

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JANUARY 10, 1995

AGENDA ITEM #II-A
January 24, 1995
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Present

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

Also Present: Dawn Grasamkee, Recording Secretary; Judy Bablitch, Director; Susan Henry, Fiscal Supervisor; Kirsten Hall, Health Officer; Mike Carder, Environmental Health Supervisor; Stephen Tuszka, Elderly Services Supervisor; Jim Riggerbach, General Assistance Supervisor; Lauri Rockman, Financial Services Supervisor; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of December 13, 1994

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch informed the Board the next meeting will be a joint meeting with the Advisory Committee. The focus will be on children's issues. The Advisory Committee requested the Board members include their background and why they are interested in serving on the Board when they introduce themselves. they will do likewise.

Discussion was held on the \$25,000 new funds for children's programming. There is some confusion regarding how additional monies will be raised and the dollars will be distributed.

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Ms. Bablitch stated the objectives will be discussed at the February 28 meeting. New objectives will look at reviewing possible program reductions based on possible state and federal funding reductions.

Ms. Dodge reported she has been elected the Chairperson of the Family Preservation Planning Team. Ms. Dodge requested Ms. Hoppen be appointed to the Planning Team due to her broad background in Human Services. Ms. Hoppen had no objection to serving and will now become part of the Planning Team.

D. Citizen Concerns/Unlimited Topics

None

III. FISCAL ISSUES

A. High Cost Report

Ms. Bablitch reported the high cost accounts are coming in either below or on target with the exception of the out of home placements. Mr. Tuszka reported the Community Based Care accounts will be under budget. Ms. Dodge questioned if clients are closely monitored and evaluated in order to keep them out of the facilities. Mr. Tuszka stated the clients are evaluated regularly and are moved to less restrictive placements as soon as they are ready to be moved. Mr. Medin questioned the \$100,000 difference in the year to date costs from last year to the present for Winnebago Mental Health. Mr. Tuszka stated clients were moved from Winnebago to Crossroads. The cost for Winnebago is \$350/day and for an IMD it is \$147/day. If only one or two clients are moved for a six month period it results in substantial savings. Also helpful is the use of medications to keep clients out of the facilities.

B. Action to Approve Vouchers

Ms. Henry stated there are two voucher listings. One is for the end of 1994 and the other for the beginning of 1995. There were no unusual expenses. Mr. Medin moved to approve the vouchers. Mr. Jakusz seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Extension of LTE For Environmental Health

Ms. Hall stated this position was previously approved by the Board but was denied at Personnel and Finance as well as the County Board. The position has been reduced from a permanent position to an LTE and the hours from 19 to 15 hours. The position will handle the DNR contract for well inspection as well as inspections. Ms. Hoppen moved to approve the request. Ms. Buck seconded the motion. Mr. Borham questioned whether any county dollars are involved. Ms. Hall stated no dollars are involved. A question was made concerning the air quality investigations and whether additional hours will be requested for this work. Ms. Hall stated the work time will be absorbed within the section and no additional hours will be required. Ms. Dodge requested a memo be drafted for the Personnel Committee and copies be given to the Board members. Motion carried.

B. Action to Review Request for Exception to Sick Leave Conversion Policy

Ms. Bablitch stated the policy is 20 years of service with the county. Dr. Kamstra will be retiring with 17 years of service and is requesting an exception be made to convert 90 days of unused sick leave to insurance premiums. A great deal of discussion followed. A motion was made by Mr. Peterson to deny the request. The motion was seconded by Ms. Hoppen. The motion carried with Ms. Buck abstaining and Rev. Mallek, Mr. Medin, and Mr. Borham voting nay.

C. Action to Authorize LTE for Financial Services Section

Ms. Rockman stated the new position for the Work First program was filled which left a vacancy in the Financial Services Section. Ms. Rockman stated the numbers for two months of the new program are as follows: 37% of the people who come in to apply are not applying. Of this 37%, 1/3 decide to look for jobs on their own terms, another 1/3 only need help with rent for a month and are referred to the Housing Network Project, and the other 1/3 only need a food referral for two or three weeks or need energy assistance. When following up on those who do apply, in these first two months, 25% have secured employment. Ms. Rockman feels if the following figures hold true there will need to be a reduction in staff due

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to the case loads reducing in size. Ms. Rockman would like to leave the vacant position open and hire a bilingual LTE to work with the Hmong issues. Mr. Riggerbach stated the General Assistance program has been working with the Work First initiative longer and is finding the seminars being held are not long enough or intensive enough. Additional time needs to be spent on training individuals how to do resumes, interview, as well as budget their expenses. Mr. Jakusz moved to approve the request for a 520 hour LTE position and leave the case management position vacant. Mr. Lewandowski seconded the motion. Motion carried.

V. ADJOURNMENT

Mr. Peterson commented on the unfairness of the article done by the Milwaukee Journal regarding the Atrazine levels found in Portage County. Mr. Peterson stated the article implied the County has been lax in handling this situation. Mr. Peterson stated the Departments have been doing all that can be done concerning this situation. Ms. Dodge stated she will be contacting George Kraft to express her displeasure in the article.

Mr. Peterson moved to adjourn the meeting. The meeting adjourned at 6:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 34-37

MINUTES
HEALTH AND HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
JANUARY 24, 1995

Present

Paul Borham
Alfred Lewandowski
Jacqueline Hoppen
Rev. Matt Mallek
Walter Jakusz
Ann Buck
David Medin
Tony Kiedrowski
Jeanne Dodge
Phyllis Moore
James Bowles
Josh Wescott
Xang Chang
Sharon Peterson
Elizabeth Williams
Keith Iris
Paula Griebler
Russell Krupnow
Diana McGinley
Deborah Mallek
Lisa Roth
Peggy Sullivan
Sue Wilcox
Bobbie Kolehouse

Excused

Mary Cayford
William Peterson

Absent

Terrie Ann Aschenbrenner
Thomas Dombrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Kirsten Hall, Health Coordinator; William McCulley, Restorative Care Coordinator; Julie Hladky, Community Health Supervisor; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Jim Canales, Long Term Care Coordinator; Mike Houlihan, Portage House Director; Lincoln Brunner, Stevens Point Journal; Joanne Stevens, CADAC; Judy Arneson, Mental Health Association.

The meeting was brought to order at 4:30 p.m.

I. INTRODUCTIONS

This portion of the meeting was held prior to the start of the PROGRAM ISSUES. All members introduced themselves and gave a brief background description as well as why they are serving on the Board or the Advisory Committee.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of January 10, 1995

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

B. Approval of Advisory Committee Minutes of September 19, 1994

A motion was made by Ms. Moore and seconded by Ms. Sullivan to approve the minutes. Ms. Moore made corrections to the minutes. On Page 7 under Section IV. The third sentence needs to be amended to state "She notes this is a unique way to work on the prevention of abuse of children ages 0 to 3." Also, Ms. Dodge made corrections to the minutes. On Page 10 under Section II. The sentence should state "Daryl highlighted the change in the mission statement; action could not be taken on this ..." Motion carried.

C. Correspondence and D. Director's Report

Ms. Bablitch stated at their place each member will find copy of the Impact of 1996 Community Based Aids Base Reduction.

A revised Service Directory was also distributed.

A memo directed to the Personnel/Finance Committees was revised as per Board instructions regarding the LTE Sanitarian request. This will be presented to the Personnel Committee on Friday at 9:00 a.m.

Ms. Bablitch thanked the Advisory Committee for their advice to have few action items on the agenda and to focus on discussion of issues at the Joint meeting. This meeting will involve the discussion of children's issues.

E. Citizen Concerns/Unlimited Topics

There were no concerns/unlimited topics.

III. PROGRAM ISSUES

A. Discussion of Topics of Interest to Board and Advisory Committee Members

1. Children's Issues

Information was highlighted about progress that has been made since the Child At Risk Task Force finalized its work. This included the Family Preservation and Support Services Planning grant, the Patterson Report, the Family Based Services Pilot Project, as well as the Children's Action Network, Portage County Children's Council, Teen Advisory Board (YMCA), Child Abuse and Neglect Council, Children's Fund Committee, Teen Assessment Project (TAP), and various school based initiations.

Another important project, the Right From the Start Initiative had not been fully explained to the Board or Advisory Committee. Ms. Stevens and Ms. Wilcox presented the history, need, and mission statement of the Right From the Start Coalition. This group was formed as a result of the Child At Risk Task Force recommendations. They are currently working on three key components. One, the creation a Family Resource Center in Portage County. Currently Marathon County has six centers, five of which are located in the schools. A state grant was applied for but unfortunately it was not received. Other grants are being applied for at this time. The other service components are a home visit assessment of need for parents as they have their child and referral to any appropriate resources needed as well as parent aids if the need is indicated.

Ms. Arneson stated there has been a state level coalition of Right From the Start in existence for five years. Governor Thompson signed legislation on 4/27/94 recognizing the value of families. This legislation provides funds to the Children's Trust Fund, this comes from the general purpose fund rather than program revenues and therefore there will be no chance of this money be cut from the budget. Ms. Arneson showed an overhead outlining how services to families would be

performed. Two illustrative scenarios were read. Ms. Arneson then outlined how the services would be given to these families. Discussion followed on how the services would affect families and how families would be reached.

Ms. Bablitch stated how helpful it is to have Advisory Committees appointed as liaisons to various committees in Portage County. This helps to keep abreast of what others are doing and how best not to duplicate services.

2. Other

There were no other topics.

B. Advisory Committee Accomplishments

Rev. Mallek stated the Advisory Committee is grateful to the Board for allowing them to become more proactive on the Task Force recommendations. Rev. Mallek gave an overview of the material enclosed in the packet. Ms. Moore and Mr. Wescott stated they were inadvertently missed on the listing of the new members.

C. Action to Change Advisory Committee Bylaws

Ms. Wilcox stated the Membership Committee decided to have guidelines to follow concerning Conflict of Interest rather than not allowing people to serve on the Committee. Members could take part in the discussion of the item but would then be asked to abstain on the vote if the item would directly or indirectly affect the agency they are employed by or benefit any vested interest they have.

Mr. Zimdars stated the way the changes to the bylaws for attendance read currently, a member could be gone eight of the 10 meetings. It was suggested no more than five absences, either excused or unexcused, would be allowed. Ms. Williams stated meetings could be cancelled if members would please call ahead of time and state they could not be present. Mr. Bowles questioned how the Committee would reduce the number back to 15 members. Mr. Kurtenbach stated members whose term has expired will be offered the opportunity to renew their term. People will not be actively recruited to fill slots of those who would resign or

wish not to renew their term. A Motion was made by Ms. Peterson to accept the change in the bylaws to allow only five absences, either excused or unexcused. Mr. Iris seconded the motion. Motion carried by the Advisory Committee. A motion was made by Mr. Medin and seconded by Mr. Jakusz for the Board to approve the bylaw change. Motion carried.

Ms. Bablitch stated the Advisory Committee is looking for other topics from the Board, staff, or others in the community. Ms. Dodge suggested the Committee look at how budget cutbacks will affect the Department and how the Board and Advisory Committee can become active to help alleviate these cutbacks.

Mr. Borham excused Advisory Committee members if they wished to leave at this time.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Henry stated there were again two reports, one for 1994 and one for 1995. There were no unusual expenses. Mr. Jakusz moved to approve the vouchers. Mr. Kiedrowski seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Public Health

Ms. Hladky stated the position was approved by the Board during the 1995 budget process. There are additional funds available and therefore the position would be increased from six hours to eight hours. The position will be filled by a current staff member. Mr. Jakusz moved to approve the request. Mr. Kiedrowski seconded the motion. Ms. Dodge suggested the memo given to the Board should include where the position will be and what use it will provide. Motion carried.

B. Action to Authorize Limited Term Employee for Portage House

Mr. Houlihan requested to fill the position with two employees as LTE at this time. There are currently two students who are familiar with the program and

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therefore no training would be necessary. Ms. Hoppen moved to approve the request. Mr. Zimdars seconded the motion. Ms. Dodge stated the first qualification listed under Minimum Qualifications should have at least a High School Diploma necessary. Motion carried.

Ms. Bablitch stated a memo will be going to Personnel regarding the filling of a permanent position in the Elderly Section with an LTE. Ms. Zunk has resigned her permanent position and rather than fill the position with another 20 hour permanent staff it is hoped that this position will be combined with the other 20 hour position to form one full time 40 hour position. Ms. Bablitch stated no action is necessary to do this and wanted to inform the Board of the change.

VI. ADJOURNMENT

Mr. Medin questioned whether the parent assistant position has been filled yet. Ms. Bablitch stated the wrong information was given to the Journal and 46 applications were received. The correct advertisement has been placed and currently there are appropriately 12 applicants.

Ms. Dodge expressed her displeasure with the Journal on the advertising of the Planning Team position. There has been very poor communication and as such the position has not yet even been advertised in the Journal.

The meeting was adjourned at 6:10 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 38-43

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
FEBRUARY 14, 1995**

Present

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

Absent

Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Kirsten Hall, Health Coordinator; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Jim Canales, Long Term Care Coordinator; Lauri Rockman, Financial Services Supervisor; Jim Riggenbach, General Assistance Supervisor; Susan Rutta, Assistant to the Director; Lucy Bean, Business Manager; Mike Houlihan, Portage House Director; Trish Holland, Office Manager of Portage House; Phyllis Moore, Advisory Committee Member; Brian Shoup, Director of CADAC; Lincoln Brunner, Stevens Point Journal.

The meeting was brought to order at 5:05 p.m.

I. INFORMATIONAL UPDATE

Informational updates were presented to the members.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of January 24, 1995

A motion was made by Mr. Jakusz and seconded by Mr. Lewandowski to approve the minutes. Mr. Zimdars requested an amendment to the minutes to note he was in attendance. Ms. Hoppen requested an informational update be given with Judy Arneson from Right From the Start. Discussion followed concerning the presentation given by Ms. Arneson regarding the philosophy of Right From the Start. Motion carried.

B. Correspondence

Ms. Bablitch distributed an updated organizational chart. An updated organizational chart including the LTE's will be forthcoming. Ms. Dodge suggested sending a copy to the Personnel office.

C. Director's Report

Ms. Bablitch stated the need to change the March 14 meeting. After considerable discussion it was decided to cancel both the March 14 and March 28 meetings and hold the meeting on March 21 at 4:30 p.m.

Ms. Bablitch stated Channel 7 will be at the Department at 11:00 a.m. to discuss how the Governor's budget will affect services provided by the Department.

The Cultural Diversity Group has made recommendations regarding the barriers to adequate services for the County's Hmong population. A copy of their report and a presentation will be given to the Board.

Ms. Bablitch stated she has been working with the staff on the direction of the study requested by Mr. Hintz. Ms. Bablitch stated there is a study mandated for the Health Department. Two handouts were distributed giving a brief description of the APEXPH study. Ms. Bablitch requested a small group of Board members to assist in reviewing this program and to make recommendations to the Board for use of this program in the overall study. Mr. Borham, Mr. Zimdars, Rev. Mallek, Ms. Dodge, and Ms. Buck will be in the group.

D. Citizen Concerns/Unlimited Topics

Ms. Buck reported on the Coalition of Aging, Retired Persons, etc. groups which met in Stevens Point at the Holiday Inn. About 100 people were expected but over 300 attended. The conference was looking at the long term care system for Wisconsin and the possibility of forming a single agency in the Department of Health and Social Services that would govern both institutions and home care.

Ms. Hoppen gave a report on CWAN. There are two meetings a year. Ms. Hoppen suggested four meetings in order to get more information. Ms. Hoppen stated if any one was interested in attending the meetings she would step down. On May 11 through May 14 the AIDS quilt will be on display at the Quandt Fieldhouse. About 688 of the 27,000 panels will be viewed. Ms. Hoppen has a videotape of the 48 Hours program, "A Search For A Cure." It looks at the new

AIDS drug. The tape may be used as an informational update.

III. PROGRAM ISSUES

A. Report on Potential General Assistance Program Changes

Mr. Riggenbach stated the Governor announced today to eliminate the state funding for the General Assistance Program. The only funding will be for Emergency Medical General Relief. Mr. Riggenbach stated some counties have better job opportunities and General Assistance would allow people to relocate in order to obtain jobs. Mr. Riggenbach stated the program is a low cost and effective program. The statistics for the program show a savings of only \$14 million for the state and \$11 million in 1994. State statistics show that 80% of the people are on the program less than 12 months and 63% for less than six months. In Portage County, 98% for less than 12 months, 90% less than six months, 69% less than three months, and only 2% for more than 12 months. Mr. Riggenbach stated Michigan dropped their General Relief Program and statistics showed 77% were employed when the program was in effect and now only 32% are employed. Mr. Riggenbach stated WSSA (Wisconsin Social Services Association) has worked diligently to make changes in the program. The Senate passed the proposals but the Assembly did not and as such there were no law changes. WSSA is now working to prevent the discontinuation of General Relief. A great deal of discussion following the presentation.

B. Quarterly Statistics (October, 1994 - December, 1994)

Ms. Bablitch suggested skipping the statistics due to time constraints. They will be presented at a later date.

IV. FISCAL ISSUES

A. Action to Appoint Board Representatives to Review Subcontracts

Ms. Bablitch stated two volunteers are needed for each of three contract areas. Mr. Lewandowski and Mr. Peterson will serve on the Low Income Energy Assistance program. Mr. Medin and Ms. Hoppen will serve on the Employment Search, Job Development, and

Motivational Seminar programs. Ms. Buck and Mr. Jakusz will serve on the AODA services area.

B. Review of Portage House Financial Situation

Mr. Houlihan distributed the fiscal status report of Portage House. There will only be a deficit of about \$398. The small deficit is attributed to staff turn over and a high collection rate from clients. Mr. Houlihan stated self sustaining departments are allowed to keep the interest from funds generated and will look into this further. Mr. Houlihan stated STEP Industries has donated \$1,500 to Portage House.

C. Action to Approve Submission of Grant to WHEDA

Mr. Canales stated the grant is being requested as we have a court order to serve two severely disabled individuals in the community. The cost of the building and land would be about \$150,000 with \$125,000 going for the building alone. The grant is a request for \$35,000. Mr. Medin moved to approve the grant, Mr. Jakusz seconded the motion. Motion carried.

D. Action to Authorize Purchase of Equipment

Ms. Rutta stated the request to upgrade and purchase computers for use with the Learnfare grant. If the money is not used it will be returned to the State. Ms. Hoppen questioned if all the other steps required by the grant were met. Ms. Rutta stated they have and this was money left over. Mr. Jakusz moved to approve the request and Ms. Hoppen seconded the motion. Motion carried.

E. High Cost Report (December, 1994)

Mr. McCulley stated there were no inpatient costs for Winnebago in December and emergency detentions were down. There were higher medical detox costs. Mr. Canales reported about 89% to 90% of allocation has been used for Community Based Care. Mr. McCulley stated General Assistance is in good shape. Also, as in the past, Out of Home Placements are still difficult to handle. Ms. Bablitch stated the figures for January 1995 for Out of Home Placements will still be high and do not show a dramatic increase due to the changes being implemented as of yet. The process is slow but hopefully it will reduce the costs.

F. Action to Approve Vouchers

Ms. Bean stated there is one unusual expense for 1994 in the Operating Costs. The figure is for one client and is to Stein Medical for IV therapy. This money will be reimbursed by billing the client's insurance company. The High Cost and Portage House accounts have no unusual expenses. Mr. Jakusz moved to approve the vouchers for 1994 and Ms. Dodge seconded the motion. Motion carried.

Ms. Bean stated there is one change for the 1995 vouchers. An additional \$3,312.50 needs to be added to the Administration/Business Division for funds for the Planner position for the Family Preservation Program. One unusual expenses is \$4,037 in Repairs and Maintenance that is for the yearly dictation equipment repair contract. The new total for the regular accounts is \$259,347.30. There were no unusual expenses in either the High Cost or Portage House accounts. Mr. Lewandowski moved to approve the vouchers for 1995 with Mr. Kiedrowski seconding the motion. Motion carried.

V. ADJOURNMENT

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

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 44-48

MINUTES
HEALTH AND HUMAN SERVICES BOARD
FEBRUARY 28, 1995

Present

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

Absent

Tony Kiedrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Kirsten Hall, Health Coordinator; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Jim Canales, Long Term Care Coordinator; Jim Riggensbach, General Assistance Supervisor; Susan Rutta, Administrative Services Manager; Lucy Bean, Business Manager; Linda Cates, Planner for Family Preservation and Support Services Program; Captain Evan Hansen, Portage County Sheriff's Department; Phyllis Moore, Advisory Committee Member; Meg Erler, Right From the Start; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update on the Portage County Jail programs was presented to the members.

The meeting was brought to order at 5:05 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of February 14, 1995

A motion was made by Mr. Lewandowski and seconded by Mr. Jakusz to approve the minutes. Mr. Jakusz asked if the \$4,037 in Repairs and Maintenance expense is in the budget. Ms. Bean stated this is a yearly expense and is included in the budget. Motion carried.

B. Correspondence

Ms. Bablitch distributed copies of the Budget in Brief from Governor Thompson along with the Budget Recommendations. Ms. Bablitch stated Community Aids will not be reduced or increased. Ms. Bablitch will present more information on this budget in the future.

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Ms. Bablitch informed the Board of reorganization changes being proposed in the Division of Health and Human Services. The JOBS Program will possibly be moved to the Department of Labor, Industry, and Human Resources. There will be more emphasis on children's programs.

The committee formed to look at the internal study with the Department on Health will hold a meeting with Terri Timmers on March 3 at 3:00 p.m. at the Gilfry Building in Rooms 1 and 2.

Ms. Bablitch reminded the Board the next meeting will be March 21. There will be no other Board meetings in March. The March 21 meeting will be held in Room 6 rather than Rooms 1 and 2. Ms. Bablitch stated she will not be present. Ms. Buck requested to be excused.

Linda Cates, the Planner for the Family Preservation and Support Services Program, was introduced to the Board. Ms. Cates gave a brief background of her qualifications. She holds a master's degree in social work with a focus on research and planning. She was employed by Wisconsin Gas in Milwaukee for 18 years. Her job duties included planning initiatives to institute a public and private partnership. Ms. Cates states she plans to report regularly to the Board about the progress of the Family Preservation Program.

C. Director's Report

Ms. Bablitch informed the Board the Finance Committee has passed the request for the extension of the LTE position in Environmental Health. Ms. Dodge stated more education will need to be provided to the County Board to help them understand the importance of this position prior to the next Budget session.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee held their meeting on February 20. A motion was passed to omit the November meeting due to schedule conflicts. Instead, the meeting will be held the first week of December. Members were appointed to serve on the committees to review the subcontracts. Keith Iris was appointed to AODA services, Jim Bowles to the Low

Income Energy Assistance program, and Phyllis Moore to Employment Search, Job Development, and Motivational seminars. Rev. Mallek informed the Board someone will be speaking from the Children's Action Network and from the Cultural Diversity Program in March. Staff liaison reports were presented from the various meetings of the Children's Action Network, Teen Advisory Committee, and the Portage County Children's Council. A motion was passed to reduce the quorum to eight people. The Advisory Committee also passed a motion stating the Committee will consist of as few as 15 members and as many as 21. The Committee will not be active in recruiting until there are less than 15 members. The Committee also requested copies of the application for AFDC to see what clients have to go through in order to receive this assistance.

E. Citizen Concerns/Unlimited Topics

Ms. Erler stated Right From the Start will be meeting at 6:30 p.m. today and will be discussing the Family Resource Center. The group will be looking at the Hawaii Healthy Start model. A discussion will be held regarding the various models of Centers, i.e. in school or free standing. Action will then be taken to see if a Center will be started in Portage County. Ms. Bablitch stated Judy Arneson will be present at the March 21 Board meeting to further discuss the Right From the Start Program.

III. PROGRAM ISSUES

A. Update on County's Juvenile Detention Center

Captain Hansen reported the Sheriff's Department wrote a grant to receive \$250,000 for the first year and about \$125,000 the second year. The grant will fund a Juvenile Detention Center. The Center will open July 1, 1995. The Center will house 15 beds. The juveniles will be provided with programming, education, and health services. Both AA and NA groups may also be provided. Captain Hansen informed the Board of the rewriting of Chapter 48, which is the Children's Code, and that it currently is in the Assembly for review. Mr. Peterson questioned whether the other counties using the facility will be billed enough to cover the costs of housing the juveniles. Captain Hansen stated the other counties will be charged for the food, bed, programming, and

supervision for the juvenile. Any other services such as health expenses are assumed by the placing county. The cost per day is estimated at about \$125 but this has to be passed by the Committee yet. Ms. Buck questioned how many beds will be contracted to other counties and whether we can use the bed when the other county is not utilizing it. Captain Hansen responded the other counties will pay up front for the use of the bed whether or not they are using it. It is anticipated that Marathon, Wood, and Lincoln will be using our facility. It is also feasible that Oneida, Vilas, and Price will also use our facility. It is anticipated the Center will be full shortly after it opens.

B. Update on Implications of Recent Chapter 55 Court Orders

Mr. Canales reported Chapter 55 changes have resulted in Court ordered placement of adults to our community. Three examples of high cost placements were given to the Board. A great deal of discussion was held concerning what the implications are. Chapter 55 allows leeway for the client's representatives to request placement in the community. The Court looks only at the individual and not the cost to the county. The appointment of these individuals will have a financial impact on the county. At this point in time there are various fund sources to help assist the county in placing these individuals but it is at the expense of other individuals who also need the funds to assist in their lives. In one case in particular a client was privately paying to reside in a CBRF. She was on the COP waiting list which consisted of about 27 to 30 people when her funds ran out. The family retained an attorney and the court ordered us to pay for her care. This moved the individual from the bottom of the waiting list to the next individual to receive funding. Mr. Canales will keep the Board informed of any additional changes as this can have a very serious impact on the agency's budget.

C. Action to Authorize Resolution Supporting Continued State Funding of General Assistance Program

Mr. Riggerbach distributed a copy of the General Assistance 1994 budget, case load, and the State Relief Budget for 1993. Mr. Riggerbach gave a brief overview of the handout. For 1994 the General

Assistance Program will come in at about \$18,000 under budget. Mr. Medin questioned which part of the General Assistance program will be retained in the State budget. Mr. Riggerbach stated emergency medical is expected to continue although this will only cover for emergency room visits and will not pay for follow up care. Mr. Riggerbach gave an example of a client going to the emergency room with severe stomach problems. He was diagnosed with cancer and returned a few weeks later for surgery. In this case only the emergency room visit will be paid for. The surgery would not. Ms. Bablitch stated she has talked with both Operation Bootstrap and the Salvation Army. They have stated if the basic needs portion of the budget, which includes room and board and food costing about \$208 a month, is discontinued their programs would not be able to pick up the costs. Ms. Hoppen moved to approve both the resolution and the letter. Ms. Dodge seconded the motion. Mr. Medin stated he would be voting nay and wished to explain his reasons. Mr. Medin stated he feels the administration costs are quite high and if the staff is reduced the funds saved could be used to fund other areas. The motion was carried with Mr. Medin voting nay.

D. Review of Fourth Quarter Statistical Report

Mr. Canales gave an overview of the Long Term Care Division. He distributed copies of the Elder Abuse Program Statistics for the last three years.

Ms. Hall presented an overview of the Health Division. She stated there have been more referrals from doctors to the lead project. Ms. Dodge questioned how many people have been determined to have lead poisoning. Ms. Hall will bring that information to another meeting.

Mr. Kurtenbach reviewed the Shared Services Division. He highlighted the Child Day Care Programs. Consolidated Aids is a sum sufficient program so if more than the allotted money is spent the state will reimburse the county. The Low Income allocation will have a surplus. The county is entitled to retain 50% of the surplus. This will be distributed to providers for their use in providing playground equipment, training, etc. There is a great need for adolescent foster homes. A variety of recruitment techniques have been used to no avail.

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Mr. McCulley reviewed Restorative Care. There is a problem with the CARES Program and no data can be retrieved at this time. Also recruitment will be done when Dr. Kamstra retires at the end of June. Ms. Bablitch stated Rep. Obey will be here Saturday and will be discussing welfare reform with Department staff, clients, and other pertinent service providers.

Ms. Bean stated the ambulance billing program will be kept separate from our division. The majority of the write offs are for ambulance billing.

Ms. Bablitch stated the Volunteer program has provided a great deal of services to the agency. It has provided about 3.3 FTE and saved the county about \$8,300 in 1994.

IV. FISCAL ISSUES

A. Review of 1994 Year End Budget

Ms. Bean stated the budget is not yet finalized. A written report will be available at the next meeting. At this point the budget looks to have about a \$175,000 deficit. Administration has a deficit of about \$30,000. Health has a surplus of about \$36,000 due to surpluses both in Environmental Health and Home Health. The Long Term Care Division has about an \$8,000 surplus. Restorative Care has a deficit of about \$185,000. This is primarily due to foster care and Lincoln Hills. Shared Services has about a \$3,700 deficit. The High Cost Accounts show a deficit of \$21,300 in SMI, a \$157,000 deficit in Children's Group/Residential, General Assistance has a surplus of \$18,000, and the Inpatient budget has a surplus of \$184,000. It was projected \$35,000 of the reserve would need to be used in 1994. It now appears only about \$11,000 will be needed. The reserve balance will be \$240,000.

Ms. Bablitch stated there is excess funding in the PRIDE Program of about \$51,000. The funding needs to be used on related areas. The funds cannot be carried over. Ms. Bablitch is looking at the possibility of purchasing new waiting room furniture with these funds. Further information will be brought to another meeting.

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B. Approval of Vouchers

Ms. Bean stated there is one annual expense of \$4,182 which covers professional liability for volunteers and Board members. Mr. Lewandowski moved to approve the vouchers. Mr. Medin seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 49-55

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
MARCH 21, 1995**

Present

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

Excused

Rev. Matt Mallek
Ann Buck

Also Present: Dawn Grasamkee, Recording Secretary; Kirsten Hall, Health Coordinator; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Jim Canales, Long Term Care Coordinator; Lucy Bean, Business Manager; Judy Arneson, Right From the Start Program; Jim Schuh, WIZD; Lincoln Brunner, Stevens Point Journal.

The meeting was brought to order at 4:35 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of February 28, 1995

A motion was made by Mr. Jakusz and seconded by Mr. Medin to approve the minutes. Mr. Peterson asked to be placed on the list of those present. Mr. Kiedrowski requested to be listed as excused rather than absent. Motion carried.

B. Correspondence

None

C. Director's Report

None

D. Advisory Committee Report

Mr. Kurtenbach reported the Advisory Committee met March 20. A status report on the Children's Action Network was scheduled but due to the unavailability of a representative this was not given. Mr. Dan Trustem from the Cultural Diversity Committee spoke to the Advisory Committee for over an hour and presented some very interesting information.

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E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she attended the CWAN quarterly meeting. The host of the AIDS quilt will be raising money which will be presented to the local CWAN organization. Ms. Hoppen also questioned the organizational chart. Ms. Hoppen counted a difference of five employees since the last chart in May 1994. Ms. Hoppen requested future charts indicate the number of employees on it. Ms. Dodge requested Ms. Bablitch to explain the comparison.

Mr. Borham attended the Public Health Affiliation in Antigo. There was one reported case of meningitis in Lincoln County. Mankato, Minnesota has three or four cases. Mr. Borham stated Dr. Remington from the State Department of Public Health reported on the smoking cessation program. The goal of smoking cessation may be attained by the year 2,000.

Mr. Borham presented a plaque to Kirsten Hall thanking her for her 8 years of service to the Department. Ms. Hall thanked the Board for their support over the years. Ms. Hall stated she will be moving to Minnesota and will be working in Morrison County.

II. PROGRAM ISSUES

A. Report on Right From the Start Program

Ms. Arneson and Ms. Hall role played a hypothetical case involving a 19 year old, single mother, living at home with her parents. "Betty" is looking to move out on her own. Ms. Arneson stated there are a minimum of three contacts made with the client. The first contact is from the St. Michael's Hospital home visit nurse. Information is passed to the mother concerning the Family Resource Center, car seat information, immunization schedules, etc. The nurse also checks the health of both the mother and the baby. The second contact involves the coordinator of Right From the Start assessing the strengths and barriers of the client. A volunteer will then go over the information with the client. In this case, a budget form was left with Betty to complete. All possible resources of assistance are also suggested to Betty. These include establishing the paternity of the child, AFDC, WIC,

Housing Authority, Medical Assistance, Healthy Start, etc. The third contact will be made to go over the budget Betty has developed and to advise her where to get the necessary information from.

A great deal of discussion followed concerning who is responsible for the hospital bills, whether encouragement is given to have the client stay with her parents, etc. Ms. Arneson stated the volunteer does not tell the client what to do. The volunteer will act more as a listening board for the client. She will give advice and information of what services are available.

Mr. Medin questioned where the Right From the Start program is located, who staffs it, who trains the volunteers, and what sources of income it has.

Ms. Arneson stated there is no location established at this time for the program. The overall funding comes from community based grants. The Parent to Parent Program is funded by the Children's Trust grant and a small portion of United Way funds. The budget for Right From the Start is about \$100,000 to \$200,000. There are two trainers, Ms. Kammer and Ms. Arneson. At present there are about 5 part time people in the program.

B. Review and Action to Use APEX PH Organizational Capacity Assessment Study for Agencies

Ms. Hall stated Teri Timmers, the Regional Director, will assist in the completion of this study. The study looks at the internal working of the Department. Staff will be oriented in the process and two teams will be developed. One team will be top management and the other consist of staff. The study will show the strengths and weaknesses of the Department and will develop goals.

Ms. Dodge stated she has talked with Jerry Glad who recommended that this study could be put on hold until after the recommendations are made from the Family Preservation and Support Services Grant. Ms. Dodge stated both she and Mr. Glad felt the Department was moving too quickly on this study and would like to see the results first of the Family Preservation Grant as well as results from the Patterson Report.

Mr. Jakusz moved to hold this report until the Family Preservation report is completed in September - it could then be brought back at that time. Mr. Kiedrowski seconded the motion. Motion carried.

C. Update on Lead Project

Ms. Hall stated the lead project has been successful in the three county area. It is the first rural project in the State of Wisconsin. Ms. Hall stated there are now more certified providers of Health Check in the area and physicians are doing more lead testing. Ms. Hall stated there were four cases of lead poisoning of children with levels of 30 ug/dl to 60 ug/dl. In one case the children were ordered out of the home. Mr. Borham questioned the future of the program with the budget cuts expected from the State. Ms. Hall stated she has not heard what impact it will have at this time.

III. FISCAL ISSUES

A. High Cost Reports - (January and February)

Mr. McCulley stated the Inpatient Mental Health is doing well. There will be two people leaving in March from Winnebago. Mr. McCulley stated there have been a higher than normal entry into the Detox unit at St. Michael's. Mr. Canales stated the Community Based Care section is on target. Mr. McCulley reported General Assistance is under budget and the case load is down. In the Out-of-Home Placement section both Child Caring Institutions and Group Care are under budget. Corrections and Residential care are over budget.

B. 1995 Year to Date Budget Report

Ms. Bean stated there is only two months of information at present so the projections are rough. There are no problems anticipated at this point. If things remain status quo in the Restorative Care Section a deficit is being projected. Mr. McCulley reported that in Group Care there are three people currently in the program, two will be out in three to four months. If no others are placed this will be under budget. In Residential Care two will be out in May. Of the other two one will be moved to treatment foster care when there is an opening available. The

other will probably stay the rest of the year. Corrections has four individuals now. Two will be out by May. One will be turning 18 in October. New procedures were developed stating entry will be for 90 to 120 days. If no changes are made or there is no improvement the individual will be pulled out of the placement. Mr. Medin questioned which Child Caring Institutes we are using. Mr. McCulley responded currently Chileda and Sunburst are used. There are four people in this program. One will be leaving in April, one in May, and one as soon as a treatment foster home is found. The other will remain in Chileda for a long time. Ms. Bean stated that proposed budget cuts for the General Assistance program will also affect the inpatient budget. There is about \$75,000 to \$95,000 in the inpatient budget from the General Assistance budget for clients residing in inpatient who are eligible for General Assistance. Mr. Medin requested a change to the High Cost Report showing the various facilities used in the Out of Home Placement section.

C. Approval of Vouchers

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

IV. ADJOURNMENT

Mr. Borham stated he wrote to Representative Bill Murat and has received an answer. A copy of the letter will be included in the Board packet. The meeting was adjourned at 6:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 56-60

MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 11, 1995

Present

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

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Jim Canales, Long Term Care Coordinator; Lucy Bean, Business Manager; Andy Benedetto, Children's Service Society; JoAnne Stevens, CADAC; Amy Bakken, Saint Michael's Hospital; Tina Peters, Right From the Start; Sue Wilcox, United Way; Meg Erler, Children's Council; Jim Schuh, WIZD; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates on the Division of Long Term Care and Division of Health were presented to the members.

The meeting was brought to order at 5:05 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of March 21, 1995

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

B. Correspondence

Ms. Bablitch stated copies of response letters from Rep. Hasenohrl, Sen. Breske, and Rep. Murat supporting the Board's position on General Relief were included in the packet. A state budget summary was also included. Terri Timmers and Rep. Bill Murat will be at the next meeting to go over the budget.

Ms. Bablitch also stated a listing of the limited term employees and number of positions was requested at the last meeting and copies were included in the packet.

C. Director's Report

Recruiting to fill the Health Officer position has started and applications are due in by April 21. Ms. Bablitch stated she is considering recommending panels composed of community members involved in Health Services and agency staff will get together to review the applications. This was done in the past. In the interim Cindy Schmitz and Julie Hladky have added hours to their schedule to cover the position duties. Ms. Schmitz added 6.75 hours and Ms. Hladky added 4 hours. Ms. Hladky has just had a baby and will therefore be out for several weeks. Ms. Bablitch stated she will be meeting regularly with the Health staff to assist them through the vacancy.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Action to Authorize Funding for Right From the Start - Family Resource Center

Ms. Erler stated the Children's Council is requesting release of the \$25,000 county matching funds to match a grant received by St. Michael's Hospital to establish a Family Resource Center. Mr. Medin questioned whether any other agencies would be providing the same type of services. Ms. Bablitch stated to her knowledge there would not be. Ms. Erler stated the school district was contacted to see if they would be willing to provide the service in the local schools. Ms. Erler further commented there was no response and it seems if the Center was located in a local school it would be possible that only those served by that school would utilize the Center. Locating an additional Center in a rural school makes sense since the school is usually the setting for community activities. Ms. Dodge commented she has toured the Marathon County facility and the emphasis is based on parenting skills. Ms. Dodge moved to approve the funding and Ms. Buck seconded the motion.

Additional discussion followed regarding the management responsibilities. Mr. Benedetto stated Children's Service Society would be managing the Center. He gave a brief background of the agency. He indicated the services the Center would offer. An Advisory Committee would be established to oversee the Center. The Committee would comprise of the Health and Human Services Department, Right From the Start, participants, parents, and other interested parties. Mr. Benedetto cited the Marathon County facility opened five years ago. About 250 people came in the first year and now about 1,300 people utilize the Center. The Center is for all residents of the County - not just high risk, low income, etc. Ms. Dodge amended her motion to include regular reporting to be given to the Board. Mr. Benedetto stated the doors would hopefully be open by September and reporting will be started at that point. A great deal of discussion regarding budgeting and service needs followed. Motion carried.

B. Review of Juvenile Out-of-Home Placement Program

Ms. Bablitch distributed an updated time line to the Board. Ms. Bablitch stated many of the recommendations have been implemented at this time, however, the Work Team development has not been completed at this time due to the illness of the clinic director. Training is scheduled for May and June. The Family Preservation video Home Ties was shown to give another example of possible helpful sources. The Patterson report suggested making the community more aware of the problems with out-of-home placements. Ms. Bablitch stated the Department thought they were doing that but will now be more aggressive in scheduling lengthy discussions with schools, judges, law enforcement, etc. to make sure they understand the problems. The entire process has been named the Substitute Care Revitalization Project. Management staff continues to meet regularly and are looking at service delivery and support efforts.

IV. FISCAL ISSUES

A. 1994 Year End Report

Ms. Bean stated mid year 1994 the Department switched to a program budget format and its possible not all the figures were moved to the right budget. The

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deficit in Long Term Care is primarily from the Specialized Funding budget. The complexity of this budget has increased and in 1994 we exceeded the per diem and were therefore entitled to federal funds. Ms. Bean was not sure how this worked and when the federal government closes its books in July the revenues will be applied. The Restorative Care Division has a deficit of \$186,475. \$129,864 of the deficit was in Youth Aids, Foster Care and Treatment Foster Care Revenues. The collection agency we recruited has experience in collecting for foster care and will hopefully assist in reducing this problem. The bottom line deficit is \$64,932.

B. Review of Equipment Purchase Request

Ms. Bablitch stated there is a surplus of \$50,000 in the JOBS Program and is requested a variety of purchases to utilize the funding. The waiting room furniture was estimated by Ken Tronnier. The security system was reviewed by Ron Carlson. The two storerooms will house the Work First activities. The telephone system is overloaded with phone calls from JOBS clients. Ms. Dodge questioned the justification of using these funds and how they relate to employment and training. Ms. Bean stated over half of the clients coming to and calling the building are JOBS clients. Mr. Borham questioned when the funding needs to be returned to the State. Ms. Bean stated within the next couple of months. Ms. Buck suggested appointing a committee of two or three people to make the decision on this. Mr. Borham suggested investigating the requests and reporting at the next meeting. Mr. Medin moved to approve the reporting at the next meeting and to move on those purchases that already have the Purchasing Department's authority. Mr. Jakusz seconded the motion. Motion carried.

C. Approval of Vouchers

Ms. Bean stated the Refund in the High Cost Section of \$14,178.66 were revenues billed for Winnebago. Mr. Lewandowski moved to approve the vouchers. Mr. Jakusz seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary
dmg/0599P/pp 38-41

MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 25, 1995

Present

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

Excused

Alfred Lewandowski
William Zimdars
Tony Kiedrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Jim Canales, Long Term Care Coordinator; Lucy Bean, Business Manager; Paul Rice, Community Industries Corp.; Deb Pierce-Johnson, Developmental Disabilities Case Worker; Rosemary Dobbe, WIC; Suzanne Oehlke, WIC; Jim Riggerbach, General Assistance Program Manager; Terri Timmers, Division of Health; Linda Cates, Family Preservation and Support Team Planner; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update on the Proposed State Budget by Representative Bill Murat was presented to the Board.

The meeting was brought to order at 5:31 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 11, 1995

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

B. Correspondence

None.

C. Director's Report

Mr. Peterson reported he will be unable to attend the Low Income Energy Assistance contracting meetings as he will be out of town. He requested someone else to be appointed to this committee. Ms. Bablitch stated that will be placed on the agenda for the next meeting.

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Ms. Hoppen stated she will be representing the Board at the reception for the AIDS Quilt at the Quandt Fieldhouse on May 11.

Ms. Bablitch stated seven applications have been received for the Health Officer position. Terri Timmers will help review the applications for eligibility. Ms. Bablitch stated Cindy Schmitz is not well and thus the Health Department is even more short staffed.

Ms. Bablitch informed the Board she will be attending a Director's meeting on Thursday. A discussion concerning the General Assistance Program and the budgetary effects on the region will be held. Letters have been sent to elected officials, social groups, and churches inviting them to a meeting to help brainstorm how to best handle the variety of budget cuts that will affect low income people. Rep. Murat will also be attending the brainstorming session.

D. Advisory Committee Report

Rev. Mallek reported the Advisory Committee met last night. Roger Bullis presented a status report on the Children's Action Network. An initiative has been started to find community groups and leaders who will support a Children's Pledge for Portage County. The Pledge will be given to the County Board. CAN will then undertake a campaign to work and support candidates for the County Board who support the Children's Pledge.

Bob Berg and Judy Butcher from the Leadership Institute reported on their experience regarding applying for financial services. Bob reported the application was complicated but the staff was fantastic and the experience was pleasant. Judy was more apprehensive. She commented the system needs to be designed to protect self-esteem. She also stated there is a stigma and social perception of people needing assistance that needs to be overcome.

Liz Williams was appointed to the Energy Assistance Bidding Panel. Bobbie Kolehouse was elected as Vice Chairperson of the Advisory Committee. Staff liaisons made their reports on the Children's Council, Family Preservation and Support Planning Committee, Environmental Health Advisory Committee, and Cultural

Diversity Group. No reports were given by the Children's Abuse and Neglect Council or the Teen Advisory Council.

The next meeting's plan was to discuss the objectives and direction of the Committee but there are other issues such as tobacco and environmental issues that need to be addressed first. The Advisory Committee is questioning the direction of the Committee since the majority of members are liaisons to other organizations and are quite involved. Any input from the Board would be greatly appreciated.

E. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Review of Implications of Public Health Budget

Terri Timmers from the Rhinelander Regional Office Division of Health reviewed the proposed budget cuts. The Governor has eliminated \$2.8 million of GPR funds in the WIC program. The reason behind this is the federal funds come quickly and thus the state funds aren't spent. Ms. Timmers feels there will be impact on the program other than a reduction of about 7.5 FTE in state staff.

A reduction in the GPR Primary Care fund will reduce the amount from the state from \$750,000 per year to about \$250,000 to be allocated to 100 counties. Ms. Timmers feels Joint Finance will restore the fund to about \$500,000 for the first year and then reduce it to \$250,000 the next year. Karen Clifford is the staff person in this Department who will be affected. A 25% reduction in the funds for the Lead Poisoning Prevention Program is also proposed. Additional funding will be requested from the federal government to make up for the state reduction.

Ms. Timmers also commented on the position description for the Health Officer. She stated there are core public health functions such as Assessment, Leadership, and Assurance. Ms. Timmers suggested a statement such as "assure conditions in the community" be added to the position description. Ms. Hoppen questioned whether any of the applications received

meet the requirements. Ms. Bablitch stated the applications were not looked at in depth as they were just received. Copies of the applications will be sent to the Board. Interview procedures will be discussed at the next meeting.

B. Action to Approve Vice Chairman of Advisory Committee

Mr. Medin moved to approve the appointment of Bobbie Kolehouse. Rev. Mallek seconded the motion. Motion carried.

C. Action to Appoint Members to Advisory Committee

A motion was made by Ms. Hoppen and seconded by Rev. Mallek to approve the appointment of the members. Mr. Medin questioned whether the Committee is comfortable with 19 members. Rev. Mallek responded yes. Motion carried.

D. Quarterly Statistics (January - March)

Ms. Bablitch stated due to time constraints any questions on the statistics will be answered rather than having them presented individually. Ms. Dodge questioned why the referrals for psychological services are up. Mr. McCulley responded it is normal to see an increase in referrals after the holiday season. Ms. Dodge also questioned if the staff is short handed in psychological services since the program participation numbers are down. Mr. McCulley reported Dr. Hangiandreou is sick and a resignation by Vicki Weller was received. Also Dr. Kamstra will be retiring. Ms. Bablitch stated the position vacated by Vicki Weller will be on hold while the Department looks at providing intensive in-home services to help reduce the out of home placements. Dr. Corey is on staff and will be increasing his time with the Department when Dr. Kamstra retires. In cases of emergency Dr. Rupley and Dr. Corey can be contacted or else people will need to go to Wausau or Marshfield for services. Mr. Jakusz questioned the Consolidated Aids Day Care actual cost to date. Mr. Kurtenbach stated there was a typo for this amount. Also this account is sum-sufficient due to the state losing a law suit. Mr. Kurtenbach also stated the Low Income Child Care funding had a surplus of \$50,000 last year which had to be returned to the state and that will not happen this year. All funds need to be returned

to the state if they are not spent. There is a waiting list for this funding and the turnover is quite large. Ms. Dodge requested if the Family Preservation Program could have more information on this program.

E. Action to Authorize Board Member to Attend Conference

Linda Cates informed the Board the state recommends attending the Hunter Conference. Ms. Dodge stated her funding for the conference will come from the County. Mr. Medin questioned the cost. Ms. Dodge stated \$120 a day for two days. A motion was made by Ms. Hoppen and seconded by Rev. Mallek to approve the request. Motion carried.

IV. FISCAL ISSUES

A. Action to Authorize Employee to Attend Out of State Conference

Ms. Bablitch stated she took this request to the Finance Committee first due to time constraints. It was not acted upon by the Finance Committee but it was discussed and they stated it is a good conference to attend although the travel costs were too high. Ms. Bablitch stated Jerry Koepfel called and found a flight out of Appleton for \$200 and by taking a shuttle to a car rental agency the cost would only be \$66 for car rental. The travel to Mosinee will increase to \$40.60 as the travel will now be to Appleton but there will be a cost for leaving his care there. Ms. Dodge moved to approve the attendance at the conference. Ms. Buck seconded the motion. Motion carried.

B. Year to Date Budget Report

Ms. Bean stated the last budget report showed a \$250,000 deficit in regular accounts which was a mistake due to an error in computing. The deficit should have been \$170,000. At this point in time the deficit is down to \$95,000. Out of home placement costs will be down due to some youth leaving facilities. An additional person will be entering Lincoln Hills. This has been postponed for two weeks. The high cost accounts show a surplus of about \$38,000. Ms. Cates questioned what the cost is to return a juvenile to the community and how are they

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tracked. Ms. Bean the juvenile is assimilated into the present case load. She indicated a juvenile will be involved with services in the community such as mental health counseling, monitoring services, etc. Also, generally a juvenile is placed in a treatment foster home and then back to the natural home after leaving institutional care.

C. High Cost Report

Mr. Medin thanked Mr. McCulley for the addition of the facilities in the Out of Home Placements. Ms. Dodge requested the number of individuals being treated be added to the inpatient mental health costs.

D. Approval of Vouchers

Ms. Bean stated there were no unusual expenses for the vouchers. Mr. Jakusz moved to approve the vouchers. Ms. Hoppen seconded the motion. Motion carried.

V. ADJOURNMENT

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

Submitted by: Dawn Grasmee, Recording Secretary

dmg/0599P/pp 43-48

MINUTES
HEALTH AND HUMAN SERVICES BOARD
MAY 9, 1995

AGENDA ITEM #II-A
May 23, 1995
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Present

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

Excused

Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Lucy Bean, Business Manager; Mike Carder, Environmental Health Sanitarian; Jerry Bohren, Stevens Point School District; Ed Hawkinson, CESA 5.

I. INFORMATIONAL UPDATE

Informational updates on the Division of Health and the Division of Long Term Care were presented to the Board.

The meeting was brought to order at 5:03 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 25, 1995

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 the material included in the Board packet is updated State Budget information. The General Assistance Program is constantly changing. Different scenarios are being developed. A full report will be given in June regarding what will be done from July through the end of the year.

C. Director's Report

Ms. Bablitch stated Cindy Schmitz will be on medical leave for several weeks. Due to Dr. Gus Hangiandreou's illness, it is anticipated he will be resigning in June or July. Mr. Medin expressed his sympathies and requested he be informed of what a good job he has done and how quickly he was liked and respected.

Ms. Bablitch informed the Board a reclass request was received from Mike Houlihan. The requests were to be reviewed and passed by May 15. Due to scheduling problems the Board will ask Jerry to extend the deadline for submission of Health and Human Services requests to May 24.

Ms. Bablitch stated the Stevens Point School District will be considering contracting for one additional FTE school nurse. Mr. Bohren stated the request has yet to go to the School Finance Committee and will then present the request to the Board.

D. Citizen Concerns/Unlimited Topics

Ms. Dodge thanked the Board for allowing her permission to attend a conference. She decided not to attend the conference due to the Family Preservation group only being in the planning stages and not the implementation phase. Ms. Dodge stated the group suggested Linda Cates should go and that the project will fund the cost. Ms. Dodge instead requested to attend the WISKids Conference next Wednesday. The cost is \$30. Mr. Medin moved to approve the request. Ms. Hoppen seconded the motion. Motion carried.

III. PROGRAM ISSUES

A. Review of Special Education Program at Wood County Alternative School

Mr. McCulley stated the Department will be involved in looking at the school population of children who need special services. Currently there are five Portage County residents who attend Wisconsin Rapids schools involved in the CESA 5 program in Vesper. This type of program is being looked at for Portage County.

Mr. Bohren stated the school will work collaboratively with the Department to address behavioral needs for the severely emotionally disturbed children. These children cannot be contained in the school system and can be very disruptive at the Alternative School. Currently the Stevens Point School District has three students being served by the program. The school district is paying the tuition.

Mr. Hawkinson stated CESA 5 has four programs in various parts of the State. Wood County has a program in Vesper, Juneau County has one in Elroy, Sauk County's program is in Baraboo, and Marquette and Columbia County share a program in Portage. The program in Sauk County was the first and has been

copied in 16 other counties. The program is a joint effort with the schools and the Social Service Department. Mr. Hawkinson stated an example of savings by Sauk County of about \$200,000 a year by utilizing the program. The program cost about \$40,000 in addition to social worker time. The difference in this programming is a high staff to student ratio. The teacher or an aide will pick the students up from their home so truancy is not a problem. Mr. Hawkinson stated there is about a 70% success ratio. Success is determined by no further referrals to the police department, the completion of high school or a GED, no longer on drugs, no AODA issues, and after about five years the individual has a job. The grades available for the program are 7 to 12. Generally the program will target on the children that can be saved. Usually by age 17 or 18 there is little that can be done. There is a governing board in which a county board member will serve on. There are two conditions which need to be clarified in order to join with the Wood County program. One is that Social Services will pay a prorated share and the other is that a social worker will serve in sync with the social worker from Wood County. Ms. Buck questioned the types of policies the governing board sets up. Mr. Hawkinson stated the board determines how the program will work, for example will the students be bused or individually picked up. They will also decide on how big the program will be, who will be contracting, the conditions for referral to the program, etc. Ms. Dodge questioned whether the school district is looking at modifying or expanding the programs currently offered at the Alternative School. Mr. Bohren stated a group will be addressing the issue in the fall for the 1995-96 school year and will be looking at beginning a program in Portage County for the 1996-97 school year. Mr. Peterson questioned how many staff are in the Vesper program. Mr. Hawkinson stated there are two full time teachers, two full time aides, and one full time social worker. Ms. Dodge questioned whether the program would be housed with the Alternative School. Mr. Bohren stated the program would not be due to the difficulty in serving severe emotionally disturbed children with less severe ones. There are now approximately 230 students in the Alternative School. Some of the students are there only part of the day. There are three programs in the Alternative School - GED, Return (attend Alternative School for a semester and then return to SPASH), and the Emotionally Disturbed Program. More information will be presented as it develops.

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Ms. Bablitch informed the Board we are currently paying for Portage County youth who attend from our High Cost Accounts as this is helping prevent expensive out of home care.

B. Action to Appoint Board Member to Low Income Energy Assistance Program for Review Panel

Due to Mr. Peterson being unable to attend the meetings he has requested that someone else be appointed to the panel. Ms. Buck volunteered to attend the panel meetings.

C. Finalization of Interview Process for Public Health Officer

Ms. Bablitch distributed copies of the proposed process for refilling of Central Management positions. Ms. Bablitch read through the proposal. Ms. Dodge questioned how the choice will be made from the service areas. Ms. Bablitch stated volunteers will be asked for first. Mr. Medin questioned whether the interviewing would be done by both groups on the same day. Ms. Bablitch responded since there are two different focuses it was felt two interviews would be needed. Ms. Hoppen stated it could be done as one group with predetermined questions. More discussion followed concerning other ways to handle this process. Ms. Hoppen motioned the process should be all 11 members should be present for the interview. The Committee will send the top three candidates to the Director for final interviews and decision. Mr. Medin seconded the motion. Mr. Peterson amended the motion to include prepared questions to be asked by a few people or one by each committee member. Motion carried.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses for the vouchers. Mr. Jakusz moved to approve the vouchers. Mr. Medin seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

AGENDA ITEM #II-A
June 13, 1995

MINUTES
HEALTH AND HUMAN SERVICES BOARD Page 10
MAY 23, 1995

Present

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

Excused

Paul Borham
Tony Kiedrowski
Walter Jakusz
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Lucy Bean, Business Manager; Mike Houlihan, Portage House.

I. INFORMATIONAL UPDATE

An informational update on the Family Preservation and Support Services Plan was given by Linda Cates.

The meeting was brought to order at 5:03 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of May 9, 1995

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

B. Correspondence

Ms. Bablitch distributed a letter she sent to Mr. Zenoff, Holiday Inn.

C. Director's Report

Ms. Bablitch stated the agency received two grants. A \$2,000 grant from St. Vincent De Paul will be used to fund an LTE for the Shared Services Division, will help with elderly persons and child abuse and neglect services, and will purchase a bulk preparation for lice control for the Community Health Section.

A \$3,500 grant was received from the Department of Health and Social Services for the Achievement Center. This will be used to produce a new video in the Hmong language, training for the staff on the Hmong culture, and interpreter services. Ms. Bablitch reported the Finance Committee accepted both grants.

Ms. Bablitch informed the Board the next meeting will highlight the AFDC Employment programs and General Assistance. Options will be presented to the Board for their consideration.

D. Advisory Committee Report

Rev. Mallek reported the Advisory Committee met on 5/15/95. Lucy, Bill, and Daryl were present to present quarter statistics. Condolences to the family and friends of Gus Hangiandreou were extended by the Advisory Committee. Ms. Bablitch interjected the Department is the recipient of a fund by the family which has received about \$2,500 thus far. Mr. Iris mentioned a client which was rudely treated by the collections department which Lucy Bean stated she has followed up on. Karen Kolpien and Deb Knippel of the Tobacco Free Coalition gave a presentation on the coalition. A great deal of statistical information was presented. Staff liaison reports were given. Rev. Mallek stated Phyllis Moore reported the Child Abuse and Neglect Council will now be defunct since they have reached all their goals. A motion was passed by the Advisory Committee to meet with Judy, Paul, Bill, Daryl, Matt, and Bobbie to help mesh the agenda for the combined meeting.

E. Citizen Concerns/Unlimited Topics

Ms. Buck apologized to the Board for forgetting the meeting yesterday afternoon for the bidding process. She was in the process of moving. Mrs. Bablitch stated there was only one bid received and it was accepted.

Ms. Hoppen reported she attended the dignitary reception for the AIDS quilt. The Mayor gave the welcome. Mark Carlson gave a touching speech as a HIV patient. A doctor from Marshfield Clinic presented a very knowledgeable account on AIDS. The ceremony was held in the Quandt Fieldhouse where the squares were unwrapped. A lot of people came with new squares.

III. FISCAL ISSUES

A. Year to Date Financial Report

Ms. Bean reported a letter from the State was received which granted us \$9,500 from Youth Aids. This will change the budget from a deficit of \$33,070 to a deficit of \$23,570. The out of home placements are still off but are close to budget. Ms. Bean thanked the Board for the addition of the accounting supervisor which has freed time for her to go back through the budget very thoroughly.

Ms. Bean went through the various sections and explained the projections. Mr. Medin questioned the high deficit for DD Case Management. Ms. Bean explained this was due to write-offs of the MA Case Management. The overall deficit would be about \$400 without the write-offs from 1994. The computer system has now been changed to more accurately reflect the budget.

Mr. Medin suggested putting the High Cost Accounts first in the paging process so it is easier to follow the report.

B. Action to Approve Vouchers

Ms. Bean reported there were no unusual expenses for the Regular accounts. The \$19,357 for inpatient in the High Cost Accounts is the first quarter billing to Winnebago. Mr. Lewandowski moved to approve the vouchers. Ms. Hoppen seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Extend Access Services Limited Term Employee

Mr. Kurtenbach reviewed the information contained in the memo to the Board. The reason only ten families were contacted rather than the entire 13 was due to the start of a new intern. Mr. Kurtenbach wanted the intern to gain experience contacting the families. Ms. Hoppen moved to approve the request. Rev. Mallek seconded the motion. Additional discussion occurred. Mr. Medin questioned how long the person has been doing the current position and whether an entry level position could do this position. Mr. Kurtenbach stated Karen Genisot has been in this position since January 1. The position is very complex and a social worker is necessary to handle the various dynamics of the contacts. Ms. Hoppen questioned what would happen if the additional \$500 is not found. Mr. Kurtenbach stated the position would then terminate. Motion carried.

B. Action to Review Reclassification Request

Mr. Houlihan stated about four to six months ago the bumping process from the Department affected Portage House. At that time the person was deemed not qualified for the position. This position is very complex and has a great deal of responsibility. In all fairness it should be reclassified back to a Program Assistant. Ms. Hoppen questioned where the \$2,000

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would come from. Mr. Houlihan stated from the annual contract with the State Department of Corrections. The client rate will also be increased from \$6 to \$7 per day. Ms. Hoppen moved to approve the request. Ms. Dodge seconded the motion. Motion carried.

C. Action to Appoint Board Members to Management Interview Panels

There will be two panels necessary, one to refill the Health Officer and the other to fill the Mental Health Clinic Director. For the Health Officer there are four candidates out of seven. The meeting date will be June 9. The Board Chair and Advisory Chair will be on the panel. In addition Ann Buck volunteered to be on the panel for the Health Officer as well as Jeanne Dodge. Ms. Bablitch will contact those members not in attendance to see if any one else would like to be on the panel. When the position for Mental Health Clinic Director is ready to be filled a panel will then be convened.

V. ADJOURNMENT

The meeting was adjourned at 6:06 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
JUNE 13, 1995

Present

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

Excused

Jacqueline Hoppen
Jeanne Dodge

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Mike Houlihan, Portage House; James Canales, Long Term Care Coordinator; Susan Henry, Accounting Supervisor; Jerry Koepfel, Youth and Family Services Supervisor; Claire Fowler, Gemini Employee Leasing, Inc.

I. INFORMATIONAL UPDATE

An informational update on Welfare Reform was presented by Jim Riggerbach, Lauri Rockman, and David Pagel.

The meeting was brought to order at 5:08 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of May 23, 1995

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

B. Correspondence

Ms. Bablitch stated the correspondence was the letter to Clarence Hintz from the Council on Developmental Disabilities regarding our excellent Developmental Disabilities services the revised State budget information.

C. Director's Report

Ms. Bablitch informed the Board four candidates for the Health Officer position were interviewed on Friday. One candidate seems very promising. Thus far two of the three references have been contacted and very good responses received. Ms. Buck, Rev. Mallek, and Mr. Borham commented on the expertise and background of the candidate.

Ms. Bablitch stated the general manager and owner of the Holiday Inn have contacted her regarding the letter on the restaurant inspection. They will be working with Mike Carder monthly to go over the concerns and to educate their employees.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Review of Policy on High Risk/High Profile Offenders at Portage House

Mr. Houlihan stated the contract for Portage House has been extended for another six months. The State fiscal year ends in June and next year the State will contract for a year and a half to return to the fiscal year. The reason is due to the Department of Corrections requesting providers to examine the placement and programming for high risk/high profile offenders. Due to the sentence structure of some inmates an increasing number of dangerous individuals will be released from prison as their sentence is completed and the halfway house is the first step after prison. Mr. Peterson questioned how other counties such as Wood and Marathon handle this situation. Mr. Houlihan stated Wood County doesn't have a halfway house program and Marathon County is meeting huge opposition from the community in forming a halfway house. Mr. Houlihan is questioned whether Portage House should accept only Portage County residents or if it should accept inmates from other counties. The Department of Corrections would be responsible for paying Portage House for these individuals. Mr. Jakusz questioned how these people would affect the present structure. Mr. Houlihan responded at this point he is not sure. If a person is upsetting the program he will be asked to leave. As of yet there has been no placement of any one of these individuals at Portage House. Mr. Houlihan gave examples of individuals who would fall into this category. A great deal of discussion followed concerning this issue. Mr. Peterson requested an informational update be held to further discuss this issue. An informational update will be held at Portage House on June 27.

IV. FISCAL ISSUES

A. Review of High Cost/Fluctuating Accounts - April

Mr. Canales stated the inpatient mental health costs are at 19.4% of the budget which is very good. The medical detox is on target at 33%. Community Based Care is slightly over budget at 38%. One additional person is in the program. The General Assistance program is at 25.6%. Out of home placements are still over budget. Overall the high cost accounts are very good and if it continues as is will come in under budget.

B. Action to Authorize Out of State Conference Request

Ms. Bablitch stated the Bring 'Em Home team was created following the Patterson Report recommendations. This conference will greatly assist their abilities to improve family reunification. The Finance Committee would pay 75% of the cost and the Department 25%. Mr. Kiedrowski moved to approve the request. Rev. Mallek seconded the motion. Motion carried.

C. Action to Authorize Contract Addendum with Department of Corrections

Mr. Houlihan reported the \$1,400 was originally earmarked to be used for security reasons. He did not want to add alarms and such since there are no problems at Portage House. As such the \$1,400 will be spent as shown on the enclosed purchase list. Mr. Medin moved to approve the request. Mr. Peterson seconded the motion. Motion carried.

D. Action to Extend Contract with Gemini Employee Leasing

Mr. Koepfel stated in December or January \$10,000 was allocated to contract for two parent aides through Gemini Employee Leasing. Each aide was given one family to start. The aides submitted a report indicating the accomplishments made by the family. Each aide has now cut back on the services to the family and have taken on a second case. Mr. Koepfel stated the service will hopefully help discontinue seeing generations of the same parenting mistakes being made. At this point in both cases the children that were in foster care have been returned home and no other children have been removed. Ms. Fowler stated her agency does the recruiting, screening, and training of the employees. This is cost effective and time saving for the Department since it would not have

to handle the administrative costs nor the loss of time in having to train, hire, etc. a new employee when one leaves. Mr. Jakusz moved to approve the request. Mr. Medin seconded the motion. Motion carried.

E. Action to Approve Vouchers

Ms. Bean stated there were no unusual costs for either the regular, high risk, or Portage House accounts. The figures represent three weeks of vouchers. Motion by Mr. Jakusz to approve the vouchers. Second by Mr. Lewandowski. Motion carried.

V. PERSONNEL ISSUES

A. Action to Approve Medical Leave Without Pay

Ms. Bablitch stated Cindy Schmitz would like to request a leave without pay from June 14 to July 3. It is possible she will be back on June 30. Ms. Buck moved to approve the request. Mr. Kiedrowski seconded the motion. Motion carried.

Ms. Bablitch thanked the Personnel Committee for allowing employees to donate vacation and comp time to other employees in time of need, such as Ms. Schmitz and Dr. Hangiandreou. Mr. Jakusz stated the request needs to be made to the Personnel Committee on an individual basis.

VI. ADJOURNMENT

The meeting was adjourned at 6:12 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
JUNE 27, 1995

Present

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

Excused

Jacqueline Hoppen
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Mike Houlihan, Portage House; James Canales, Long Term Care Coordinator; Susan Henry, Accounting Supervisor; William McCulley, Restorative Care Coordinator; Jennifer Cummings, Home Health Supervisor; Susan Henry, Fiscal Supervisor; Stephen Tuszka, Elderly Services Supervisor.

I. INFORMATIONAL UPDATE

An informational update was held regarding the Portage House facility at Portage House.

The meeting was brought to order at 5:14 p.m. at the Law Enforcement Center - Training Room.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of June 13, 1995

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

B. Correspondence

Ms. Bablitch distributed a letter addressed to Mr. Borham, Ms. Buck, and Ms. Dodge from one of the Health Officer candidates.

C. Director's Report

Ms. Bablitch reported the Word Processing Section will be reviewing their equipment and submitting a request to capital improvements. Ms. Bablitch stated they would like a Board member to help review this. Ms. Dodge volunteered to meet with them to review the equipment.

Ms. Bablitch stated an updated report on WisKids was given to the Board. The information contains data for the State and Portage County. If anyone would like the entire report Ms. Bablitch would be happy to make a copy.

D. Citizen Concerns/Unlimited Topics

Ms. Buck wanted to thank the Department for responding to questions written on the evaluations during informational updates. She really appreciates the quick response.

III. FISCAL ISSUES

A. High Cost/Fluctuating Accounts Report (May)

Mr. McCulley stated there were few mental health commitments in May. There have been more detox referrals and as such they are slightly over budget. Overall these two program areas are good. Mr. Canales reported there will be another potential client resulting in the budget being about \$20,000 over. The Total 1995 Projected Expenses will be about \$283,000. Mr. McCulley informed the Board General Assistance is down quite a bit and in very good shape. As far as out of home placements, Mr. McCulley reported group care is down but residential care is up. It is still over budget but is better than last year.

B. Year to Date Budget Report

Ms. Bean stated the order of the report has been changed to cover the high cost accounts first and then the regular accounts. Due to the addition of one client the SMI Residential Services account will have a deficit of about \$20,000. The \$50,000 deficit in Inpatient is due to Norwood giving credits to individuals receiving Medical Assistance. We need to pay back the credits to Norwood for 1994 and the beginning of 1995. At this point no reserve funds will be utilized for the high cost accounts. The projected figures for the Reserve Balance needs to be adjusted to \$206,624 due to the addition of the client in SMI Residential Services. The Variance figures for Expenses should be \$102,579 and the Net should be \$52,579. Ms. Bean reported the regular accounts have gone from a deficit to a surplus of about \$100,000. The increase in Administration is due to a reimbursement in federal dollars for exceeding the Income Maintenance allocation. We receive .50¢ on the dollar and the figure of \$61,000 is a conservative estimate. The Home Health budget reflects an increase from Medicare of their flat fee of \$60 to \$65 retroactive to January 1. Aide visits are high and we get \$65 back from Medicare for every visit. Our costs are about \$38 per visit. The Long Term Care Division deficit is smaller. We are receiving revenues from COP and COP-Waiver. Due to the write-offs we needed

to make in February for errors in cash entry we are over budget. If we didn't need to make these corrections this budget would be on target. Restorative Care is also less than last month. The foster care account is the primary culprit. Some children left care earlier than projected. At there time there is one child in care who is expected to stay the rest of the year. Shared Services' deficit is in the Home and Financial Management area. It is hard to anticipate which clients will have an ability to pay. Ms. Bean also stated the auditor questioned our accounts receivable balance being overstated for the year end balance. It is very hard to anticipate what will be collected when dealing with third party billing. After payment is received from the insurance company, we need to determine the client's ability to pay on the balance. If no ability to pay the amount is written off.

Mr. Medin questioned the increase in the projected deficit for foster care. Ms. Bean stated there is a lack of treatment foster homes in Portage County. Ms. Bablitch explained that overall the out of home placement deficit has gone down from \$178,000 to about \$45,000 overall. Group and institutional expenses have gone down while treatment foster home has gone up. Mr. McCulley informed the Board the staff looks for the least restrictive and least costly placement when needing to place a child. The judges make the final determination. The judge can order placement anywhere he deems to be in the best interest of the child.

C. Action to Approve Vouchers

The Client Cost Share reflects refunds to client accounts. A motion was made by Mr. Jakusz and second by Mr. Medin to approve the vouchers. Motion carried.

D. Action to Approve Purchases for Portage House

Mr. Houlihan stated he reviewed the budget for Portage House and is projecting a surplus of about \$3,600. The purchases he is requesting would help streamline services at Portage House as well as improve conditions at Portage House. The estimates on the purchases came from both Ken Tronnier and Craig Flagel. Mr. Peterson moved to approve the request. It was seconded by Mr. Kiedrowski. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Extend Limited Term Employee for Elderly Services

Mr. Tuszka stated this extension will help to meet existing needs and maintain services to clients. It will also comply with the state standards regarding caseload size. There have been 108 requests so far this year for services. Mr. Tuszka reported he is expected the requests to be over 200 this year. Mr. Medin questioned who would be placed in this position. Mr. Tuszka informed the Board Linda Hoppenrath was hired for the 20 hour permanent position to replace Colette Zunk and is currently in the LTE position as well. Mr. Kiedrowski questioned where the funding for the position will come from. Both COP and COP-Waiver will fund this position. Mr. Jakusz questioned if the extension would exceed the time length for an LTE. Mr. Tuszka replied the time length expires at the end of 1995. Ms. Dodge moved to approve the request to extend the LTE with the ending date of December 31, 1995. Ms. Buck seconded the motion. Motion carried.

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

Mr. Tuszka stated he would like to make the existing 20 hour permanent position and the extended 20 hour LTE position a permanent full time position.

Ms. Bablitch stated the LTE monitor position would not be refilled if we receive the grant again. This position would be leased from Gemini. She is considering leasing other positions when appropriate.

Ms. Cummings stated there is an increasing need for aide services in Home Health. She was just informed of one aide leaving the end of July. The visits have increased thus requiring the aides to work additional hours. The position will be funded by fees. Mr. Medin questioned the vacancy in the section. Ms. Cummings stated the LTE position was filled after two months of recruiting. The person worked for one month and then moved out of state. The LTE position ended in March. Ms. Buck questioned the logic of the \$65 fee for either an aide or RN. Ms. Cummings reported Medicare set an across the board fee of \$65. Costs for Physical and Occupational Therapy as well as Medical Social Worker are \$71 but can only bill \$65 for reimbursement from Medicare. The losses for these services are recouped through the aide visits.

Mr. Houlihan reported he will develop a plan to cover the 24 hour awake staff coverage standard mandated by the Division of Probation and Parole. Due to the late notice of the mandate he has been unable to fully investigate this matter. The bid proposal will be submitted to the state reflecting the increase needed to cover the additional staff needed for this mandate.

A motion was made by Mr. Medin and seconded by Mr. Lewandowski to approve the request for the full time social worker position in the Elderly Services Section. Motion carried. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve the 20 hour aide position in Home Health. Motion carried. A motion was made by Ms. Dodge to approve the request of a maximum of two people to be funded by contracted dollars for Portage House. Motion seconded by Ms. Buck. Motion carried.

C. Action to Authorize Salary for Health Officer

Ms. Bablitch stated Mr. Barrett will be starting on July 16. All the references received were very positive. Mr. Barrett was the most qualified person to fill the position. A great deal of discussion followed concerning which level Mr. Barrett would qualify for. Mr. Jakusz stated he only has 2½ years experience and thus would not qualify for the Step E salary. Mr. Kiedrowski moved to approve the request for Step D salary of \$38,584. Mr. Medin seconded the motion. Motion carried. This will be forwarded to the Personnel Committee.

V. ADJOURNMENT

A motion was made by Mr. Kiedrowski and seconded by Mr. Jakusz to adjourn. The meeting was adjourned at 6:22 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
JULY 25, 1995

Present

Paul Borham
Alfred Lewandowski
Jacqueline Hoppen
Rev. Matt Mallek
Walter Jakusz
Ann Buck
David Medin
William Zimdars
Tony Kiedrowski
Jeanne Dodge
Phyllis Moore
James Bowles
Josh Wescott
Russell Krupnow
Diana McGinley
Sue Wilcox
Bobbie Kolehouse

Excused

Mary Cayford
William Peterson
Paula Griebler
Deb Mallek
Lisa Roth
Liz Williams
Keith Iris
Xang Chang

Absent

Terri Ann Aschenbrenner
Sharon Peterson
Peggy Sullivan

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; William McCulley, Restorative Care Coordinator; Allen Berrett; Health Officer; Susan Henry, Fiscal Supervisor; Susan Rutta; Administrative Services Manager; June Wenger, Alliance for the Mentally Ill; Amy Bakken, Family Resource Center/Right From the Start; Adam Goodnature, WSPO Radio; Clarence Hintz, County Board Chairman; Lincoln Brunner, Stevens Point Journal; Derek Paulowski, Dictaphone Sales Manager.

I. INFORMATIONAL UPDATE

An informational update was held regarding the status of plans and new programs for children and their families.

The meeting was brought to order at 5:24 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of June 27, 1995

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

Mr. Borham took time out to introduce to the Board and Advisory Committee June Wenger who is the president of the Alliance of Mentally Ill. Ms. Wenger stated the group is comprised of Portage and Wood County people. It is a support group for families and friends of mentally ill people. They will assist with finding

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housing, employment, etc. for the mentally ill. They will also listen to concerns, problems, etc. family and friends as well as the individual may have.

B. Approval of Advisory Committee Minutes of May 15, 1995

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

C. Correspondence

Ms. Bablitch stated the Children and Family goal development committees are looking for volunteers and if interested, members should contact the committee chair for the goal they wish to participate in developing.

An updated listing of the Board membership was included in the packet. Adjustments were made by adding Mr. Kiedrowski's work number and changing Ms. Buck's address as well as phone number.

D. Director's Report

Ms. Bablitch informed the Board and Committee that her evaluation has been sent to staff to be completed. The amount spent on children's programs is being compiled at this time. Jerry Glad will be doing the research and compiling and will have a report later. The General Assistance Program will be discontinued in the State Budget. We will need to look at the program to determine whether or not to continue it for 1996. Action on this issue will hopefully occur at the August 8 meeting.

E. Citizen Concerns/Unlimited Topics

Ms. Bean stated on August 14 a consultant will be in to look at our filing system. The delay was caused by the legislation determining whether an electronic system of filing would be legal. A feasibility study report will be submitted which will also determine the cost. It is estimated the cost will be about \$225,000 to \$300,000 for a county-wide system.

Ms. Bean also stated an upgrade to the voice mail system will occur. The new system will be in effect on August 24. Currently there are storage problems. The upgrade will increase the storage of messages.

Ms. Hoppen reported on the CWAN meeting. The Ryan White Act has been approved. The Walk for AIDS will occur again in Milwaukee in September. Last year about \$5,000 was raised for the area chapter of CWAN. More information as well as the date for the walk will be forthcoming.

F. Introduction of New Health Officer - Allen Berrett

Ms. Bablitch introduced Mr. Berrett to the Board and Advisory Committee. Mr. Berrett gave a brief description of his background.

III. PROGRAM ISSUES

A. Action to Appoint Members to Advisory Committee Membership Committee

Rev. Mallek stated there were two terms which expired on June 1 on the Membership Committee. Sue Wilcox is the chair of this committee. The terms are for two years and will expire on May 31, 1997. Diana McGinley and Russell Krupnow volunteered to be on the Committee.

B. Action to Elect Member to Advisory Committee

Rev. Mallek stated Thomas Johnson has requested to be on the Committee. Rev. Mallek believes his background will be an asset to the Committee. The Committee has already approved his membership. Ms. Wilcox commented Mr. Johnson's interest in the health aspect will be of benefit to the Committee. A motion was made by Ms. Wilcox and seconded by Mr. Wescott to approve the request. Motion carried.

C. Action to Appoint Board and Advisory Committee Members to Permanency Planning Panel

Ms. Bablitch stated volunteers are needed to participate on the Permanency Planning Panel. Wisconsin State Statutes require a panel to review out of home placements of children and adolescents. The panel members need to be more neutral than the current group. The review panel assures that adequate services are available to the family in order to help reunite them. Ms. Bablitch is seeking two people each from the Board and the from the Advisory Committee to commit to a one year involvement. One of each member

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will be the primary person with the other being an alternate. Generally the meetings are held on the third Tuesday of the month from 9:00 a.m. to 12:00 noon or 1:00 p.m. In some cases the panel will need to meet twice a month in order to review all the placements for that month. Ms. Dodge, Ms. Buck, Mr. Borham, and Mr. Medin expressed an interest from the Board. Mr. Krupnow and Mr. Bowles expressed an interest from the Advisory Committee. Rev. Mallek stated he would be an alternate for the Advisory Committee. The Board directed Ms. Bablitch to "pick the members from a hat."

IV. FISCAL ISSUES

A. Action to Approve Capital Improvement Project Request

Ms. Rutta stated an upgrade in the dictation system is needed. Either the request could be filled by capital improvements or by a surplus in the department budget, if any. Ms. Rutta informed the Board she completed an efficiency study of the current system. Problems with the system crashing and locking up have occurred. Staff have reported problems of not being able to get into the system, not knowing when they are in the system, etc. The new system would allow customization for every staff member. The length of dictation time could be adjusted for each individual, voice prompts will be added, etc. Rev. Mallek questioned what is included in the maintenance contract. Derek Paulowski from Dictaphone stated the contract includes software upgrades, twice a year preventive maintenance, travel and labor for both scheduled and unscheduled contacts. Basically everything is included in the maintenance contract. Discussion occurred regarding whether leasing or purchasing would be better. Mr. Jakusz stated the Capital Improvement Committee could determine whether it would be more feasible to lease or buy. Mr. Jakusz moved to approve the request for forwarding to capital improvements. Mr. Kiedrowski seconded the motion. Motion carried.

B. High Cost Report

Mr. McCulley stated two people were placed in Winnebago in June. Currently all the programs are coming in under budget. Group care is still going down but residential care is up. A change will be made to the report reflecting the Corrections group as Lincoln Hills.

C. Year-to-Date Financial Report

Ms. Bean stated there is still good news for the budget. The high cost accounts are looking at about a \$45,000 surplus. The decrease in surplus is due to the Children's Group/Residential Care revenues. Upon examination of the collections the revenues have been adjusted to reflect less dollars being recouped. In the regular accounts there is still a surplus of about \$100,000.

D. Action to Approve Vouchers

Ms. Bean stated the voucher report reflects four weeks of vouchers due to there not being a meeting on July 11. There were no unusual expenses. Mr. Lewandowski moved to approve the vouchers. Seconded by Ms. Dodge. Motion carried.

V. ADJOURNMENT

Mr. Jakusz moved to adjourn the meeting.

The meeting was adjourned at 6:11 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P/pp 16-20

MINUTES
HEALTH AND HUMAN SERVICES BOARD
AUGUST 8, 1995

AGENDA ITEM #II-A
August 22, 1995
Page 2

Present

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

Excused

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; James Canales, Long Term Care Coordinator; Susan Henry, Accounting Supervisor; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Patricia Hintz, Accounts Receivable Supervisor; Julie Hladky, Community Health Supervisor; Jim Riggensbach, General Assistance Supervisor; Lauri Rockman, Financial Services Supervisor; Susan Rutta, Administrative Services Manager; Dick Purcell, Chairman of Finance Committee.

I. INFORMATIONAL UPDATE

An informational update was given to the Board.

The meeting was brought to order at 5:06 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Building.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of July 25, 1995

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

B. Correspondence

Ms. Bablitch stated the packet contained an updated Board Membership listing. Ms. Hoppen stated her membership will continue to 1998.

C. Director's Report

Ms. Bablitch informed the Board the Budget meetings will be held on October 10 and October 11 beginning at 4:30 p.m.

Ms. Bablitch stated seven applications have been received for the Mental Health Clinic Director position. Ms. Bablitch requested a volunteer from the Board to attend the interview meetings. The interviews will be conducted in about two to three weeks and will be meeting a couple of times. Ms. Hoppen volunteered to attend the interviews.

Ms. Bablitch announced Jim Canales has accepted an award from the Department of Health and Social Services on behalf of the Long Term Support Program. Portage County was recognized by the State as having developed one of the most consumer-directed, community integrated county systems in the country for persons with developmental disabilities. A plaque will be placed in the Developmental Disabilities Section of the building.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated in June the AIDS Advocates of Wisconsin received \$223,000 for life care in Wisconsin. This is a 7% increase over the 1996-97 budget. The AIDS Quilt display was attended by about 5,000 people. The group sponsoring the quilt donated \$10,000 to the CWAN Memorial Fund. The AIDS Walk will be held on September 17.

Ms. Dodge informed the Board the survey results for the Family Preservation and Support Services Initiative were distributed at their places. On August 30 a planning meeting will be held to discuss strategies on various critical areas. This will be held at the Holiday Inn from 8:00 a.m. to 3:00 p.m. and Ms. Hoppen urged all to attend. A brochure will be forthcoming indicating the format of the meeting.

III. PROGRAM ISSUES

A. Action to Revise General Assistance Program

Ms. Bablitch stated with the changes coming in General Assistance she has met with Jerry Glad, Chairman Hintz, and Brian Formella to discuss possible changes to scale down the program to serve the disabled and incapacitated population of Portage County. These ideas will be taken to the Finance Committee on Monday for discussion although no action will be taken. Mr. Riegenbach reviewed the basic facts of General Assistance for the first six months as well as the past year. Mr. Riegenbach also reviewed a few case summaries to give the Board an idea of who is applying for General Assistance. Ms. Hoppen commented the

length of time to receive SSI seemed quite lengthy. Ms. Rockman stated it is normal for the process to take several months to a year especially when the client has been denied and must therefore appeal the decision. Ms. Dodge questioned whether SSI, when approved, is retroactive to the time of application so we may try to recoup some of the dollars spent through General Assistance. Ms. Rockman stated it is and recoupments for medical expenses are then pursued.

Ms. Bablitch stated the proposed changes for the 1995 General Assistance program were derived from the meeting. The proposed changes were reviewed. Ms. Hoppen suggested to check with other counties to see if our residency time limit would be the same. Ms. Buck questioned how many people would be affected by the change in the income and asset level. Mr. Riggerbach stated about five people a month would become ineligible. Currently, medical care is provided through the emergency room and then the bill is sent to us for payment. The one problem will be follow up care since some physicians will not provide services since there is a good possibility they will not be paid for the service. Ms. Dodge stated the budget has been approved for 1995 and most of the changes would be appropriate for 1996. She felt it would be a hardship for other agencies such as United Way, Operation Bootstrap, St. Vincent De Paul, etc. to have to deal with these changes in 1995 without preparing for them. A motion was made by Ms. Hoppen to approve the proposed changes numbers 1, 2, 4, 5, and 6 for 1995 for discussion with the Finance Committee. Ms. Buck seconded the motion. Motion carried.

Mr. Riggerbach reviewed the proposed changes for 1996. Mr. Medin questioned how the medical program budget would be allocated. Mr. Riggerbach stated it will continue to be monitored monthly. The most the program would pay would be \$1,500, the same as Medical Assistance. Physician fees, radiologists, etc. are the fluctuating fees and will need to be monitored. A great deal of discussion occurred regarding the proposed budget and how it would affect the clients. Mr. Purcell stated priorities need to be set in Departments regarding which programs are more important and need to continue versus those of less importance. A motion was made by Mr. Jakusz and seconded by Mr. Kiedrowski to direct Ms. Bablitch to take the proposed changes to the Finance Committee for discussion with the Board's reservation. Motion carried with Mr. Medin and Ms. Dodge voting no.

B. Quarterly Statistics (April - June)

Mr. Canales stated the Long Term Care Division had very little change in the last quarter. Mr. McCulley reported the Mental Health Clinic has accepted fewer referrals due to the passing of the Clinic Director and a vacant position. Mr. Kurtenbach stated the Child Abuse and Neglect Assessment numbers will be added to the report. Child day care respite care costs will be over budget but the low income child care costs will be below budget to offset this. Mr. Jakusz questioned whether the Health Division has met the mandated date of the computer program determining the pay source. Ms. Rutta stated it is on the hard drive at this time. Ms. Rutta stated four Hmong gentleman are working in the maintenance area, two in the day and two at night. This has helped our maintenance staff immensely. Ms. Hintz reported the number of accounts written off have increased due to the changes for General Assistance. They can still be placed back on if the changes don't occur.

IV. FISCAL ISSUES

A. Authorization to Contract with Aurora Residential Alternatives

Mr. Canales reported two individuals need to be placed in the community from Central Wisconsin Center and two from Northern Wisconsin Center. Based on our last bidding process Aurora was able to out bid other providers due to their ability to access Medical Assistance Personal Care dollars. Mr. Jakusz moved to approve the request with a second by Ms. Buck. Motion carried.

B. Action to Change Fee for Immunizations

Ms. Hladky stated the State announced two new vaccinations for late this year, the chicken pox vaccination and a Hepatitis B for 11 and 12 year olds. Mr. Jakusz moved to approve the fee to \$4.00 starting September 1, 1995 with a second by Mr. Kiedrowski. Motion carried.

C. Action to Approve Vouchers

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

V. PERSONNEL ISSUES (CONTEMPLATIVE EXECUTIVE SESSION)

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

A motion was made by Mr. Jakusz and seconded by Mr. Medin to go into Executive Session at 6:27 p.m. Roll call was taken.

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

Motion was made and seconded to return to open session. Roll was taken. A motion was made by Mr. Jakusz and seconded by Ms. Buck to give the Director an acceptable rating and direct the Chairman to meet with the Director to discuss the comments.

VI. ADJOURNMENT

Motion was made to adjourn. The meeting was adjourned at 7:05 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
AUGUST 22, 1995

Present

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

Excused

Walter Jakusz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; James Canales, Long Term Care Coordinator; Susan Henry, Accounting Supervisor; William McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was given by Ross Dick to the Board on the Juvenile Detention Center. A tour of the facility followed the update.

The meeting was brought to order at 5:07 p.m. in the Training Room at the Law Enforcement Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of August 8, 1995

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

B. Correspondence

Ms. Bablitch reminded Board members to complete their informational update review. Ms. Bablitch informed the Board Clarence Hintz has submitted a memo to the Finance Committee stating support of the changes suggested for the General Assistance Program. However Mr. Hintz suggested \$100,000 rather than \$200,000 be allocated from the county property tax dollars. Further recommendations for this program will be dealt with during the Budget process. Discussion occurred regarding how many other counties are going to adopt their own program and how long the residency requirement will be. Ms. Bablitch stated another item might be eliminating the burial cost of \$1,000 and looking at cremation which costs about \$300. Further information will be discussed during the Budget process.

C. Director's Report

Ms. Bablitch stated the voice mail system upgrade started today. Ms. Bean stated the new system will have more storage capacity and the new messaging system allows different message options informing the caller if the individual's line is busy or if the individual is temporarily out of the office.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met Monday, August 21. There was not a quorum present. The quarterly statistics were presented. Allen Berrett, the new Health Officer, was introduced. Tom Johnson, a new member, was introduced and his background was shared. The members present assessed the activities of the Advisory Committee. It was felt serving as liaisons to other grassroots organizations helped to ensure no duplication of ideas. The various task force reports completed in the past were reviewed and the recommendations will be looked at to see if they have been implemented. Mr. Kurtenbach reported on the Family Based Services Pilot Project. The Committee felt this was a good program since prompt attention is given to the family as a whole. The Advisory Committee will be looking to start investigating health concerns and environmental issues.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she has been asked to attend a CWAN meeting to review the budget and requested permission to attend this meeting. The Board stated she could attend.

III. PROGRAM ISSUES

A. APEXPH Study (Assessment Protocol for Excellence in Public Health)

Ms. Bablitch stated this study could be in conjunction with the study requested by the County Board. Mr. Berrett stated he has experience dealing with Phase 1 of the study but not with Phase 2. The study would help to set directions and policies regarding program management, personnel management, and fiscal management. Strengths and weaknesses will be determined. Mr. Borham and Ms. Buck volunteered to be on the Committee.

IV. FISCAL ISSUES

A. Authorization to Apply for Elder Abuse Grant

Mr. Canales reported this grant has been applied for and received for the past three years. This grant will help fill in the gaps for services. Mr. Zimdars moved to approve the request. Ms. Hoppen seconded the motion. Motion carried.

B. Authorization to Apply for Mental Health Block Grant

Ms. Bablitch stated three or more counties will be awarded this grant. This is a first time grant which will help serve seriously emotionally disturbed (SED) children. The grant request is for up to \$60,000. Approximately 35 to 40 children currently fall into the category of SED. Possibly one staff person may need to be hired to handle this grant with the position to end when the grant ends. Ms. Dodge moved to approve the request. Mr. Lewandowski seconded the motion. Motion carried.

C. Year to Date Financial Report

Ms. Bean stated the projections for the second six months are more accurate. For the high cost accounts most of the programs are showing a surplus. The inpatient budget is now showing a deficit. Overall, the reserve balance of \$35,920 budgeted for at this point looks as though it will not be used and an additional \$7,805 will be added to the reserve. The regular accounts show an overall surplus of about \$108,000. The Health Division surplus is down due to the number of visits in home health being down. Also the Medicare reimbursement rate may decrease since the costs are lower. The Long Term Care Division was showing a deficit last month and is now showing a surplus. This is due to an increase in MA Waiver dollars. The Restorative Care budget is in a deficit primarily due to foster care. Revenues are down for foster care and some accounts have been turned over to the collection agency. Ms. Bablitch stated a study will be done to focus on the recruitment of more general foster homes. Due to the lack of general foster homes some children need to be placed into treatment foster homes which is more expensive.

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D. High Cost Report

Mr. McCulley stated the inpatient costs are still low. Currently there are two individuals in Winnebago. Normal usage is expected throughout the end of the year. Mr. Canales stated Community Based Care will be affected when the individuals leave Winnebago but the budget is still in good shape. Mr. McCulley stated the General Assistance budget is in good shape with both the case load and expenses down. Out of home placements is still high.

E. Action to Approve Vouchers

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

V. ADJOURNMENT

Motion was made to adjourn by Mr. Kiedrowski. The meeting was adjourned at 5:57 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
SEPTEMBER 12, 1995**

Present

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

Excused

David Medin

Absent

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Susan Henry, Accounting Supervisor; William McCulley, Restorative Care Coordinator; Stephen Tuszka, Elderly Services/Community Support Program Supervisor; Gerry Lang, Personnel Director; Brian Shoup, CADAC; Mary Taylor, Graduate Student from Marquette University; Jean Banks, Andy Benedetto, Louann Dickinson, Chris Laird, Family Resource Center.

I. INFORMATIONAL UPDATE

An informational update was presented by the Division of Shared Services and the Division of Restorative Care.

The meeting was brought to order at 5:04 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of August 22, 1995

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

B. Correspondence

Ms. Bablitch stated a copy of the budgeted children's costs was included in the Board packet. Jerry Glad has also received a copy of this information. Ms. Dodge questioned how much is spent on children's programs through the Health and Human Services budget. Ms. Bablitch stated \$4,520,821 is spent with \$1,284,000 of AFDC and Food Stamps not included in the budget.

C. Director's Report

Ms. Bablitch informed the Board the Department is working hard on the budgets. As of yet we have not received the state figures and Lucy Bean will be calling them for this information. Ms. Bablitch reported the Family Preservation meeting was

excellent. Ms. Dodge thanked the Board for their support. Ms. Dodge further stated information gained from the meeting will hopefully be computed and shared at the next Board meeting. There were many more compliments stated about the meeting and the attendance. Ms. Bablitch thanked Ms. Dodge for all her efforts as Chairperson of the committee. Ms. Dodge thanked Linda Cates for all her hard work.

Ms. Bablitch stated the grant for serving seriously emotionally disturbed (SED) children was delivered to Madison on Monday. Ms. Dodge requested a copy of the grant.

Ms. Bablitch introduced Mary Taylor who is a graduate student from Marquette University.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she was one of six selected to review the publications CWAN has available for the public. There are two videos and a variety of books. The videos were done quite well. There is a strong move toward abstinence. If anyone is interested in a list of what is available please see Ms. Hoppen. The AIDS walk will be held on Sunday.

III. PROGRAM ISSUES

A. Update on Establishment of Family Resource Center

Ms. Banks, Ms. Dickinson, Ms. Laird, and Mr. Benedetto presented information on the Family Resource Center. The Center is scheduled to open on Monday, September 18. A flyer was distributed showing what activities will be available through the end of the year. Every six months a new flyer will be distributed throughout the community. Ms. Laird highlighted the activities scheduled for October - December. Rev. Mallek questioned how many the center will be able to accommodate. Ms. Laird stated at least 20 and up to 40 would be no problem. If additional space is needed Dan Newhouse from the YMCA stated they will give them additional room. Mr. Benedetto stated they are expecting a slow start with momentum building in the future. Ms. Hoppen questioned whether attendance will be charted. Mr. Benedetto stated attendance will be taken at all activities to monitor usage. Ms. Banks stated several donations were received from area agencies. The Stevens Point Foundation contributed \$1,000, the Optimistics morning club donated \$205 for toys, St. Michael's Hospital donated \$5,000 for the printing of brochures, the Kiwanis Club will donate

\$250 for the next five years, the United Way donated a photocopier and a TV, and Jeff Budalier from Emmons donated 14 electronic panels with a net worth of about \$7,000. Ms. Dodge suggested keeping a list of all donated items. Ms. Banks stated they are looking for volunteers to help in a variety of areas. Various community organizations such as the Girl Scouts, the ACT Program at the University, the Lincoln Center, Green Thumb, and a host of others have already stated their interest in volunteering. A copy of the brochure was distributed. There will be two open houses. On September 28 from 3:00 to 6:00 will be for community leaders. A sample invitation was distributed. On October 1 from 1:00 to 4:00 the open house will be for the general public. Rev. Mallek questioned whether there will be a deadline to attend programs offered at the Center. Ms. Banks stated they are only requesting pre-registration so they can have an idea of how many will be attending. No one will be turned away if they are interested and did not pre-register.

IV. FISCAL ISSUES

A. Action to Authorize Contract for AODA Services

Mr. McCulley thanked the committee members for all their hard work. A number of bids were received but only one bid from Community Alcohol and Drug Abuse Center encompassed all the services we were requesting. The contract will run for three years with renegotiating to occur each year. Mr. McCulley requested the Board to approve to contract with Community Alcohol and Drug Abuse Center for these services. A motion was made by Mr. Jakusz and seconded by Ms. Hoppen to approve the request. Motion carried.

B. Action to Apply for Grant from Bureau of Mental Health

Mr. Tuszka stated there is \$350,000 available to seven counties for a maximum of \$50,000 for each county. This grant will help us fund supportive services to relocate individuals with serious mental illness from institutional or residential care facilities. This grant will help us reduce our high cost budget. A contract with Crossroads to provide this service would be necessary. Mr. Tuszka stated the grant would be written with an individualized program for the client. Ms. Hoppen approved the request. Seconded by Ms. Dodge. Motion carried.

C. Approval of Vouchers

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

V. PERSONNEL ISSUES

A. Action to Extend Limited Term Employee in Elderly Services Section

Mr. Tuszka stated this is a continuation of Linda Hoppenrath's position. Mr. Jakusz questioned whether this would exceed the limited term hours. Mr. Tuszka stated it would not. Ms. Bablitch stated the permanent positions of the 20 hour Home Health Aide and 20 hour Elderly Social Worker were approved by the Personnel Committee. This LTE position will end at the end of the year. Mr. Jakusz moved to approve the request. Seconded by Ms. Buck. Motion carried.

B. Action to Authorize Limited Term Employee at Portage House

Mr. Jakusz stated this request was already approved by the Personnel Committee on Monday. A motion was made by Ms. Dodge and seconded by Ms. Hoppen to approve the request.

C. Vote to Go into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Labor Contracts

A motion was made by Mr. Jakusz and seconded by Ms. Hoppen to go into executive session. A roll call vote was taken.

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

A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to go into open session. Mr. Borham told Board members who wished to serve on negotiating teams to contact him.

VI. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.
Submitted by: Dawn Grasamkee, Recording Secretary

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
SEPTEMBER 26, 1995**

**AGENDA ITEM #1
October 10, 1995
Page 1**

Present

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

Excused

Walter Jakusz
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Susan Henry, Accounting Supervisor; William McCulley, Restorative Care Coordinator; Patricia Smith, Financial Services Worker; Lucy Bean, Business Manager; David Pagel, Financial Services Supervisor; Al Berrett, Health Officer; Julie Hladky, Community Health Supervisor; Jim Riegenbach, General Assistance Supervisor; Jim Canales, Long Term Care Coordinator; Lauri Rockman, Financial Services Supervisor; David Peterson, DCS Regional Office; Meg Erler, Children's Council; Clem Hintz, County Board; Lincoln Brunner, Stevens Point Journal; Faye Tetzloff, Graduate Student.

I. INFORMATIONAL UPDATE

An informational update was presented by the Division of Health on investigations of communicable diseases.

The meeting was brought to order at 5:01 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of September 12, 1995

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

Ms. Dodge questioned what the bid price was for the AODA Services contract. Mr. McCulley stated the bid received from Community Alcohol and Drug Abuse Center was \$376,758. Two other bids were received from IMI and Family Counseling. These bids were not considered as they did not encompass all the services requested.

B. Correspondence

There was no correspondence.

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September 26, 1995
Page 2

C. Director's Report

Ms. Bablitch stated the County Board will be meeting on November 14 to discuss budgets. This will necessitate a change in our meeting date. The Board changed the meeting date to November 7.

Ms. Bablitch informed the Board the Department submitted two grants from the Bureau of Mental Health. The Department did not get either grant. There were 24 grants submitted for the adult diversion grant. Seven grants were awarded. We were the eighth department approved. If additional funding is available we will then receive funding for this grant. Ms. Bablitch stated she did not know how many applied for the SED grant but funding was available for only three. We were the fifth grant approved. Once again we will receive funding if additional monies are available.

Mr. Borham introduced Dave Peterson from the DCS Regional Office in Rhinelander. Mr. Peterson stated he seldom gets an opportunity to attend Board meetings and since he was in the area he took the time to sit in and listen.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met last Monday. They were one person short for a quorum so the meeting was dismissed after about 15 minutes. He will be getting together with Daryl Kurtenbach, Judy Bablitch, and the Advisory Committee Vice-Chairperson to discuss the direction of the Advisory Committee. Mr. Borham congratulated Rev. Mallek on the birth of his new baby boy. Ms. Dodge questioned whether a quorum was necessary since the Committee is informational oriented. This will be looked into.

D. Citizen Concerns/Unlimited Topics

Ms. Buck informed the Board the new meeting date of November 7 is Election Day. The members felt this would not be a concern.

III. PROGRAM ISSUES

A. Update on Wisconsin Works (W2)

Ms. Bablitch stated the Financial Services section has done a wonderful job on program development. This update will inform the Board on the direction the agency will be taking. Ms. Rockman stated the information is very preliminary at this point and things are constantly changing. Ms. Rockman informed the Board W2 will eliminate

the AFDC program and its funding and replace it with a work focused system. There are two principles to W2: 1) only work should pay and 2) in determining whether the program is fair, developers compared W2 benefits to what is available to the working poo. Ms. Rockman stated this doesn't lift families out of poverty but shifts the burden to the family and the community.

In the fall of 1995 the proposal will go through legislation and is expected to pass. This program will require a competitive bid process. In 1996, the RFP process will occur. W2 will be open to bids from all government, private, and non-profit organizations. By the summer of 1996 it is expected that the providers will be selected. By 1997, but no later than July of 1997, the W2 plan should be implemented statewide. Ms. Rockman will be meeting with Kevin Shibilski next week to discuss the plan and would appreciate any input the Board has. Ms. Rockman is also trying to schedule meetings with other legislators to discuss the implications of this plan.

Ms. Rockman reviewed the process a client will follow. A client will meet with a Financial Planner and if they are eligible they will be put in the employment ladder. The Financial Planner will work with agencies to aid the client in finding a job or placing the client in subsidized work. No money or grant will be awarded until a job is found. Ms. Rockman reviewed the employment ladder. Support services such as child care and health care will be available on a co-payment schedule. Medical Assistance will only exist for the elderly and disabled. Minor teen parents will not be allowed to set up their own household. They must live at home or in a supervised setting. The teen's parents will be responsible for the teen and the child. Noncustodial parents will be eligible for W2 as well. The noncustodial parent will get help in finding a job only if the child is eligible for W2. There are still questions regarding how Hmong families will adjust to this new system since they have large families and little or no skills. There will be an impact on the child welfare system regarding foster home referrals increasing and a increases in the number of referrals for abuse or neglect.

Ms. Rockman reviewed the impact on the agency for administration and overhead. The dollar amount projected will be gone from the Department if we are not the provider. This will also affect about 24½ positions involved in bumping and layoff. Our quality control error rate has been lower than the state average. The state randomly selects cases to check if they are done correctly, receive the proper payment, all forms are filed, etc.

Mr. Borham questioned if the county will be responsible for W2 for a couple of years prior to the bid process being completed. Ms. Bablitch stated the bid process will occur and it is not necessarily the county who will be handling this program. Ms. Buck questioned whether this new program will increase the abortion rate. Ms. Bablitch stated this issue has not been addressed. Ms. Dodge commented since DILHR is handling this there is no human service perspective. Ms. Rockman stated the family will be eligible to apply for the Earned Income Tax Credit (EITC). The Financial Planner will bring this to the attention of the client and the client will need to inform the employer to complete the necessary paperwork.

Mr. Pagel reviewed the PRIDE statistics. The case load size is down and the number of people in the program is increasing. Mr. Pagel credited the line staff with the good job they have done. Ms. Hoppen questioned whether the statistics on PRIDE could be printed in the Journal. This would show people that Portage County is working on the problem and show the good job we have been doing. Ms. Erler suggested a letter to the editor would have a good impact. A great deal of discussion occurred regarding the impact of this new program and the changes that will occur.

B. Review of Proposed Study of Department

Mr. Hintz reported that several years ago the County Board elected to go through every Department to review the services, contracting, staffing, etc. About six months the Department was awarded the Family Preservation grant and the study was put on hold. This grant is about done. Now with the W2 changes coming about it is possible that once again this study will need to be put on hold. Ms. Dodge stated she felt with the amount of changes to be coming it would not be a good time to study the Department. Discussion occurred regarding the various changes occurring with the Department and the possible timeline when such a study would be feasible. Chairman Hintz estimated April, 1996 might be a good time to begin.

IV. FISCAL ISSUES

A. Action to Support County Contribution to Family Resource Center

Ms. Bablitch stated she included the Family Resource Center brochure in the packet. Ms. Dodge stated she has visited the Center since she would not be available for the open house. She went on to state that even though the Center is not yet open they are already receiving requests for services and people stopping by to see it. Ms. Bablitch stated the center has received \$25,000 from the county and

may be requesting \$50,000. Ms. Dodge stated the additional \$25,000 will be used to establish satellite locations in the rural areas. Mr. Medin questioned if we would be reducing another budget area to cover this amount or adding it to the budget. Ms. Bablitch stated this is not part of our general budget, we are just the administrating agency for this special fund. Ms. Erler stated there has been a lot of community support and other contributions have been made to the center. Mr. Hintz stated Marathon County is double the size of Portage County and has asked for \$50,000. Mr. Hintz is planning on attending the Children's Council meeting tonight to question the amount and why not request only \$25,000 or \$30,000. A motion by Mr. Borham and second by Mr. Mallek to approve a county contribution. Motion carried.

B. Year to Date Financial Report

Ms. Bean stated there is still a surplus in the high cost accounts of about \$3,700. The daily rate at Winnebago will be increasing on October 1 by 17%. The cost will be increased from \$335 per day to \$392 per day. The regular accounts are showing a surplus of about \$37,000. Mr. Medin questioned the deficit in Immunizations and whether it was a result of the decrease of the fee to \$4 per dose. Ms. Hladky stated the fee change and the combination of two new vaccines impacted the revenues as well as doctors now being able to give free vaccines to eligible children. There will be two new vaccines available next year which will increase revenues and thus the budget for 1996 shall be the same. These new vaccines are expected to offset the lower immunization fee. Mr. Medin requested a history of the budget for Children/Family Purchased Services. Ms. Bablitch stated the Department is proposing to increase payment to four families for treatment foster care in an effort to keep the families with our program rather than leaving to go with another program. Ms. Bablitch gave an example of a family who left our program and joined another program. We needed to place a client with them and thus the Department needed to pay a higher rate for the same services.

C. High Cost Report

Mr. McCulley reported there will be a cost impact as of October 1 at Winnebago. There have been fewer detentions. The Community Based Care is on track and General Assistance is down. Ms. Dodge questioned if there is any control of the length of placements at Winnebago. Mr. McCulley stated the individuals at Winnebago tend to be dangerous individuals and thus require longer stays.

D. Approval of Vouchers

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

V. PERSONNEL ISSUES

A. Review of 1996 Financial Services Personnel Changes

Ms. Bablitch distributed an organizational chart for the section based on the current changes in our Financial Services programming. Ms. Rockman reviewed the personnel changes affected and why the change is necessary as well as the fiscal impact. Mr. Medin questioned if the changes for General Assistance are premature until the budget is established in November. Ms. Rockman stated the functions won't change and the move won't become effective until November. Ms. Bablitch stated this has been discussed with managers and the union. Not listed is the agency's decision to contract with Operation Bootstrap to provide the Commodity Distribution Program. Mr. Medin moved to approve the changes. Ms. Dodge seconded the motion. Motion carried.

B. Action to Authorize Limited Term Employees in Health Division

Ms. Hladky stated the first request is a continuation of Paula Smith's position funded by the Prevention and Cancer grants. There will be a slight increase in hours. Motion by Ms. Dodge and second by Mr. Lewandowski to approve the request. Motion carried.

Ms. Hladky stated the second request is a continuation of Kathy Oswald's position funded by the Tobacco grant. There will also be a slight increase in these hours as well. Motion by Ms. Buck and seconded by Mr. Lewandowski to approve the request. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 6:33 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 10, 1995

Present

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

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Jerry Koepfel, Youth and Family Services Supervisor; Sue Rutta, Administrative Services Supervisor; Jim Riggerbach, General Assistance Supervisor; Allen Berrett, Health Officer; David Pagel, Financial Services Supervisor; Stephen Tuszka, Long Term Care Supervisor; Lauri Rockman, Financial Services Supervisor; Mike Houlihan and Patricia Howen, Portage House; Joan Honl, Community Industries; Sue Chapman, Achievement Center Early Intervention Program; Don Andreson and Jenny Schroeder, Aurora Residential Facilities; Brian Shoup, CADAC; Lincoln Brunner, Stevens Point Journal.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 26, 1995

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the resolution for the department study will be taken to the Committee on Committees in October by Chairman Hintz. Action will be taken at that time. Ms. Hoppen stated according to the minutes the study will occur in April of 1996. Ms. Bablitch will keep the Board informed of any action.

Ms. Bablitch stated the department will be designing a program to apply for the W2 bid. Two study committees will be established. One group will be meeting weekly from November to April and will be a smaller group to develop the kind of W2 program the Department will conduct. An Advisory

Committee will be established and will meet monthly. Two volunteers will be needed from the Board, one to attend each group. Mr. Borham volunteered for the Advisory Committee and Mr. Jakusz will attend the smaller group.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

II. REVIEW OF PROPOSED 1996 DEPARTMENT BUDGET

A. Budget Overview

Ms. Bablitch stated the Department's budget has a 3% increase which is within the Finance Committee's recommendations. The budget will be taken to Finance at their next meeting and to the County Board on November 14. Ms. Bablitch stated the staff worked hard to continue to provide good quality services and improve programs to keep within the 3% increase and with all the changes in revenues. Ms. Dodge questioned if the budget will be accepted or just heard at Finance. Ms. Bean stated the budget will be heard at Finance and then approved or denied on the following Wednesday.

Ms. Bean stated there was a shift in revenue categories. The state is proceeding to block granting. As a result programs from sections such as Developmental Disabilities, Restorative Care, and AODA are now rolled into Community Aids funds of \$226,000. We have lost about \$4,000 from 1995. There is a 10% increase in user fees. We are also anticipating \$200,000 from the Medical Assistance Personal Care revenues. Voluntary leave without pay has been included in the budget of \$14,500 as well as attrition of \$26,500. Ms. Bean went through the charts contained in the Supplementary Schedules of the budget. The asterisked employees on the personnel roster indicate those employees with overtime hours. Generally most of these hours are in the school health budget. The LTE listing is composed primarily of health division staff all funded through grants. The one exception is the health supervision LTE hours.

B. Review of Administration Budget

Ms. Bean stated the Family Preservation Grant has received \$66,000 for 1996. A plan will be submitted for its use. The Learnfare Contract is effective until December 1995. A verbal notification was received for it to extend until June 1996 but nothing firm has been received. Overall the Administration Budget will be a 1.29% increase. Ms. Hoppen questioned if the Learnfare program found in Restorative Care is the same program and what would happen if we do not receive an extension. Ms. Bean stated it is one program but is budgeted in various sections. If the program is not

extended then staff will need to be decreased. Ms. Hoppen questioned the maintenance contract on the telephone system. Ms. Bean stated we own the system and pay a maintenance contract to allow us 24 hour coverage. Mr. Jakusz questioned the necessity of needing 14 Maclean Hunter Market Report books and 13 of the N.A.D.A. Appraisal Guides. Ms. Bean stated these are for the Financial Services personnel and due to high usage of these books each person needs to have their own copy.

C. Review of Division of Shared Services Budget

Mr. Kurtenbach informed the Board there is no budget in 1996 for the Intake Pilot Project. Hopefully this program will continue if money can be found to fund it. Ms. Hoppen questioned how many families participated in the Pilot Project. There were about 32 or 33 families. An evaluation is being done of the project, including 24 families which were in the control group. As of now there has been a very positive response from families. Ms. Bablitch stated there is a possibility of the Family Preservation Project funding this program. Ms. Dodge stated they will be acting on this on Thursday evening. Mr. Kurtenbach stated there are changes needed on the Child Day Care budget. Expenses for Self Initiated Day Care should be \$77,346. There are no revenues for Respite Day Care as this has been rolled in the Community Aids figure. It has been difficult to find providers for both child and adult foster homes. As a result adolescent homes will be split into two levels. Level 1 homes will be general foster care and Level 2 homes will be for those adolescents requiring more care and training. This will hopefully allow us to compete with the private sector.

D. Review of Division of Long Term Care Budget

Mr. Canales introduced Don Andreson and Jenny Schroeder from Aurora, Joan Honl from Community Industries, and Sue Chapman from the Achievement Center. These agencies contract with us to provide a variety of services. The Long Term Care budget has an overall increase of 7.36%. There is an \$18,000 increase to the Achievement Center in DD Early Intervention Services. The reason for the increase is due to additional Birth to Three funds being available, and will be used to serve children needing speech and language therapy. The large increase in SMI In-Home Assisted Living is a result of specialized funding being moved into Community Aids and additional dollars being allocated to this account. This will provide more support to individuals to allow them to remain living in their own homes. LTC Residential Services will realize a savings due to Aurora's capability of realizing Medical Assistance Personal Care funds. Land has been purchased by Aurora and construction will begin on the four person living arrangement scheduled to open by May 1,

1996. In the LTC Vocational Services budget, our contract for services with Community Industries will increase 3%. LTC Specialized Funds will contract with Gemini Services to hire a para-professional to monitor and maintain compliance with MA Waiver case management requirements, provide respite care coordination, and gather information on protectively placed individuals for the purposes of completing annual WATTS Reviews.

E. Review of Division of Restorative Care Budget

The Crisis Intervention program will generate some revenues through Medical Assistance. Support is provided to mentally ill clients. The Juvenile Court AODA budget grant revenues stayed the same. The increase in the line item for intensive in-home services will be used to keep families together. The Monitor Program has been in effect for a year now and has shown very good success. This will continue to be contracted through Gemini Services. The Children/Family Purchased Services budget contains the contracted services with Gemini for the parent aide and a social worker. Mr. Jakusz questioned why some budgets were broken down into two budgets, some six months and some in three and nine months. Ms. Bean stated this is due to the funding only being for six months on some budgets while others which are funded by grants have a different fiscal reporting year. This helps us to better keep the funding for these programs on track. A great deal of discussion occurred regarding the use of treatment foster homes and the various training that can be done in an attempt to reduce the high cost of placing adolescents in more expensive treatment centers. The Economic Support budget will change with the onset of W2. Commodities will be funded in 1996 and handled by Operation Bootstrap. Salaries are down in Psychological Services due to the retirement of Dr. Kamstra. We, along with St. Michael's and Rice Clinic, are looking to recruit psychiatric services. Psychiatrists are needed to monitor and prescribe medications. The Chemical Dependency budget combines the AODA block grant with the former Youth AODA Grant and AODA Expansion monies. We contract with CADAC to provide AODA services. Portage House has a verbal agreement with the state for \$307,000 of funding. This will provide 24 hour awake staff. Ms. Hoppen questioned why we purchase more contracted services rather than adding staff. Mr. McCulley stated we would save about \$90,000 but it is very difficult to add staff since we would also need to add fringes which would then cut into the savings. Ms. Dodge questioned what is now covered by Community Aids funds. Ms. Bean stated basically all programs with the exception of health, economic support, fraud, and Portage House.

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III. ADJOURNMENT

Mr. Borham stated the meeting would now adjourn and continue tomorrow evening at 4:30 p.m. The meeting was adjourned at 6:20 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 11, 1995

Present

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

Excused

Tony Kiedrowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Al Berrett, Health Officer; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Sue Rutta, Administrative Services Supervisor; Susan Henry, Fiscal Supervisor; Stephen Tuszka, Long Term Care Supervisor; Mike Carder, Environmental Health Supervisor; Suzanne Oehlke, WIC Supervisor; Julie Hladky, Community Health Supervisor; Cindy Schmitz, Community Health Supervisor; Jerry Koepfel, Youth and Family Services Supervisor; Lauri Rockman, Financial Services Supervisor; Andy Benedetto, Family Resource Center; Kristina Peters, Family Resource Center; Lincoln Brunner, Stevens Point Journal.

I. ACTION TO RECONVENE MEETING OF OCTOBER 10, 1995

Mr. Borham called the meeting to order at 4:31 p.m. to continue with Review of Proposed 1996 Department Budget, Item F.

II. REVIEW OF PROPOSED 1996 DEPARTMENT BUDGET

E. Review of Division of Health Budget

There are 1.17 LTE's in this section. Mr. Berrett stated the GPR funding for the lead grant went from \$22,000 to \$11,000. The Lab was certified yesterday for nitrate testing. The lab will be restructured with supervision of the lab converting to Mike Carder since the lab deals primarily with environmental health issues. Family Planning will no longer be utilizing our lab since they will be moving out of the building as of November 1, 1995. A Gemini leased employee will be utilized to test water samples in the county under the DNR Agent Services budget. The travel line item in Home Health has been realigned to provide for more visits per week by the nurses and aides. Various contracts for physical, speech, and occupational therapy have also been increased due to the increasing number of these services required by clients. The WIC budget is approved by Bureau of Public Health and the way Healthy Start is tied into it is good. Ms. Hoppen questioned what would happen to WIC if the funding is eliminated. Ms. Oehlke stated there were no additional GPR funds for 1996. At this point the program will continue

as is and changes will be made if necessary. The contract for school health services will increase in the 1996-97 school year. A .5 FTE increase is anticipated in the Stevens Point School District. State funding for the Primary Care program will be cut by 1/3 in 1996 and by another 1/3 in 1997. After 1997 it is unknown if any funds will be available at all. There were 6 additional hours of nurse supervisor time added in the Community Health budget. This will enable total supervisor coverage through the week. Jail Health is a program needing more nurse time. TB testing needs to be done for both the staff and inmates. There will be discussions with the jail staff regarding necessary testing. The medical advisor for the jail is Dr. Curtis. The general medical advisor for the other programs is Dr. Sanderson. Ms. Hoppen questioned the cut back on the AIDS Services program. Ms. Hladky stated the teen educator portion was a one time grant to train teen peers on AIDS. If time allows additional training will be conducted at the schools. Mr. Medin questioned how many staff would be affected if Learnfare is discontinued. Ms. Bablitch stated it is a 1/3 time nurse and a 1 FTE social worker which would be laid off.

Ms. Bablitch distributed a copy of the WCHSA conference agenda to be held in Wisconsin Dells on November 28 through November 30. Jeanne Dodge will be one of the presenters.

G. Review of High Cost Accounts Budget

Mr. Canales stated the SMI Residential Services budget will fund one less person in Institute for Mental Disease (IMD) for 1996. Mr. McCulley stated Children's Group/Residential program has a 14.5% increase due to a decrease in the revenues for youth aids as well as not being able to recoup as much from parents with children in care due to ability to pay. An alternative school program in Vesper is being funded in 1995-96. Discussions are being held to set up a similar program in Portage County to be funded for the 1996-97 school year. The Vesper school can accommodate up to 18 students and currently 5 or 6 slots are used for Portage County residents. The school system has identified about 12 to 15 students which could be placed in an alternative school. CESA 5 would be the facilitator of such a program. The General Assistance budget has been reduced by 36%. State revenues are about \$58,107 and recoupments and collections total about \$30,000 for an overall revenue of about \$88,000. The program has been scaled down with the addition of a voucher system, a three month residency clause, 60 day sanctioning for noncompliance, etc. GA will primarily service physically disabled and incapacitated persons. Jim Riggerbach's supervisor position will be reduced to 1/4 time with GA and 3/4 time in job development. Linda Weiler will be reduced to 1/2 time with GA and 1/2 with job development.

Karen Stanislawski will supply 10% of her time running vouchers and doing MA checks. Chemical Dependency is up 37.4%. \$14,000 has been lost from GA reimbursements. There have been rate increases at Norwood and Sacred Heart. Norwood is \$13 per day and Sacred Heart is \$5 to \$6 per day. Mental Health Inpatient is up 32%. \$75,000 of revenues were lost from GA reimbursements. Winnebago has increased its rate by 17% on October 1. A great deal of discussion occurred concerning the need for a psychiatrist to help reduce the inpatient needs and provide community based services with structured out patient programs.

Ms. Bean reviewed the handouts listing the various revenue sources. Half of our revenues are received through categoric funds, 15% in user fees, 18% in community aids, and 16% through the county tax levy. Ms. Bean stated the second handout shows the formula used to calculate Community Aids allocation to the various programs. The third handout lists the programs available for Community Aids funding. Ms. Dodge suggested this documentation be taken to Finance with the budget.

III. FISCAL ISSUES

A. Action to Adopt 1996 Fee Schedule

Ms. Bean stated there was a 3% increase in the fees. Some programs such as home health services and family health clinic services were not increased due to a 3% increase resulting in only odd cents. Ms. Buck stated home health visits need to stay within reason for private pay clients. Medicare only reimburses \$65 for home health visits. Ms. Hoppen moved to approve the fee schedule. Ms. Dodge seconded the motion. Motion carried.

B. Action to Adopt Resolution to Apply for General Relief Block Grant and Forward to County Board

Ms. Bablitch stated this resolution has an impact on the budget as it is written currently. Ms. Buck moved to approve the resolution. Ms. Hoppen seconded the motion. Motion carried.

C. Action to Adopt 1996 Health and Human Services Budget and Forward to Finance Committee

Mr. Mallek moved to approve the budget. Ms. Buck seconded the motion. Motion carried. Ms. Bablitch congratulated the staff on a job well done. Mr. Peterson stated the budget was very helpful.

D. Action to Approve Budget for Prevention Program

Ms. Bablitch stated \$25,000 is being requested for the Family Resource Center. Mr. Benedetto stated 150 people attended the open house. A mini workshop was held with 30 parents and 15 children in attendance which necessitated a move to a bigger room. The first nurturing class was held with 12 families and 18 children in attending. In-kind funds from St. Michael's Hospital is anticipated to match the \$25,000 being requested. Ms. Dodge requested a report on an ongoing basis of the how the county dollars will be spent. Ms. Dodge moved to approve \$25,000 from Portage County to be used to funded preventative programs for children. Mr. Lewandowski seconded the motion. Motion carried.

E. Approval of Vouchers

Ms. Bean stated there were no unusual requests in the regular accounts, high cost, or Portage House accounts. The Specialized Children's Funds of \$7,551 is for the Family Resource Center. Mr. Lewandowski motioned to approve the vouchers. Mr. Jakusz seconded the motion. Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
OCTOBER 24, 1995

Present

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

Excused

William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Susan Henry, Accounting Supervisor; William McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Al Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Sue Rutta, Administrative Assistant; Suzanne Oehlke, WIC Director; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was presented by the Division of Shared Services and the Division of Restorative Care.

The meeting was brought to order at 5:05 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of October 10 and October 11, 1995

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

B. Correspondence

Ms. Bablitch distributed an updated agency telephone listing. A Wisconsin County Human Service Association Conference agenda was distributed.

C. Director's Report

There was no director's report.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met last Monday. There was a quorum present. Discussed occurred regarding the quorum and it was passed by the Committee to reduce the quorum to five members. This will be presented to the Board for their action. Bobbie Kolehouse has suggested a process to help promote awareness of the Advisory Committee in the community. Reports were given by members who attend various community organizations. The staff liaison to the Advisory Committee will now be Al Berrett as of the first of the year.

E. Citizen Concerns/Unlimited Topics

Mr. Medin expressed his thoughts regarding the passing of Mr. Kiedrowski. Mr. Medin stated Tony will be greatly missed. A reception was held in Tony's honor and it was attended by all seven of his children who reside all over the United States. Ms. Hoppen stated Mr. Kiedrowski contributed a great deal to the Board. Mr. Borham requested a minute of silence to respect his passing.

Rev. Mallek expressed his comments regarding Mr. Kiedrowski. He was amazed at the accomplishments Mr. Kiedrowski did and the community will suffer from his loss.

Ms. Buck stated she attended a conference in Madison for debriefing on the White House conference. There will be cuts both in Medical Assistance and Medicare. Ms. Buck stated it was both enlightening and depressing.

Ms. Hoppen stated October is AIDS Awareness month. An update on the statistics was given. In 1981-1989 100,000 died of AIDS. From 1989-1991 another 100,000 died. A change in education and publicity is needed. Safe sex is not doing the job. There will now be an emphasis on abstinence.

Mr. Borham reported on the Wisconsin Affiliation Conference held in Wisconsin Dells. The organization has changed its name to the Wisconsin Association of Health Officials and Boards. Now any member of the

Board of Health or County Board can be a member. Oscar Koltjes, Oneida County, is the President of the Board Group. Doug Morman, LaCrosse County, is the President of the Health Officers. A great deal of information was presented. It was a very good session. During the "jam" session it was suggested to stop the restaurant program in the state and have counties take it over like Portage County does. Some smaller counties will probably combine the sanitarian position to cover the entire counties.

III. PROGRAM ISSUES

A. Quarterly Statistics

Mr. Canales reported referrals for the Long Term Care Division are up 16%. They are moving ahead with the four bed facility. Another court order has been received to place an individual in the community. A considerable amount of time was spent switching CSLA participants to CIP 1B funding. Ms. Dodge stated she attended the CADAC open house and it was well done. Mr. Kurtenbach stated the number of intakes is down. There was an increase in the allocation for Low Income Child Care for 1995. Videotape training for abuse investigation was done. Currently the Department contracts with the YMCA for four slots for respite child care. Additional slots will be negotiated for in 1996. Mr. Berrett reported the communicable disease is down due to a chicken pox outbreak last quarter. Home Health referrals are down about 25%. The Environmental Health staff have been doing speaking engagements. Mr. McCulley reported Dr. Corey has been contracted with to replace Dr. Kamstra. The voucher system and a three month residency requirement were implemented for General Assistance. Two clients were placed in Winnebago last quarter. Ms. Rutta stated requests are down by 39%. Taxis have been used less. Currently the Volunteer Program supplements approximately two to three FTE's. Ms. Bean stated a massive amount of bills have been turned over to the collection agency. A new report was created to show the write offs for each quarter.

IV. FISCAL ISSUES

A. Year to Date Financial Report

Ms. Bean stated the reserve amount of \$10,375 will be used in the high cost funds. This is due to the rate increase in the inpatient area. Mr. McCulley stated this may change. There will be a hearing to transfer individuals to a different facility. Ms. Bean stated the regular accounts are showing a surplus of \$52,000.

B. High Cost Report

Mr. McCulley reported there are three people in Winnebago. One person left in October and hopefully another will be transferred. Mr. Canales reported Community Based Care is looking to come in about \$10,000 under budget. Mr. McCulley reported the General Assistance costs are down. As far as out of home placements, foster care was down in September as well as group care. One individual is out of residential care. Lincoln Hills still has two individuals and one will hopefully be moved by the end of November.

C. Action to Review Funding for Lower Level Remodeling

Ms. Bablitch stated money has been set aside since 1992 to remodel the lower level. Bids have been received which were \$26,000 higher. These were then resubmitted and reduced by \$9,500. An additional \$16,000 will be needed to complete the work. Ms. Bablitch requested using a 1995 surplus. Mr. Jakusz questioned whether this has been submitted as a capital improvements request to Space and Properties. Ms. Bablitch stated it has not. Ms. Dodge moved to take the request to Space and Properties to request the additional funds be taken from their budget. Mr. Jakusz seconded the motion. Motion carried.

D. Approval of Vouchers

Ms. Bean stated the unusual request in the regular accounts is under the Due to State section. This is the submission of the third quarter payroll taxes for clients in our fiscal section. There were no other unusual requests in the High Cost or Portage House accounts. Motion by Mr. Lewandowski with second by Ms. Hoppen to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Request Salary for Mental Health Clinic Director

Ms. Bablitch stated Rodger Ricketts has accepted the position of Mental Health Clinic Director. The salary would be appointed at \$51,770 but with the personnel regulations allowing for a higher salary based on three years identical experience she is requesting the salary to be \$53,840. Dr. Hangiandreou's salary was higher at about \$58,000. Mr. McCulley stated there were three interviews conducted. The panel consisted of himself, Ms. Hoppen, two psychologists, and Mr. Canales. It was a difficult decision. Two of the candidates were very good. Ms. Hoppen moved to approve the request. Mr. Medin seconded the motion. Motion carried.

VI. ADJOURNMENT

Mr. Borham requested a motion to permit Board Members to attend the Wisconsin County Human Service Association conference. Ms. Dodge stated she will be presenting information on Family Preservation at the Conference. Ms. Buck moved to approve the authorization to attend the conference. Mr. Peterson seconded the motion. Motion carried.

The meeting was adjourned at 6:03 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
NOVEMBER 7, 1995**

Present

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

Excused

Walter Jakusz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Susan Henry, Accounting Supervisor; Lucy Bean, Business Manager; Al Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; Margie LaBarge, Graduate Student.

I. INFORMATIONAL UPDATE

An informational update was presented by Environmental Health on the Licensed Establishment Inspection Program.

The meeting was brought to order at 5:00 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of October 24, 1995

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated flu shots are given at the Ruth Gilfry Building on Monday and Tuesday from 3:00 to 5:00 p.m. and on Friday from 9:00 to 11:00 a.m. The cost is \$7.

The first meeting to begin the APEX assessment will be on December 4 at 9:30 a.m. to 12:00 noon in Conference Room 5. Mr. Borham, Ms. Buck, and Ms. Dodge volunteered to serve on this committee.

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Ms. Bablitch stated Operation Bootstrap considered operating the Commodities Distribution Program. The Board of Operation Bootstrap has declined to take on this program. The primary reason was that having a paid person direct the program is against their mission as a solely volunteer effort. St. Vincent De Paul has agreed to operate this program for one year. Currently, Noni Clark is still on layoff and Jim Rigenbach is currently managing the program.

Ms. Bablitch updated the Board on the remodeling of the lower level. Ms. Bablitch will ask the Finance Committee to provide funding through its capital improvement budget.

Ms. Bablitch stated managed care is coming for AFDC and Healthy Start recipients. Additional information was handed out to the Board members. The state will be offering contracts with local service providers. Ms. Bablitch stated she will get guidance from them. As more information is available it will be passed on to the Board.

Ms. Hoppen interjected that Rep. Murat is looking very seriously at items contained within the W2 program which will not work. The legislature will be going back to look further into the program.

Ms. Bablitch introduced Margie LaBarge, a graduate student, who is attending our meeting to aid in her graduate studies.

D. Advisory Committee Report

This item was inaccurately placed on the agenda.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen reported on the CWAN meeting held on October 10. There were 150 participants at the teen conference on November 6. There were 42 people who walked in the Milwaukee AIDS Walk. About \$3,000 was earned for the area CWAN agency.

Mr. Medin stated he and Ms. Hoppen met with Dave Pagel to look at the Job Development/Job Placement for the Hmong subcontract. Only the Hmong will receive the subsidized JOBS program. Other agencies in town will be looked at to handle the program.

III. PROGRAM ISSUES

A. Action to Approve Change in Advisory Committee Bylaws

Rev. Mallek indicated the Advisory Committee met and passed a motion to change the wording of the bylaws to state "A quorum shall consist of five members of the Advisory Committee present." This will still enable Rev. Mallek to cancel a meeting if not enough will be in attendance. Mr. Peterson questioned how this number was arrived at and whether it was legal. Mr. Kurtenbach stated according to Chapter 46.23 statutes there is no specific wording regarding quorums. Rev. Mallek stated in the past nine people were a quorum and as such some of the meetings were only attended by eight people and thus no business could be conducted. Ms. Dodge pointed out the Board still has the final decision on any recommendations coming from the Advisory Committee and as such if only five people vote on a recommendation the Board could request it be taken back to be passed by a majority of the membership instead of just five people. A motion was made by Mr. Medin and seconded by Mr. Zimdars to approve this request. Motion carried with Ms. Hoppen voting nay.

B. Update on Family Preservation Plan Implementation and "Patterson" Plan Implementation

Ms. Bablitch stated the letter from the State was very complimentary about the plan. There were three major idea areas being targeted for implementation. The three groups will be meeting tomorrow, November 8, as follows: At 9:00 a.m. at the Family Resource Center the group will discuss how to get information to families about the services available to them. About \$20,000 will be allocated to this area. At 11:00 a.m. at the Ruth Gilfry Center in the Community Support Treatment Room the group will discuss on to expand on the pilot project in conjunction with alternate school programming. About \$20,000 has been allocated for this service. At 2:00 p.m. at the United Way the group will be discussing how to increase the number of volunteers and supportive neighborhoods in the community, \$20,000 has been allocated to this. About \$6,000 have been allocated for administrative services. The "Guidance Team" is a group of parents and system leaders which will be involved in overseeing the implementing the goals of the plan.

Ms. Dodge stated she has heard from others who have attended meetings at the state level stating that Portage County is a model that is working extremely well.

Ms. Bablitch distributed the Patterson Implementation Time Lines. Work Team implementation is a little behind due to the lack of a clinic director. Contracted services for day care slots at the YMCA are going well. The two levels of foster homes is in the implementation stage. Letters have gone out to the foster providers and currently about 8 or 10 responses have been received. A social worker to work with Level II homes will be contracted with Gemini Services. An additional 36 hours of parent aide time will be contracted to hire an additional parent aide rather than increase the two parent aides to full time. This will enable more services to be provided to more families. The parent aide supervision will be changed to Daryl Kurtenbach as of January 1, 1996. Currently there has been one permanency plan review meeting with the new team of Board and Advisory members. Ms. Buck stated these cases are very extreme and demands tremendous impressions be placed on these children so we can prevent further problems and avoid these children ending up in jail as adults.

IV. FISCAL ISSUES

A. Approval of Vouchers

Ms. Bean stated there were no unusual expenses in the regular, high cost, or Portage House accounts. Mr. Peterson questioned what constitutes unusual expenses. Ms. Bean stated once a year contracted services is an example. A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

B. Action to Accept Elder Abuse Grant

Ms. Bablitch stated we have applied and received this grant for the last several years. The grant provides respite care, day care, etc. to avoid any potential abuse situations occurring to the elderly. The grant is for \$6,850. Last year the Department received about \$9,000. Mr. Borham questioned how many abuse referrals come to this department. Ms. Bablitch stated she is unsure but will get specifics. Many are

of a financial nature, i.e., a sibling is taking care of parent and another sibling feels the parent's finances are being managed inaccurately. Mr. Peterson moved to approve this request. Ms. Hoppen seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Approve Limited Term Employees

Mr. Berrett stated all the positions are for grants except for the HSS2 Nurse (Kummer) Health Check, and the position for Schmitz and Hladky - Health Supervisor. Mr. Peterson questions what happens when the grant monies end. Ms. Bablitch stated the hours will be reduced accordingly. Ms. Dodge questioned how the hours are tracked. Ms. Bean stated it is through the payroll and staff logs. The supervisors keep track of the hours spent for grants separately. Mr. Medin questioned whether the hours for the health supervisors will be phased out. Ms. Bablitch stated these hours are needed to provide full coverage and will be requested made permanent during the regular position requests in 1996. Ms. Hoppen moved to approve the requests. Rev. Mallek seconded the motion. Motion carried.

VI. ADJOURNMENT

Ms. Bablitch stated the next meeting is scheduled for November 28. In December the meetings will be on December 12 and possibly cancelling the meeting for December 26.

The meeting was adjourned at 6:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
NOVEMBER 28, 1995

Present

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

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Al Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; Bill McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Rodger Ricketts, Mental Health Clinic Director; Stephen Tuszka, Elderly Services/CSP Supervisor; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was presented on foster care and involuntary commitments.

The meeting was brought to order at 5:06 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of November 7, 1995

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed a copy of the APEX study that will be used by the agency. She reminded Mr. Borham, Ms. Buck, and Ms. Dodge that the study meeting will be held on Monday, December 4, at 9:30 a.m. This packet has been reviewed with Terri Timmers, who will facilitated the process.

Ms. Bablitch stated the remodeling of the lower level project was taken to Finance who directed us to take it to Space and Properties Committee. It was taken to that committee last night and we have received tentative approval. Two bids were received and both are good companies. The proposal will be taken back to Finance to request the additional money needed to complete the project.

Ms. Bablitch reported the work on the door security is almost finished. Horgan's will be working on this. After a contract is signed it will take about a month to six weeks to complete the project. The public will be funneled through the main entrance. Staff will have special door keys for the other doors.

At this point there is nothing new to report on the upper level recarpeting. The problem being faced now is where to store all the desks, file cabinets, partitions, etc. while the new carpet is being put in. New waiting room furniture will also be purchased once the color of the carpeting is determined.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met last Monday. Diana McGinley has resigned from the Committee due to her accepting a position as a social worker with the agency. She will be sorely missed as she was a very active member and liaison to the Teen Advisory Council. The bylaws were updated to reflect the word change for a quorum. Rev. Mallek read the purpose of the Advisory Committee. Rev. Mallek requested the Board take advantage of the Advisory Committee whenever it can. The future direction of the Advisory Committee was discussed. A meeting of a subcommittee will be held on Friday at 7:00 a.m. in Conference 5 at the Gilfry Building to discuss ways of enhancing the image and the involvement of the Advisory Committee and making them more responsible. Outcomes of this meeting will be shared with the Board.

E. Citizen Concerns/Unlimited Topics

Rev. Mallek distributed an article from a newspaper regarding welfare reform to be read at the Board members leisure.

Ms. Bablitch stated the first design team meeting was held yesterday. Mr. Jakusz was in attendance as well as representatives from CESA 5, Forward Service, and Job Service. Mr. Borham commented the W2 program will cost the state more, about \$39 million, than the current program. Ms. Bablitch stated the committee will send letters to the legislators with any concerns which may arise through the meetings.

Ms. Bablitch stated a list of tentative Board meeting dates for 1996 was included in the packet.

III. PROGRAM ISSUES

A. Introduction of New Mental Health Clinic Director

Ms. Bablitch introduced Rodger Ricketts as the new Mental Health Clinic director. Dr. Ricketts gave a brief summary of the short and long term goals.

The short term goals include: revising agency forms to better deal with malpractice and agency liability; clinic policies and procedures manual needs updating; freeing time for administrative duties by shifting clients to other therapists or cutting back time spent with the clients; completing psychological evaluations for the court; train staff on borderline patients by use of a video and discussion; testing materials will be reviewed and updated if necessary; more one on one supervision with the staff will be done through weekly meetings; new employees will need to be hired to replace vacated positions; management meetings will be attended; a mission statement for the clinic will be developed with the staff; the possibility of a satellite office at the Lincoln Center will be looked into; HMO and other agency referrals will be reviewed; community prevention programs will be developed to include lectures, seminars, and radio spots.

The long term goals will include: quality control for charting purposes; the possible development of a satellite office in the Amherst area; coordination of services with other agencies and the hospital; attendance at state meetings; preparing for the state certification to be coming up in the next year and a half; and discussing the budget with Lucy.

Dr. Ricketts stated this is just a quick overview of areas needing to be looked at.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley stated there will be one individual moving from Winnebago in the future. Two will remain there. The inpatient budget has had some savings. Referrals have increased the past month. Ms. Dodge questioned if Norwood has changed their rates since the year to date comparison is about half the amount of days but the cost is over half of last year. Mr. McCulley stated the rates go up every year and the rate increase is reflected in the budget process.

Mr. Tuszka stated the Community Based Care budget will come in under budget for 1995. There is no immediate need for placement at this time.

Mr. McCulley stated General Assistance is doing well and will be under budget. Ms. Dodge questioned the administrative expense being almost the same but with about half the clients. Ms. Bean stated the payroll percentages are still unknown and therefore haven't been set up. As of January 1 the payroll percentages should be known and will be adjusted accordingly.

Mr. McCulley reported group care is doing well and is currently under budget. Child Caring Institutions (CCI) are under last year but still over budget. Lincoln Hills is close to budget projections but still down from last year. The main problem in CCI is Chileda. This is a long term placement for an individual who has very difficult behaviors, physical disabilities, and is emotionally disturbed. The individual requires 24 hour managed care. At this time the individual is 13 or 14 years old and will most likely stay at Chileda until reaching 18. At that time a transfer to adult care in a nursing home or IMD will be done. There is no other funding available to supplement the expense at Chileda.

B. Year-to-Date Financial Report

Ms. Bean stated there are not a lot changes since last month. The High Cost accounts will be coming in with about a \$30,000 surplus. The Regular accounts will have about a \$51,800 surplus. A Variance Comparison Report was distributed. This report was stopped last year due to the change to a program budget. The

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Administration Budget variance is due to the Federal County Addendum. Immunizations are showing a deficit due to the number of immunizations being down. Children/Family Purchased budget is still projecting a deficit although it will be smaller than last year. Revenues are down in the youth aids for this budget. Ms. Bablitch stated this report will be done in the future now that a year has gone by and we now have numbers for comparison purposes. Ms. Dodge questioned the deficit projected for the lab and whether there is a need for the lab. Mr. Berrett stated water testing was projected high for this year due to the amount needed for the previous year. We did not get as much rainfall and therefore revenues were down. Wood County would like to start sending us their tests rather than sending to the State Lab so they can get their results a lot faster. Currently the lab is staffed about 33 to 35 hours a week.

C. Approval of Vouchers

Ms. Bean stated there were no unusual expenses in the regular, high cost, or Portage House accounts. A motion was made by Mr. Lewandowski and seconded by Ms. Buck to approve the vouchers. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:53 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
DECEMBER 12, 1995

Present

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

Excused

Jeanne Dodge

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor.

I. INFORMATIONAL UPDATE

An informational update was presented on the family based services project.

The meeting was brought to order at 5:12 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of November 21, 1995

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

B. Correspondence

Ms. Bablitch distributed a Christmas card stating the many accomplishments the Department made in 1995. This will be distributed to County Board members, foster parents, volunteers, and staff.

C. Director's Report

Ms. Bablitch informed the Board the Finance Committee approved additional money for the remodeling of the lower level. Part of the agency's 1995 surplus has been authorized to be used.

Carpet squares will be used in the upper level. The reason for the squares is that they are easier to lay and there will be more flexibility in replacing them in the high traffic areas.

With the implementation of the new General Assistance program some appeals are projected to occur. Ms. Bablitch requested a volunteer to serve on the internal committee to hear these appeals. Ms. Buck volunteered.

There will be no Health and Human Services Board meeting on December 26.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen commented she read the article distributed by Rev. Mallek. She also brought a copy of the article written by Karl Pnazek in the Open Letter Column. Ms. Hoppen felt a lot of factual data was included.

III. PROGRAM ISSUES

A. Review of Annual Report

Ms. Bablitch asked what other things should be included in the annual report. Suggestions were the amount of people served, a breakdown of ethnic groups, and a synopsis on the growth of the agency since inception.

B. Managed Care Update

Ms. Bean reported managed care to her is a clearinghouse. People needing medical services of some kind will contact the HMO and the HMO will direct them to a provider. The advantage is managed care eliminates barriers to care due to the broad range of services available and co-payments and deductibles are eliminated. Currently five counties are on an HMO plan. They are Milwaukee, Waukesha, Kenosha, Dane, and Eau Claire. Contracts can be applied for as long as the requirements can be met. Ms. Bean stated that the State will contract with all of the eight HMO's slated to serve our area if they meet all the requirements. We may be contracting with the various HMO's to be a provider of mental health outpatient services and home health services. A list will be sent to enrollees listing the providers and the HMO's. They will have 90 days to make a decision as to which HMO they want to enroll with. The enrollee will have the option to change HMO's every six months. Providers not contracting with the HMO will be

reimbursed only for emergency services. The only exception will be for a woman in her third trimester of pregnancy. Services with her current provider will continue through delivery.

The tentative timetable includes releasing certification materials January 1, 1996. The applications will be due by March 1. By April 1 a decision will be made. Contracting will take place in April and May of 1996. By June 1996 training will occur. Beginning early July 1996 recipients will be notified. Portage County is in Phase 2 of the managed care plan. Ms. Bean believes our enrollment will take place in early 1997. There are about 3,312 possible recipients with eight HMO's serving the county. Discussion occurred regarding the use of HMO's, the variety of services provided, and how clients are referred.

IV. FISCAL ISSUES

A. Approval of Vouchers

Ms. Bean stated there were no unusual expenses in the regular or Portage House accounts. The \$81,484.21 inpatient charge in the High Cost accounts is the quarterly bill received from Winnebago. A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

Mr. Peterson questioned the approval of special meeting attendance and how they can be regulated. Ms. Bablitch stated those appointed to meetings, attend permanency plans, etc. were approved by the Board and therefore special meeting attendance slips need to be written out. Mr. Borham stated other meetings where you have been invited by committees should be able to be submitted.

V. PERSONNEL ISSUES

A. Action to Extend Limited Term Employee - Shared Services

Ms. Hoppen questioned if this position will be paid by Family Preservation. Mr. Kurtenbach stated it will be. Mr. Jakusz questioned if this is an increase from five to 15 hours. Mr. Kurtenbach stated currently an intern is providing 10 hours of this service and will

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be leaving. A motion was made by Mr. Medin and seconded by Ms. Hoppen to approve the request. Motion carried.

B. Action to Approve Limited Term Employee - Youth and Family Services

Ms. Bablitch stated this position will not be refilled immediately with a permanent employee due to needing to keep it open to avoid any bumping if the Learnfare grant should expire. Sherri Daugherty was the person in this position and she has left to take a full time position. Rev. Mallek moved to approve the request and the motion was seconded by Ms. Buck. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P