. ADJOURNMENT

Ms. Bablitch commented that Space and Properties put new carpeting for our building in the budget but the Finance Committee removed it. Mr. Niedbalski commented the maintenance of buildings should be handled in a different way due to the fact that if one item would be purchased such as new furniture the entire 4% budget increase would be gone.

A motion was made by Ms. Hoppen and seconded by Mr. Lewandowski to adjourn the meeting. All in favor. Meeting adjourned at 5:49 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 75-78

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 8 1994

Present

William Zimdars
Joe Niedbalski
Walter Jakusz
Donald Butkowski
Alfred Lewandowski
David Medin
Carole Holmes
Rev. Matt Mallek

Excused

Paul Borham
Jacqueline Hoppen

Absent

Jeffrey Murphy

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Mary Ann Krueger, Environmental Health Committee; Jeff Phillips, Environmental Health Committee; Jim Johnston, Citizen; Stevens Point 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 February 22, 1994

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

B. Correspondence

None.

C. Director's Report

Ms. Bablitch reported the Tattoo Ordinance will be presented to the County Board in March. The only change to the ordinance was the way it was numbered.

Ms. Bablitch also reported that the Advisory Committee will be meeting on March 21 at 4:00 p.m. Representatives from the Child Abuse and Neglect Council, Children's Action Network, and the Teen Advisory Committee (YMCA) will be present to discuss what emphasis they are making to improve services to children and families. We want to avoid any duplication with the task force recommendations of the Child At-Risk Task Force.

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Ms. Bablitch handed out a copy from the publication WIS KIDS Count pertaining to Wisconsin's child population and specifically Portage County's statistics.

D. Citizen Concerns/Unlimited Topics

Mr. Zimdars reported that Mr. Borham is getting better and will hopefully be attending the next meeting.

Ms. Holmes shared copies of flyers for the Wellness Fair and highlighted some of the topics to be addressed.

Mr. Jim Johnston addressed concerns he has regarding the type of programming being presented by the University Radio Station. Mr. Johnston stated he has heard offensive language, excessive pornographic material, as well as violent music being broadcasted. Mr. Johnston went on to state his frustration at the lack of response he has received from the University regarding this issue.

Mr. Medin suggested a letter be drafted and sent to the Wellness Organization of the University as well as the Telecommunications Department and the Chancellor.

Mr. Niedbalski suggested that a draft of the letter be sent to all Board members for review and editing prior to sending it out.

III. PROGRAM ISSUES

A. Introduction of Portage County Citizen's Advisory Committee for Environmental Health Issues

Mr. Carder informed the Board the purpose of this Committee is to help to educate and advocate to improve various departments, agencies, and the government regarding health issues. Mr. Phillips further stated the Committee will study issues and try to address concerns. The recommendations will be made to the Human Services Board, County Board, or whomever has anything to do with making decisions regarding certain issues. Mr. Butkowski commented the Committee works very hard and should be taken seriously concerning various topics. Ms. Krueger informed the Board that this Committee is one of the best Committees she has served on. There is a wide range of experience and knowledge associated with the members.

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IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Environmental Health Section

Mr. Carder reported the position will be funded by the DNR contract and an award from the Wisconsin Division of Health. Mr. Niedbalski questioned where additional money would come from if the funding source is discontinued. Mr. Carder stated that another funding source would be located. Mr. Carder also stated a lead bill is in the Senate which will produce additional funding once it is passed. Mr. Medin motioned to approve the position. Mr. Lewandowski seconded the motion. Motion carried.

V. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean reported one unusual expenses in the regular accounts. In Operating Costs, \$10,000 was spent to replenish the postage meter. In the High Costs Accounts in the Inpatient Section, \$55,664 was for the last quarter of 1993 for Winnebago. Mr. Niedbalski motioned to approve the vouchers. Mr. Lewandowski seconded the motion. Motion carried.

VI. ADJOURNMENT

Ms. Holmes moved to adjourn the meeting. Motion seconded by Mr. Jakusz. All in favor. Meeting adjourned at 5:48 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 79-81

**MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
MARCH 22 1994**

Present

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

Excused

Paul Borham
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; James Canales, Long Term Care Coordinator; Stephen Tuszka, Elderly Services Supervisor; Jim Johnston, Citizen; Jeremy Chapman and Kelly P. McCarrier, SPASH Students; Keith Iris, Portage County Advisory Committee member; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational updated was presented.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 8, 1994

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

B. Correspondence

Ms. Bablitch reported she has spoken to Mr. Tolstedt who sent a copy of the letter received by Mr. Johnston as well as his response to him. Mr. Tolstedt will be sending additional information regarding the programming format of the WWSP Radio station. A letter has been drafted and given to Board members for review.

Mr. Lewandowski questioned whether the bad language was referring to the announcer or the lyrics of songs. Ms. Hoppen commented she believed it was the lyrics.

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Mr. Johnston stated he was referring to the lyrics of music being played. Mr. Johnston further stated the music was being played afternoons and evenings and not just on Sunday from 12:00 midnight to 2:00 a.m. Mr. Johnston requested minutes of the meetings regarding this topic. He also indicated he took his concern to the Children's Action Network and felt he was getting nowhere.

Mr. Medin suggested taking the complaint to the Wellness Committee.

Mr. Johnston stated he is working with the churches and trying to get a petition circulated.

Ms. Hoppen stated she believes our part is to express our concerns and not to monitor the station.

Mr. Murphy stated the government cannot promote censorship. As a parent it is your responsibility to deal with this on a day to day basis. You can and should be monitoring your children when you are present but you cannot protect them from all things.

Mr. Lewandowski stated he has not heard any of the language being played when he has listened to the station. He further questioned if any of this music has been recorded.

Mr. Johnston replied he had not recorded it on tape but wrote down when the music was played. He also stated tapes of the broadcasts could be obtained from the University.

Mr. Iris, Advisory Committee member, stated he spoke with Mr. Tolstedt who then showed him the policy the station does by going through the music and recording on the jacket whether the music contained any obscene language. Mr. Iris further stated the University does not tape everything being broadcasted as this would take up too much tape and space.

Mr. Medin stated the obscenities viewed by one person are not viewed as obscene by another and this is an issue dealing with the First Amendment. Mr. Medin continued by stating there should be action taken on the music which promotes aggressive sexual behavior against women which can incite the community to this type of behavior.

Mr. Iris stated he agrees with Mr. Murphy to turn the dial if you don't like what your children are watching or listening to.

Mr. Butkowski responded this is a different age. A good majority of children are termed "latch key" children due to both parents having to work and therefore they are left unsupervised for a period of time.

C. Director's Report

None.

D. Advisory Committee Report

Mr. Kurtenbach reported the Advisory Committee had presentations from three groups dealing with children - the Child Abuse and Neglect Council, Teen Advisory Council, and Children's Action Network. Mr. Kurtenbach reported the presentations were taped if anyone is interested in hearing the presentations. This material will help with the Task Force recommendations for Children At-Risk. Mr. Kurtenbach also informed the Board that 13 applications have been received to fill the four positions available on the Advisory Committee.

E. Citizen Concerns/Unlimited Topics

Mr. Canales informed the Board of two SPASH students involved in a Leadership class were attending the meeting.

Mr. Murphy informed the Board that during the Personnel Committee grievance hearing Mr. McCulley gave a talk on the EAP procedure. Mr. Murphy extended congratulations to Mr. McCulley for presenting as a very effective and professional manager.

III. PROGRAM ISSUES

A. Action to Authorize Continuation of Christmas Basket Program Sponsorship

Ms. Bablitch recommended the Department once again sponsor the Christmas Basket Program. Mr. Murphy moved to approve the sponsorship. Mr. Lewandowski seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Approve Limited Term Employee for Portage House

Mr. McCulley informed the Board the present Night Coordinator has been hired as a Probation and Parole Coordinator. Mr. Jakusz moved to approve the position. Mr. Murphy seconded the position. Motion carried.

B. Action to Approve Limited Term Employee for Shared Services Division

Mr. Kurtenbach stated the employee requested a reduction in hours. The Access Section had a 13% increase in contacts. The system will be looked at very closely to see whether all the duties need to be done by a social worker. Mr. Murphy approved the position request. Ms. Hoppen seconded the motion. Motion carried.

V. FISCAL ISSUES

A. High Cost/Fluctuating Account Report

Mr. McCulley stated one person left Winnebago in March and the detentions are down for this quarter. Mr. Canales reported a change to the report. The 1994 projected expenses should be about \$318,000 rather than \$291,342 as reported. Mr. McCulley reported the General Assistance case load is up but expenditures are down. In the Out-Of-Home Placement section, residential costs are up due to two addition youths placed in Lincoln Hills. Mr. Canales alerted the Board that Crossroads is reviewing expanding its program and purchasing an apartment building to allow other housing options for those with a serious mental illness. Mr. Murphy motioned to approve the report. Mr. Niedbalski seconded the motion. Motion carried.

B. Year-to-Date Financial Report

Ms. Bean reported the Health Division will fall short due to the combination of two vaccines into one vaccine. The Counseling Section of Restorative Care Services has seen an increase in foster care amounting to \$6,400. Ms. Bean reported a change in the SMI Residential Services from a deficit of \$12,000 to a surplus of \$5,000.

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C. Action to Approve Vouchers

Ms. Bean reported no unusual expenses for the vouchers.
Mr. Jakusz motioned to approve the vouchers. Mr. Murphy
seconded the motion.

VI. ADJOURNMENT

Mr. Murphy moved to adjourn the meeting. Motion seconded by
Mr. Jakusz. All in favor. Meeting adjourned at 5:55 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 82-86

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 12, 1994

Present

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

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; James Canales, Long Term Care Coordinator; Kirsten Hall, Health Coordinator; Jeremy Chapman and Kelly P. McCarrier, SPASH Students; Mark Tolstedt, WWSP Radio Station Advisor; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational updated was presented by Restorative Care and Shared Services.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 22, 1994

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

B. Correspondence

None

C. Director's Report

On behalf of the management staff and herself, Ms. Bablitch thanked the Board for all the work and advice they have given the Department in the last two years.

Ms. Bablitch presented Mr. Butkowski with a resolution from the management staff thanking him particularly.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen reported the new director for CWAN is in place and she will be attending the next meeting and will be reporting back to the Board.

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Ms. Bablitch introduced Mr. Tolstedt from the WWSP Radio Station who was here to answer any questions regarding the concerns Mr. Johnston brought before the Board.

Mr. Murphy commented that he still feels the Board can do nothing further on the issue and that personal preference should be used when listening to the station.

Ms. Hoppen stated the less control government has of all things the better the community is.

Mr. Tolstedt informed the Board of the policies the station follows when receiving new music. The policy is that all new music is reviewed and a determination is made of whether it be indecent or obscene. By law, some music is allowed to be played. If a song is sexist in orientation it is not played. Most of the songs Mr. Johnston refers to are classed as Punk Rock which does "push the limits." The song Mr. Johnston is referring to has been pulled from the playing roster as it was determined to be sexist.

Ms. Hoppen stated she appreciated the sensitivity the station shows but still feels government should not be controlling all things.

Rev. Mallek stated the music has impact on youth who could be affected by the negative connotation of the music. As such, he feels there is no place for this type of broadcasting.

Mr. Borham stated the station has made changes and has withdrew the song from the playing roster.

Mr. Tolstedt further stated the station does and will continue to pull all songs with any impression of sexist or aggressive behavior. The Punk Rock music follows the Heavy Metal music time and as such the station will be incorporating a buffer between the two. There will be a news broadcast and the station will be stating the next segment will be the Punk Rock time.

Ms. Bablitch stated the Wellness Commission will not consider looking into the matter. Mr. Johnston has suggested the Child Abuse and Neglect Network may be another approach.

Mr. Jakusz commented the problem has been taken care and no more should be done on it by the Community Human Services Board.

Mr. Borham agreed the problem seems to have been rectified and will now be set aside.

III. PROGRAM ISSUES

A. Action to Continue Contracts with New Concepts and Dungarvin of Wisconsin for Residential Services to the Developmentally Disabled through 1994

Mr. Canales gave a brief history of New Concepts and the dealings the agency has had with them over the past years.

Mr. Murphy questioned whether there is money available to cover the 5% increase Dungarvin is requesting.

Mr. Canales stated it is questionable. Ms. Bean stated the increase has not been budgeted.

Mr. Butkowski questioned about how much money will the 5% increase entail.

Mr. Canales responded the contract is for \$265,000. This amount includes CIP funds, SSI payments, and county dollars. Approximately \$80,000 of the \$265,000 is paid for through SSI payments and county dollars. Mr. Canales further commented that due to the short time period there is no opportunity to look at other service providers by July 1.

Mr. Jakusz moved to approve extending the contract with New Concepts to June 30. Ms. Holmes seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. 1993 Year End Report

Ms. Bean reviewed the year-end report for the Board. For the Regular Accounts, the deficit in Administration is due to staff development costs. The deficit in Long Term Care is due to a short fall in revenues. The deficit in Restorative Care is due to an over expenditure of foster care in the Counseling Section and a shortfall in revenue in the Psychological Services Section.

Mr. Murphy questioned whether there was any way to offset the deficit.

Ms. Bablitch stated they would have to see what action the Finance Committee takes.

MINUTES
COMMUNITY HUMAN SERVICES BOARD MEETING
APRIL 26, 1994

Present

William Zimdars
Paul Borham
Rev. Matt Mallek
Walter Jakusz
David Medin
Carole Holmes
Jacqueline Hoppen
Tony Kiedrowski
William Peterson

Excused

Alfred Lewandowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; James Canales, Long Term Care Coordinator; Kirsten Hall, Health Coordinator; Mike Carder, Environmental Health Supervisor; Patti Hintz, Accounts Receivable Supervisor; John O'Keefe, Developmental Disabilities Social Worker; Karl Pnazek, Children's Action Network; Carol Ostrander, CCLS; Rich Anderson, Living with CCLS; Gerry Aron, Living with CCLS; Jackie Bodette, CCLS; Jeanne Dodge, Citizen; Roger Bullis, Children's Action Network; Meg Ehler, Children's Action Network; Stevens Point Journal.

I. ELECTION OF OFFICERS

A. Election of Chairperson and Vice-Chairperson

A motion was made by Mr. Jakusz and seconded by Ms. Hoppen to elect Mr. Borham as chairperson. Motion carried.

A motion was made by Mr. Jakusz and seconded by Ms. Hoppen to elect Mr. Zimdars as vice-chairperson. Motion carried.

B. Action to Set Board Meeting Dates and Times

Mr. Borham welcomed the new Board members and informed them of the vacant seat which will be filled by the District 22 supervisor once the decision is made as to who will receive this seat.

Mr. Borham further stated the meetings were held on the second and fourth Tuesdays of the month with an information training at 4:30 p.m. and the meeting following at 5:00 p.m.

A motion was made by Mr. Jakusz to keep the meetings on the second and fourth Tuesdays starting at 4:30 p.m. Seconded by Ms. Hoppen. Motion carried.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 12, 1994

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

B. Correspondence

Ms. Bablitch informed the Board of a letter received by Mr. Johnston concerning the WWSP Radio Station. She also informed the Board of an open letter appearing in the Stevens Point Journal on April 18, 1994 by Mr. Johnston regarding the radio station.

C. Director's Report

Ms. Bablitch stated that one of the previously approved social work positions will be filled as a half time juvenile delinquency social worker. The funding will come from decreasing the contract with Children's Services for intensive in-home services. The only change in this position will be the request of a bilingual social worker (Hmong speaking).

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on April 18. The Child-at-Risk subcommittees were dissolved and will consolidate with the Children's Action Network, Child Abuse and Neglect Council, and other committees to alleviate repetition of services. The subcommittees will be re-evaluated in the future. In other business the Committee approved the new members to the Advisory Committee and elected officers.

E. Citizen Concerns/Unlimited Topics

Ms. Hall reported the Tattoo Ordinance was put into action on April 16 and 17. Six staff attended the Tattoo Conference and 23 artists were licensed.

Ms. Hoppen requested the procedure for signing special meeting requests be reviewed for the new members. Mr. Borham explained the procedure.

III. PROGRAM ISSUES

A. Action to Approve Chairperson and Vice-Chairperson of Advisory Committee

A motion was made by Mr. Medin and seconded by Mr. Zimdars to approve the candidates selected by the Advisory Committee. Mr. Peterson questioned what the Committee does and if it has any power. Mr. Borham explained the Committee acts as an advisory to the Board on program issues and makes recommendations which are brought to this Board for final decisions. As such, the Chairperson of the Advisory Committee also holds a seat on the Board. The motion was carried. The Chairperson is Rev. Matt Mallek and the Vice-Chairperson is Elizabeth Williams.

B. Action to Approve New Members to Advisory Committee

Ms. Hoppen moved to approve the new members. Ms. Holmes seconded the motion. Motion carried.

C. Review of Community Placements in Developmental Disabilities

Mr. Canales gave a brief history of the reason the placements were made for Mr. Aron and Mr. Anderson. Mr. O'Keefe then presented a brief slide presentation depicting the housing which was made available for these two gentleman. Mr. O'Keefe further stated the contractor of the apartment complex helped to make the apartment feasible for these gentleman due to the agency knowing ahead of time who would be moving in and what type of facilities would be needed. Mr. Canales informed the Board of a Court decision which will be made concerning the placement of individuals in the community. If the Court rules in favor of the wishes of the guardians rather than the Department it will mean substantial costs to the County to place these people in the community and find providers to work with them on a 24 hour basis. The Department is recommending the clients remain placed in Central Center.

D. Review of Proposed Task Force on Children in Portage County

Ms. Ehler, Mr. Bullis, and Mr. Pnazek presented an overview of the proposed Committee to be developed in Portage County. A copy of the Resolution and attachments was given to each Board member. The Committee would be comprised of the County Board Chairperson, the Mayor, president of the Village of

Plover, president of the Stevens Point School Board, president of the outlying School Boards (Rosholt, Amherst, Almond-Bancroft), an official from the rural area, and citizen members. The Committee would be advisory in nature and would make recommendations to the proper committee for action.

IV. FISCAL ISSUES

A. Action to Set a Fee for Water Testing for Transient, Noncommunity Water Supply Systems

Mr. Carder reminded the Board of the contract with the DNR to handle testing drinking water. The \$15 fee would be charged to churches, stores, parks, etc. whom are not licensed by this Department. Mr. Jakusz questioned if this fee is higher than if the sample was collected by the individual. Ms. Hall stated the Department would break even. The Department would do all the paperwork and collection thus the individual would not need to do it. Mr. Jakusz moved to approve the \$15 fee. Mr. Medin seconded the motion. Mr. Kiedrowski questioned how often the testing would be done. Mr. Carder responded once a year unless a violation is found. Motion carried.

B. Action to Appoint Representative to Collection Program Bid Committee

Ms. Bablitch reviewed the issue of collection process the Department needs to research. Ms. Bablitch further stated with the change in the Board a new representative needed to be appointed as Mr. Murphy is no longer on the Board. Ms. Hoppen is the other Board member on the Committee at this time. Mr. Jakusz volunteered to be the other representative.

C. Action to Explore Assuming Responsibility for Billing/Collection Services for Ambulance Program

Ms. Bean stated the Department is asking permission to explore the possibility of taking over the responsibility for billing and collecting for ambulance services. Ms. Bablitch stated the Department cannot do this with the current staff and would necessitate requesting another position to handle this. Mr. Jakusz moved the issue be explored and brought back to the Board. Ms. Holmes seconded the motion. Mr. Medin stated he cannot see the reason why the Department should handle this at all. The motion carried with only Mr. Medin voting no.

D. Action to Approve Voucher Signing Policy

Ms. Bean stated the policy is the same as approved by the last Board. Vouchers are processed every week and then a summary report is presented for approval by the Board. Mr. Zimdars moved to approve the policy. Ms. Holmes seconded the motion. Mr. Kiedrowski questioned whether checks are issued prior to Board approval. Ms. Bean stated no checks are issued until after approval. Motion carried.

E. Action to Approve Vouchers

Ms. Bean stated there was one unusual request in the Regular Accounts of \$6,263.50. This expense is a refund for MA case management services. Mr. Medin motioned to approve the vouchers. Ms. Holmes seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 91-95

MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
MAY 10, 1994

Present

William Zimdars
Paul Borham
Rev. Matt Mallek
Walter Jakusz
David Medin
Carole Holmes
Tony Kiedrowski
William Peterson

Excused

Alfred Lewandowski
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; James Canales, Long Term Care Coordinator; Kirsten Hall, Health Coordinator; Mike Carder, Environmental Health Supervisor; Patti Hintz, Accounts Receivable Supervisor; Jan Musch, Fiscal Section; Sandy Haasl, Fiscal Section; Laurie Iczkowski, Fiscal Section; Cindy Schmitz, Community Health Supervisor; Julie Hladky, Community Health Supervisor; Suzanne Oehlke, WIC Director; Sue Rutta, Assistant to Administrator; Brian Leahy, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided by the Administrative and Business Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS

Mr. Borham thanked Carole Holmes for her valuable participation on the Board. This was Ms. Holmes last meeting with the Board. He presented a plaque to Ms. Holmes thanking her for the work she has done with the Board.

A. Approval of the Minutes of April 26, 1994

A motion was made by Mr. Jakusz and seconded by Rev. Mallek to approve the minutes with a change requested by Rev. Mallek. Rev. Mallek would like the minutes for Section II, Part D to reflect the Advisory Committee has been more proactive with the implementation of task force recommendations. Motion carried.

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B. Correspondence

Ms. Bablitch passed out a copy of the Achievement Center's Annual Report. Ms. Bablitch also reminded the Board members to complete the evaluation form for the Information Update training. Ms. Bablitch also stated a letter had been received from the State Counsel on Developmental Disabilities commending our programs for the developmentally disabled. Ms. Bablitch informed the Board of the Public Health Affiliate meeting to be held May 23 in Wittenberg at 5:00. Dinner will be at 6:30.

C. Director's Report

Ms. Bablitch stated advertising has been done for the Hmong speaking social worker. Three inquiries have been received already.

D. Citizen Concerns/Unlimited Topics

There were no concerns/unlimited topics presented.

III. PROGRAM ISSUES

A. Review of Implications of New Public Health Statutes

Ms. Hall reviewed the new Public Health Statutes. Ms. Hall stated the revision brings together all the statutes into one chapter. Ms. Hall further stated the Department is now required to have a health representative on the Board. Ms. Bablitch stated the Department's name has been changed to reflect the word "Health" in its title. The Department will be called "Portage County Health and Human Services Department." Ms. Bablitch further stated Ann Buck is expected to become the new Board member after the Committee on Committees makes the recommendation.

B. Action to Delegate Citation Authority for County Ordinance Violations

Ms. Hall stated there are now more ordinances to enforce and approving the delegation of citation authority will help the with the enforcement of the ordinances. Mr. Medin questioned whether the Corporation Counsel has okayed this action. Ms. Hall stated she has not yet checked with them. Mr. Kiedrowski questioned how many are currently available to issue citations. Ms. Hall responded one herself at this point but is requesting five additional people be allowed this authority. Ms. Hall further stated these people are in the field and it would save time and money for them to be able to issue

the citations. The procedure at present is for them to return to the office and have Ms. Hall accompany them back out to the violation site in order for her to issue the citation. Mr. Medin motioned to approve the request. Ms. Holmes seconded the motion. Motion was carried with one nay vote by Mr. Kiedrowski.

C. Review of First Quarter Statistical Report

The Coordinators gave a brief overview of the Statistical Report.

D. Waiting List

Mr. Peterson questioned what Vocational Services meant. Mr. Canales responded it was Community Industries programming.

IV. FISCAL ISSUES

A. Action to Approve Submission of Educational Grant for HIV/AIDS Risk Reduction

A motion was made by Ms. Holmes and seconded by Mr. Kiedrowski to approve the grant request. Motion carried.

B. Action to Approve Contract with Dungarvin, Inc. for Group Home Operation

Mr. Canales stated he spoke with Dungarvin and they are adamant about keeping the 5% rate increase. A motion was made by Mr. Medin and seconded to Ms. Holmes to approve the contract for operation of the two group homes for the remainder of 1994. Motion carried.

C. High Cost Report

Mr. McCulley stated the inpatient costs are the lowest they have been in a long time. Mr. Canales stated the revenues are down in the CBRF section but they are about on target for this time. Mr. McCulley stated the General Assistance program is right on track. Mr. McCulley further stated the out-of-home placement account is over budget already and requests are still going up.

D. Action to Approve Collection RFP Slate

Ms. Holmes motioned to approve the slate. Mr. Medin seconded the motion. Motion carried. Ms. Bean stated the first meeting will be held May 24.

E. Action to Approve Vouchers

Ms. Bean stated there were no unusual requests for either the regular, high cost, or Portage House accounts. Mr. Kiedrowski motioned to approve the vouchers. Ms. Holmes seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Review of Proposed Reorganization of Administrative/Business Section

The need for reorganizing the Administrative/Business Divisions was explained by Ms. Bablitch. She stated there are two ways of getting a supervisor for the Fiscal Section. One would be to request a new position. Another would be to look at reducing the staff to fund the new position. The first would require about \$40,000; the second would cost about \$9,000. There are some funds to apply towards the cost of the position. Ms. Bean stated the MA Waiver has about \$3,600 for this year. Ms. Musch commented about one year and four months ago a supervisor position was eliminated. Ms. Bean stated the position was a lead worker position, not a supervisor and the new position would not have this responsibility. Ms. Haasl stated she doesn't understand how this could be effective to create a supervisor and eliminate a worker. The work and responsibilities would still be there. Ms. Musch further stated there is already too much for the Fiscal Section to handle at this point in time. Ms. Haasl stated the position would now also have to take on supervisory duties as well as the regular job duties.

B. Vote to go into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Personnel Changes

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

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

Mr. Medin moved to Board adopt the recommended reorganization with funding to come from the Department budget as proposed. In addition, the Administrative Assistant position would be supervised by the Business Manager. Motion seconded by Mr. Kiedrowski. The motion lost 4-2.

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Mr. Zimdars moved adopting the reorganization with internal funding through a position elimination. Additionally, to do more study in the location of the Administrative Assistant position. Seconded by Ms. Holmes. Motion passed 4-2.

VI. ADJOURNMENT

A motion by Mr. Zimdars and seconded by Mr. Kiedrowski the Board adjourned at 6:20 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 53-56

**MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
MAY 24, 1994**

Present

William Zimdars
Alfred Lewandowski
Paul Borham
Jacqueline Hoppen
Rev. Matt Mallek
Walter Jakusz
David Medin
Ann Buck
Tony Kiedrowski

Excused

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Patti Hintz, Accounts Receivable Supervisor; James Canales, Long Term Care Coordinator; Kirsten Hall, Health Coordinator; Suzanne Oehlke, WIC Director; Gerry Glad, Personnel Director; Phyllis Moore, Advisory Committee; Jeanne Dodge, Citizen; Jim Schuh, WIZD.

I. INFORMATIONAL UPDATE

An informational update was provided by the Welfare Fraud Program.

II. MINUTES, GENERAL REPORTS, COMMENTS

Mr. Borham welcomed Ann Buck to the Board.

A. Approval of the Minutes of May 10, 1994

A motion was made by Mr. Jakusz and seconded by Mr. Kiedrowski to approve the minutes. Mr. Medin asked the minutes reflect who voted nay to actions when there is a split vote. Motion carried. The correction is: First motion, 4-2 vote with nays by Mr. Borham, Ms. Holmes, Mr. Zimdars, and Mr. Peterson. Motion lost. Second motion, 4-2 vote with nays by Mr. Medin and Mr. Kiedrowski. Motion carried.

B. Correspondence

Ms. Bablitch informed the Board a copy of the letter from the Wisconsin Council on Developmental Disabilities was included in the packet indicating the positive assessment of our Developmental Disabilities Program.

C. Director's Report

Ms. Bablitch distributed copies of the Department's organizational chart. Ms. Bablitch informed the Board a letter has been sent out announcing the Department's

name change to Portage County Health and Human Services Department. Ms. Bablitch further stated according to Statute 445, the Board must contain a person or family member who has or is receiving services. Mr. Zimdars indicated a family member has received services. Ms. Bablitch announced the Personnel Committee passed the reorganization of the Business and Administrative Sections with a 3-2 vote. This will be going to the County Board of Supervisors in July. Ms. Hoppen questioned whether funding was discussed for this reorganization. The position will be funded by the vacated position and the MA Waiver program administrative funds.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on Monday, May 16. This was the first meeting with the new members. There are eight new members and two members serving a second term. Rev. Mallek thanked Mr. Borham for addressing the Advisory Committee. The overview he gave was very good. The Advisory Committee has also designated two members of the Committee to attend the Child Abuse and Neglect Council, the Children's Action Network, and the Teen Council. The members are to be active in these other organizations and regularly report any action taken regarding the Child At-Risk Task Force Recommendations.

E. Citizen Concerns/Unlimited Topics

There were no concerns/unlimited topics presented.

III. PROGRAM ISSUES

A. Action to Adopt Updated Agency Mission Statement

Ms. Bablitch stated the mission statement was developed in the early 1980's and the staff felt it was time to update the mission statement. Ms. Hoppen questioned whether the objectives developed for the Department are based on the mission statement. Ms. Bablitch responded the mission statement serves as a basis for all objectives. Ms. Hoppen also questioned the omission of the word "accountability" in the new mission statement. Ms. Hoppen stated this word should be included to better clarify the last paragraph. Mr. Medin moved to approve the new mission statement with the word "accountability" to be included. Mr. Kiedrowski seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. Year to Date Financial Report

Ms. Bean reviewed the financial report. The Restorative Care Services budget is projected to have a \$161,000 deficit. The deficit is in the foster care budget. Already about 75% of the Youth Aids monies have been used. The placement of these youths is expected to continue through the end of the year. A \$10,000 grant has been received to look at family based services and a study will be conducted by the University of Iowa to help look at alternatives and to provide technical assistance. Ms. Bablitch stated a report should be presented in July or August on the results.

B. Report on Study of Billing and Collecting for Ambulance Services and Action as Appropriate

Ms. Bablitch stated Mr. Glad addressed the Finance Committee last evening regarding this issue. Mr. Glad gave the Board a brief background of the problems surrounding both billing and collecting of ambulance services. Mr. Glad further stated St. Michael's Hospital was not interested in taking over these functions nor was it cost effective to have this handled in the private sector. Mr. Glad further stated the Finance Committee accepted the proposal as is with the exception of the reclassification for Pat Hintz. Mr. Glad stated the reclassification is a Personnel Committee decision whether to accept or reject. The Finance Committee further approved the hiring of an LTE to work on the old accounts for a three month period. Mr. Jakusz questioned whether this program would require new software. Ms. Bean responded the program would be incorporated into our current system and would take about six weeks. Mr. Jakusz questioned whether a separate report would be brought to the Board. Mr. Glad stated this program would fall under the Law Enforcement Committee and therefore the report would be given to that Committee and not this Board.

A motion was made by Mr. Jakusz to approve taking on the program. A second was made by Mr. Lewandowski. Mr. Borham questioned whether the motion included all three requests made in the proposal for the FTE, office space and equipment, and the reclassification of Pat Hintz. Mr. Jakusz stated the motion is for the two parts only - the FTE and the office space and equipment. Motion carried with Ms. Hoppen and Mr. Medin casting a nay vote.

C. Action to Approve Vouchers

Ms. Bean stated she would be gone for the next two meetings and this report would be given by Ms. Bablitch. Ms. Bean stated there were no unusual expenses in the regular accounts. A change in the high cost accounts is as follows: Inpatient of \$7,558.44 making a total of \$17,478.02. There were no unusual expenses for either the high cost or Portage House accounts. Ms. Hoppen moved to approve the vouchers. Seconded by Mr. Medin. Motion carried.

V. PERSONNEL ISSUES

A. Action to Review Reclassification Requests and Forward to Personnel Committee

Ms. Bablitch stated the reclassification of Ms. Rutta and Ms. Delikowski's jobs are included in the reorganization request and therefore no action need be taken.

Ms. Bean stated there is now additional information needed to be added to Ms. Hintz's reclassification. The ambulance billing program is part of the reclassification but there is now the addition of the Community Employment positions. This has created more duties and responsibility. Ms. Hoppen moved to approve the request. Mr. Lewandowski seconded the motion. Mr. Jakusz abstained. Motion carried.

Ms. Hall stated the lab manager was originally the only employee for the lab. There has been more duties added to the position as well as additional staff and student interns. The lab manager is responsible for training and monitoring the other staff in the lab. Ms. Hall further stated she questioned whether it would be appropriate to pursue this position as a management position but was told it did not qualify as a management position. Mr. Medin moved to approve the request. Rev. Mallek seconded the motion. Mr. Jakusz abstained. Motion carried.

Ms. Hall stated the WIC Director position has more responsibilities. There are now five staff to be supervised. Mr. Medin moved to approve the request. Mr. Lewandowski seconded the motion. Mr. Jakusz abstained. Ms. Bablitch stated there is a correction in the request the hourly rate should be \$15.86, the monthly rate \$2,750, and the yearly rate \$32,998. Motion carried.

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Mr. Canales stated there has been responsibility changes in the HSS1 position. The respite program has grown considerably since the position was first developed. Mr. Canales further stated if the respite responsibilities are eliminated the position will be reclassified back to the HSS1 level. Mr. Medin moved to approve the request. Ms. Hoppen seconded the motion. Mr. Jakusz abstained. Motion carried.

VI. ADJOURNMENT

A motion was made by Mr. Jakusz and seconded by Rev. Mallek to adjourn. The meeting was adjourned at 6:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 58-62

MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
JUNE 14, 1994

Present

Alfred Lewandowski
Jacqueline Hoppen
Rev. Matt Mallek
Ann Buck
David Medin
Ann Buck

Excused

William Zimdars
Paul Borham
William Peterson
Walter Jakusz

Absent

Tony Kiedrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Patti Hintz, Accounts Receivable Supervisor; Kirsten Hall, Health Coordinator; Jennifer Cummings, Home Health Supervisor; Mike Carder, Environmental Health Supervisor; Ronda Jones, Intern; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided by the Business Division and the Administration Section.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Election of Temporary Chairperson

A motion was made by Ms. Hoppen to elect Dave Medin as temporary Chairperson. Seconded by Rev. Mallek. Motion Carried.

B. Approval of the Minutes of May 24, 1994

Ms. Hoppen requested a change to the minutes for Section IV. Item B. Ms. Hoppen wants the minutes to show the reason why she voted "no" on the motion made by Mr. Jakusz. Ms. Hoppen stated the reasoning was because this Department was not seeking to handle this service. The hospital did not want nor was it feasible for the private sector to handle it. Ms. Hoppen felt the supervisor should be granted a reclass and since the motion did not include the reclass she voted nay to the motion. Rev. Mallek also requested a change to the minutes for Section II. Item D. Regarding the Advisory Committee members attending the other organization meetings there should be at least two Advisory Committee members attending these various meetings, not just two members attending all these meetings. A motion was made by Mr. Lewandowski and seconded by Ms. Buck to approve the minutes with the corrections. Motion carried.

C. Correspondence

Ms. Bablitch passed out an updated membership listing including the addresses and phone numbers of Board members. Ms. Bablitch also passed out an updated informational update schedule.

D. Director's Report

Ms. Bablitch introduced Ronda Jones who is a student intern who will be working with Ms. Bablitch. Ms. Bablitch also stated Lincoln Brunner will now be representing the Stevens Point Journal. Ms. Bablitch informed the Board the high cost report will be presented with the monthly financial reports.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she is the CWAN Board and informed the Board of a lobby alert regarding the Title I and II funding. Ms. Hoppen then read a letter concerning this funding.

III. PROGRAM ISSUES

A. Action to Appoint Representatives to Committee to Select Operators for Group Homes

Ms. Bablitch stated this RFP is to select an operator to manage the two group homes which will be managed by Dungarvin, Inc. due to New Concepts going out of business. Mr. Lewandowski questioned when the meetings will be held. Ms. Bablitch replied there will be two to three meetings at most and should be completed by September. Mr. Lewandowski volunteered to be on the Committee as did Ms. Buck. Ms. Hoppen moved to approve the representatives. Ms. Dodge seconded the motion. Motion carried.

B. Action to Authorize Foot Care Clinics in Coordination with the Department on Aging

Ms. Hall stated the clinics will be held at the Lincoln Center on the third Wednesday of the month in the afternoons. Ms. Cummings stated a survey was conducted of about 100 residents and found the \$10 fee to be the most reasonable. Ms. Cummings further stated more complicated foot care will be referred back to the

podiatrists or the family physician. Mr. Medin questioned whether a new position would be needed. Ms. Cummings stated the clinic will be covered on a rotating basis and will be included in the current hours the nurses now work. Ms. Cummings informed the Board a request has been made to the Stevens Point Foundation for a one time grant to purchase necessary items. Also there is a donation made to the Lincoln Center targeted for this type of health care. Mr. Lewandowski moved to approve the request including the \$10 fee charge. Rev. Mallek seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. Action to Approve Application for Lead Poisoning Grant Prevention

Ms. Hall informed the Board the grant request is for over \$30,000. The Department has operated the lead grant for two years now. Ms. Hall informed the Board there are now more physicians on board offering lead screenings. Ms. Hall stated a pilot program will be established which will offer facilities inspection, consultation, and screening of children. Ms. Hoppen questioned whether this will apply to private homes. Ms. Hall stated this will be targeted at day care centers. Rev. Mallek questioned when children are tested for lead. Ms. Hall stated six months and older. The 18-30 month old range is the key testing time. Ms. Buck questioned the amount of screenings conducted in the area. Ms. Hall reported 664 were screened in the tri-county area with 55 found to have lead poisoning. Mr. Lewandowski moved to approve the application. Ms. Hoppen seconded the motion. Motion carried.

B. Action to Approve Vouchers

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

V. PERSONNEL ISSUES

A. Action to Authorize Addition of Limited Term Hours for Lead Project Coordinator

Ms. Hall stated more hours are needed to complete the tasks for the grant. Ms. Hoppen moved to approve the request. Ms. Buck seconded the motion. Motion carried.

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V. ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 63-66

MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
JUNE 14, 1994

Present

Alfred Lewandowski
William Zimdars
William Peterson
Walter Jakusz
David Medin
Tony Kiedrowski
Jeanne Dodge

Excused

Jacqueline Hoppen
Paul Borham
Rev. Matt Mallek
Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Cindy Schmitz, Community Health Supervisor; William McCulley, Restorative Care Coordinator; Ronda Jones, Intern; Phyllis G. Moore, CHHS Advisory Committee Member; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided on Child Abuse and Neglect Investigation, Case Management, and Treatment.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 14, 1994

A correction to the minutes was made indicating Ms. Dodge in attendance and removing Ms. Buck's name as it was listed twice. Mr. Lewandowski moved to approve the minutes with the correction. Mr. Jakusz seconded the motion. All were in favor of the motion. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the Law Enforcement Committee has recommended the Department will be handling the ambulance billing program. The budget will be handled by Law Enforcement. Mr. Jakusz questioned whether this approval includes the 3/4 time position. Ms. Bablitch stated the program was authorized with that position.

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Ms. Bablitch distributed a copy of the new letterhead including the Board members names. Ms. Bablitch stated this letterhead will only be used for certain types of letters, reports, grants. As changes are made in the Board the letterhead will be updated.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Action to Appoint Representatives to Group Home Bid Committee

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

B. Review of Program Budgeting Concept

Ms. Bablitch stated the Department currently does the budget on a line item basis. Changing to a program concept will help to condense the budget lines but more importantly, include a brief description and goal of each program. Board members and the public will more clearly see what the funds are purchasing. Ms. Schmitz stated changing to a program budget will be easier since the Community Health Section is program-oriented and this will not necessitate them looking at a variety of pages for all the information pertaining to one program. Ms. Bablitch stated Ms. Bean also feels this concept will track funds better. Mr. Medin made the motion to approve changing to the program budgeting concept. Ms. Dodge seconded the motion. All were in favor of the motion. Motion carried.

IV. FISCAL ISSUES

A. Action to Approve Water Testing Fee

Ms. Dodge questioned how many will take advantage of this. Ms. Bablitch stated hopefully the volume will increase and more revenue will be brought in. Mr. Zimdars commented if more people have their water tested it would be worth it. Mr. Kiedrowski moved to approve the coupon. Mr. Jakusz seconded the motion. All were in favor of the motion. Motion carried.

B. Action to Authorize Grant Applications to Provide Support Groups for Department of Corrections Clients

Mr. McCulley stated the Department handles two groups, the Criminal Thinking group and the Sex Offender group. The Department of Corrections now requires bidding for Criminal Thinking group funding. As of next year, the Sex Offender group will need to be bid on also. Ms. Bablitch stated this concept would be more fair. Mr. McCulley stated currently Rodger Ricketts, a therapist with this agency, is the only clinician dealing with sexual offenders in the area. Ms. Dodge questioned what the program accomplishes. Mr. McCulley stated 12 people started in 1994. Four people dropped out and eight completed the program. Of the eight, six went on for additional treatment and have not been reinvolved in sexual offenses. Mr. Lewandowski moved to approve the grant application request. Mr. Jakusz seconded the motion. All were in favor of the motion. Motion carried.

C. Action to Approve Vouchers

A Motion was made by Mr. Kiedrowski and Seconded by Mr. Jakusz to approve the vouchers. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize New Position Request (Community Health Assistant I)

Ms. Schmitz stated the School District has approved funding for a half time Community Health Assistant. The current Assistant is over worked and doesn't have time to complete all the tasks required of her. Ms. Bablitch stated the position will be taken to Personnel and Finance on July 11 and the County Board in August. This is necessary as the position needs to begin close to the start of the school year. Mr. Peterson moved to approve the position. Mr. Lewandowski seconded the motion. All were in favor of the motion. Motion carried.

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VI. CONTEMPLATED EXECUTIVE SESSION

A. Vote to go into Executive Session in Accordance with Wisconsin Statute 19.81(1)(c) to Evaluate Director's Performance Evaluation

A Motion was made by Ms. Dodge and Seconded by Mr. Kiedrowski to go into Executive Session. A roll call vote was taken with all approving. Motion carried.

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

Motion made by Mr. Jakusz and Seconded by Mr. Lewandowski to go into open session. Roll call taken and motion carried.

The Board informed Mrs. Bablitch they rated her Exceeds Performance standards. Mr. Zimdars will meet with her to discuss the evaluation in greater detail.

VII. ADJOURNMENT

The meeting was adjourned at 6:20 p.m. in a motion by Mr. Medin and Seconded by Mr. Kiedrowski. Motion carried.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 67-70

MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
JULY 12, 1994

Present

Alfred Lewandowski
Jacqueline Hoppen
William Zimdars
William Peterson
Walter Jakusz
Ann Buck
David Medin
Tony Kiedrowski
Jeanne Dodge

Excused

Paul Borham
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Coordinator; Lucy Bean, Business Manager; Suzanne Oehlke, WIC Director; Terri Timmers, WI Division of Health; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided by the Administration and Business Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS**A. Approval of the Minutes of June 28, 1994**

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Kim Patterson, a consultant from Iowa will be here August 11 and 12. The consultant will be reviewing our out of home placements and hopefully will be able to help us find ways to reduce the amount. Ms. Bablitch stated Board members may be called in. The times the consultant will be here will be given at the next Board meeting.

Ms. Bablitch stated the Business/Administration Reorganization was approved by Personnel. It was at Finance last evening. One member of the Finance Committee recalled a fiscal policy which indicated Finance needed to act on this. They will be meeting

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with the Personnel Director/Committee either July 25 or August 8 to discuss this issue. It will then go to the County Board in August. The new position request was approved with a 3/2 vote in Personnel and 4/1 vote in Finance.

D. Citizen Concerns/Unlimited Topics

Ms. Bean stated at the July 25 Finance Committee meeting she will be appearing with Craig Flagel and Ken Tronnier regarding the optical imaging system. This would allow us to transfer our paper files to electronic media. The State has now passed legislation regarding electronic media being legal. Corporation Counsel also states this would be legal. Craig will tie this into the County computer system and each Department will only have access to their files.

Ms. Bablitch stated the next meeting will be a joint meeting with the Advisory Committee.

Ms. Hoppen stated she made a call to both Senator Kohl and Senator Feingold in Washington regarding the disparity between the State and the Ryan White funding. Both Senators will be pushing for Title 1 and 2.

III. PROGRAM ISSUES

A. Report on Scope of Environmental Health Services

Mr. Carder presented information regarding the Environmental Health services. Mr. Carder reported that approximately 900 inspections were done last year to public facilities. Regarding the transient, non-community water systems, Mr. Carder reported only one unsafe sample out of 83 systems tested for the first six month period. Ms. Buck questioned whether this was for bacteria. Mr. Carder reported the unsafe sample was bacterial although nitrates are still high in Plover, Arnott, and Amherst Junction areas. Mr. Carder reported that Environmental Health staff respond after two unsafe test results of samples collected from a residential well. Typically, the resident is instructed to chlorinate the system. In rare cases a new well will have to be installed.

Mr. Peterson questioned who enforces the seating minimum for smoking and nonsmoking areas in restaurants. Ms. Hall stated DILHR handles the enforcement. Clean Indoor

Air Act requires a non-smoking section if a restaurant has 51 or more seats. Considerable discussion was held concerning the scope of environmental health services. Regarding the water quality activities, many Board members felt this is already handled by Planning and Zoning and there is no need for our Department to become involved. Regarding the food safety section, Mr. Carder suggested holding seminars with the churches and possibly the schools regarding food safety. This would help when organizations are holding food sales outside of grocery stores, at church picnics, etc. Ms. Dodge suggested Mr. Carder meet with Planning and Zoning to find out their position on some of the water issues.

B. Update from Bureau of Public Health

Ms. Timmers introduced herself to the Board as the Director of the Northern Regional Office. Ms. Timmers passed out a map indicating the different regions as well as an organizational chart of the Northern Region. Ms. Timmers stated the Regional Office helps facilitate communication between the local agencies and the State. Ms. Timmers stated on 9/1 there will be an orientation for new Board members held in Stevens Point. Additional information will be forthcoming.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated only two unusual expenses in the Regular Accounts. \$1,110.76 for the professional liability insurance for Dr. Kamstra and \$759.81 for the Reception Area. A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employees for Division of Health

Ms. Hall stated the Healthy Start project has been moved to the WIC Section to better meet its purposes. Ms. Dodge questioned how the employee is chosen to fill this position. Ms. Hall stated it is due to this person already doing the work. Ms. Dodge also questioned whether these employees also look for possible abuse and neglect. Ms. Oehlke stated the employees look at parenting techniques and will report anything unusual.

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Ms. Hoppen moved to approve the position. Mr. Lewandowski seconded the motion. Motion carried.

Ms. Hall stated the reason for the 33 hour request for the Community Health Supervisor to carry out grant activities while the staff position is vacant. Ms. Dodge requested an explanation of the program. Ms. Hall responded this program was federally funded to reach low income older women and enable them to get mammography and cervical cancer screening. The planning grant was started in April. In September another one year grant will be available at which time actual screening is to begin.

Considerable discussion ensued regarding grant funded positions. Ms. Dodge requested a listing of all the grants we currently receive, the length of time they are to run, how much funding, etc.

A motion was made by Ms. Hoppen and seconded by Ms. Buck to approve the position. Motion carried.

VI. ADJOURNMENT

A motion was made by Mr. Kiedrowski to adjourn the meeting. Motion carried. The meeting was adjourned at 6:30 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 71-74

MINUTES
HEALTH AND HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
JULY 26, 1994

Present

Alfred Lewandowski
Jacqueline Hoppen
Rev. Matt Mallek
Walter Jakusz
Ann Buck
David Medin
Tony Kiedrowski
Jeanne Dodge
Mary Cayford
Phyllis Moore
Josh Wescott
Xang Chang
Elizabeth Williams
Paula Griebler
Russell Krupnow
Diane McGinley
Lisa Roth
Sue Wilcox
Bobbie Kolehouse

Excused

Paul Borham
William Peterson
William Zimdars
Keith Iris
Peggy Sullivan
Deb Mallek
Carol Przybelski

Absent

James Bowles
Terrie Ann Aschenbrenner
Sharon Peterson
Tom Dombrowski
Sue Kaczmarek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Coordinator; Lucy Bean, Business Manager; Suzanne Oehlke, WIC Director; William McCulley, Restorative Care Coordinator; Julie Hladky, Community Health Supervisor; Lauri Rockman, Financial Services Supervisor; David Pagel, Financial Services Supervisor; Daryl Kurtenbach, Shared Services Coordinator; Jim Canales, Long Term Care Coordinator; Jennifer Cummings, Home Health Supervisor; Lincoln Brunner, Stevens Point Journal.

The meeting was brought to order at 4:31 p.m. Due to the absence of both the Health and Human Services Board Chairman and Vice Chairman, a temporary chairman needed to be elected. A motion was made by Rev. Mallek and seconded by Ms. Buck to elect Dave Medin temporary chairman. Motion carried.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Introduction of Board and Advisory Committee Members

Mr. Medin thanked the Advisory Committee members for their time and efforts they put into developing task force recommendations and working to implement the recommendations. A brief introduction was made by all present.

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B. Approval of the Board Minutes of July 12, 1994

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

C. Approval of Advisory Committee Minutes of May 16, 1994

A motion was made by Ms. Griebler and seconded by Rev. Mallek to approve the minutes. Motion carried.

D. Correspondence

Ms. Bablitch stated at their place each member will find a revised copy of the Contract list. The new copy lists the contracts by Division.

Ms. Bablitch also informed the group of the listing of Advisory Committee members and the Gilfry Update newsletter which was placed at their seats.

E. Director's Report

Ms. Bablitch reported both the Sex Offender and Criminal Thinking grants have been awarded to the Department. Ms. Bablitch stated only one bid had been received for the bill collection process. Staff is reviewing how to increase bid applicants.

Ms. Bablitch informed the group of the consultant who will be reviewing our out of home placements. The consultant will be here August 11 and 12 although the exact times are not set yet. Those interested in attending the meeting should contact Judy Bablitch. Those who stated interest at the meeting were Ms. Dodge, Ms. Buck, Ms. Williams, Mr. Krupnow, and Ms. Moore.

Ms. Bablitch reported on the status of the reorganization of the Business/Administrative Sections. This reorganization was acted upon by the Board and Personnel Committees but the Finance Committee is requesting a joint meeting of Finance and Personnel to look at this issue. That meeting will be August 8.

F. Citizen Concerns/Unlimited Topics

Ms. Williams questioned the difference in the staff development dollars stated on the new position requests. Ms. Bablitch responded the general policy is \$50 for professional staff and \$35 for paraprofessional staff a

year. If the position is part-time, that amount is prorated. Some positions will receive more staff development dollars due to grant funding which requires attendance at staff development and funds are provided for this development in the grant.

II. PROGRAM ISSUES

A. Review of Second Quarter Statistical Report (April-June)

Coordinators gave an overview of this report.

Regarding the unpaid staff report, Ms. Cayford questioned what pay rate is used to determine the amount of savings to the Department. Ms. Bablitch responded the lowest pay rate is used which is approximately \$7/hour.

Mr. Kiedrowski questioned whether the 82 nitrates over 10 ppm was out of 273 nitrate tests or out of 440 private wells sampled. Ms. Hall responded the 82 nitrates were out of the 273 nitrate tests.

Mr. McCulley reported corrections to the Restorative Care Statistics. On Page 26 under Emergency Services the "This Quarter" figures should be: Requests - 517; Requests Denied - 178; Requests Approved - 339; Cases/Transportation Assistance - 24; Cases/Medical Assistance - 26; and Cases/Other - 37. Mr. Kiedrowski questioned how many people have received treatment for gambling addiction. Mr. McCulley stated there is no staff trained as of yet to deal with this issue. Ms. Hoppen questioned how this will be addressed. Mr. McCulley responded that basically the issues are the same as with AODA and other illnesses and will be addressed in the same manner. Ms. Dodge questioned whether funding is available for training and treatment. Mr. McCulley responded dollars were set aside but for tribal members. Mr. Medin questioned the large number of psychological services provided. Mr. McCulley stated this is a cumulative total and will continue to rise quarter after quarter.

B. Waiting List Report

Mr. Kurtenbach clarified the 30 on the waiting list for Community Aids is 30 families which is about 60 children. Ms. Williams questioned whether there is a waiting list for psychological services. Mr. McCulley

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stated according to State Statutes there can be no waiting list. People are told there is about a 4 to 6 week wait for services. If they wish to wait they are recontacted at that time to see if services are still desired. If they do not wish to wait they are then referred to others in the community.

C. Review of Self Sufficiency First Pilot Program

Ms. Rockman stated Portage County will be a pilot county for a few months for this program. As of January 1, 1995 this program is mandated statewide. Ms. Rockman handed out information regarding the current system used and what the state hopes for the new program. Basically the state would like the clients to obtain a job as quickly as possible. A great deal of discussion occurred regarding this program.

III. FISCAL ISSUES

A. Action to Approve Home Health Aide Monitoring Fee

Ms. Cummings stated many clients have requested our home health aides to provide about an hour of occasional additional services. The agencies in the community do not provide such a limited time period, usually they provide two to three hours. Ms. Dodge questioned whether the transportation rate would cause a problem. Ms. Cummings responded transportation would be minimal as the aide is already in the area. A motion was made by Ms. Hoppen and seconded by Mr. Kiedrowski to allow this service as well as a \$15 fee rate. Motion carried.

B. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses. A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

C. Action to Accept AIDS Teen Peer Educator Grant and Limited Term Employee

Ms. Hladky stated the grant would be used to hold forums during the school day in Almond. Ms. Hoppen moved to approve the request. Mr. Kiedrowski seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Approve Leave of Absence

Ms. Cummings reported Sarah Janz has requested an extended maternity leave. There is no cash outlay for benefits as Ms. Janz is part time. Mr. Jakusz moved to approve the request. Ms. Buck seconded the motion. Motion carried.

B. Action to Approve New Position Requests and Limited Term Employee Requests and Forward to Personnel/Finance Committees

Ms. Bablitch indicated an updated memo of the position requests was placed at the seats. The requests total 3¼ FTE hours. All the funding is through various state and federal dollars.

1. Employment Outreach Specialist

This position will be working with the AU-16 Rule and Self Sufficiency First program. Mr. Medin questioned how this position fits into the hierarchy in Financial Services. Ms. Rockman responded it would be comparable to Ms. Onstad's job in Financial Services. This would be a union position. Motion made by Ms. Dodge and seconded by Ms. Hoppen to approve the request. Motion carried.

2. Account Clerk 2

Ms. Bean stated this position would be 20 hour permanent part-time position to work on the MA Waiver reporting. The state is now requiring reporting on a monthly basis. Ms. Dodge questioned whether an additional staff member will be needed or whether another position in the fiscal section will take on these 20 hours. Ms. Bean responded an additional staff member will need to be hired as no one is available to take on the additional hours. Ms. Dodge moved to approve the position based on budgetary constraints and funding availability. Mr. Lewandowski seconded the motion. Mr. Medin moved to amend the motion by stating if more than 1/3 of the costs come out of client services after the budget is prepared, this position should come back to the Board for review. Ms. Dodge seconded this motion for amendment. Motion carried.

3. HSS1 Sanitarian

Mr. Carder stated this is a 24 hour/week permanent part-time position. Currently an LTE is providing some of these services. Mr. Carder stated the lead poisoning prevention segment (approximately 16 hours) of this job will be handled by Gary Garske and some of his job duties will be handled by this position. Additional discussion regarding the grant funding for the DNR contract ensued. Ms. Hall stated the DNR will only contract for six months at a time. This funding is expected to continue. Ms. Hoppen moved to approve this request. Rev. Mallek seconded the motion. Motion carried with nay votes by Mr. Kiedrowski, Mr. Medin, and Ms. Dodge.

4. Nursing Supervisor
5. HSS1 Nurse
6. Dietetic Technician

Ms. Hall stated these three positions are tied to our MCH grants. The positions would be put into place ideally by November 1, 1994. The grants were awarded on Wednesday. The 1½ hours nursing supervisor will be added to Cindy Schmitz's position. Mr. Kiedrowski moved to approve the three position requests, motion seconded by Ms. Hoppen. Motion carried.

7. HSS1 Nurse (Lead)
8. Bilingual Health Aide

Ms. Hall stated these two positions are related to the Childhood Lead Poisoning Prevention project. Ms. Hall further stated three LTE positions will need to be approved for continuance through the end of the year. These are for a bilingual aide, nurse, and sanitarian. Ms. Dodge approved the LTE requests and seconded by Ms. Buck. Motion carried with Mr. Kiedrowski voting no. A motion was made by Ms. Dodge and seconded by Rev. Mallek to approve the two permanent positions effective January 1, 1995. Motion carried.

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9. WIC Aide

Ms. Oehlke stated currently an LTE (approved through the end of the year) and one permanent part-time staff person are carrying out the Aide duties. With the expected increase of WIC clients this position would need to become a permanent part-time position due to the increased work load. The position will continue to be staffed by two permanent part-time employees to avoid any difficulty should one person be on vacation or out ill. Ms. Dodge moved to approve the request. Mr. Kiedrowski seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 75-81

MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 9, 1994

Present

Alfred Lewandowski
Paul Borham
Jacqueline Hoppen
William Zimdars
Walter Jakusz
Ann Buck
David Medin
Tony Kiedrowski
Jeanne Dodge

Excused

William Peterson
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided by the Administration and Business Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 26, 1994

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

B. Correspondence

Ms. Bablitch informed the Board of a notice received regarding a training session for public health Board members to be held on September 1 at the Holidome in Stevens Point.

C. Director's Report

Ms. Bablitch stated Ken Patterson, a consultant from the National Center for Family Based Services will be here August 11 and 12. He will meet with Advisory and Board members from 3:00 to 3:45 on August 11. Ms. Bablitch distributed a copy of the Mr. Patterson's resume.

Ms. Bablitch informed the Board of the new Special Meeting Attendance slips. County Clerk Roger Wrycza, these will be the only slips accepted. All old copies should be destroyed.

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Ms. Bablitch showed the Board with the t-shirt distributed at the Sixth Annual Kids Day at Camp sponsored by the Employees Foundation. About 50 children participated in the event.

A revised copy of the New Positions for 1995 memo to Gerry Lang was distributed to Board members. Ms. Bablitch stated the lead grant we received was lower than anticipated and the changes reflect the new total.

Ms. Bablitch also informed the Board of the passage of the Business reorganization request by the Finance and Personnel Committees. The request will be acted on by to the County Board next Tuesday. Ms. Dodge requested a new organizational chart after the bumping process is completed.

Ms. Bablitch stated the second annual Visions award dinner will be held Wednesday night. Twenty people will be receiving awards. Ten awards will be given by the Governor and another 10 by the Visions organization. The awards are given to AFDC recipients in recognition of their overcoming significant barriers and becoming self sufficient. This event is totally supported by private contributions.

D. Citizen Concerns/Unlimited Topics

Mr. Borham stated the Public Health Affiliate will hold a conference on October 6 and 7 at the Mead Inn in Wisconsin Rapids. Mr. Borham passed around a tentative program.

III. FISCAL ISSUES

A. Review of Year to Date Financial Report

Ms. Bean stated the overall deficit is about \$194,000. The majority of the deficit comes from out of home placements for children and young people. The General Assistance account received additional monies from 1992. This has helped to reduce the amount needed to take from the reserve.

Ms. Bablitch stated the Financial Report is now set up by programs. This will be the way the budget will be presented. Each program will be outlined in the budget and will include the number of FTE's, etc. Ms. Dodge questioned whether names will be attached to the FTE's.

Ms. Bean stated a spreadsheet can be developed to identify the personnel and the number of FTE's.

Mr. Jakusz questioned whether the ambulance billing is included in the Client Support budget. Ms. Bean stated it is not and the budget will be handled by law enforcement. Ms. Dodge questioned the amount of administrative time needed to handle the ambulance billing. Ms. Bean stated a .75 FTE clerk will handle this program. The supervisory time will be absorbed by current agency staff.

Ms. Bean stated the Health Services has the most programs now. Environmental Health has now been broken down in three areas. The budget for Environmental Health contains general services such as rabies, nuisances, etc. The DOH Agent Services contains the licensing and inspection program as well as the contract with the Department on Health. The EH Special Projects contains the contract with the Department of Natural Resources and the 1994 flood and water damage monies.

Ms. Bean reported a correction in the Elderly Services Case Management budget. A program error occurred and caused only about four months of the revenues to be reported. The same happened in the Psychological Services budget. This error will be corrected.

Ms. Bean reported the Specialized Funds budget contains COP, Alzheimer, CIP, CIP 1A, CIP 1B, COP Waiver, and CSLA funds. The reason being that many clients cross these fund sources.

Ms. Bean informed the Board of the seven year cycle with Lincoln Hills in the Children/Family Purchased Services budget. Mr. Medin questioned whether we have any control over the placing of children. Ms. Bablitch states the court orders the placement.

Mr. Medin questioned the \$800 revenue in the Coordinator budget for Restorative Care. Ms. Bablitch stated Mr. McCulley is requested to make presentations on the Employee Assistance Program and is compensated for making the presentation. Mr. Medin commended Mr. McCulley for not "moonlighting" and in keeping the funds received in the Department.

Ms. Bablitch stated the High Cost/Fluctuating Accounts report was distributed to Board members. Mr. Medin questioned why Lincoln Hills is not included in the High Cost accounts.

B. Review of Contract/Grant List

Ms. Bean stated the contract/grant listing has been subdivided into two listing. One is competitive and the other are allocations without competition. Ms. Dodge questioned the procedure for applying for new grants. The grant is brought to the Board for approval to apply. The Finance Committee is then informed of the application. If the grant is received, the Board is then informed of the receipt of the grant. Some grants are on a calendar year and are handled during the budget process. Mr. Jakusz requested a listing of the grants and administrative funding. Ms. Dodge requested a listing of the number of FTE's needed for each grant and which employee is hired to handle the grant.

C. Action to Approve Vouchers

Ms. Bean stated the need to get approval for \$482 to enable a developmentally disabled client to fly to Chicago to attend the Disability Expo. This was paid for by the CIP program. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 82-85

**MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 23, 1994**

Present

Alfred Lewandowski
Paul Borham
Rev. Matt Mallek
Jacqueline Hoppen
William Zimdars
Walter Jakusz
Ann Buck
David Medin
Jeanne Dodge

Excused

William Peterson
Tony Kiedrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Paula Smith, Health Assistant; Jerry Koeppel, Counseling Services Supervisor; Julie Hladky, Community Health Supervisor; Clem Hintz, County Board Chairman; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided by Lucy Bean concerning the agency budget process.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 9, 1994

A motion was made by Mr. Lewandowski and seconded by Mr. Medin to approve the minutes. Mr. Jakusz questioned whether the number of LTE's needed for grants will be done. Ms. Bean stated this information will be given to Board members during the budget process. Motion carried.

B. Correspondence

Ms. Bablitch received information from the State Department of Health indicating Governor Thompson will be providing additional revenue of \$13,801 to provide outreach for two year olds to be immunized. Ms. Hladky stated more information will be given to the Board regarding how the additional revenue will be spent at the next meeting.

C. Director's Report

Ms. Bablitch stated the business reorganization was passed by the County Board. At this time the layoff notice has been given to the accounting assistant and bumping procedures are taking place. The position for the supervisor has been advertised. Ms. Bablitch questioned whether any Board members would be interested in being on the hiring panel. Ms. Buck and Mr. Borham indicated an interest. Ms. Rutta's reclassification was not included in the reorganization and Ms. Rutta has agreed to take over the supervisory responsibility of Word Processing without the reclass.

Ms. Bablitch stated the budget meetings will be held on October 11 and 12. In addition, the next meeting scheduled for September 13 needs to be changed. The Board decided on September 6.

Ms. Bablitch informed the Board the Finance and Personnel Committees have reviewed all the new position requests. No decisions have been made at this point. The committees will reconvene and make their decisions at a later date.

Ms. Bablitch stated Ken Patterson conducted the consultation on children's services. He gave a verbal report indicating both the staff and services were very good. There will be a written report prepared and sent by September 1 which will be shared with the Board.

Ms. Bablitch distributed a copy of the statistics presented by Roger Bullis of the Children's Action Network at the County Board meeting. Ms. Bablitch stated some of the statistics were incorrect. A great deal of discussion occurred regarding the various services provided in the community as well as through this Department.

Ms. Bablitch presented Ms. Buck with a plaque containing a copy of the article from the newspaper and congratulating her on receiving the recent Wisconsin Coalition of Aging award.

Ms. Bablitch distributed a glossary of acronyms used by Health and Human Services Departments.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee held a meeting on August 15. Since a quorum was not in attendance no action was taken. A resignation was received from Carol Przybylski. Discussion occurred regarding the combined meetings of the Board and Advisory Committee. It was suggested there only be one joint meeting a year. The agenda for this joint meeting should be kept to a minimum to allow for more discussion regarding agency goals and objectives. There was also discussion held regarding the Federal Family Preservation grant. Ms. Dodge questioned whether any Children's Action Network members were on the Advisory Committee. Rev. Mallek stated Paula Griebler and Lisa Roth belong to the Network. Mr. Kurtenbach further stated Peggy Sullivan is a member of the Children's Council.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated the Central Wisconsin AIDS Network will be holding a meeting on September 6 which she will be attending. The AIDS Walk will be held on September 18. Last year the AIDS Walk earned \$1,800 to be used locally. Ms. Eble, a community health nurse, will be getting more information out concerning the AIDS Walk.

Mr. Zimdars attended the Visions Award Dinner. He was very impressed with the presentations given by the award recipients.

Ms. Buck, Ms. Dodge, and Ms. Hoppen stated they will be attending the Public Health meeting on September 1.

Mr. Hintz is requesting a resolution be developed by the Health and Human Services Board requesting a complete study of the Human Services Department. The funds for this study will come out of the contingency fund. Ms. Dodge suggested if we receive the Federal Family Preservation Grant the study be held in conjunction with this grant. A great deal of discussion followed concerning both the grant and the study. Mr. Hintz stated the study would take about three or four months and the cost is anticipated to be about \$30,000 to \$40,000. Mr. Borham indicated a resolution will be forthcoming from the Board.

III. PROGRAM ISSUES

A. Review of Chronic Disease Programming

Ms. Hall introduced Paula Smith who will be handling the chronic disease programming. Ms. Hladky updated the Board concerning the cardiovascular and cancer control programming offered by the Department. The cardiovascular program is now focusing on population-based strategies. Ms. Hall updated the Board on the activities of being done by the Tobacco-Free Portage County Coalition. Mr. Borham questioned if the objectives are being followed in the Year 2000 proposal. Ms. Hall stated they were.

IV. FISCAL ISSUES

A. Action to Authorize Application of Federal Family Preservation and Support Services Planning Funds

Ms. Bablitch stated this is a federal grant being allocated to the State. The state will allocate funding to all the counties to develop a sound family preservation plan. The allocations will take place over a four year span. Ms. Hall and Mr. Kurtenbach are working on the grant application. A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to approve the application. Further discussion followed concerning the duplication of services in the community and who will coordinate the grant once it is received. Ms. Bablitch stated a lead agency will be established within 45 days of receipt of the grant. Ms. Bablitch distributed a copy of the figures Ms. Bean presented to the County Board concerning children's services. The grant will assist in comprehensive planning for family support and preservation in the community. Motion carried.

B. Approval of Vouchers

Ms. Bean stated unusual expenses in the regular accounts include \$300 for the remodeling of the reception area, \$567 for the building of a ramp being paid through MA funds, and \$2,500 for supplies in the Learnfare Program for the ROPES Program. There were no unusual expenses in the High Cost or Portage House accounts. Mr. Lewandowski moved to approve the vouchers. Seconded by Ms. Dodge. Motion carried.

V. PERSONNEL ISSUES

A. Action to Refill Vacant Community Health Nurse Position

Ms. Hall stated hours needed to be filled due to the retirement of Joanne Higgins. The coverage will be distributed and added to current nursing positions. The funding is through the school health contracts. Currently the Department is awaiting continuation of the Learnfare grant. Ms. Dodge moved to approve the request. Ms. Hoppen seconded the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 86-90

MINUTES
COMMUNITY HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 6, 1994

Present

Alfred Lewandowski
William Peterson
Paul Borham
Tony Kiedrowski
Rev. Matt Mallek
William Zimdars
Walter Jakusz
Ann Buck
David Medin
Jeanne Dodge

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Suzanne Oehlke, WIC Coordinator; James Canales, Long Term Care Coordinator; David Peterson, DCS Rhinelander; Roger Bullis, Children's Action Network; Amy Bakken, Children's Action Network; Tom Weaver, WSPT/WSPO; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided by the Long Term Care and Health Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 23, 1994

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

B. Correspondence

Mr. Borham distributed a letter to County Board members concerning the study of the Department. The letter requests ideas to effectively guide the study. Mr. Borham also distributed a copy of the letter from Mr. Hintz which outlines his opinion as to what the study should focus on.

Ms. Bablitch read a letter written by Mr. Kiedrowski to Congressman Obey concerning the excessive reporting for clients receiving Medical Assistance Waiver.

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C. Citizen Concerns/Unlimited Topics

Mr. Borham informed the Board of the Public Health meeting he attended on September 1. Ms. Hoppen and Ms. Buck were also in attendance. Ms. Dodge reported the meeting was concise and very enlightening. Mr. Borham commented the speakers were very good. Ms. Buck stated the new codes and rules will be very good. Mr. Borham reported the revisions should be completed by 1995.

III. PROGRAM ISSUES

A. Presentation about the Children's Action Network

Mr. Bullis presented an updated fact sheet. Mr. Bullis clarified the Children's Action Network is not requesting funds. The first meeting of the Children's Council will be September 7. All requests for programming should be brought to the Health and Human Services Board. Mr. Bullis reported the information on the fact sheet was received from the following areas: 1 and 2 - from the Stevens Point Police Departments, 3 - from Big Brothers/Big Sisters and Mr. McCulley, 4 - from the census study, 5 - Children's Defense Fund. The Jefferson School information in item 4 was received from the principal at Jefferson School. Mr. Bullis further clarified the goals of the Children's Action Network. The Children's Action Network will help agencies and organizations request funding for programs or projects. A meeting will be held on September 20 at 7:30 p.m. at the Newman Center which is open to any one interested in receiving assistance from the Network to advocate for funding.

B. Review of Children and Family Services Consultation Report

Ms. Bablitch distributed a copy of the report to all Board members. The cover letter was just received and a copy will be sent to all Board members. The report will be discussed at greater length at the next meeting. Ms. Bablitch gave a summarization of the report.

Ms. Bablitch stated Mr. Patterson also gave some recommendations which should be done immediately, some that should be started on, and others that are long range.

IV. FISCAL ISSUES

A. Financial Report

Ms. Bean reported the corrections costs are less than projected. This brings the deficit in the regular accounts down to about \$139,000. The High Cost Account deficit is down to about \$47,000. A great deal of discussion occurred regarding children in out-of-home placements. Mr. Medin questioned the difference in cost of the various out-of-home placement facilities. Generally the levels are (in order of least to most expensive) foster care, group care, institutional care, and residential care. Although in terms of restriction the levels are (in order of least to most restrictive) foster care, group care, residential care, institutional care. Ms. Bablitch distributed a history of out-of-home placements from 1981 to 1994 depicting the budgeted amount, the actual amount, and the number of children. A great deal of discussion followed concerning the monitoring of children once in out-of-home placement, who places them, and how the length of time is determined for placement.

B. Approval of Vouchers

Ms. Bean stated there were no unusual expenses in the regular accounts. The High Cost accounts has a refund of \$6,348.72 which was received from inpatient facilities following third party billing. Mr. Jakusz moved to approve the vouchers. Mr. Lewandowski seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:26 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 60-62

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 27, 1994

Present

Alfred Lewandowski
Jacqueline Hoppen
William Peterson
Paul Borham
Tony Kiedrowski
William Zimdars
Walter Jakusz
Ann Buck
David Medin
Jeanne Dodge

Excused

Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Mike Carder, Environmental Health Supervisor; Jennifer Cummings, Home Health Supervisor; Sally Murwin, Lab Technologist; Jerry Koepfel, Counseling Services Supervisor; Cheryl Helms, Environmental Health LTE; Julie Hladky, Community Health Supervisor; Liz Williams, Vice-President of Advisory Committee; Lincoln Brunner, Stevens Point Journal.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 6, 1994

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch informed the Board the budget will be presented on October 11 and 12 as well as some action to be taken on the 12th. Mr. Peterson informed the Board he would not be present at the meeting. Ms. Bablitch stated the budget has been prepared in the program format with 3.4% increase in the county tax share.

Ms. Bablitch stated implementation of the Patterson Report recommendations will be done after the budget is completed.

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Ms. Bablitch distributed copies of the comments by County Board supervisors regarding the study. Staff, Advisory Committee members, and other significant agencies have also been asked their suggestions. This should be an agenda item by November or December.

D. Advisory Committee Report

Ms. Williams stated the Advisory Committee has revised the Committee's mission statement as well as changed bylaws. The Committee has been active in designing short and long term objectives. Mr. Kurtenbach stated Ms. Bablitch will be present at the October meeting to discuss the Patterson report recommendations.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she is a volunteer on the CWAN lobbying committee and will be bringing information to the Board in the future.

Ms. Hall stated October 3 through October 8 is Health Care is Everywhere week. On October 11 cake and punch will be served for the staff. The Stevens Point Journal will be doing an article on children's services in health during this week.

II. PROGRAM ISSUES

A. Review of Family and Children Services Consultation Report

Ms. Bablitch distributed a copy of the Work Plan to Implement Recommendations (management's response) to the Board members and an approximate Time Line.

Ms. Bablitch reviewed management's response to the report. A great deal of discussion occurred regarding the recommendations. Ms. Dodge motioned to adopt this plan of work for the juvenile accounts. Ms. Buck seconded the motion. Ms. Dodge further requested periodic reports of how the work plan is implemented. Motion carried.

B. Action to Adopt Revised Advisory Committee Mission Statement

Mr. Medin moved to approve the revision of the Mission Statement. Mr. Kiedrowski seconded the motion. Ms. Hoppen stated the first sentence in the first paragraph is very wordy. Ms. Williams suggested the end of the sentence to state "help them become as independent as possible" and eliminate everything following "function at their ...". Mr. Medin moved to amend his motion to include the revision. Ms. Hoppen seconded the amended motion. The motion to accept both the amended motion and the original motion were carried.

C. Action to Change Advisory Committee Bylaws

Motion made by Mr. Medin and seconded by Ms. Hoppen to approve the change. Motion carried.

D. Action to Adopt Proposed Reorganization of Laboratory

Ms. Hall gave an overview of the lab services. Discussion followed regarding the cost and type of services provided. Ms. Hall stated the lab test fees are still below the cost the University charges for testing. A motion was made by Mr. Lewandowski to approve the reorganization. Mr. Peterson seconded the motion. Motion carried with Mr. Medin abstaining.

III. FISCAL ISSUES

A. Action to Raise Water Testing Fees

A motion was made by Ms. Dodge to approve the increase and seconded by Mr. Lewandowski. Motion carried with Mr. Medin abstaining.

B. Action to Authorize Application for Elder Abuse Grant

Ms. Bablitch stated the grant will be for funds for services and no additional staff will be needed. Ms. Dodge requested copies of any grants to be included when grant requests are brought before the Board for the purposes of background information. A motion was made by Mr. Peterson and seconded by Ms. Hoppen to approve the application. Motion carried.

C. Action to Authorize Application for Capacity Building Funds for Improved Juvenile Services

Mr. Koepfel explained the tracker/monitor will be part of the home monitoring program. Mr. Jakusz questioned whether a new employee will be needed to administer the program. Mr. Koepfel stated a new employee will be needed. Mr. Kiedrowski questioned why the court appearances have gone down in the last two years. Mr. Kiedrowski suggested a possible pattern forming and requested someone to look into the matter. Motion carried. Ms. Hoppen moved to approve the application. Ms. Dodge seconded the motion.

D. Action to Review Year to Date Financial Report

Ms. Bean distributed a copy of the Year End Budget Status since consolidation. Ms. Bean stated some of the programs look to have deficits due to the movement of Worker's Compensation costs into the programs. The budgeted amount for the Worker's Compensation has not yet been moved in the programs. Ms. Bean stated the regular accounts are showing about \$181,000 deficit. Ms. Bean stated about \$35,000 will be used from the reserve balance in the High Cost accounts which will leave about \$185,000 in the reserve fund. Ms. Hoppen stated the collection agency committee is close to making a decision regarding which agency to chose, if any.

E. Approval of Vouchers

Ms. Bean stated there were no unusual expenses in the regular accounts or the High Cost accounts. Mr. Jakusz moved to approve the vouchers. Mr. Lewandowski seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employees for Health Division

Ms. Hall distributed a comprehensive list of the Health Division LTE requests. Ms. Hall stated the request for two LTE positions, a nurse and an educator, for the tobacco grant. Both positions will be filled by current staff. Ms. Hladky stated the second request is for renewing of the LTE position for the cardiovascular risk reduction and breast and cervical cancer education and

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outreach. This position will be handled by a current staff member. Ms. Hladky stated the immunization outreach position will work on planning for what to do next year. Ms. Cummings stated the home health aide position will be used as a respite worker for a patient currently being seen. Ms. Hoppen moved to approve all the position requests. Ms. Buck seconded the motion. Motion carried with Mr. Peterson voting nay.

V. ADJOURNMENT

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

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 63-67

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 11, 1994**

Present

Alfred Lewandowski
Rev. Matt Mallek
Paul Borham
Tony Kiedrowski
William Zimdars
Walter Jakusz
Ann Buck
David Medin
Jeanne Dodge

Excused

Jacqueline Hoppen
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Mike Carder, Environmental Health Supervisor; Jennifer Cummings, Home Health Supervisor; Jerry Koepfel, Counseling Services Supervisor; Sue Rutta, Assistant to the Director; Julie Hladky, Community Health Supervisor; Cindy Schmitz, Community Health Supervisor; Jim Riggensbach, General Assistance Supervisor; David Pagel, Financial Services Supervisor; Jim Canales, Long Term Care Coordinator; Suzanne Oehlke, WIC; Susan Henry, Fiscal Supervisor; Stephen Tuszka, Long Term Care Supervisor; Paul Rice, Community Industries; Mary Patoka, CAP Services; Sue Wilcox, United Way; Brian Shoup, CADAC; Mike Houlihan, Portage House; Sue Chapman, Achievement Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 27, 1994

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

B. Correspondence

Ms. Bablitch stated there will be an open house for the Friendship Manor home on October 20 from 10:00 to 2:00 and all are welcome to attend.

Ms. Bablitch stated Governor Thompson informed the agency they will receive the Family Preservation and Support Services grant for \$60,000. This will be further discussed tomorrow evening.

Ms. Bablitch invited the Board to attend the Public Health is Everywhere celebration with Senator David Helbach at 3:30 in conference room 6 tomorrow, October 12.

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C. Director's Report

Ms. Bablitch introduced Susan Henry to the Board. Ms. Henry is the new accounting supervisor. Ms. Henry's application form was given to the Board for their information.

Ms. Bablitch informed the Board of the Long Term Support Core Committee meeting being held at the Mead Inn on November 14 and 15. Ms. Bablitch stated Board members are invited to attend. The first day would be primarily for Board members. Any one interested should call the Mead Inn.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

II. REVIEW OF PROPOSED 1995 DEPARTMENT BUDGET

A. Budget Overview

Ms. Bablitch stated the Department's budget has a 3.4% increase which is within the Finance Committee's recommendations. All new positions were approved by Personnel and Finance with the exception of the Sanitarian position. This has been included in the budget as an LTE for 1995. Ms. Bablitch stated the coordinators and managers did a very good job on the budget. The new format will make it easier and clearer to understand the programs offered at the agency.

Ms. Bean summarized the schedules found at the beginning of the budget. Ms. Bean stated there were figure changes to the Guideline Analysis page. For the Combined Accounts, under 1995 Budget Request, Gross Expenditures should be \$12,588,580 with a +8.1% in Budget % Change. The General Revenues should be \$10,497,087 under 1995 Budget Request with a +14.2% in Budget % Change. These changes do not affect the county tax levy. Portage House will have no tax levy. Ms. Bean stated the \$5,190,459 for personnel on the Budget Category Comparison sheet is about 41.2% of the total budget. Purchased Services of \$6,936,751 is about 55.1% of the total budget. Ms. Bablitch stated personnel have volunteered to take leave without pay totaling just

under \$20,000. Staff attrition is anticipated to be about \$21,900. Mr. Kiedrowski questioned why there is zero for overtime in 1995. Ms. Bablitch stated the overtime in 1994 was due to the CARES conversion and the state allocated funds for this overtime. Ms. Bean stated a roster of all staff personnel, hours, FTE, and program is included in the budget. Ms. Bean stated the Fringe Benefit Narrative is now located only at the front of the budget to save on printing costs. The figures for Workers' Compensation are provided by the County Business Office. An amended schedule of LTE's was distributed. Coordinators will go over the LTE's for each division. Ms. Bablitch distributed a comparison of immunization fees from various counties. Ms. Bean stated the budget recap sheet shows the percent changed by division. The Administrative/Business Division shows a -3.05% change which is not really a decrease. This change reflects the transfer of Workers' Compensation to the divisions. This also accounts for the increase in some of the programs.

B. Review of Administrative Budget

Ms. Bablitch reviewed the budget for the Administrative/Business Division. Ms. Bablitch stated the RFP Committee will be recommending a collections agency at the next meeting. This will account for about an additional \$12,000 being collected. There are about 3 FTE positions being provided by volunteer staff. There will be now be FBI checks done on all volunteers. The Family Preservation grant has been added to the budget. In addition the Accounting Supervisor position has been filled. There are no LTE positions in this division.

C. Review of Division of Shared Services Budget

Mr. Kurtenbach stated there are 10 staff in the Shared Services Division. The Access/Intake Section has one FTE and a 16 hour LTE. This will be looked at next year. There are three FTE in Child Protective Services, three FTE in Home and Financial Management, one FTE for SS Support, and Child Day Care Services, and one FTE in Foster Care Coordination. Mr. Jakusz questioned the reason behind the increase of Self Initiated Day Care. Mr. Pagel stated the reason was due a huge amount of lawsuits against DHSS last year. Money must be available for participants who are students. Mr. Kiedrowski questioned whether students at Midstate can also receive these funds. Mr. Pagel responded this

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program is only for AFDC participants. Mr. Medin questioned the increase in the travel expenses overall. Mr. Kurtenbach stated the major increase was in Child Protective Services due to the amount of travel necessary to investigate allegations of abuse/neglect. The other reason was due to a one cent increase in cents per mile. Ms. Bablitch stated a new position for Child Protective Services will be looked at for next year to help keep up with investigations.

D. Review of Division of Long Term Care Budget

Mr. Canales stated Adult Protective Services has 1.5 FTE's. There are five developmental disabilities case managers with time located in three sections - 2.75 FTE in DD Case Manager, .75 FTE in DD Early Intervention, and 1.5 FTE in LTC Specialized Funds. There are five elderly case managers with time located in two areas - 2.75 FTE in Elderly Case Management and 2.75 FTE in LTC Specialized Funds. The positions in the LTC Specialized Funds are fully funded positions. There are 4.5 FTE positions in SMI Case Management. In SMI Day Services there is .5 FTE. An increase in revenues of \$2,400 will occur through therapy services provided by the Achievement Center staff. An increase of 3% was given to the contract with Community Industries in the LTC Vocational Services section. In the LTC Specialized Funds, the funds cover 4 FTE and .72 FTE of the Fiscal Staff for administration of the funds. There is also a 20 hour LTE in the Elderly Services area of the LTC Specialized Funds. Mr. Medin questioned why there was \$10,000 projected of less revenue in the Elderly Case Management for 1994, yet only \$4,000 less revenues anticipated in 1995. Mr. Canales stated there is a move to more case management fees due to the COP increase which was not seen in 1994. Mr. Medin also questioned the reduction of \$11,000 in DD Case Management revenue for 1995. A printout of this will be brought in tomorrow evening.

E. Review of Division of Restorative Care Budget

The Crisis Intervention program has been transferred to the Restorative Care Division during 1994. Mr. McCulley stated the Juvenile Court AODA, Juvenile Justice, Child Welfare, Family Counseling, Monitor Program, Children/Family Purchase, and Learnfare were all in the former Counseling Section, now called the Child and Family Services Section. There are 23 people in the

Income Maintenance, Fraud, PRIDE, Food Stamp Employment & Training, Commodities, and General Assistance Food Stamp Employment and Training programs. There was a Hmong worker hired in 1994 in the Child/Family Purchase section. New position requests were made for the Family Counseling and Child/Family Purchase section. This will be the new Monitor Section and the Intensive Supervision Section. The Juvenile Justice Section has 2.5 FTE with .5 FTE being the new position filled by the Hmong worker. There are two people in the Child Welfare Section. Four people fill three positions in the Family Counseling Services section. The Learnfare Section supports 1.5 FTE. This program may end at the end of 1994. If so, the 1.5 FTE will be laid off. There is a new LTE position in PRIDE. Brian Shoup, CADAC, requested a 4% increase in the contract. This was cut by \$1,781 and CADAC was given a 3.5% increase. Mr. Medin questioned what was the highest increase for Restorative Care. Mr. McCulley stated there was about \$85,000 in Workers' Compensation. There are 47 employees in this section.

III. ADJOURNMENT

Mr. Borham stated the meeting would now adjourn and continue tomorrow evening at 4:30 p.m. The meeting was adjourned at 6:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 68-72

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 12, 1994**

Present

Alfred Lewandowski
Rev. Matt Mallek
Paul Borham
William Zimdars
Walter Jakusz
Ann Buck
David Medin
Jeanne Dodge

Excused

Jacqueline Hoppen
William Peterson
Tony Kiedrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Jennifer Cummings, Home Health Supervisor; Sue Rutta, Assistant to the Director; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Stephen Tuszka, Long Term Care Supervisor; Meg Erler, Portage County Board; Don Andreson, Aurora Residential Alternatives; Dave Barnard, Aurora Residential Alternatives; Jim Neuman, Aurora Residential Alternatives; Lincoln Brunner, Stevens Point Journal; Jim Schuh, WIZD.

I. ACTION TO RECONVENE MEETING OF OCTOBER 11, 1994

Mr. Borham called the meeting to order at 4:30 p.m. to continue with Review of Proposed 1995 Department Budget, Item F.

II. REVIEW OF PROPOSED 1995 DEPARTMENT BUDGET

E. Review of Division of Health Budget

Ms. Hall stated the new revenues for 1994 were: Jail Health - anticipated to continue in 1995, DNR Contract - continuing to 1995, Cancer Grant - anticipated grant to continue in 1995, Immunization Outreach - another unexpected grant to continue in 1995, AIDS Teen Peer Educator - received in 1994 and continues in 1995, MCH Competitive Grants - to continue for five years, and the Tobacco Control Grant to continue in 1995. The LTE's for this Division are in the Tobacco Control grant consisting of a nurse and health educator, a Home Health aide, 1.3 hours of a teen educator, a community educator in the Prevention and Cancer grants. Additionally four hours needed to be added to Julie Hladky's supervisor position funded through the Jail Health contract. All the new positions are already included in the budget as well as the increase in the supervisor time. The WIC Aide, Outreach, and Account Clerk II positions will be

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three new people. These positions were approved by the Board. The sanitarian position was denied by Personnel and Finance and this will be discussed as an LTE. Ms. Hall stated the Health Division went from six budgets to 28; the Community Health Section budget is now broken into 18 section budgets. Some nurses' time is reflected in five to six different budgets. Mr. Jakusz questioned where most of the revenues comes from. Ms. Hall stated the majority of revenues received are through grants and user fees. Ms. Hall stated about 20% of the budget is county tax levy. Mr. Jakusz questioned how the Learnfare grant affects this Division. Ms. Hall stated the grant activities had been performed by a nurse who has retired. This consisted of 16 hours per week. If the grant does not continue, the hours will not be filled by anyone. If the grant continues the hours will also continue. The budget was completed with the hours included.

G. Review of High Cost Accounts Budget

Mr. Canales discussed the SMI Residential Services budget. The OBRA allocation was calculated in this account due to an individual leaving the a facility. The IMD Nursing Home account is up due to a daily rate increase and the addition of another participant.

Mr. McCulley stated the hope to bring an individual back to the community which would decrease the expenses in the Children's Group/Residential Services budget.

Mr. McCulley discussed the General Assistance budget which is holding about the same.

Mr. McCulley stated the Chemical Dependency budget is under from last year. Mr. Medin questioned the cost per day at St. Michael's Detox Unit. Mr. McCulley stated it is about \$300/day and Sacred Heart is about \$148/day. Although the cost of law enforcement time must be added to Sacred Heart for transportation purposes. Mr. Jakusz questioned whether there are a lot of delinquent accounts. Collections are done on those with the ability to pay and we have 10 years to track and collect these fees.

Ms. Bean discussed the MA Case Management Revenue History which was distributed. This chart shows the amount budgeted and the amount collected. This chart was developed to help clear up the question on the

budget presented by Mr. Medin the night before regarding the DD and SMI Case Management budgets.

The Children's Funding Relative to Out-of-Home Placements chart was distributed and discussed.

III. FISCAL ISSUES

A. Action to Authorize Group Homes for Developmental Disabled Contract with Aurora Residential Alternatives, Inc.

Mr. Canales introduced the Aurora Residential Alternatives, Inc. members to the Board. The RFP Committee selected this agency out of four proposals presented to the Department. Don Andreson will be the area director if the agency is approved. Mr. Barnard gave a brief description of Aurora. The cost of the contract was \$229,680. The net cost after the Medical Assistance Personal Care reimbursement will be about \$90,500. Mr. Jakusz moved to approve the contract. Mr. Medin seconded the motion. Motion carried.

B. Action to Adopt 1995 Fee Schedule

A revised fee schedule was distributed to all Board members. Ms. Buck expressed concern with the charging of immunization fees. Mr. Lewandowski moved to approve the fee schedule. Mr. Jakusz seconded the motion. Motion carried.

C. Action to Adopt 1995 Health and Human Services Budget and Forward to Finance Committee

Mr. Jakusz questioned the total amount of the 1995 Budget. Ms. Bean stated the amount is \$12,638,325. Mr. Medin stated it looked like about a \$15,000 to \$30,000 shortfall has been budgeted between the Developmental Disabilities section and Children and Family programs. Mr. Jakusz moved to approve the Budget. Ms. Dodge seconded the motion. Motion carried with Mr. Medin voting nay.

D. Action to Authorize Process to Allocate Additional Funding for Children's Program

Ms. Ehler stated \$25,000 will be allocated from the county tax levy to help pay for children's programs.

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This money can only be used after an additional \$25,000 in-kind contributions have been accumulated. Ms. Bablitch is currently organizing an effort to do this. The Board will be allocating how the funds will be spent. A motion was made by Mr. Medin and seconded by Ms. Buck to authorize the process. Motion carried.

E. Approval of Vouchers

Ms. Bean stated there was \$10,000 in the operating costs of the regular accounts which was to replenish the postage meter. No other unusual expenses occurred. Mr. Lewandowski motioned to approve the vouchers. Mr. Medin seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Financial Services Section

This was removed from the agenda.

V. PROGRAM ISSUES

A. Action to Appoint Two Board Members to an Ad Hoc Selection Committee to Identify the Planning Team to Implement the Family Preservation and Support Services Planning Process

Ms. Bablitch stated there would most likely be only one or two meetings. Ms. Dodge questioned what the state was looking for as far as the team. Ms. Bablitch stated the grant calls for key decision makers from the community, families, child care, government, and church. Ms. Dodge stated she would be interested in being on the team. Ms. Hoppen was also discussed as being a possibility. Mr. Medin moved to appoint Ms. Dodge and Ms. Hoppen with the addition that one of the two be involved in the process after the planning team is completed. Mr. Jakusz seconded the motion. Motion carried.

V. ADJOURNMENT

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

Submitted by: Dawn Grasankee, Recording Secretary

dmg/0599P/pp 73-76

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 31, 1994

Present

Alfred Lewandowski
Jacqueline Hoppen
Rev. Matt Mallek
William Peterson
Paul Borham
Tony Kiedrowski
William Zimdars
Ann Buck
David Medin
Jeanne Dodge

Absent

Walter Jakusz

Also Present: Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; William McCulley, Restorative Care Coordinator; Sue Rutta, Assistant to the Director; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Patti Hintz, Accounts Receivable Supervisor.

I. INFORMATIONAL UPDATE

The Board received an informational update on the CARES system.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of October 11 and 12, 1994

A motion was made by Mr. Kiedrowski and seconded by Ms. Buck to approve the minutes. Ms. Dodge requested a change to the minutes of October 12 under V.A. The motion by Mr. Medin should have stated that Ms. Dodge be involved in the process after the planning team is completed. Motion carried with amendment of the minutes.

B. Correspondence

There was no correspondence.

C. Advisory Committee Report

Rev. Mallek stated the Advisory Committee held a meeting on October 17. There was not a quorum present and as such no action was taken. Rev. Mallek and Mr. Kurtenbach will be contacting Committee members to see what the problem is concerning attendance at meetings as this was the second time a quorum has not been present. Ms. Bablitch was to address the Advisory Committee on

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the Patterson report and this will be rescheduled. Ms. Bablitch did share information on the Family Preservation Grant and Deb Mallek has been appointed to the planning group. Rev. Mallek thanked Ms. Dodge for attending the meeting and encouraged other Board members to attend as well. Staff liaison reports will be given by various members. Paula Griebler reported on the Children's Action Network. Due to scheduling conflicts another Committee member will be appointed to this committee. Phyllis Moore reported on the Child Abuse and Neglect Council which consisted of a discussion on the bylaws. The Teen Advisory meeting was attended by Russell Krupnow and he has been accepted as a member of this committee. Peggy Sullivan reported on the Portage County Children's Council and stated the meetings will be held the fourth Tuesday of the month. Mr. Peterson questioned how many members constitute a quorum. Rev. Mallek stated there are 21 members and 11 are needed for a quorum.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen read a memo regarding the Ryan White campaign. The 1995 funding will not be affected and she has contacted both Senators Kohl and Feingold who are in support of this legislation.

Rev. Mallek questioned the discrepancy in the budget which was printed in the paper. Ms. Bean stated the Finance Committee added \$25,000 for the children's services program which needs matching funds prior to using any of the funding. Also an additional \$50,000 was added to the expenditures by the Finance Committee. The Health and Human Services budget also includes other budgets than just our Department's. The Department on Aging budget is one that is added to our budget.

Mr. Borham stated Ms. Buck has been appointed as a delegate by Congressman Obey and will be attending the National Conference on Aging in Washington, D.C. in 1995. If you have any input please contact here. Congratulations were given to Ms. Buck.

III. PROGRAM ISSUES

A. Review of Quarterly Statistics (July - Sept)

Mr. Canales reported on the Long-Term Care Division. A correction in section I.B. - COP Waiver Program, Elderly. The last quarter should read 66 rather than 46. A grant was received for \$30,000 from the Division of Vocational Rehabilitation to assist the disabled to get jobs. This will be the last year of this grant. The employment waiting list is 17 and the Family Support Program has 12 on the waiting list. Between the COP and COP Waiver programs there are 50 on the waiting list. Another court order has been issued for our Department to serve an individual in the community rather than a long term mental health institution.

Mr. McCulley reported on the Restorative Care Division. There are two corrections to be made to the report. Under Section I.A. - Psychological Services the number should be 200 instead of 100. Also under Section I.B. - Counseling - Substitute Care, the figure for last quarter should be 48 rather than 73. Mr. McCulley highlighted the Division Initiatives. Mr. McCulley informed the Board of two juveniles on the electronic monitoring devices. Mr. Medin questioned who makes the decision for the monitoring device to be used. Mr. McCulley stated the social worker makes the recommendation and then it is ordered by the judge. They are then monitored through the jail just like the adults. Ms. Buck questioned where the juveniles would be placed if there was no monitoring device. Mr. McCulley stated most likely they would be in group care or foster care. Ms. Hoppen questioned if state law states fraud cases are put back on assistance after six months. Mr. McCulley stated if restitution is made it is mandated by law to be reinstated after six months. If restitution is not made, then they are not reinstated.

Ms. Hall reported on the Division of Health. Ms. Hall stated the screening figure is high due to the start of the school year and all the hearing and vision screenings which are done. Ms. Hall stated the figure which should appear in Section I.7. - Total should be 80. Ms. Hall stated the new computer system provided by the State will link all the Health Departments in the State and also will provide a link to the Communicable

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Disease Center in Georgia. Mr. Borham presented Ms. Hall with information on immunizations and requested a report to be presented to the Board concerning this.

Mr. Kurtenbach reported the Shared Services Section statistics. A meeting will be held on November 15 with detectives from the Sheriff's Department, child protective services workers, and Assistant District Attorney concerning a \$4,000 grant received by the Sheriff's Department to conduct videotaped interviews of child victims.

Ms. Rutta reported on the Unpaid Staff statistics. There are less volunteers and some are only a one time commitment. The clerical services are primarily being handled by staff hired through Community Industries. Mr. Borham questioned where the volunteers are recruited. Ms. Rutta stated from all over, primarily the UWSP, Department on Aging, friends, other agencies, churches, and newspaper. Rev. Mallek questioned whether many drivers use their own vehicles. Ms. Rutta stated only as a last resort. Primarily relatives are asked to drive them or bus passes are given to the participant. Ms. Hoppen questioned how much time is devoted to recruitment of volunteers. Ms. Rutta stated the position used to be about 30 hours a week and she can only spend about four hours per week.

The Business Services Division was reported by Ms. Bean. Ms. Bean stated the two accounts written off for bad debts were due to bankruptcy. Ms. Bean also reported on the Ambulance Billing program. Mr. Peterson questioned if there are any figures from before to compare how we are doing. Ms. Bean stated only cash received could probably be reported due to vast disorder the program was in. Ms. Hintz commented they were informed the ambulance has an average of 25 runs a month. They have thus far been averaging 40 runs a month. There will be a lot of bills written off due to the balance not being submitted to MA, difficulty in locating people, and deaths. The reason for writing off the MA bills are due to the billing not being sent within the one year time limit. Ms. Buck questioned what is a nonbillable trip. Ms. Bean stated a nonbillable trip is one where the ambulance is automatically called out such as a scene of an accident and the injured party refuses to use the service. Also when a death occurs and the ambulance is not needed but the coroner is called out.

IV. FISCAL ISSUES

A. Review of High Cost/Fluctuating Accounts

Mr. McCulley stated the inpatient and medical detox accounts are doing well. Mr. Canales stated Community Based Care is in satisfactory condition. The figure to be entered into the Total 1994 Projected Expenses is \$291,186. Mr. McCulley reported there were higher medical expenses in General Assistance. The Out of Home Placements are still high although there is an anticipated individual to be leaving both group care and one leaving corrections. Ms. Dodge questioned whether a listing of cases through the year listing how many new cases, continuing cases, and how many are solved could be generated. Mr. McCulley stated many clients move from one program to another so it would be difficult to track but an estimate could be done.

B. Action to Award Contracts to Collection Agency

Ms. Hoppen stated three proposals were received and two were interviewed. The agency selected came down from 40% to 33% for commission fees. Mr. Medin moved to approve the agency. Ms. Hoppen seconded the motion. Motion carried.

C. Approval of Vouchers

Ms. Bean stated in the regular accounts there was \$10,000 contracted to CAP Services for flood related services. No other unusual expenses occurred. Mr. Kiedrowski motioned to approve the vouchers. Mr. Peterson seconded the motion. Motion carried.

V. ADJOURNMENT

Mr. Borham stated the next meeting will be Tuesday, November 8. Mr. Peterson stated he would be able to attend. The meeting was adjourned at 6:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 20-24

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 22, 1994

Present

Alfred Lewandowski
Walter Jakusz
Rev. Matt Mallek
Paul Borham
Tony Kiedrowski
William Zimdars
Ann Buck
David Medin
Jeanne Dodge

Excused

Jacqueline Hoppen
William Peterson

Also Present: Dawn Grasamkee, Recording Secretary; Judy Bablitch, Director; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Kirsten Hall, Health Officer; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Patti Hintz, Accounts Receivable Supervisor; Julie Van Kirk, Intake Intern; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

The Board received an informational update on OSHA's Bloodborne Pathogen Standard.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of October 31, 1994

A motion was made by Mr. Lewandowski and seconded by Mr. Kiedrowski to approve the minutes. Mr. Jakusz requested a change to the minutes to reflect his status as excused. Motion carried with the amendment.

B. Correspondence

Ms. Bablitch distributed copies of the Position Summary Increase/Decrease chart as well as copies of the Eleven Year History of New Positions and Funding Sources. A correction to History is the Accounting Supervisor position in 1994 was funded after a layoff of a position and MA funds. Also a correction on the Position Summary sheet for the year 1980 should be 9 - 1 = +8.

Ms. Bablitch stated Ms. Hladky received an award from the Governor for Breast Cancer Awareness. An award was also given to the Department from Public Health Region IV for vaccinating infants promptly.

C. Director's Report

Ms. Bablitch stated the agency received a \$6,000 grant for elder abuse prevention services.

Ms. Bablitch also informed the Board of the possibility of the December 27 meeting being cancelled.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee held a meeting on November 21. There was not a quorum present and as such no action was taken. Mr. Carder presented information on environmental health issues. Ms. Bablitch presented the Patterson Report. Mr. Zimdars was present and discussed new ideas for the joint meeting. Mr. Borham, Mr. Kurtenbach, Ms. Bablitch, and Rev. Mallek will plan the joint meeting. Rev. Mallek distributed copies of a presentation by Mr. Fairest Hill. The concert will be held at the church and all are invited to attend. Rev. Mallek stated the various committees also gave their reports.

Discussion followed regarding the lack of a quorum. Suggestions were made regarding reducing the number of members, possibly replacing those who cannot attend with others who can attend, changing the meeting date and/or time, etc. Mr. Kurtenbach stated the bylaws were too strict before and were amended. This will be looked at by the Membership Committee. Another suggestion is if there is no quorum present to still send recommendations to the Board stating no quorum but those present passed recommendations.

E. Citizen Concerns/Unlimited Topics

Ms. Hall distributed a copy of the flyer inviting attendance at the first Community Education Event. This will be Monday, November 28 at 7:00 at the Portage County Public Library. Ms. Hall stated the Tobacco Free Coalition received a Portage County Wellness award.

Mr. Borham reported attendance at the WC PHA affiliate. There are two objectives to be met. The first being the possibility of creating a separate State Health Department. There are over 100 health departments in the state with only 72 counties in the state. Another objective is getting GPR funding included on a basic level for environmental health funding. The third

objective is to include public health in the health care reform on both the state and national level. The next meeting will be held in Wisconsin Dells on January 12 at 3:00. Mr. Borham invited any other Board members to attend.

Mr. Medin questioned the progress of the review of the Department by the County Board. Ms. Bablitch stated surveys were sent to the County Board, Advisory Committee, staff, and various agencies requesting what information should be reviewed. The information is being compiled and a report could be made hopefully by the December 13 meeting. Mr. Borham stated there was no deadline for the review to be completed. He would like to see how the changes suggested in the Patterson Report affect the Department prior to having another review completed.

III. FISCAL ISSUES

A. Status Report on Ambulance Billing and Collection Service

Ms. Bablitch commended Ms. Hintz and Ms. Bean for their hard work. Ms. Bablitch also relayed Mr. Murphy's commendment on a job well done from the Law Enforcement Committee. Ms. Hintz reported the report was presented to the Law Enforcement Committee on November 10. The main reason for most of the write offs was due to not being processed for MA claims due to lack of information. Ms. Hintz reported about 174 accounts for about \$23,000 will be rebilled to Medicare, private insurance, and Medical Assistance. A mass mailing was sent to all accounts explaining the Department has taken over the ambulance billing and to apologize for the late bill. Account holders are being asked to complete a questionnaire for insurance purposes. This will hopefully improve any future billing. Ms. Hintz stated she has also asked the police departments to supply a copy of all auto accident reports which will have additional information for billing purposes. The Department is receiving about 35-40 new accounts each month. The 30 hour position has been increased to 40 hours through the end of the year to help clean up the old accounts. Ms. Hintz stated there were 1,300 accounts when the Department took over the billing; there are now about 1,400 accounts. Mr. Jakusz stated a turn around should be seen in about one year.

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B. Year-to-Date Financial Report

Ms. Bean stated the Department is looking better. The changes were completed in the health insurance program and workers compensation to give a more realistic view of the accounts. Mr. Jakusz questioned the deficit in Psychological Services. Ms. Bean stated it is due to an increase in the amount of people with little or no ability to pay. Mr. Jakusz also questioned the deficit in the Lab account. Ms. Bean stated the fee increases are included and the account would be even worse without the fee increases. There was not as much flooding this year so there were less water samples done. Mr. Medin questioned the increase in the deficit in the DD Case Management account. The last report was -20,000 and now it is at -33,000. Ms. Bean stated a position was moved out to the DD Early Intervention Services also the Birth to Three Services were not separated out. Mr. Canales commented that this budget is very hard to anticipate. Mr. Medin also questioned the increase in the Children/Family Purchased Services account from \$144,000 to \$186,000 deficit. Ms. Bean stated this is where foster care is accounted for. Revenues are down due to the ability to pay.

C. High Cost Report

Ms. Bablitch stated the inpatient account is at about 59% of the budget as of October. The General Assistance account is at about 89%. Mr. Canales reported the CBRF account will see a change due to the possibility of a court order coming tomorrow regarding a 19 year old client being placed in the community. This will be a very expensive placement and will be a lengthy placement. He also forewarned the Board that other court orders under Chapter 55 may force the Department to incur costs that are unplanned and not budgeted. Mr. Medin questioned if the Out-of-Home Placements section was just added. Ms. Bablitch responded this has been added to the high cost report ever since the account was placed in the high cost accounts.

D. Action to Approve Request for Out-of-State Conference

Mr. Kurtenbach requested approval to send Sue Mueller to attend the Comprehensive Child Sexual Abuse Conference in Huntsville, Alabama. The conference will address the videotaping of abuse victims. Mr. Kurtenbach would like the motion to contain wording that Ms. Mueller will pay 50% of the agency's costs. Mr. Kiedrowski moved to approve the request with the wording requested by Mr. Kurtenbach. Mr. Medin seconded the motion. Mr. Medin asked who are the people in the section. Mr. Kurtenbach responded the workers are Sue Mueller, Gerry Peterson, and Teresa Kovach. Motion carried.

E. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses for either the regular, high cost, or Portage House accounts. The telephone account reflects a three month payment. Mr. Jakusz moved to approve the vouchers. Mr. Kiedrowski seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Approve Limited Term Employee for Shared Services Division

Mr. Kurtenbach stated position will help to launch a pilot project to do a more complete assessment at the time of the initial referral. This will be piloted with 25 families from January 1 through May 31, 1995. Mr. Jakusz questioned where the funding would come from. Ms. Bablitch stated the funding will be from the prevention/intervention services area. Ms. Dodge moved to approve the position. Mr. Lewandowski seconded the motion. Mr. Kiedrowski questioned if a report will be made to keep the Board abreast of the project. Mr. Kurtenbach stated a report will be given regularly. Motion carried. Further discussion occurred regarding this account. Mr. Medin questioned if the remainder of \$31,000 will be used to purchase various aids. Ms. Bablitch stated she is looking into contracting with an agency to help provide practical assistance to a family with three young children. Current staffing constraints make it impractical to assist. This will be further explored and brought to the Board for their review and consideration.

V. ADJOURNMENT

Mr. Jakusz moved to adjourn the meeting. Mr. Borham seconded the motion. The meeting was adjourned at 6:10 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 25-29

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 13, 1994

Present

Alfred Lewandowski
Jacqueline Hoppen
Walter Jakusz
William Peterson
Paul Borham
Tony Kiedrowski
William Zimdars
Ann Buck
David Medin
Jeanne Dodge

Excused

Rev. Matt Mallek

Also Present: Dawn Grasamkee, Recording Secretary; Judy Bablitch, Director; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; William McCulley, Restorative Care Coordinator; Jerry Koepfel, Youth and Family Services Supervisor; Claire Fowler, Gemini Employee Leasing, Inc.; Lincoln Brunner, Stevens Point Journal.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of November 22, 1994

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated at this time there are no agenda items for the December 27 meeting so it may be cancelled.

Ms. Bablitch stated the first meeting of the Planning Team for the Family Preservation Grant will be held 12/13/94. An invitation was sent out to various agencies and organizations asking for a representative to serve on the team. A cross section of professionals including a judge, District Attorney, school system, staff, board members, etc. are on the team. The team needs family representations. A news release was sent to the newspaper explaining the program and asking for representatives.

Ms. Bablitch informed the Board there has been a great deal of news regarding potential state cuts for programs such as the General Assistance Program. Ms. Bablitch would like to ask Senator Helbach to attend a meeting in January to discuss these potential cuts. Ms. Dodge stated Senator Helbach requested information pertaining to the WIC Program of how clients are informed of the program, how they enroll, etc.

Ms. Bablitch stated a meeting will be held 12/14/94 at 2:00 p.m. in the Day Services Room to help brainstorm for ideas on how to match the \$25,000 the County has set aside for children's programs. The Village Apartments will be sponsoring an ice fishing contest on January 28. The Employee's Foundation will be handling the food for this contest. Some proceeds will go to Schmeckle Reserve with the bulk going to the children's program.

During the budget deliberations an LTE case manager was passed for 1,040 hours. The Personnel Committee has informed us to hire an individual for 520 hours and then come back if additional hours are needed.

Ms. Bablitch informed the Board that Lucy Bean will be on a leave of absence for about a month.

D. Citizen Concerns/Unlimited Topics

Mr. Kurtenbach informed the Board of about \$50,000 left in the low income child day care account. The amount will be allocated for use in Portage County as cash grants for providers for training and educational materials. The providers will need to submit in writing what the money will be used for. If the money is not spent it will go back to the state and we will only receive half of it for the next year. Ms. Hoppen questioned whether we follow up and verify that the money is spent the way it should be. Mr. Kurtenbach assured the Board there are spot checks conducted to verify this. Mr. Medin questioned whether there is a segment of the population which doesn't have enough money to pay for child care. Mr. Kurtenbach stated the fund is called Consolidated Aids and since is a self sufficient account there is no shortage.

II. PROGRAM ISSUES

A. Review of Progress in Implementing the Recommendations of the Children and Family Consultation

Ms. Bablitch stated the committee has met weekly to plan implementation of recommendations. A summary of highlights was distributed. Ms. Bablitch gave an overview of the hand out. Mr. Peterson questioned whether there are any employees who are not willing to flex their time. Mr. Kurtenbach and Mr. Koepfel stated the case managers have been very flexible and have met when the family has the time to meet. Ms. Bablitch stated there will be an LTE starting by the first of the year to help implement the assessment system. A copy of the new assessment form was distributed to the Board for their information. Mr. Medin questioned how the case closure step is being handled. Ms. Bablitch stated this is more difficult and at this point the easier things are being done first. Board members were pleased with the progress.

III. FISCAL ISSUES

A. Action to Authorize Contract with Gemini Employee Leasers, Inc.

Ms. Fowler gave background history concerning herself and the "birth" of Gemini Employee Leasers, Inc. Ms. Fowler stated her agency will screen applicants, do criminal background checks, check references, as well as do driving record checks. The interviewing process for candidates is done by both Gemini and the perspective employer. Gemini will handle all the payroll, taxes, FICA, etc. for the employee(s) hired. Our Department will handle the employee's responsibilities and have total control of how the employee will work. Ms. Fowler distributed an Employer Liability sheet describing the services Gemini will be doing. Ms. Fowler stated for the position we are looking at it is best to have two employees for more flexibility. Ms. Bablitch stated an example of wages would be \$6.50 per hour for the employee with the agency cost of \$9.93 per hour which includes the wages, fringe, and administrative costs. Ms. Bean stated a county employee would cost more due to the fringes being at a higher cost. A great deal of discussion followed regarding recruiting and pay costs. Mr. Medin moved to approve the Department to develop a contract with a limit of up to \$10,000. Mr. Peterson seconded the motion. Motion carried.

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B. Action to Authorize New Fee for Guardianship Accounting

Ms. Bean informed the Board the process has grown significantly. The fee will be based on an ability to pay as with all of our programs. Mr. Borham questioned how many cases we handle now. Ms. Bean stated there are about 45 cases. Ms. Hoppen moved to approve the request. Mr. Medin seconded the motion. Motion carried.

C. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses for the regular, high cost, or Portage House accounts. Mr. Jakusz moved to approve the vouchers, Mr. Lewandowski seconded the motion. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

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